

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 18: Confidentiality and Security	Effective Date: 12/02/2019
	Section 4: Disclosure of Confidential Information	Version: 1.1 Revision Date: 12/02/2019

BACKGROUND

N/A

POLICY

No employee or contractor of the Title IV-D Program (the Title IV-D Program is collectively comprised of the Child Support Bureau (CSB), Title IV-D Prosecutor, and Clerk of Courts) shall disclose outside of the Title IV-D Program any confidential information obtained in connection with performance of the employee’s Title IV-D duties except as permitted by law.¹ Employees and contractors shall collect, maintain, and use only that confidential information relevant and necessary to accomplish Title IV-D Program functions.

Disclosure of data from the National Directory of New Hires (NDNH), Federal Case Registry (FCR), financial institution data match (FIDM), and Internal Revenue Service (IRS) information is prohibited outside the Title IV-D Program.² Exceptions to this prohibition include allowing disclosure of NDNH and FCR information to IV-A, IV-B, IV-D, and IV-E agencies for the purpose of carrying out their responsibilities to administer their respective programs.³ Independently verified NDNH and FCR information may be disclosed to other state agencies to assist them in carrying out their duties under Titles IV, XIX, or XXI of the Social Security Act and the Supplemental Nutrition Assistance Program (SNAP) including:⁴

1. Any investigation, or criminal or civil proceeding conducted in connection with the administration of the program;⁵ and
2. Information on known or suspected instances of physical or mental injury, sexual abuse or exploitation, or negligent or maltreatment of a child which indicate a child’s health or welfare is threatened.⁶

Additionally, disclosure of IRS information, which would otherwise be FTI, is permitted to other state agencies administering Titles IV, XIX, or XXI of the Social Security Act and SNAP if the information is independently verified through another source.⁷ If the locate code in the

¹ 45 C.F.R. § 303.21(c)

² 45 C.F.R. § 303.21(d)(3); 45 C.F.R. § 307.13(a)(4)

³ 45 C.F.R. § 303.21(d)(3); 45 C.F.R. § 307.13(a)(4)

⁴ Title IV includes Title IV-A Temporary Assistance for Needy Families (TANF), Title IV-D Child Support, and Title IV-E Foster Care. Title XIX includes Medicaid. Title XXI includes the State Children’s Health Insurance Program (CHIP).

⁵ 45 C.F.R. § 303.21(d)(1)(i)

⁶ 45 C.F.R. § 303.21(d)(1)(ii)

⁷ 45 C.F.R. § 303.21(d)(3)

statewide child support system is IRS, IRS/AWR, or LTXF, then the information must be verified through a second source.

REFERENCES

- [45 C.F.R. § 303.21](#): Safeguarding and disclosure of confidential information
- [45 C.F.R. § 307.13](#): Security and confidentiality for computerized support enforcement systems in operation after October 1, 1997

PROCEDURE

Confidential information is only to be shared with Title IV-D employees, or those authorized in the Policy above, only as necessary to perform their official duties (also known as “a need to know basis”). Confidential information is only to be released in the least amount necessary to perform required Title IV-D duties.

FORMS AND TOOLS

N/A

FREQUENTLY ASKED QUESTIONS

N/A

RELATED INFORMATION

N/A

REVISION HISTORY

Version	Date	Description of Revision
Version 1	05/08/2019	Final Approved Version
Version 1.1	12/02/2019	Revised sentence in Policy to make clear this concerns disclosures to other agencies.