DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

ATTENTION: Child Welfare Program Administrators and Supervisors

SUBJECT: Identity Protection Act of 2005

This letter is to provide information regarding the efforts that Child Welfare has taken to comply with the Identity Protection Act of 2005. The Act can be accessed at the following web address:


In order to comply with the law’s requirement that agencies minimize the use and dissemination of social security numbers, Child Welfare has examined our forms. If it was determined the use of social security numbers was necessary to carryout program responsibilities, the form was not revised. The forms that have been revised to remove the social worker’s social security number are the DSS-5104, DSS-5094 and DSS-5095. The forms that have been revised to remove the client’s social security number are DSS-1808, DSS-1815, DSS-5167, DSS-6187, DSS-6188, DSS-6189, DSS-6211 and DSS-6847. These forms are now available for immediate use at:

http://info.dhhs.state.nc.us/olm/forms/dss/

If your agency has developed forms for your county’s use, please check to ensure that the social security number is included only if it is necessary to carryout responsibilities of the program. If there are additional forms that you feel alternative IDs would be more appropriate, please contact our office. If you have any questions, please contact your Children’s Program Representative or Laura M. Elmore, Program Coordinator, at (919) 733-4319 or by email at laura.elmore@ncmail.net.

Sincerely,

Jo Ann Lamm, Chief
Family Support and Child Welfare Services Section

JAL/lme

cc: Sherry Bradsher
Children’s Program Representatives
Family Support and Child Welfare Services Team Leaders
Local Business Liaisons
Work First Representatives

FSCWS-37-06