

	<b>Agency Name</b>	Office of Family Support (OFS)			
	<b>Chapter No./Name</b>	09 – Support Enforcement Services (SES)			
	<b>Part No./Name</b>	E. General Policy and Procedures			
	<b>Section No./Name</b>	E-200 Social Security Numbers			
	<b>Document No./Name</b>	E-210 Release of Social Security Numbers			
	<b>Dates</b>	<b>Issue</b>	October 1, 2007	<b>Effective</b>	October 1, 2007

Federal regulations, [42 USC 666\(a\)\(13\) \(B\)](#), require that the social security number of any individual who is subject to a support order, paternity determination or acknowledgement be placed in the records relating to the matter. SES may use or disclose the SSN(s) for the following reasons:

1. To the insurance company for enrollment of the child(ren) in a health insurance policy,
2. To locate the NCP,
3. To submit the case for federal and state income tax refund offset, lottery intercept, consumer reporting,
4. To file an interstate petition, or
5. For other reasons directly connected to programs within the Department of Social Services.

Document on LASES Case Log the reason the SSN was released.

**\* NOTE:** Social Security Numbers should not be sent in the text of an email unless the message has been encrypted. **\*\***