

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

November 6, 2009

**What's Inside:**

House Bill 481 –Social Security Numbers and Financial Information on Court Documents

**MEMORANDUM**

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: HOUSE BILL 481- SOCIAL SECURITY NUMBERS AND FINANCIAL INFORMATION ON COURT DOCUMENTS

DISCUSSION:

The purpose of this memorandum is to notify staff that the Division can no longer provide to the court documents with full social security numbers or financial information in accordance House Bill 481 related to Missouri statute 509.520 RSMo, which went into effect on August 28, 2009. The law states that any pleadings, attachments, or exhibits filed with the court in any case, should not include: the full Social Security number, the full credit card number, or other financial account number of any party or any child who is the subject to an order of custody or support.

**Effective immediately, staff must redact full social security numbers, credit card numbers or other financial account numbers on any Children's Division documents submitted to the court.** [Section 5 Chapter 2.5 Other Persons/Agencies Entitled to Case Record Information](#) has been modified in accordance with the standard set forth in statute.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. Please review updates made to the Child Welfare Manual.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:  
 Scott B. Montgomery, PDS  
 573-526-5408  
[Scott.B.Montgomery@dss.mo.gov](mailto:Scott.B.Montgomery@dss.mo.gov)

PROGRAM MANAGER  
 Dena Driver  
 573-751-3171  
[Dena.Driver@dss.mo.gov](mailto:Dena.Driver@dss.mo.gov)

CHILD WELFARE MANUAL REVISIONS:

[Section 5 Chapter 2.5 Other Persons/Agencies Entitled to Case Record Information](#)

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE:

509.520 RSMo

ADMINISTRATIVE RULE

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS

N/A

CHILD AND FAMILY SERVICES REVIEW (CFSR)

N/A

PROTECTIVE FACTORS

Parental Resilience-N/A

Social Connections-N/A

Knowledge of Parenting and Child Development-N/A

Concrete Support in Times of Need-N/A

Social and Emotional Competence of Children-N/A

FACES REQUIREMENTS

N/A