



**PROTECTION AND SAFETY  
ADMINISTRATIVE MEMO #1-2007**

**To:** Protection and Safety Workers, Supervisors;  
Administrators, Service Area Administrators; and  
Resource Development Staff/ Foster Care Workers.

**From:** Todd Reckling, Protection and Safety Administrator  
Office of Protection and Safety

**Date:** April 19, 2007

**RE: Social Security Numbers in Verifying Foster Parent's attendance at trainings.**

**EFFECTIVE DATE: Immediately**

**Duration: Until revised**

**Contact:** If you have questions regarding this administrative memorandum please contact Kathy Ewing, Program Specialist, Office of Protection and Safety, 471- 9333 or [kathy.ewing@dhhs.ne.gov](mailto:kathy.ewing@dhhs.ne.gov) .

**Purpose:** The purpose of this administrative memorandum is to provide clarification on the use of Social Security Numbers as proof of attendance at foster parent trainings.

**History:** In the past, foster parents were required to provide their Social Security Numbers as a way to verify foster parent attendance at required training sessions for licensure.

**Action Required:** Effective immediately foster parents will no longer be required to provide their Social Security Numbers. For record keeping purposes and as proof of attendance a foster parent will only be asked to provide their name and address as proof.