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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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ARNOLD SCHWARZENEGGER
GOVERNOR

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Initiated by CCL

October 23, 2009

CCL INFORMATION RELEASE NO. 2009-01

TO: CHILDREN’S RESIDENTIAL PROGRAM
CONTRACTED COUNTY FOSTER FAMILY HOME LICENSING PROGRAM

SUBJECT: RELEASE OF FOSTER FAMILY HOME LIST TO CALIFORNIA COMMUNITY COLLEGES CHANCELLOR’S OFFICE (CCCCO)

This Information Release (IR) clarifies that confidential information regarding Foster Family Homes (FFH), Certified Family Homes (CFH), and placements of children can be released to the CCCCCO under specific conditions.

Health and Safety Code section 1536, subsection (b), preserves the security and confidentiality of the names, addresses, and other identifying information of FFH, CFH of Foster Family Agencies, and placements of children in these homes as personal information for purposes of the Information Practices Act of 1977. Pursuant to the California Public Records Act, this information shall not be disclosed by any state or local agency *except* as necessary for *administering the licensing program*, facilitating the placement of children in these homes, and providing names and addresses only to bona fide professional foster parent organizations upon request.

The CCCCCO conducts Foster and Kinship Care Education programs necessary for administering the licensing program by providing education and training to foster parents and kinship caregivers through local community colleges. The contract and Memorandum of Understanding (MOU) between the California Department of Social Services (CDSS) and CCCCCO as a State Agency requires that confidential information made available to carry out the Agreement be protected from unauthorized use and disclosure to the extent required by State law and regulation. The State Agency is responsible for the security of the confidential information and compliance with the Agreement by its employees, contractors, or sub-contractors and shall not use or disclose this information outside of the Agreement.

The contract and MOU was amended July 17, 2008 to permit the release of FFH and CFH names, addresses, and other identifying information to the CCCCCO under specified conditions. The conditions outlined in Agreement 07-2038 A-2, [Exhibit E – Attachment I](#), amended October 9, 2008, specify:

III. ACCEPTABLE USE AND DISCLOSURE

- 4.1 The State Agency and CDSS agree that CDSS will instruct its licensing offices and its county delegates that all appropriate licensing applicants at the orientation will be informed that their name, address and other identifying information are confidential data and will be forwarded to the State Agency solely for the purpose of training and education. It is also agreed that CDSS will inform these applicants that the State Agency is required to protect the confidential data from unauthorized use and disclosure.
- 5.1 The State Agency and CDSS agree that applicants and existing licensees may request that their confidential data not be provided to the State Agency.
- 6.1 The State Agency and CDSS agree that the confidentiality of the applicants and licensees shall be protected at all times, and that the State Agency shall respect the right and not attempt to further persuade applicants or licensees who have declined to attend training or opted out.

CDSS regards community colleges operating under the CCCCCO to be a designee of the CCCCCO as a State Agency. Children's Residential Program offices and contracted county licensing program offices may continue to release the applicable FFH and CFH information directly to their local community colleges. However, as part of this release, licensing offices must inform community colleges that if they provide this information to other community colleges or any other entity, they must inform the affected foster parents of this and give the foster parents the opportunity to opt out.

Applicable Evaluator Manual sections will be revised to reflect this amendment to the contract and MOU and posted in the CDSS Internet site. Questions can be directed to the Policy Development Bureau at (916) 324-4312.

Sincerely,

Original Signed By Jeffrey Hiratsuka

JEFFREY HIRATSUKA
Deputy Director
Community Care Licensing Division

Attachment