



CDSS

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DEPARTMENT OF SOCIAL SERVICES

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May 8, 2012

ALL COUNTY INFORMATION NOTICE NO. I-19-12

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS

SUBJECT: REPORTING SAFELY SURRENDERED BABIES TO THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES, THE CALIFORNIA MISSING CHILDREN CLEARINGHOUSE, AND THE NATIONAL CRIME INFORMATION CENTER

REFERENCE: [HEALTH AND SAFETY CODE § 1255.7](#)

The purpose of this All County Information Notice is to clarify counties' responsibilities and procedures for reporting a safely surrendered baby (SSB) to the California Department of Social Services (CDSS), the [California Missing Children Clearinghouse \(CMCC\)](#) and the [National Crime Information Center \(NCIC\)](#).

When a county child welfare services (CWS) agency takes custody of a baby surrendered under [Health and Safety Code section 1255.7](#), statute requires the agency to immediately notify CDSS of the surrendered child. In addition, as soon as possible, but no later than 24 hours after temporary custody is assumed, the county is also required to notify the CMCC and the NCIC.

Reporting a safely surrendered baby to CDSS

Statute requires that the CWS agency immediately report the safely surrendered baby to CDSS. The county CWS agency can report the surrender to CDSS by downloading and completing the attached form from the following link: <http://www.cdss.ca.gov/cdssweb/entres/forms/English/SOC880.pdf>, then e-mailing it to the CDSS Child Welfare Policy and Program Development Bureau at ssb@dss.ca.gov. When making this report, county staff must send the e-mail "secure" to protect confidential information, such as the referral ID number, that is requested on the form. This requirement does not change current procedures for opening a referral in Child Welfare Services/Case Management System (CWS/CMS) and completing the SSB

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

special projects screen. Rather, it provides immediate notification to the Department, which is not otherwise facilitated by the referral entry in CWS/CMS.

Note: Confidential data supplied by the county to CDSS shall be encrypted in storage and in transmission, using non-proprietary, secure, generally-available encryption software. Proprietary encryption algorithms shall not be acceptable. Passwords or biometrics used for user authentication shall be encrypted using data encryption standard, or better, one-way only encryption. Data encryption shall meet the National Institute of Standards and Technology Advanced Encryption. Data encryption shall equal or exceed 128-bit key encryption.

Reporting safely surrendered babies to the CMCC and NCIC

Statute also requires that the county notify CMCC and NCIC within 24 hours of assuming the child's custody. The county CWS agency must contact the CMCC at (800)-222-FIND (222-3463) to report the surrendered baby. According to staff at the CMCC, their agency enters the report into the California Unidentified Persons System, which automatically forwards the record to the NCIC. There is no process for county CWS agencies to directly report a surrendered baby to the NCIC. Rather, the CMCC cross-reports information about the safe surrender to the NCIC. Therefore, reporting the surrendered baby to the CMCC fulfills the counties' requirement to report this information to both agencies pursuant to Health and Safety Code section 1255.7 (e). When making this report to CMCC, statute requires the county staff to provide all known identifying information concerning the child, except personal identifying information pertaining to the parent or individual who surrendered the child.

If you have any questions, please contact the Child Welfare Policy and Program Development Bureau at (916) 651-6160, or send inquiries to ssb@dss.ca.gov.

Sincerely,

Original Document Signed By:

GREGORY E. ROSE
Deputy Director
Children and Family Services Division