



Office of Temporary and Disability Assistance

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Informational Letter

Section 1

Transmittal:	23-INF-03
To:	Social Services District Commissioners
Issuing Division/Office:	Child Support Services
Date:	March 22, 2023
Subject:	Child Support Information Disclosure Matrix
Suggested Distribution:	Child Support Coordinators Support Collection Unit Supervisors DSS Attorneys Accounting Staff IV-A Directors IV-E Directors Information Technology Staff Information Security Staff
Contact Person(s):	Child Support Services - Information Security Officer: 518-474-9081 or otda.sm.dcss.iso@otda.ny.gov Division of Legal Affairs: 518-474-9502
Attachments:	Attachment 1 - Child Support Information Disclosure Matrix

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		18 NYCRR § 347.19	Social Services Law § 111-v 26 USCA § 6103 42 USCA § 653 42 USCA § 654A 42 USCA § 663 45 CFR § 303.21 45 CFR § 307.13		

Section 2

I. Purpose

The purpose of this informational letter (INF) is to inform social services districts (districts) of the availability of a revised Child Support Information Disclosure Matrix (**Attachment 1**). This matrix provides guidance on the type of information that may be disclosed based on the proposed purpose

or use of the information, the requesting party or recipient of the information, and specific limitations associated with the disclosure.

II. Background

A disclosure matrix tool was developed to assist districts in determining when disclosure of protected child support information is appropriate and to respond to requests for information typically received by the Child Support Program.

III. Program Implications

Use of the matrix will provide an additional tool to assist districts to make appropriate decisions when requests for child support information are made across agencies and programs. DCSS strongly recommends that districts work with their counsel to ensure legal compliance prior to child support information disclosure.

Attachment 1 will also be made available on the *Information Security* page of the Electronic Resource System (ERS) and replaces the *Safeguarding Confidential Child Support Information: Third Party Disclosure* matrix found there.

Issued By:

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Title: Deputy Commissioner

Division/Office: Child Support Services