

December 3, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**CHILD CARE BULLETIN (CCB) NO. 25-33**

The purpose of this Child Care Bulletin (CCB) is to remind child care and development contractors that Social Security Numbers (SSNs) shall not be required to be collected from families receiving Child Care and Development (CCD) subsidized services. Accordingly, child care and development contractors shall not collect and report this information.



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**DEPARTMENT OF SOCIAL SERVICES**  
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GOVERNOR

December 3, 2025

CHILD CARE BULLETIN (CCB) NO. 25-33

GUIDANCE TYPE: INFORMATIVE

TO: ALL CHILD CARE CONTRACTORS

SUBJECT: COLLECTION OF SOCIAL SECURITY NUMBERS

APPLICABLE PROGRAMS: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS),  
CALWORKS STAGE 2 (C2AP),  
CALWORKS STAGE 3 (C3AP),  
CALIFORNIA ALTERNATIVE PAYMENT PROGRAM (CAPP),  
GENERAL CHILD CARE AND DEVELOPMENT (CCTR),  
CHILDREN WITH SEVERE DISABILITIES (CHAN),  
FAMILY CHILD CARE HOME EDUCATION NETWORKS (CFCC),  
MIGRANT CHILD CARE AND DEVELOPMENT PROGRAM (CMIG),  
CALIFORNIA MIGRANT ALTERNATIVE PAYMENT PROGRAM (CMAP)

REFERENCES: [UNITED STATES CODE \(U.S.C\) TITLE 42 § 9858\(a\)\(1\)\(E\);](#)  
[CALIFORNIA CODE OF REGULATIONS \(CCR\) TITLE 5 § 18117;](#)  
[MANAGEMENT BULLETIN \(MB\) 17-20;](#)  
[WELFARE AND INSTITUTIONS CODE \(WIC\) § 10269](#)

## Purpose

The purpose of this Child Care Bulletin (CCB) is to remind child care and development contractors that Social Security Numbers (SSNs) shall not be required to be collected from families receiving Child Care and Development (CCD) subsidized services. Accordingly, child care and development contractors shall not collect and report this information.

## Background

States are subject to federal reporting requirements in connection with the administration of subsidized child care and development services. For the purpose of eligibility certification for these services, [42 U.S.C. § 9858i\(a\)\(1\)\(E\)](#), prohibits states from reporting personally identifiable information, which includes SSNs. Guidance to contractors on this prohibition was originally issued in [Management Bulletin 17-20](#), by the California Department of Education (CDE) prior to the transfer of child care and development programs to the California Department of Social Services (CDSS) in 2021.

## **Guidance**

Contractors shall not collect SSNs on any forms families complete, or any documentation collected for the purpose of enrollment into subsidized services. The [CCD 26](#), Confidential Application for Child Care and Development Services and Certification of Eligibility Form, does not have a field for this information. Agencies will use the Family Identification Case Number (FICN) field on the application to assign family unique identifiers. The FICN cannot contain the Head-of-Household SSN or the child SSN. Information about the FICN may be found in the [CDSS-CDMIS User Manual](#).

It is not necessary to redact or destroy previously collected records that may contain SSNs. These records should be maintained and retained in accordance with [Welfare and Institutions Code \(WIC\) 10269](#), which states that records shall be retained by each contractor for at least five years, or, where an audit has been requested by a state agency, until the date the audit is resolved, whichever is longer. As a reminder, in accordance with the [California Code of Regulations, Title 5, Section 18117](#), the use or disclosure of information pertaining to the child or family shall be restricted to purposes directly connected with the administration of the program.

The use of the last four digits of SSNs is still required on income-based Household Meal Applications for the Child and Adult Care Food Program, administered by the CDSS, and the other Child Nutrition Programs administered by the CDE. Information about the Child Nutrition Programs administered by the CDE may be found on the [CDE School Nutrition Programs Eligibility Web Page](#).

If you have any questions or need additional guidance regarding the information in this letter, please contact your assigned [Program Quality Improvement Consultant](#).

Sincerely,

### ***Original Document Signed By***

LUPE JAIME-MILEHAM, EdD  
Deputy Director  
Child Care and Development Division