



COUNTY OF VENTURA HUMAN SERVICES AGENCY

Barry L. Zimmerman
Director

Information for Income Tax Purposes

I am/have been the foster parent of _____ for tax year _____.

I am requesting the social security number, the date of birth and the specific dates that I cared for the foster child. My request is solely for the purpose of ascertaining whether I can claim the child on my income taxes.

I understand that confidentiality must be maintained and I cannot release the child's name or social security number to any other person.

I understand that I must verify with Children and Family Services that I am/was the foster caregiver before information can be released to me.

Further, I understand that in order to receive the information, I must present proof of my identity to the Children and Family Services staff providing me with the information.

The County of Ventura Human Services Agency Children and Family Services cannot provide tax advice.

Signature of Requestor: _____

Date: _____

Printed Name: _____

Office Use Only	
Date information provided to caregiver:	Foster VC Kids Team:
Child's Name:	
DOB:	
Child's SSN:	
Specific dates of care in caregiver's home:	

Income Tax Information Request by Foster and Kinship Parents Protocol

1. Caregivers requesting child information for incomes tax purposes shall be referred to the Foster VC Kids Team for assistance. They can be reached by emailing FosterVCKids@Ventura.org or by calling 805-654-3220.
2. Foster VC Kids Team will verify
 - Entitlement: “That the child whose information is being requested for tax purposes has been in the home of the requestor for six months and one day, or more”. This will be verified by pulling a placement report in CWS/CMS.
 - Identity: “Only the Foster or Kinship parent can receive this information in person with personal Identification.”
 - Signature of Agreement: “Foster or Kinship parent must sign a “Request for Information” form, agreeing to keeping the child’s information (SSN, Birthdate, specific dates of care) confidential.”
3. Foster VC Kids Team shall prepare “Request for Information” form letter on County Letterhead (attachment).
4. Foster VC Kids Team will provide the foster/kinship parent with the “Request for Information” form letter after verifying their identity and obtaining their signature on the form. Foster VC Kids will complete the “Office Use” box with the requested information.
5. Foster/kinship caregivers will be given the form letter with the requested information and a copy shall be retained for the licensing file.
6. The above protocol is applicable to FFA’s when their families are requesting tax information for a child that has been placed in their home.