



Department of  
Job and Family Services

John R. Kasich, Governor  
Cynthia C. Dungey, Director

**Family Assistance Letter #151**  
**OFFICE OF FAMILY ASSISTANCE**  
December 17, 2015

TO: Directors, County Departments of Job and Family Services

FROM: Kara B. Wentz, Deputy Director  
Office of Family Assistance

SUBJECT: **Information Disclosure & Access Reminder**

In order to remain compliant with state and federal regulations the employees responsible for administering the cash assistance and/or Supplemental Nutrition Assistance Program programs have an obligation to safeguard all applicant and recipient information. Below are a couple of the state and federal regulations that must be considered:

**OHIO REVISED CODE SECTION 5101.27:**

(A) Except as permitted by this section, section 5101.273 , 5101.28, or 5101.29 of the Revised Code, or rules adopted under section 5101.30 of the Revised Code, or when required by federal law, no person or government entity shall solicit, disclose, receive, use, or knowingly permit, or participate in the use of any information regarding a public assistance recipient for any purpose not directly connected with the administration of a public assistance program.

**REQUIREMENTS OF 7 CFR 272.1 (c)(1):**

...(c) *Disclosure.* (1) Use or disclosure of information obtained from food stamp applicant or recipient households shall be restricted to:

- (i) Persons directly connected with the administration or enforcement of the provisions of the Food Stamp Act or regulations, other Federal assistance programs, federally-assisted State programs providing assistance on a means-tested basis to low income individuals, or general assistance programs which are subject to the joint processing requirements in § 273.2(j)(2).
- (ii) Persons directly connected with the administration or enforcement of the programs which are required to participate in the State income and eligibility verification system (IEVS) as specified in § 272.8(a)(2), to the extent the food stamp information is useful in establishing or verifying eligibility or benefit amounts under those programs;
- (iii) Persons directly connected with the verification of immigration status of aliens applying for food stamp benefits, through the Systematic Alien Verification for

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Entitlements (SAVE) Program, to the extent the information is necessary to identify the individual for verification purposes.

- (iv) Persons directly connected with the administration of the Child Support Program under part D, title IV of the Social Security Act in order to assist in the administration of that program, and employees of the Secretary of Health and Human Services as necessary to assist in establishing or verifying eligibility or benefits under titles II and XVI of the Social Security Act;
- (v) Employees of the Comptroller General's Office of the United States for audit examination authorized by any other, upon their written request, for the purpose of investigating an alleged violation of the Food Stamp Act or regulation. This authority to do so, violation being investigated, and the identity of the person on whom the information provision of law; and
- (vi) Local, State, or Federal law enforcement officials, upon their written request, for the purpose of investigating an alleged violation of the Food Stamp Act or regulation. The written request shall include the identity of the individual requesting the information and his authority to do so, violation being investigated, and the identity of the person on whom the information is requested.
- (vii) Local, State or Federal law enforcement officers, upon written request, for the purpose of obtaining the address, social security number, and, if available, photograph of any household member, if the member is fleeing to avoid prosecution or custody for a crime, or an attempt to commit a crime, that would be classified as a felony (or in the State of New Jersey, a high misdemeanor), or is violating a condition of probation or parole imposed under a Federal or State law. The State agency shall not require a household to present photographic identification as a condition of eligibility and must accept any document that reasonably establishes the applicant's identity. The State agency shall also provide information regarding a household member, upon the written request of a law enforcement officer acting in his or her official capacity, where such member has information necessary for the apprehension or investigation of another member who is fleeing to avoid prosecution or custody for a felony, or has violated a condition of probation or parole. If a law enforcement officer provides documentation indicating that a household member is fleeing to avoid prosecution or custody for a felony, or has violated a condition of probation or parole, the State agency shall terminate the participation of the member. A request for information absent documentation would not be sufficient to terminate the member's participation. The State agency shall disclose only such information as is necessary to comply with a specific written request of a law enforcement agency authorized by this paragraph.

**REMINDER:**

Individuals currently with access to applicant and recipient information within CRIS-E and those approving or requesting new access to CRIS-E must review the necessary state and federal regulations. This includes understanding when this information can be disclosed and when access should be requested for staff. There have been several questions regarding combined agencies. Simply being a combined agency does not mean each individual is responsible for every program, or that their access to CRIS-E is directly related to program administration.

Access must be determined on a case-by-case worker basis based on their specific responsibilities.

For further information regarding this letter, please contact the CRIS-E Help Desk by email at [CRISE\\_helpdesk@jfs.ohio.gov](mailto:CRISE_helpdesk@jfs.ohio.gov).

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