



Clark County Family Services

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Clark County Family Services Policy

SUBJECT:

Social Security Card

Effective Date	Amendment Number	Amendment Effective Date
August 7, 2025	N/A	N/A

SCOPE:

Request and storage of Social Security cards for children involved with Clark County Family Services.

SPECIFIC LEGAL and OTHER REFERENCES:

NRS 205.465

PROGRAMS IMPACTED:

Adoptions
Business Center
NIA
Eligibility
Independent Living
Medical Case Management (MCM)
Permanency

SUMMARY OF CHANGES:

- New
- Supersedes:
 - Business Center Policy and Procedures (Effective: February 21, 2015), Sections:
 - 2500. Social Security Card Request

DEFINITIONS:

For a list of acronyms and a glossary of terms used throughout CCFS refer to Acronyms and Glossary located on DFSNet.

FORMS, PUBLICATIONS, AND INSTRUCTIONAL (FPI) DOCUMENTS:

[Application for Social Security Card](#) (Social Security Administration form)

POLICY:

- A. Clark County Family Services (CCFS) obtains social security cards for all children placed in CCFS legal custody.
- B. Social Security cards contain sensitive information and are required for many official governmental functions including, but not limited to:
 1. Obtaining identification documents such as passports, drivers licenses, identification cards, health cards and work cards
 2. Indian Child Welfare Act (ICWA) requirements
 3. Housing applications
 4. Applying for death or social security benefits

- C. Each card must be acquired and stored appropriately to minimize misplacement, unnecessary replacement, and loss.
 - 1. The SSA will only distribute a maximum of ten (10) hard copy original Social Security Cards for any individual in a lifetime, consider the need prior to requesting.
- D. Social Security cards are CCFS property and must not be permanently provided to anyone within or outside of CCFS except for the following conditions:
 - 1. Upon completion of guardianship or adoption, the Social Security Card may be provided to the legal guardian or adoptive parent(s).
 - 2. Children over the age eighteen (18) transitioning out of foster care may be given their Social Security Card.
 - 3. Upon case closure, the child's parent(s) or caregiver(s) may be given the Social Security Card(s).
 - 4. A Social Security Card can also be provided to the assigned Clark County Social Services Extended Foster Care (EFC) Specialist, if applicable.

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Clark County Family Services

05/27/2025

Approved Date