

DATE 10-31-2018

**CHANGE NOTICE**

CWS-CN-06-2018

**MANUAL:** Chapter VIII: Protective Services, Section 1426 – Central Registry

**CHANGE NO:** 06-2018

**ATTENTION:** Child Welfare Directors, Program Administrators, Supervisors, and Social Workers

**RE:** Chapter VIII: Protective Services, Section 1426 – Central Registry

**EFFECTIVE DATE:** November 1, 2018

**INTENT:**

This letter is to inform county child welfare agencies of changes to the Central Registry manual. This manual has been updated as result of recent legislation and policy changes regarding human trafficking. The changes to the Central Registry manual were made to align with the policy changes regarding human trafficking released in early October, as referenced in Change Notice CWS-CN-05-2018.

**SPECIFIC CHANGES**


Changes to Central Registry policy include the addition of protocol stating that for cases of human trafficking where the perpetrator is not a parent, guardian, custodian, or caretaker, code "00" must be entered for Unknown Perpetrator in Field 23 – Perpetrator Relationship Code on the DSS-5104. In these cases, Fields 30-40 must be left blank.

Please note that policy requirements regarding the completion of the DSS-5104 should be followed if the perpetrator of the trafficking is a parent, guardian, custodian, or caretaker.

**INSTRUCTIONS**

This policy is effective November 1, 2018. If you have any questions regarding the policy related to these changes or your Children's Program Representative.

Sincerely,



Lisa T. Cauley, Deputy Director  
Child Welfare Services

Cc: Michael Becketts, Assistant Secretary for Human Services  
Kristin O'Connor, Section Chief for Policy and Programs  
CWS Team Leaders