



State of Florida
Department of Children and Families

Ron DeSantis
Governor

Shevaun L. Harris
Secretary

DATE: September 21, 2023

TO: Child Protection Directors
Community-Based Care Lead Agency CEOs

THROUGH: Casey Penn, Deputy Secretary *CP*

FROM: Kathryn Williams, Assistant Secretary for Office of Child & Family Well-being *KW*

SUBJECT: Guidance for Information Sharing with the National Center for Missing and Exploited Children (NCMEC) Regarding Missing Children

PURPOSE: The purpose of this memo is to provide guidance to ensure compliance with Title IV-E requirements as outlined in section 471(a)(35)(b) of the Social Security Act regarding the sharing of information on missing children with the National Center for Missing and Exploited Children (NCMEC).

BACKGROUND: When reporting and/or discussing missing or abducted children to NCMEC, previous policy limited the sharing of information to: 1) name and date of birth of the child; 2) A physical description of the child including height, weight, hair color, eye color, gender, and any identifying physical characteristics of the child; and 3) A photograph of the child.

Title IV-E in section 471(a)(35)(b) of the Act has been amended to additionally require the reporting and/or sharing of endangerment information with NCMEC, such as the child's or youth's pregnancy status, prescription medications, suicidal tendencies, vulnerability to being sex trafficked, and other health or risk factors.

To comply with the new title IV-E requirement, when in contact with NCMEC to report or discuss a missing child as defined in CFOP 170-3, child welfare professionals and Regional Criminal Justice Coordinators should include endangerment information.

DCF Operating Procedure 170-3 will be updated to reflect these new requirements.

This memorandum supersedes the memorandum entitled "Clarification on Information Sharing Regarding Missing Children" dated February 16, 2022.

ACTION REQUIRED: Please distribute this memorandum to child protective investigators, Community-Based Care Lead Agencies, and any other applicable staff.

CONTACT INFORMATION: For any questions regarding this memorandum, please contact Travis Paulk, Criminal Justice Services Manager, at Travis.Paulk@myflfamilies.com or 850-251-4882 or Kristin Morgan, Statewide Missing Child Coordinator, at Kristin.Morgan@myflfamilies.com or 850-717-4015.

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