



Clyde L. Reese, III, Esq., Commissioner

Georgia Department of Human Services • Family & Children Services • Rachele Carnesale, Director
Two Peachtree Street, NW • Suite 19-490 • Atlanta, GA 30303 • 404-651-8409 • 404-657-5105

September 27, 2011

TO: County Departments of Family and Children Services
Regional Directors
Regional Managers
State Staff

FROM: Rachele Carnesale, Division Director
Division of Family and Children Services

A handwritten signature in black ink, appearing to read "Rachele Carnesale", is written over the "FROM:" line.

RE: OFI Confidentiality Policy

PURPOSE: The purpose of this policy change is to add policies and procedures that safeguard and protect the confidentiality of DHS employees receiving Food Stamp, TANF, Medicaid, and CAPS benefits. DHS employees who are receiving public assistance are also required to protect the confidentiality of relatives, friends and other individuals of personal interest who are receiving public assistance.

In order to identify the appropriate policy changes for each program, specific areas of policy have been shaded to identify changes in text that affect the meaning of the text. Changes that do not affect the meaning of the text (e.g., grammatical or spelling corrections) have not been identified.

IMPLEMENTATION: These policy changes are effective October 1, 2011.