



**STATE OF WASHINGTON**  
**DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**  
1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

**POLICY MEMO**

May 9, 2024

TO: Child Welfare Employees

FROM: Vickie Ybarra, Assistant Secretary for Partnerships, Prevention, & Executive Services

RE: Disclosure of information to Law Enforcement (LE) and the National Center for Missing & Exploited Children (NCMEC) when youth are missing from care

EFFECTIVE DATE: July 10, 2023

SUNSET REVIEW DATE: May 9, 2025

Effective July 10, 2023, [Public Law 117-348 Trafficking Victims Prevention & Protection Reauthorization Act of 2022](#), signed in January 2023, amended this section 471(a)(35)(B). The amendment requires more communication and details when missing or abducted children or youth are reported to LE and NCMEC in an effort to provide a safe recovery of a missing or abducted child or youth.

Historically, DCYF has been unable to provide photos of youth in care to LE agencies or to NCMEC without court order or parent permission due to the confidentiality requirements in RCW 13.50.100. Due to this change in federal law, child welfare employees will provide photographs to NCMEC and LE agencies whenever reasonably possible when children or youth are missing from care.

The [Youth Missing from Care](#) policy will be updated to reflect the following changes.

**New Practice:**

Caseworker must:

1. Complete the following when a missing child report is made to LE and to NCMEC, per the [Youth Missing from Care](#) policy, the report must include, when reasonably possible, all of the following:
  - a. A photo of the missing or abducted child or youth.
  - b. A description of the child's or youth's physical features, e.g., height, weight, sex, ethnicity, race, hair color, and eye color.
  - c. Endangerment information as applicable, including but not limited to, the child's or youth's:
    - i. Pregnancy status

- ii. Prescription medications
  - iii. Suicidal tendencies
  - iv. Vulnerability to being sex trafficked using the Commercially Sexually Exploited Child (CSEC) Screen DCYF 15-476 form.
  - v. Other health or risk factors.
2. Upload photo of the missing or abducted child or youth into FamLink.

If you have any questions, please contact Cameron Norton, Missing and Exploited Youth Program Manager at [Cameron.Norton@dcyf.wa.gov](mailto:Cameron.Norton@dcyf.wa.gov) or (509) 991-0748.

Cc: Brenda Villarreal  
Cameron Norton  
Hung Tang