

# TABLE OF CONTENTS

## **1310 Eligibility Requirement**

1311 Worker Actions at Application

1312 Action at TANF Redetermination/SNAP Recertifications

## **1320 Failure to Comply**

1321 Reestablishing Eligibility

# Social Security Numbers

## 1310 ELIGIBILITY REQUIREMENT

As a condition of eligibility each applicant for or recipient of aid is required to furnish a Social Security account number (SSN) prior to approval, unless religious beliefs prohibit enumeration. Applicants and recipients of aid include individuals seeking or receiving assistance and any other individuals whose needs/income are considered in determining the amount of assistance.

Once proof of application has been provided, do not deny, delay or discontinue benefits pending receipt of the SSN.

Exceptions:

- **Good cause** — Individuals who cannot provide the verifications required by Social Security to apply for an SSN may receive assistance for each month they have good cause. Good cause exists when circumstances beyond the household's control prevent them from securing proof required to obtain an SSN. The household must report what actions have been taken to obtain the required verifications to apply for an SSN at redetermination/recertification. The SSN application must be completed as soon as verifications are received.

**Expedited service** – Applicants eligible for expedited service may participate the first month without providing or applying for an SSN.

### Excluded Persons:

Non-qualified non-citizens are not required to provide or apply for an SSN. If the non-qualified non-citizen's income and resources are countable to the individuals seeking or receiving benefits, other methods of income verification must be pursued.

All individual SNAP household members who are not requesting assistance for themselves are not required to provide their SSN or apply for an SSN if they do not wish to do so.

These individuals are treated like non-applicants, excluded from participation in the SNAP program and only their needs and request for assistance are denied.

However, the reason they do not wish to provide an SSN should be evaluated for “good cause”. If the excluded individual’s income and resources are countable to the individuals seeking or receiving benefits, this information must still be verified.

### **1311 WORKER ACTIONS AT APPLICATION**

If an SSN is not provided, the case manager shall notify all household members they must apply directly with the Social Security Administration (SSA) to obtain an SSN. Pend the household, allowing 20 days to provide verification of SSN application.

If the applicant cannot provide a copy of their SSN, they will need to apply for a replacement card as SSA no longer provides SSN printouts. Applicants or recipients can also request a new card be issued because of a change to their name (marriage, divorce, court order or any other reason).

When a child is born in a hospital, the parent(s) are provided a receipt Form SSA-2853, that the application to apply for an SSN for the child was made.

### **1312 ACTION AT THE TANF REDETERMINATION/SNAP RECERTIFICATION**

If Form SSA-5028 or SSA-2853 was accepted as proof of SSN application at approval, however an SSN has not been verified through the NUMIDENT interface and the individual has not received a Social Security card, refer the household to the local SSA office.

Notify the household of the requirement to provide current proof of application for an SSN using Form 2429. Allow the household 10 days to provide proof of current SSN application. Advise the household the result of noncompliance.

### **1320 FAILURE TO COMPLY**

If a required member of the TANF household fails or refuses to comply, without good cause, with SSN requirements

- deny or terminate TANF.

If an individual who is requesting assistance fails to comply without good cause or voluntarily chooses not to provide a Social Security Number (SSN) or pursue enumeration for themselves or another required household member, disqualify/exclude the person without the SSN from participation.

**Exception:**

If the household is **unable** to provide proof of application for an SSN for a newborn, the household must provide the SSN or proof of application at its next recertification or within six (6) months following the month the baby is born, whichever is later. If proof of an SSN application for a newborn was provided but six (6) months has passed or it is time to recertify (whichever is later) and the household claims they never received the SSN, the household must provide proof they submitted a new application for an SSN within ten (10) days of the written request.

**1321 Reestablishing Eligibility**

If the TANF application was denied or terminated and later complies with Social Security Enumeration requirements a new application is required.

If a member is disqualified/excluded and later complies with Social Security Enumeration requirements include the individual effective the benefit month after being notified of their compliance.

**1340 VERIFICATION**

Social Security Numbers are verified using the NUMIDENT system, which is Social Security's database of SSNs. The agency receives the SSN verification tape daily, which interfaces with the system, and auto fills the status code for an individual's SSN, which has been registered in the system. For example, a verified SSN is identified with a "V" code. The "V" code must not be entered by the case manager, because the code is a "response" from SSA. If Numident returns a discrepancy code, the case manager must contact the household to clarify the discrepancy.

**1341 SSN Discrepancy**

If the SSN is not verified through the NUMIDENT process due to a discrepancy, an alert is generated to the case manager. SSN verification discrepancies must be resolved within thirty (30) days. If the discrepancy is not the result of an agency error (e.g., wrong number entered in the system), the household is required to resolve the discrepancy through SSA. If the household fails or refuses to cooperate without good cause in resolving the discrepancy:

Terminate benefits.

Disqualify the individual in the household for whom the discrepancy exists.