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INFORMATIONAL LETTER

TRANSMITTAL: 99 INF-7

TO: Commissioners of  
 Social Services

DIVISION: Temporary  
 Assistance

DATE: April 27, 1999

SUBJECT: Amended State Version of Federal Form SS-5  
 "Application For A Social Security Card" (LDSS-4000)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medicaid Directors  
 WMS Coordinators  
 Staff Development Coordinators

CONTACT PERSON: Program Questions:  
 Region I -(518) 473-0332; Region II -(518) 474-9433;  
 Region III -(518) 474-9307; Region IV -(518) 474-0300;  
 Region V - (518) 473-1469; Region VI -(212) 383-1658

Forms Questions:  
 Bob Gullie, DTA/New Technology  
 1-800-343-8859, extension 4-6055 (AV1060)

ATTACHMENTS: LDSS-4000 (Rev.1/99):"Application for a Social Security  
 Card - not available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
93-ADM-4	98 INF-14	360.1(j)		PASB	GIS
92-INF-21	89 INF-52	369.2(a)(1)		Section	Messages
90-ADM-3	80 ADM-75	370.2(d)(3)		XIII-M-1	98 TA/DC014
89-ADM-12		387.9(a)		All	89 IM/DC019
98-INF-14					
89-INF-52				FSSB	89 IM/DC011
88-ADM-4				V-B-7all	88 IM/DC021
83-ADM-28					88 IM/DC028
80-ADM-75					88 MA037

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The purpose of this release is to introduce the Department's amended carbonized version (LDSS-4000) of the Federal SS-5 Form: "Application for A Social Security Number".

The previous version dated 2/98 did not provide adequate space for the complete mailing address. The amended 1/99 version provides the necessary space. No other changes were made to this form.

The following reiterates the information in GIS 98TA/DC014 that advised local districts of the recent changes by the Social Security Administration (SSA) on Welfare Enumeration. This amended version of the DSS-4000 must be used for all requests for Social Security Numbers (SSN) made after March 13, 1998. Requests for original SSNs for children under 18 by SSD's are now excluded from Welfare Enumeration. Parents/caretakers must apply at the local SSA field office for an original SSN for children under 18. Enumeration at birth has not been changed by this new requirement and can minimize the need for applications at SSA field offices.

Enumeration at birth is part of a hospital's procedure of recording a child's birth with Vital Statistics. There is, however, no requirement for a parent to do this. Districts are encouraged to have a pregnant client sign in the hospital authorizing Vital Statistics to share her newborn's birth information with SSA for the issuance of a SSN.

Districts are reminded that the case record copy of the LDSS-4000 is the primary documentation of filing for an SSN. Clients who file for SSNs at a SSA field office should provide districts with the Receipt of the Filing (SSA-5028) which will document that the requirement to apply for an SSN has been met. Districts should initially use WMS SSN Code 4 - "SSN Not Applied For" for the children of clients who must receive an SSN through an SSA field office. Code 4 should be changed to Code 2 - "SSN Applied For" when the client brings in the Receipt of Filing for the children's SSN.

The amended 1/99 version of the LDSS-4000: "Social Security Administration Application for a Social Security Card" will be available for ordering by the end of June, 1999.

Please make sure to order the 1/99 version when your current supplies are depleted.

Future requests for the LDSS-4000 should be submitted on Form DSS-876 (Rev.2/96): "Request for Forms or Publications", and should be sent to:

Office of Temporary and Disability Assistance  
Bureau of Management Services  
Forms Supply, Control and Distribution  
P.O. Box 1990  
Albany, New York 12201  
Attention: Document Supply Control & Distribution

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Questions concerning ordering forms should be directed to Document Services at 1-800-343-8859, extension 6-6223.

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Patricia A. Stevens  
Deputy Commissioner  
Division of Temporary Assistance