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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 92 INF-21

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: March 24, 1992

SUBJECT: Verification of Social Security Numbers

SUGGESTED

DISTRIBUTION: Public Assistance Staff
 Food Stamps Staff
 Medical Assistance Staff
 Staff Development Coordinators

CONTACT PERSON: Mark Schaffer at 1-800-342-3715, extension 4-9346
 Food Stamps: County Representative, extension 4-9225

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
				PASB	
				VIII-D all	
				IX-B-1-2	
				XXIII-L-1	
				all	
				XXIII-L-2	
				all	
				FSSB	
				V-B-7 all	
				V-B-8 all	
				V-E-1.2-	
				1.3	

We have been informed by the Social Security Administration (SSA) that in some districts, local staff have been referring applicants/recipients to SSA offices to obtain their Social Security Numbers (SSN) when they cannot produce their cards. At the request of SSA, we are instructing local staff to discontinue this practice since SSA employees cannot provide numbers to applicants or recipients. This policy applies to all persons, not just public assistance or food stamp recipients.

The best way to verify an SSN is to see the Social Security card itself. The only Social Security document verifying an SSN is the card without the "Not Valid for Employment" legend. If the applicant/recipient is unable to produce his or her Social Security card, the local district must process an SS-5 (DSS-4000) for a duplicate SSN. The SS-5 (DSS-4000) is provided for that purpose. Local districts are reminded to follow the procedures outlined in Section XXIII L-1 of the Public Assistance Source Book for completing and processing the SS-5 (DSS-4000). SSA will automatically validate the SSN on their computer system and update the WMS database via a tape match.

When a client applies for a duplicate card with SSA, they will issue a receipt (SSA-5028), but will not put the SSN on the receipt form. They can only verify that the client has applied for a number.

Please be sure that your staff is aware of the above procedures.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance