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|      INFORMATIONAL LETTER        |          TRANSMITTAL:  93 INF-30
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                                             DIVISION:  Economic
 TO:             Commissioners of                       Security
                 Social Services

                                             DATE:  July 13, 1993

   SUBJECT:      Social Security Enumeration



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


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


   ATTACHMENTS:     SS-5/DSS-4000 Desk Guide - not available on-line
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<div align="center">FILING REFERENCES</div>

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 ADM-12				PASB	GIS 89
83 ADM-28				XXIII-L-1	IM/DC011
89 INF-52				all	
				FSSB	
				V-B-7.1-	
				7.4	

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   DSS-329EL (Rev. 9/89)
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The purpose of this informational letter is to inform social services
district (SSD) staff of error trends that have been noted by the Social
Security Administration (SSA) in the completion of the SS-5/DSS-4000 -
Application for a Social Security Card form.   They have requested that we
communicate these errors to SSDs along with solutions.   This INF will also
serve   to remind district staff of how the SS-5/DSS-4000 should be
completed, and introduce a desk guide which will assist staff in completing
the form.

The following error trends were noted by SSA staff:

1.   The birth certificate is used as proof of identity.

      The birth certificate proves age and citizenship, but not identity.
      Identity may be proven by:

      o   Driver's license   o   Clinic, doctor, or hospital
      o   U.S. government or state   records
            employee ID card   o   Military records
      o   Passport   o   Court order for name change
      o   School ID card, record, or   o   Adoption records
            report card   o   Church membership or
      o   Marriage or divorce record   confirmation record (if not
      o   Health insurance card   used as evidence of age)
                                           o   Insurance policy

2.   Mailing address omitted (Item 2 on SS-5/DSS-4000)

      This item must be completed for SSA to mail the card.   A c/o should
      be used if the child's name differs from the parent's.

3.   SS-5/DSS-4000 Completed for Foreign-born applicant (Item 3 on
      SS-5/DSS-4000)

      SSA prohibits SSD staff from enumerating any foreign-born applicant,
      even if they are naturalized US citizens.   These clients must be
      referred to SSA.

4.   "Don't Know" Box Selected if client has a previous SSN (Item 10 on
      SS-5/DSS-4000)

      In item 10 of the SS-5/DSS-4000, the "Yes" box should be selected if
      it is believed that the client has a previous SSN.   This allows the
      SS-5/DSS-4000 to go through the full security screening done by the
      SSN system.   This reduces the issuance of multiple SSNs.   In these
      situations, if the client is unable to provide answers for items 11,
      12 or 13, it is permissible to answer these questions with "unknown".

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5.   <u>Unsigned SS-5/DSS-4000</u> (Item 16 on SS-5/DSS-4000)

        The SS-5/DSS-4000 must be signed by the proper applicant.   It cannot
        be signed by either an examiner or a parent for a child over 18.

6.   <u>Evidence of third party identity</u> - (Item 17 on SS-5/DSS-4000)

        The third party applicant's identity must be documented when that
        party is applying on behalf of another.   For example, when a mother
        is applying on behalf of a child, the mother's identification must be
        documented.   The   documentation   is   recorded   in   the   "Evidence
        Submitted" box at the bottom of the SS-5/DSS-4000.

7.   <u>"NPN" field incorrectly completed</u>

        The correct completion of this field enables SSA to report the
        enumeration data to the State via the monthly welfare enumeration
        tape.   The correct way to complete this field is to enter the county
        code after the pre-printed <u>33</u>.   The Client Identification Number
        (CIN) immediately follows. When completed, for example, an NPN entry
        would appear as this:

                            <u>33240AB12345C</u>

                        33 – State Code
                        240 – County Code
                        AB12345C - CIN

8.   <u>Improper Coding of the "DNR" field</u>

        This field must always be coded "N".

9.   <u>Incorrect SS-5/DSS-4000 Coding</u>

        The evidence boxes at the bottom of the SS-5/DSS-4000 must be
        properly coded:

        EVI – Evidence of Identity (two possible entries)
             Y - acceptable evidence of identity submitted (see 1).
             W - no evidence other than child's birth certificate is
                 available for child under age 7.   Annotate "no other
                 documentation submitted" in Evidence Submitted box.

        EVA – Evidence of Age (one possible entry)
             Y - acceptable evidence of age submitted,   i.e.   birth
                 certificate, hospital record of birth.

        EVC – Evidence of Citizenship (one possible entry)
             Y - acceptable evidence of citizenship submitted, i.e. birth
                 certificate, passport.

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10.   <u>Insufficient evidence submitted</u>

       SSD staff must assure that sufficient proofs of evidence are
       submitted for age, citizenship and identity, and that the evidence is
       recorded properly in the Evidence Submitted box, i.e. birth
       certificate registry numbers and driver's license numbers must be
       recorded here if these forms of evidence are used for proof.   If
       these elements cannot be documented, the SS-5/DSS-4000 cannot be sent
       to SSA until the documentation is provided.   Documents must be
       original or certified copies. Notarized copies are not acceptable.

11.   <u>SS-5/DSS-4000 not certified by worker</u>

       The signature and title of the examiner completing the SS-5/DSS-4000
       is required to certify the authenticity of the evidence submitted and
       the information contained on the SS-5/DSS-4000.

Included with the INF is an SS-5/DSS-4000 Desk Guide.   The guide should be
reproduced and distributed to all staff who complete the SS-5/DSS-4000.

We also strongly recommend that each SSD establish an individual within the
agency to whom all SS-5/DSS-4000s are sent before they are forwarded to
SSA.   That person would become responsible for screening each SS-5/DSS-4000
for accuracy and completeness before being forwarded.   Those SS-5/DSS-4000s
which contain erroneous information would be retained and corrected before
being sent.   This measure should substantially reduce the number of
SS-5/DSS-4000s sent with errors to SSA.

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                          Oscar R. Best, Jr.
                          Deputy Commissioner
                          Division of Economic Security