

## **D Employee Using a Child's SSN**

When the Employee New Hire Report (CR070) or HOSC display employment for the Social Security Number (SSN) of a child in a budgetary unit, complete the following:

- Check the [case file\(g\)](#) for SSN verification.
- Review CLIENT PROFILE (CLPR) for SSN validation.
- Contact the PI. Advise them that wages are being reported under the SSN.
- Obtain a written statement from the PI that states one of the following:  
Their acknowledgement that someone is using the SSN.  
Their statement that no one in their budgetary unit is using the SSN.
- Obtain the PI's signature on a Verification of Employment History (FAA-0053A) form. Complete one of the following:  
Send an FAA-0053A to the employer to indicate that FAA is trying to verify employment for the participant.  
Complete a [collateral contact](#) to the employer to try to verify employment for the participant.
- Advise the PI that they may want to resolve the use of the SSN with the Social Security Administration.

NOTE The participant may report a suspected misuse of the SSN through the hot line or web site. (See [Identity Theft Complaints Hotline](#))

- Document the case file with the results of the contact.