

10 Social Security Number (SSN)



This subject contains information about Social Security number (SSN) eligibility requirements.

Policy

All household members applying for NA or CA must provide a Social Security Number (SSN) or apply for an SSN. Providing the SSN of each participant is voluntary. However, participants who do not comply with SSN requirements are not eligible for benefits.

The collection of the SSN of each budgetary unit member, is authorized under the Food and Nutrition Act of 2008, as amended, 7 U.S.C. 2011-2036. The SSN is used to determine whether the budgetary unit is eligible or continues to be eligible to participate in the NA or CA programs. FAA is authorized to use a participant's SSN in the administration of NA and CA. This information may be verified through interfaces and computer matching programs.

Some Cuban and Haitian entrants (CHEs) may not have an SSN during the time applying for FAA benefits. However, the Social Security Administration (SSA) issues SSNs to noncitizens, without employment authorization, when federal law requires an SSN to get certain benefits or services. To apply for a "Not Valid For Employment" SSN, participants need to prove their identity, immigration status, and a letter from the benefit issuing agency requesting the SSN. To prove identity and immigration status, participants can show their current United States (U.S.) immigration documents and unexpired foreign passport. Acceptable immigration documents include, and are not limited to, **any** of the following:

- United States Citizenship and Immigration Services (USCIS) Form I-551 - Permanent Resident Card; or Machine-Readable Immigrant Visa.
- Admission stamp showing a class of admission permitting work.
- Form I-94 --Arrival Departure Record.
- USCIS Form I-766 - Employment Authorization Document (EAD) with category code "C11" when they have applied for and received one.
- U.S. Department of Homeland Security (DHS) Form I-862 – Notice to Appear
- Form I-385 – Alien Booking Record issued by one of the following agencies:
 - U.S. Customs and Border Protection (CBP)
 - U.S. Immigration and Customs Enforcement (ICE)
- Office on Trafficking in Persons (OTIP) Certification Letter
- Office of Refugee Resettlement (ORR) Certification Letter

- Interim Notice Authorizing Parole

When a qualified noncitizen without employment authorization requests assistance with applying for an SSN, the Verification of SSN Application for Noncitizens letter is completed by an FAA staff member and provided to the participant for submission to SSA.

A participant's SSN is a condition of eligibility and is used for **all** of the following purposes:

- Monitoring compliance with program regulations and program management
- Accessing records of wages and benefits
- Determining the amount of NA and CA benefits participants receive
- Establishing and enforcing child support and medical support orders
- Pursuing collection of any NA or CA overpayments resulting from receipt of benefits to which the budgetary unit was not entitled
- Preventing duplicate participation in a program

NOTE Social Security enumeration is not required when the participant is a nonqualified noncitizen or an undocumented noncitizen.

SSN information may be disclosed to other federal and state agencies, including law enforcement officials, for the purpose of apprehending persons fleeing to avoid the law. Any SSN provided is used and disclosed whether the participant is part of the budgetary unit.

SSN Requirements

Participants are required to provide a Social Security number (SSN) or to apply for an SSN for each person applying for benefits.

FAA refers the participant to the Social Security Administration (SSA) when **any** of the following conditions exist for anyone in the budgetary unit:

- They do not have an SSN
- They do not know whether they have an SSN
- They do not know their SSN
- System interfaces, indicate the SSN is invalid or not verified
- They do not have a verified SSN in the [case file\(g\)](#)
- They are applying for an original or replacement Social Security card
- They are suspected of fraud
- They request a second (multiple) SSN
- Questionable identity exists
- Reports or uses more than one SSN

- Needs to change their name on the Social Security card

(For SSA office locations see, [Arizona SSA Offices](#))

SSN requirements are considered met for a newborn when proof is provided from the hospital or SSA that an SSN has been requested. A budgetary unit with a newborn may have up to 12 months following the month the baby was born to supply an SSN or proof of an application for an SSN for the newborn.

When the participant fails to or refuses to comply with SSN requirements, the participant is not eligible for NA or CA benefits.

NA budgetary units entitled to expedited services is required to comply with SSN requirements before the second full month of participation. When unable to provide an SSN before the second full month of participation, the participant may have good cause for noncompliance. NA participants meeting good cause requirements may continue to participate.

NA Good Cause for SSN Noncompliance

An NA participant may claim good cause for failure to comply timely with Social Security number (SSN) requirements. For good cause to exist, the participant is required to have made every effort to provide the necessary information by the information due date.

When a participant in the budgetary unit can show good cause, that participant is allowed to participate for one month in addition to the first full month after application. When the budgetary unit member has been unable to obtain the documents required for an SSN, the participant has to continue to show good cause.

Good cause for failure to apply timely has to be shown monthly for a participant to continue to participate. The participant continues to be eligible as long as good cause exists. Once an application has been filed with the SSA, the participant may continue to participate pending notification of the SSN.

Procedures

When the participant provides a Social Security number (SSN), ensure the correct SSN is keyed in the system. Review the [case file\(g\)](#), AZTECS interface, or HEAplus hubs to determine whether the SSN is valid. (See [Social Security number](#) for more information on changing an SSN)

In AZTECS **one** of the following codes displays in the VR field on CLIS or CLPR for SSN verification:

- I - Invalid SSN
- R - SSN Verification Requested
- V - SSN Verified
- X - Participant Reported as Deceased

In HEAplus, **one** of the following displays in the Verification section of the State Online Query Internet ([SOLQI](#)) Response Data Summary screen:

- SSN is verified
- SSN is not verified

SSN requirements are met when the R or V code displays on CLIS or CLPR or when “SSN is verified” displays on SOLQI. The participant is not required to provide verification of their SSN when a system interface indicates the SSN is verified.

When a system interface shows the SSN is invalid and the participant is in the process of legally changing their identity due to violence or abuse, do not request additional SSN enumeration verification.

When good cause is claimed the following apply:

- Hard copy or collateral contact verification is used to decide when a good cause exists.
NOTE A participant statement is not allowable verification.
- When the participant is in the process of legally changing their identity due to violence or abuse request a copy of a legal petition, or a court order or judgment.

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Pseudo SSN

The SSN field on CAP2 may display an assigned number instead of a Social Security number (SSN). AZTECS assigns a pseudo SSN in **each** of the following situations:

- A participant does not know their SSN
- A participant does not have an SSN
- An SSN is not available to FAA

AZTECS assigns pseudo SSNs by dropping the first 0 of the client ID number, changing the second 0 to a 9, and using the balance of the client ID number to complete the pseudo SSN.

NOTE A pseudo SSN must be replaced when the SSN is provided.

At the time of approval or add on, do not wait to add a baby to either NA or CA when the budgetary unit is unable to provide or fails to provide **one** of the following:

- An SSN
- Proof of application for an SSN (SSA-5028, SSA-7028, SSA-2853, or SSN Verification Printout)

An SSN for a newborn or proof of an application for an SSN may be delayed until the **later** of the following:

- The next renewal
- Six months from the date of birth

Employee Using a Child's SSN

When the National Directory of New Hires (NDNH) report, Employment Verification Information (EMVI), or any other [interface\(g\)](#) with FAA displays employment for the Social Security number (SSN) of a child, complete **all** of the following:

- Check the [case file\(g\)](#) for SSN verification
- Review CLPR for SSN validation
- Discuss with the PI that wages are being reported under the child's SSN

When possible, 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

NOTE Advise the PI that they may want to resolve the use of the SSN with the SSA. The participant may report a suspected misuse of the SSN through the hot line at (877) 438-4338, or the website at www.identitytheft.gov.

Document the discussion with the participant in the case file.

Participant Disagrees with Wage Information

When the participant disagrees with wages showing on the National Directory of New Hires (NDNH) report, EMVI, or any other interface complete **all** the following:

- Check the case file for Social Security number (SSN) verification
- Review CLIENT PROFILE (CLPR) for SSN validation
- Discuss with the participant why they disagree with the wages showing

During the interview complete **all** the following:

- When possible, obtain a participant's written statement with an explanation why the participant disagrees with the information provided.
- Complete a collateral contact to the employer to attempt to verify employment for the participant.
- When possible, obtain the participant's signature on a Verification of Employment History (FAA-0053A) form and send it to the employer.

NOTE The participant may report suspected misuse of the SSN through the hot line at (877) 438-4338, or the website at www.identitytheft.gov.

Document the discussion with the participant in the case file.

SSN Noncompliance

A mandatory participant may not comply with Social Security number (SSN) requirements by the information due date.

For NA, determine the reason for noncompliance. Make every effort to assist the participant in obtaining needed verification. **All** of the following special considerations apply to SSN noncompliance for NA participants:

- When an NA participant claims good cause for noncompliance with SSN requirements, see [NA Good Cause for SSN Noncompliance](#).
- The remaining participants may be eligible without the participant for whom SSN requirements have not been met.
- Once a participant has been noncompliant with SSN requirements, the SSN enumeration process must be completed before adding the participant to the case.
- Deny adult participants when they apply for themselves only and do not comply with the SSN requirements.

For CA, **all** of the following special considerations apply to SSN noncompliance for CA participants:

- Disqualify adult participants when they apply for themselves and do not comply with SSN requirements.
- Count the income and resources of a participant who is noncompliant with SSN requirements in full.
- The remaining participants may be eligible without the participant for whom SSN requirements have not been met.
- Once a participant has been noncompliant with SSN requirements, the SSN enumeration process must be completed before adding the participant to the case.

AZTECS generates an alert on ACTS for SSNs that were not verified with the SVES process. (See [SSN Unverified Alerts](#) for procedures when the SSN remains unverified.)

Failure or Unable to Comply

When the PI reports that they are unable to provide the requested verification within the ten-day period, complete **all** of the following:

- Document the reason in the [case file\(g\)](#).
- Offer assistance in getting the information by contacting the SSA.

When the participant is a qualified noncitizen without employment authorization, and requests assistance in applying for a “Not Valid For Employment” SSN, complete the Verification of SSN Application for Noncitizens (FAA-1854A) letter and provide the FAA-1854A letter to the participant. The FAA-1854A letter is available in the staff only DES document center.

NOTE Per the Social Security Administration (SSA) website, the FAA-1854A must have a physical signature, letters signed electronically will not be accepted.

When the participant does not provide a Social Security number (SSN) or a receipt of application from SSA, disqualify the participant for whom SSN requirements have not been met. When the participant is a newborn, the verification of SSN may be delayed until the **later** of the following:

- The next renewal
- 12 months from the date of birth

Refusal to Comply

When a budgetary unit has refused to comply with SSN requirements, disqualify all participants for whom SSN requirements have not been met.

Verification

System interfaces and the [case file\(g\)](#) must be reviewed before verification is requested. No additional verification is needed when AZTECS interface or HEAplus hubs have verified the information.

The participant has the primary responsibility for providing verification. (See [Participant Responsibilities – Providing Verification](#) for additional policy.)

The Social Security enumeration requirements are considered met when the participant provides **any** of the following:

- A valid Social Security number (SSN)
Most SSNs are validated by a system interface. When this occurs, additional documented verification is not needed.
- A valid Social Security Card (SSA-3000)
- Receipt of Supplemental Security Income (SSI)
- Receipt from the Application for a Social Security Number (SSA-5028) form
- Notice to Third Party of Social Security Number Assignment (SSA-7028) form
- The Message from the Social Security (SSA-2853) form

The SSA-2853 is provided as proof of participation in the Enumeration at Birth Project, which allows a parent to apply for a baby's SSN while the baby is still in the hospital. The SSA-2853 must be signed and dated by a hospital official or a licensed midwife.

- Hospital Record of Birth form and Proof of Birth form

NOTE These forms are acceptable when the birth information is transmitted electronically to Vital Statistics. The forms must be signed and dated by the Birth Registrar. The form must include **all** of the following information:

- The child's name

- The child's date of birth
 - A parent's name
 - A statement that an application for an SSN has been filed for the child
- Refugees who have a Social Security card marked with "Valid for Work Only with INS Authorization".
 - Qualified Noncitizens who have a Social Security card marked with "Not Valid for Work"
 - Verification of SSN Application for Noncitizens (FAA-1854A) letter completed by an SSA worker and returned to FAA by the participant

AZTECS Keying Procedures

Key the NA application date in the SS5 field on SSDO when a participant in an NA budgetary unit that meets NA Basic categorical eligibility requirements does not have, or does not know, their Social Security number (SSN).

When the participant does not provide a receipt of application from SSA, disqualify all participants for whom SSN requirements have not been met. Complete **all** of the following for all participants for whom SSN requirements have not been met, allowing for NOAA when applicable:

- Key DI in the PT field on SEPA
- Key SS in the INELIG RSN field on SEPA for all ineligible participants

When there are no eligible participants on the case due to SSN noncompliance, deny or close the case using the SS Denial Closure Reason Code, allowing for NOAA.

Legal Authorities

- 7 CFR 273.2(b)(4)(i)
- 7 CFR 273.2(f)(1)(v)
- 7 CFR 273.2(f)(7)
- 7 CFR 273.2(f)(8)(i)(B)
- 7 CFR 273.2(i)(4)(i)(B)
- 7 CFR 273.6
- 7 CFR 273.6(b)(4)
- 7 CFR 273.6(d)
- AAC R6-12-307

[Prior Policy](#)

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