

63-161 Social Security Number Requirement

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63-161.1 Policy

Each household member must provide their social security number (SSN) or verification of application for a SSN before certification.

Households adding a newborn can provide the SSN or proof of application for a SSN at its next recertification or within 6 months following the month the baby is born, whichever is later. If the household is unable to provide a SSN or proof of application for a SSN at the next recertification or within 6 months following the baby's birth, whichever is later, then determine if the good cause provisions as explained in CPPG [63-161.7](#) are applicable.

63-161.2 Exemption for Expedited Services

Exemption for Expedited Services

Households eligible for Expedited Services are not required to provide or apply for a SSN until after they have received their first allotment.

Households eligible for Expedited Services with postponed verifications must provide the missing SSNs or verification of application for a SSN before the next issuance ([Section 63-105.8](#)).

- The next issuance could be the second month for households applying on or before the 15th of the month; or
- The third month for households applying after the 15th of the month.

The DFA 377.1 approval notice explains the requirement that either the SSN or proof of an application for a SSN must **be provided before**

the household's following benefits issuance.

Note: Noncitizen victims of trafficking, domestic violence or other serious crimes **do not** have to provide or apply for a SSN as a condition of eligibility for State funded CalWORKs or CalFresh (CFAP).

However, once the trafficking victim has been certified by the Office of Refugee Resettlement (ORR), he or she will be eligible for federal CalFresh benefits and as a condition of eligibility is required to apply for a SSN.

63-161.3
Explanation of
Requirement

The worker will explain to applicants and recipients that:

Refusal or failure to provide a SSN or apply for a SSN without good cause will result in disqualification of that person from the program. That person will be considered an excluded household member and will not be eligible to CalFresh until he/she complies. The worker must send a Notice of Action to the household regarding the disqualification and the impact on the benefit allotment for the remaining household members.

Household members who do not have a SSN and who apply for a SSN or provide good cause for failure to apply for a SSN will be allowed to participate. Refer to [Section 63-161.7](#) below.

63-161.4
How to Obtain a
SSN

To assist the household with obtaining a SSN, the worker will:

- Provide form MC 194 to refer the applicant to the local SSA office to apply for a Social Security number. Applicant must complete and submit this form directly to the Social Security Administration.
- Inform the household member where to apply and what information will be needed (such as identity and verification of U.S. citizenship or noncitizen status).

The household member shall provide proof of application for a SSN by either:

- Returning a SSN application's receipt form (SSA-5028) from SSA office; or
- Returning the completed form MC194 if the form was provided to the client.
- Providing a hospital-issued "Message from Social Security" SSA-

2853-OP4. The SSA-2853-OP4 is a Social Security Administration form provided to the mother by the hospital to apply for a SSN for her newborns.

Note: Automated letter 887.0 is available in CalWIN (under client Correspondence Type/Other Correspondence) to assist the worker in instructing the client to obtain the SSN. The CSC 34 Cover Letter can also be ordered in CalWIN. The form MC194 is shelf stock. The worker shall enter case comments in CalWIN when the CSC 34 and MC194 are given to client.

63-161.5
Verification of
SSN

The worker is required to:

- Record all SSNs in CalWIN and order IEVS;
- Verify the application for a SSN by obtaining one of the following documents. Approved documentation includes but is not limited to:
 - Form MC-194
 - Form SSA 5028 (Receipt for an application for a SSN)
 - The hospital issued SSA-2853-OP4 (Receipt showing that the parent of a newborn has requested a SSN for the newborn).
- Narrate in Case Comments once the SSN verification has been done through IEVS. Once the verification has been obtained and entered into the case record in CalWIN subsequent verification is not required.
- Do not delay the issuance of benefits or certification to an eligible household just because SSN has not been verified.

SSN verification shall be done through:

- Confirming IEVS/MEDS print out/SSN verification code shows as "A" or "J".

The following SSN verification validation codes are found on the MEDS/IEVS match systems.

Code	Description
A	Some of the person's information did not match SSA records SSN validated
J-M	SSA validated
T-Z	SSN rejected

When the worker gets a SSN rejection code, he/she must contact the head of household and give him/her a Social Security Administration (SSA) referral notice (MC194 form). The applicant must take the form MC194 to the SSA to get it completed. Once the form is complete, the recipient will mail/bring it to the worker within 10 days of the date of the referral.

Note: Alert number 325 titled, SSN not applied for, is generated in Case Maintenance Alert after 30 days have passed. The worker is required to re-evaluate the case.

63-161.6
Failure/refusal to
comply with SSN
requirement

Household members who fail without good cause to provide or apply for a SSN will be ineligible to participate until compliance occurs. The disqualification applies only to the household member whose SSN was not provided and not the entire household.

The income of the disqualified household member will be treated in accordance with [Section 63-244.2](#).

63-161.7
Good Cause
Determination

When determining if good cause exists for failure to comply with the requirement to apply for or provide a SSN, the worker must consider information provided by the household. If questionable, contact the local SSA office for further clarification.

Documentary evidence of collateral information that the household member has applied for a SSN or made every effort to supply SSA with necessary information to complete an application for an SSN will be considered good cause. Good cause does not include delays due to illness, lack of transportation, or temporary absences.

If the household member can show good cause why an application for a SSN has not been completed in a timely manner, that person is allowed to participate for one month in addition to the month of application.

Therefore, good cause must be shown on a monthly basis for a household member to continue to receive CalFresh benefits.

If the household member fails to provide his/her SSN after this extension, the person will become SSN disqualified.

The worker should make every effort to assist the applicant in obtaining

documents needed to complete the SSN application.

63-161.8
Ending
Disqualification

Disqualified household members may become eligible upon providing justification (verbal or written statement) as to why an application for a SSN can't be completed.

If a member has been disqualified due to failure to provide information necessary to clarify a discrepancy, the member may become eligible only if he/she provides the necessary information to eliminate the discrepancy or a form MC 194 verifying he/she has requested SSA to clarify the discrepancy.
