

90-100.10. REQUIREMENT TO PROVIDE A SOCIAL SECURITY NUMBER (SSN)

A. General This section provides information regarding the SSN requirements for the GR program.

B. Policy All GR applicants shall be required to obtain and provide a verified SSN except those applicants applying under the provisions of Aid Through First Payday or Transportation to Resource.

C. Requirements As a condition of eligibility for GR cash aid, each applicant must:

- Agree to provide a SSN at pre-application; and
- Provide acceptable verification of his/her SSN; or
- Agree to cooperate in obtaining a SSN at pre-application; and
- Furnish the Social Security card and number when they are received.

D. Filing Case documentation of the SSN verification provided is to be imaged to the case file.

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E. Acceptable Verification Examples of acceptable verification include:

- SSN card
- SSA Award Letter
- SSA form series CA-702
- Medicare card
- Check from SSA showing the applicant's name and SSN with the letters A, HA, J, T, or M following the SSN
- SSN verification code on MEDS clearance as shown in the table below:

MEDIL
I-10-03

Clearance Date	Acceptable Code
Before September 25, 2009	J
After September 25, 2009 until the Department of Health Care Services (DHCS) re-verifies the SSN	W
Beginning 2010 and DHCS has re-verified the SSN	A

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Acceptable Verification (continued)

Acceptable verification must be “sight” verified.

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F. CalWIN Documentation

The worker will enter the SSN in the **Individual Demographics** window in CalWIN. The appropriate verification shall be entered as well.

G. When to Refer to SSA

Applicants must be referred to SSA in the following situations:

- Applicant cannot provide acceptable verification of his/her SSN;
- Applicant does not have a SSN; or
- The SSN has been reported as invalid and the case review and/or applicant indicates that County information is correct.

H. Referral Procedures

The table below shows the actions to be taken to refer an applicant to SSA.

Step	Action
1	Explain the requirement to apply for and verify a SSN to the applicant at pre-application.
2	If the applicant does not have a SSN or SSN verification but agrees to obtain one, the pre-application worker will refer the applicant to the appropriate SSA office with form MC 194.
3	Initial aid shall not be approved pending application for the SSN. Form MC 194 must be returned as verification that the applicant has applied for a SSN or card before any aid is issued.

I. Follow-Up Procedures

Workers must follow the actions in the table below to follow up on referrals to SSA for a SSN.

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Follow-Up Procedures (continued)

Step	Action										
1	When the applicant returns form MC 194 indicating that the SSN application was accepted, the worker will note this in Case Comments and set a case alert for "pending SSN." The alert date is to be set for 90 days from the date MC 194 is received.										
2	When the applicant has not provided the SSN card prior to the alert date, the worker will note this in the Case Comments and write the applicant using the Verification Checklist (VCL).										
3	When the applicant responds to the VCL indicating that he/she has not received the SSN, and request the forms to reapply for the SSN, the worker will: <table border="1" data-bbox="570 951 1414 1472"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>3A</td> <td>Give the applicant a new MC 194 and refer the applicant to the SSA office again instructing the applicant to complete the MC 194 and indicate that it is a duplicate application.</td> </tr> <tr> <td>3B</td> <td>Advise the applicant to return the second MC 194 to the worker within 10 days.</td> </tr> <tr> <td>3C</td> <td>Note in the Case Comments that the applicant is cooperating in efforts to obtain or provide the SSN.</td> </tr> <tr> <td>3D</td> <td>Set a case alert for another 90 days indicating "pending SSN." When the applicant has not provided the SSN prior to the alert date a second VCL is to be sent to the applicant requesting the SSN.</td> </tr> </tbody> </table>	Step	Action	3A	Give the applicant a new MC 194 and refer the applicant to the SSA office again instructing the applicant to complete the MC 194 and indicate that it is a duplicate application.	3B	Advise the applicant to return the second MC 194 to the worker within 10 days.	3C	Note in the Case Comments that the applicant is cooperating in efforts to obtain or provide the SSN.	3D	Set a case alert for another 90 days indicating "pending SSN." When the applicant has not provided the SSN prior to the alert date a second VCL is to be sent to the applicant requesting the SSN.
Step	Action										
3A	Give the applicant a new MC 194 and refer the applicant to the SSA office again instructing the applicant to complete the MC 194 and indicate that it is a duplicate application.										
3B	Advise the applicant to return the second MC 194 to the worker within 10 days.										
3C	Note in the Case Comments that the applicant is cooperating in efforts to obtain or provide the SSN.										
3D	Set a case alert for another 90 days indicating "pending SSN." When the applicant has not provided the SSN prior to the alert date a second VCL is to be sent to the applicant requesting the SSN.										
4	When the applicant fails to respond to the second VCL within 30 days or fails to return the second MC 194 within 10 days the worker will take appropriate action to deny the affected individual for failure to provide SSN.										

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90-100.10. REQUIREMENT TO PROVIDE A SOCIAL SECURITY NUMBER (SSN), Continued

Follow-Up Procedures
(continued)

Step	Action												
5	When SSA indicates on the MC 194 that the application was submitted but not accepted for lack of evidence the worker will:												
	<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>5A</td> <td>Evaluate if the applicant is making every reasonable effort to obtain the required documentation and submit it to SSA.</td> </tr> <tr> <td>5B</td> <td>Provide the applicant with a new MC 194.</td> </tr> <tr> <td>5C</td> <td>Advise the applicant to obtain the required documentation and reapply for the SSN and return the MC 194 to the worker within 30 days.</td> </tr> <tr> <td>5D</td> <td>Set a case alert for 30 days for "pending SSN application."</td> </tr> <tr> <td>5E</td> <td>Note the above information in the Case Comments.</td> </tr> </tbody> </table>	Step	Action	5A	Evaluate if the applicant is making every reasonable effort to obtain the required documentation and submit it to SSA.	5B	Provide the applicant with a new MC 194.	5C	Advise the applicant to obtain the required documentation and reapply for the SSN and return the MC 194 to the worker within 30 days.	5D	Set a case alert for 30 days for "pending SSN application."	5E	Note the above information in the Case Comments.
Step	Action												
5A	Evaluate if the applicant is making every reasonable effort to obtain the required documentation and submit it to SSA.												
5B	Provide the applicant with a new MC 194.												
5C	Advise the applicant to obtain the required documentation and reapply for the SSN and return the MC 194 to the worker within 30 days.												
5D	Set a case alert for 30 days for "pending SSN application."												
5E	Note the above information in the Case Comments.												
6	When the second MC 194 is not received within 30 days aid is to be denied for the affected individual based on failure to cooperate with SSA.												
7	When the second MC 194 is received within 30 days and indicates the application was accepted the worker is to follow Step 1.												
8	When the second MC 194 is received within 30 days and indicates that the SSN application was submitted but not accepted for lack of evidence the worker will deny the affected individual based on failure to cooperate with SSA.												

J. Non-Citizens

SSA understands that some public assistance programs require an SSN in order for applicants to receive aid. In order to assist the non-citizen with this requirement, SSA has offered to allow these individuals to apply for a non-work SSN.

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K. Assistance for Non- Citizens

When assisting the non-citizen applicant to obtain a non-work SSN, the worker must write a letter to the SSA office, on the applicant's behalf, containing the following:

- all pertinent information identifying the applicant;
- the State law requiring applicants to have a SSN (W&I Code Section 11268); and
- a statement that the applicant has met all other eligibility factors with the exception of a SSN.

The letter must be an original on County Letterhead and not be a photocopy or form letter. The worker is to give the letter to the applicant to take to the SSA when applying for the SSN.
