

# APPENDIX G: TEMPORARY CLIENT IDENTIFICATION NUMBER: CLIENT INFORMATION ENTRY

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## TEMPORARY CLIENT IDENTIFICATION NUMBER: CLIENT INFORMATION ENTRY

For applicants not having a valid Social Security Number, the Social Worker for the Blind will assign a nine-digit client number to be used on a temporary basis in lieu of a Social Security Number. This method will allow the applicant, if eligible, to be placed in Active Status and receive services. This procedure is used only when the Social Worker for the Blind determines that it would be detrimental to the client's welfare to delay services while waiting for a valid Social Security Number.

The assigned temporary number may be used for a maximum of six months. If the client experiences hardship in obtaining a Social Security Number within six months, the time period may be extended an additional six months with the **written approval of the Area Supervisor**. If a valid Social Security Number has not been obtained within twelve months, the case must be closed.

## HOW TO ASSIGN A TEMPORARY IDENTIFICATION NUMBER

1. The first two digits are always **99**. This is a change due to CNDS.
2. The third digit will be 7 to represent the ILS Program.
3. The fourth digit represents the geographic service area (Area 1, 2, 3, or 4).
4. The fifth and sixth digits represent the Worker Number.
5. The last **three** digits will be assigned, in sequence, beginning with 001, 002, etc.

### Examples:

- a. An assigned temporary number for an ILS client with Worker #711 in Area 1 would be 997-11-1001.
- b. For an ILS client with Worker #732 in Area 3, the assigned temporary number would be 997-32-3001. Update this field as soon as a valid Social Security Number is obtained.