

**110 – SOCIAL SECURITY NUMBER REQUIREMENT**  
**Change # 5-2010**  
**August 1, 2010**

**I.        SOCIAL SECURITY NUMBER REQUIREMENT**

To receive Work First Family Assistance, each applicant / participant must:

- A.        Provide a social security number or
- B.        Apply for a social security number if the individual does not have one, or has lost their card.

If the applicant/participant does not provide their social security number or fails to apply for one, the individual cannot receive Work First Family Assistance.

Non-family unit members are not required to provide their social security number.

**II.       VERIFYING THE SOCIAL SECURITY NUMBER REQUIREMENT**

- A.        If social security numbers are provided for each eligible family member at application, the caseworker does not have to take any further action to obtain the numbers.
- B.        If the family indicates that one or more eligible family members have a social security number (SSN) but the number is unknown or the family reports an incorrect number, take the following steps:
  - 1.        Use the Online Verification System (OLV) to access BENDEX, State Data Exchange (SDX), Third Party Query, the Master Client Index provided the "V" (validated) indicator is next to the family member's social security number, or the Enumeration Data Sheet. Refer to the [Work First User Manual](#) for on-line inquiry instructions.
  - 2.        If the caseworker is unable to verify the SSN from any of the sources listed above, the family member must apply for a duplicate social security card.
  - 3.        Non- Applicant household members and individuals who have been excluded from the family unit are not required to provide their social security numbers.
- C.        If the family indicates that one or more eligible family members have never had an SSN, the eligible family member must apply for a number.
- D.        At the first review after the family begins receiving Work First Family Assistance (WFFA), the caseworker must ensure there are social security numbers for all eligible family members in the case file. This includes the family members who had to apply for a number or a duplicate card.

Unless the family provides the SSN or applies for one, the eligible family member cannot receive Work First Family Assistance. Remove the family member from the WFFA case.

- E.        Document the SSN on the [DSS-8228](#), WFFA Documentation Workbook or comparable instrument. Send an Income Maintenance Transmittal form (DSS-8194) to the Food and Nutrition Services Unit with the number and note that the social security number was verified by the Work First Unit.

**III. SOCIAL SECURITY NUMBER REQUIREMENT FOR NEWBORNS**

Most families in North Carolina apply for social security numbers for newborns as they are completing the information for the Certificate of Live Birth (DHS-1201) at the hospital. Once the Social Security Administration assigns the child's number, the social security card is sent directly to the family.

When a family is in the agency, the caseworker must determine if the child has received their number.

- A. If the child has a social security number (SSN), ask the family for the number.  
If the family cannot provide the number, follow the process in II. above.
- B. If the child has not received the SSN and is three months old or younger, use the Certificate of Live Birth (DHS-1201) with block 17 checked "Yes" to verify that an application was completed. This meets the social security number requirement for the child.
1. The caseworker must explain to the family that the family must report the child's SSN within 10 calendar days after it is received.
  2. Complete the DSS-8125 to flag the case in 90 calendar days to follow up with the family and to obtain the SSN.
- C. If the child is older than three months and has not received a SSN, the caretaker must apply for a duplicate social security card for the child.
- D. At the first review after the child begins receiving WFFA, the caseworker must check to ensure the child's SSN is on file. If not, the caseworker should check OLV for the SSN.  
The family must provide the SSN or apply for a duplicate social security card for the child.
- E. Document the number on the [DSS-8228](#), WFFA Documentation Workbook or comparable instrument. Send an Income Maintenance Transmittal (DSS-8194) form to the Food and Nutrition Services Unit with the number and note that the SSN was verified by the Work First Unit.

**IV. APPLYING FOR A SOCIAL SECURITY NUMBER**

Applications for social security numbers are made through the Social Security Administration. The county agency may send all families to the local Social Security Office to apply, complete the Social Security Number application (SS-5) for all families, or help families mail their applications to the local Social Security Office.

Each county has to coordinate with its local Social Security Office so that they can mutually agree on the method that works best. The Social Security Administration (SSA) will also advise the county about the type of documentation needed to process applications for social security numbers and the specific process.

**NOTE:** In instances where the family is unable to go to the local Social Security Office, the caseworker must complete the SS-5 for the family.

Regardless of the method on which the agency and the Social Security Office mutually agree, the following must occur:

- A. The caseworker must complete the Referral for Social Security Number Application (DSS-8174). This form must accompany the application for a social security number. Maintain a copy in the case file.
  - 1. Complete the "NPN" number. The NPN number identifies the State and county in which the family member lives and includes the EIS Individual ID of the family member. The NPN number is used to match with information in EIS so an "Enumeration Data Sheet" is generated. For successful matches, the "Enumeration Data Sheet" identifies the individual and their new SSN.
  - 2. After the pre-printed State code (340), enter the agency's three-digit county code (002 or 093 for example) and the individual's EIS Individual ID number.
- B. Based on the agency's agreement with the local Social Security office, explain to the family the type of documentation Social Security needs to process the application.

The SS-5 lists all acceptable verifications for original and replacement Social Security cards.
- C. The agency is responsible for assisting the family in obtaining the documentation necessary to apply for a social security number (SSN), such as obtaining birth verification.
- D. Enter the correct code in EIS to indicate that the individual is applying for a SSN.
- E. Verification that the individual has actually applied for a SSN must be in the case file. The Social Security Office can complete a "Receipt for Application For a Social Security Number" or the bottom of the Referral for Social Security Number Application (DSS-8174).
- F. After the family provides the SSN or the caseworker receives the "Enumeration Data Sheet", enter the SSN into EIS.

Refer to instructions in the Work First User Manual when entering social security number data.

**V. FAILURE TO COMPLY WITH THE SOCIAL SECURITY NUMBER REQUIREMENT**

If a family member fails to cooperate in applying for or providing a social security number (SSN) without good cause, the family member is ineligible to receive Work First Family Assistance. If the family states they are unable to provide an SSN or the information needed to apply for an SSN, the caseworker must determine if there is good cause for the non-cooperation. For example, the family states official records were destroyed in a fire. The caseworker must verify the information to the extent that the caseworker is satisfied the family's statement is accurate. If the caseworker determines there is good cause as to why the family is unable to provide the SSN, the individual should not be terminated. The case file must document the family's statement and the caseworker's efforts in verifying the family's statement. The caseworker should continue to assist the family in their efforts to locate acceptable verifications for original or replacement Social Security cards.

If the caseworker is unable to substantiate the family's claim of good cause, the family member is ineligible for Work First Family Assistance and is removed from the assistance unit.

Once an individual is removed from the assistance unit for refusal or failure to provide an SSN, the ineligible member must provide an SSN before eligibility can be established.