



# FAMILY INDEPENDENCE ADMINISTRATION


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## POLICY BULLETIN #13-99-ELI

### GRANTING GOOD CAUSE FOR INABILITY TO APPLY FOR OR VERIFY SOCIAL SECURITY NUMBER DURING FEDERAL GOVERNMENT SHUTDOWN

<p><b>Date:</b> November 7, 2013</p>	<p><b>Subtopic(s):</b> Social Security Verification</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to provide Cash Assistance (CA) and Non-Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) staff information on how to process cases of applicants/participants who applied for benefits during the time of the Federal Government shutdown from October 1 to October 16, 2013.</p> <p>From October 1 to October 16, 2013, all Social Security Administration (SSA) social security card centers were closed. Applicants/participants were unable to obtain required documentation/verification that they applied for a Social Security Number (SSN).</p> <p>As a condition of eligibility for CA and NCA SNAP benefits, the applicant/participant and all members of the CA or NCA SNAP household must have a valid SSN or show proof of having applied for one. This includes parents, applying caretakers, children and non-applying household members whose needs and income are considered in determining the amount of assistance granted to the household.</p> <p>FAX Flash 13/60, dated October 9, 2013, Handling SSN Verification During Federal Government Shutdown, informed staff that applicants/participants have good cause for their delay in providing verification of a social security number for themselves or a required household member. Benefits should not have been delayed or denied for lack of an SSN during the Federal Government shutdown from October 1 to October 16, 2013.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Staff were instructed not to take any negative action against a household that was unable to provide the required verification during this period. Staff were also instructed to tell the applicant/participant he/she will be required to provide SSN verification at the next client contact after the Federal Government resumed operations.

See [PD #12-09-ELI](#)

If the applicant applied during this period and was unable to apply for or verify an SSN, SSN validation code **4** (SSN not applied for) should have been entered in the Paperless Office System (POS). If an applicant/participant already applied for an SSN, SSN validation code **2** (SSN applied for but not yet available) should have been entered in POS.

The reason for the delay in SSN verification should have been entered in the POS case comment box for future reference and/or follow-up. All case denials and individual line removals for failure to apply for or verify a SSN during this timeframe, must be reevaluated.

For applicants/participants who applied for benefits on or after September 16, 2013, the same instructions apply. In this instance, the Federal Government shutdown unexpectedly reduced the time in which the household had to obtain the documentation/verification.

Now that the SSA offices have reopened, staff must send the CA applicant/participant a Notice to Report to Center (**M-3g**) to apply for a social security card and submit proof of compliance. For CA applicants/participants, failure to comply in furnishing, applying for, or validating a social security number will result in a line or case closing for the non compliant individual.

For SNAP cases/individuals that were activated during the Federal Government shutdown (October 1 to October 16, 2013) and given a "good cause" exemption from the requirement to obtain an SSN for themselves or a household member, the SNAP household can be sent a Request for Contact/Missed Interview (**LDSS-4753**) to submit the SSN verification. However, no adverse action may be taken to close the SNAP case or individual if they fail to do so. SNAP households are not required to provide the SSN verification until the next required client contact – i.e., recertification or periodic report.

*Effective Immediately*

**References:**

[GIS 13 TA/DC041](#)

**Related Items:**

[PD #12-09-ELI](#)