



# FAMILY INDEPENDENCE ADMINISTRATION

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Policy, Procedures and Training

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## POLICY DIRECTIVE #03-11-ELI

### SOCIAL SECURITY NUMBERS FOR NON-WORKING ALIENS

<b>Date:</b> February 28, 2003	<b>Subtopic(s):</b> Public Assistance, Food Stamps, Medicaid
<b>AUDIENCE</b>	The instructions in this policy directive are for all staff at the Job/Non-Public Assistance Food Stamp Centers (NPA FS), and informational for all staff.
<b>POLICY</b>	<p>Furnishing a Social Security Number (SSN) is a condition of eligibility for Public Assistance (PA), Food Stamps (FS), and Medical Assistance (MA). Each member of a household who is applying for any of these programs must furnish, or apply for, an SSN.</p> <p>As of March 01, 2002, the Social Security Administration (SSA) only assigns SSNs to lawfully admitted aliens (legal aliens) who have work authorization. However, SSA will also issue SSNs to aliens who are otherwise eligible for Public Benefits (public assistance, food stamps, medical assistance, etc.), if the state law requires an SSN as a condition of eligibility for assistance.</p>
<b>REQUIRED ACTION</b>	<p>When a lawfully admitted alien applies for PA/NPA FS but does not have an SSN, Workers must determine whether or not the applicant is otherwise eligible, before addressing the SSN issue.</p> <p><b>Note:</b> Otherwise eligible means that all other eligibility requirements with the exception of the SSN, have been met.</p> <p>If the applicant is deemed to be eligible, the Worker must:</p> <ul style="list-style-type: none"><li>• Inform the applicant that s/he must apply for a SSN as a condition of eligibility and that failure to furnish or apply for an SSN for all members of the household will result in a denial or disqualification of benefits.</li></ul>

HAVE QUESTIONS ABOUT THIS PROCEDURE?

Call 212-331-4216 or  
send an e-mail to *FIA Call Center*

Distribution: X

## New Forms

- Complete a "Request for Alien/Immigrant Social Security Number" (**W-133E**).
- Write the address for the SSA office nearest the applicant's address in the upper left-hand corner of the **W-133E**. A Guide to Social Security Offices in New York City (**M-50b**) is attached to this policy directive for Worker use.

**Note:** Brooklyn residents must be sent to the Social Security Card Center, established for Brooklyn residents only, to process Social Security Card applications. It is located at: 10 Metrotech Center, 625 Fulton Street, Brooklyn, NY 11201.

- Inform the applicant that s/he must provide SSA with original documents showing his/her age, identity and lawful alien status, including any permission to work in the United States (U.S.).
- Direct the applicant to return the receipt issued by the local SSA office (**SSA-5028** Receipt for Application for a Social Security Number) as proof of application and initial compliance.
- Photocopy the **W-133E** and give the applicant the original.
- File the copy in the case record.

**Note:** Assistance must not be denied, delayed or discontinued pending issuance or verification of a SSN if the applicant has complied.

When the individual returns from the Social Security Administration (SSA) with the **SSA-5028**:

## Non-POS Centers

- Photocopy the **SSA-5028** and give the applicant the original.
- Send the copy for imaging. NPA FS Centers that do not have imaging capabilities must place the photocopy in the case record.
- If because of time constraints, the case must be activated prior to the receipt of the actual SSN, enter Validation Code **2** in element **321** of the **TAD**.

When the individual returns with the SSN:

- Photocopy the SSN card and give the applicant the original.
- Send the copy for imaging. (NPA FS Centers that do not have imaging capabilities must place the photocopy in the case record.)

- Enter the SSN as follows:
  - If the case is still in Application (AP) status, instruct the Unit Clerk to enter the SSN into the system via the Application Maintenance option.
  - If the case is in Single Issue (SI) or Active (AC) status, enter the SSN in element **322** and the SSN validation code **1** in element **321** of the **TAD**.

## POS Centers

When the individual returns from the SSA with the **SSA-5028**:

- In the Individual Detail Window, select option **2** (SSN Applied For) for SSN valid field.
- Enter the date the Social Security Number (SSN) was applied for and select "Social Security Receipt (**5028**)" as the document to be scanned.
- Scan the **SSA-5028** into the electronic case record.

When the individual returns with the SSN:

- If the case is still in AP status:
  - Use the Application Modification activity to enter the new SSN.
- If the case is in Single Issue (SI) or Active (AC) status:
  - Use Change Case Data activity to update the SSN field;
  - Enter the SSN on the Individual Detail window; and
  - Scan the Social Security Card into the case record.

The **TAD** will reflect the entered SSN and upon completion and transmission of the activity, the SSN will be posted to the Welfare Management System (WMS).

Worker must make a case comment concerning the SSN. To enter a comment for:

- an individual in AP status, select "Application Modification" on the activities menu and then click on the Case Comments icon .
- an active individual who is between recertifications, select "Change Case Data" on the activities menu and then click on the Case Comments icon .

**Note:** All non-POS generated forms and notices that are signed by an applicant/participant must be scanned into the electronic case record.

**PROGRAM IMPLICATIONS**

Public Assistance Implications

The failure of an applying alien, parent/caretaker, or relative to furnish or apply for an SSN will result in an incremental non-durational sanction.

When the parent/caretaker refuses to furnish or apply for an SSN for a minor child, both the parent or applying caretaker and the child will be ineligible for assistance. Any other children will remain eligible.

If a non-applying alien household member, whose needs and income are considered in determining the amount of assistance granted to the household, fails to furnish or apply for an SSN, the entire household is ineligible for assistance.

Food Stamp Implications

Any household member who refuses to apply for or to provide an SSN will be disqualified until compliance.

Medicaid Implications

The failure of an applying alien to apply for or provide an SSN will result in the case being rejected. If a parent/caretaker refuses to apply for or provide an SSN for a minor child, the parent/caretaker will be rejected, the minor child will remain eligible.

Documented and undocumented aliens who are seeking Medicaid only for the treatment of an emergency medical condition or prenatal care are not required to supply SSNs.

**LIMITED ENGLISH SPEAKING ABILITY (LESA) IMPLICATIONS**

For Limited English Speaking Ability (LESA) applicants/participants, make sure to obtain appropriate interpreter services in accordance with Policy Directive 02-43-OPE. Supervisors must also ensure that the following action is taken:

- At application/recertification, the applicant/participant submits a completed Language Questionnaire (**W-680FF**) and that his/her language is correctly recorded in WMS.
- Selected forms have been translated and are available on the FIA Web in Arabic, Chinese, Haitian-Creole, French, Korean, Russian, Vietnamese and Yiddish (in addition to Spanish). Workers must provide both the appropriate translated form and the English version of a form to applicants/participants whose primary reading language is one of the translated languages.

- For POS Centers, when a multi-language form is not available in POS, a manual form is completed. When imaging forms for the case record, make sure to include both the English and the translated version of the form. The **W-680FF** must be included in the imaged case record.

## FAIR HEARING IMPLICATIONS

### Avoidance/ Resolution

Remember to give the participant an opportunity to apply for, and return with, a receipt or Social Security Number to resolve the issue. Make every attempt to assist the applicant/participant in understanding any actions taken.

### Conferences at the Job Centers

If the applicant/participant comes to the Job Center to request a conference, the Receptionist must alert the Fair Hearing and Conference (FH&C) unit that the applicant/participant needs to be seen by a FH&C Supervisor I/ Associate Job Opportunity Specialist I (AJOS I). If the applicant/participant calls the Worker directly, the worker must tell the applicant/participant to call the FH&C unit.

The FH&C Supervisor I/AJOS I will listen to, and evaluate, the applicant's/participant's complaint. After reviewing the case record and discussing the issue with the Worker and Group Supervisor, the FH&C Supervisor will make a decision as to whether or not the applicant's/participant's request can be resolved. The FH&C Supervisor I/AJOS I is responsible for ensuring that further appeal by the applicant/participant through a Fair Hearing request is properly controlled, and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

### Conferences at the NPA FS Centers

If a applicant/participant comes to the Food Stamp Center and requests a conference, the Receptionist must alert the Center Director's Designee that the applicant/participant is to be seen. If the applicant/participant contacts the Eligibility Specialist directly, advise the applicant/participant to call the Center Director's Designee.

The Center Director's Designee will listen to, and evaluate, the applicant's/participant's complaint regarding the action taken on the case. After reviewing the documentation and case record, and discussing the issue with the Group Supervisor/Eligibility Specialist, the Center Director's Designee will make a decision. S/he will decide to either resolve or defend the case, based on all factors and on whether or not the case action was correct.

The Center Director's Designee is responsible for ensuring that further appeal by the applicant/participant through a Fair Hearing request is properly controlled, and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Evidence Packets All complete and relevant evidence packets must include a copy of the action notice, a detailed History Sheet (**W-25H**), and any other information to support the action.

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**REFERENCES**

NYS Office of Temporary and Disability Assistance 02 INF 40  
 Food Stamp Source Book (Section: 5, Page: B-7-1, 2,3)  
 Public Assistance Source Book (Section: VIII, Page: D-1.2)  
 Guide to Immigrant Eligibility for Federal Programs 2002 (Page 206)

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**ATTACHMENTS**

☐ Forms can now be accessed through Print on Demand at all Job Centers.

**W-133E** Request for Alien/Immigrant Social Security Number  
**M-50b** Guide to Social Security Offices in New York City



\_\_\_\_\_  
Social Security Administration  
\_\_\_\_\_  
\_\_\_\_\_

### Request for Alien/Immigrant Social Security Number

#### A SOCIAL SECURITY NUMBER IS A NEW YORK STATE PUBLIC BENEFIT ELIGIBILITY REQUIREMENT

\_\_\_\_\_ is an applicant for a Public Benefit(s) or a legally responsible relative  
(Alien's Name)  
in a household that is applying for a Public Benefit(s). In New York State Public Benefits are known as Temporary Assistance. Under New York State Social Services Law Section 134-a and regulation 351.2 (c) of the New York State Office of Temporary and Disability Assistance, all applicants and legally responsible relatives must provide a Social Security Number as a condition of eligibility for receipt of temporary assistance.

Please assign a Social Security Number to \_\_\_\_\_  
(Alien's Name)  
and to any household members named below. They have met all eligibility requirements for a Public Benefit(s), except for possession of a Social Security Number.

Names of any household members	Sex	Date of Birth
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

If you have any questions regarding this request, you may contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

Seth W. Diamond  
Executive Deputy Commissioner

## Guide to Social Security Offices in New York City

Bronx	Brooklyn *	Manhattan	Queens
<b>Baychester</b> 1578 East 233rd Street Bronx, NY 10466 Phone: (718) 325-8163	<b>Avenue X</b> 10 Bouck Court Brooklyn, NY 11223-5937 Phone: (718) 627-7240	<b>Chinatown</b> 32 Mercer Street, 8th Fl. New York, NY 10013 Phone: (212) 226-4111	<b>Astoria</b> 28-18 Steinway Street, 4th Fl. Astoria, NY 11103 Phone: (718) 545-7807
<b>Bronx Hub</b> 349 East 149th Street 10th Floor Bronx, NY 10451 Phone: (718) 585-5421	<b>Bay Ridge</b> 6011 Fort Hamilton Pkway Brooklyn, NY 11219 Phone: (718) 972-3971	<b>Downtown</b> 26 Federal Plaza Room 31-120 New York, NY 10278 Phone: (212) 264-5372	<b>Far Rockaway</b> 617 Beach 20th Street Far Rockaway, NY 11691 Phone: (718) 868-0848
<b>Bronx River Parkway</b> 3315 White Plains Road Bronx, NY 10467 Phone: (718) 324-3441	<b>Bedford-Stuyvesant</b> 1196 Fulton Street Brooklyn, NY 11216 Phone: (718) 857-3907	<b>East Harlem</b> 1595 Lexington Avenue New York, NY 10029 Phone: (212) 831-8960	<b>Flushing</b> 136-65 37th Avenue Flushing, NY 11354 Phone: (718) 463-1349
<b>East Bronx</b> 1380 Parker Street Bronx, NY 10461 Phone: (718) 239-9572	<b>Boro Hall</b> 195 Montague Street Third Floor Brooklyn, NY 11201 Phone: (718) 330-7601	<b>East Village</b> 650 East 12th Street New York, NY 10009 Phone: (212) 614-1908	<b>Glendale</b> 6710 Myrtle Avenue Glendale, NY 11385 Phone: (718) 417-1601
<b>Hunts Point</b> 1029 East 163rd Street Third Floor Bronx, NY 10459 Phone: (718) 542-7172	<b>Bushwick</b> 790 Broadway Brooklyn, NY 11206 Phone: (718) 963-9400	<b>Grand Central/United Nations</b> 755 Second Avenue Third Floor New York, NY 10017 Phone: (212) 599-4765	<b>Jamaica</b> 1 Jamaica Center Plaza Third Floor Jamaica, NY 11432-3820 Phone: (718) 557-6295
<b>North Bronx</b> 2720 Jerome Avenue Bronx, NY 10468 Phone: (718) 367-5822	<b>Canarsie</b> 1329 Rockaway Pkwy Brooklyn, NY 11236 Phone: (718) 272-8310	<b>Midtown</b> 237 West 48th Street Fifth Floor New York, NY 10036 Phone: (212) 399-5320	<b>Long Island City</b> 42-15 Crescent Street LIC, NY 11101 Phone: (718) 392-3814
<b>South Bronx</b> 226 East 161st street Second Floor Bronx, NY 10451 Phone: (718) 337-6300	<b>Crown Heights</b> 350 Troy Avenue Brooklyn, NY 11213 Phone: (718) 773-5407	<b>Uptown</b> 55 West 125th Street Fifth Floor New York, NY 10027 Phone: (212) 860-6161	<b>Rego Park</b> 63-44 Austin Street Rego Park, NY 11374 Phone: (718) 896-6591
<b>West Farms</b> 1829 Southern Boulevard Bronx, NY 10460 Phone: (718) 991-2208	<b>Cypress Hills</b> 3386 Fulton Street Brooklyn, NY 11208 Phone: (718) 827-3858	<b>Washington Heights</b> 4292 Broadway New York, NY 10033 Phone: (212) 923-2570	<b>Forest Avenue</b> 595 Forest Avenue Staten Island, NY 11354 Phone: (718) 816-9714
	<b>East New York</b> 27 Pennsylvania Avenue Brooklyn, NY 11207 Phone: (718) 385-4483		<b>Staten Island</b> 2389 Richmond Avenue Staten Island, NY 10314 Phone: (718) 983-8673
	<b>Flatbush</b> 2250 Nostrand Avenue Brooklyn, NY 11210 Phone: (718) 859-2260		
	<b>Kings Plaza</b> 4123 Avenue U Brooklyn, NY 11234 Phone: (718) 951-1005		
	<b>Williamsburg</b> 217 Havemeyer Street Brooklyn, NY 11211 Phone: (718) 218-7914		
	<b>Social Security Card Center *</b> 10 Metrotech Center 625 Fulton Street Brooklyn, NY 11201 (718) 552-1209		

\*All Brooklyn residents must be sent to the Social Security Card Center at 10 Metrotech Center to apply for a social security card. For more information contact Social Security at (800) 772-1213 or TTY (800) 325-0778.

For Office Use Only