



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY DIRECTIVE #12-22-ELI (This Policy Directive Replaces PD #07-32-ELI)

SOCIAL SECURITY NUMBERS FOR NONCITIZENS

| | |
|---------------------------------|---|
| Date: August 10, 2012 | Subtopic(s): Cash Assistance, Food Stamps, Medicaid |
|---------------------------------|---|

AUDIENCE The instructions in this policy directive are for all staff at the Job Centers and Non-Cash Assistance Food Stamp (NCA FS) Centers, and are informational for all other staff.

REVISIONS TO THE PRIOR DIRECTIVE This policy directive is being revised to indicate that Social Security Number (SSN) validation code **N** (State Benefit Eligible Alien) should be used for certain noncitizens, who by signing the Declaration of Application for a Social Security Number (**EXP-83H**) form, attest that they have applied for an SSN but do not have proof from the Social Security Administration (SSA). This group includes battered noncitizens, noncitizens who are eligible only for Safety Net Assistance (SNA) and/or state Medicaid, or noncitizens without an employment authorization document (EAD) who have been determined to be eligible for benefits under the Persons Residing Under the Color of Law (PRUCOL) category.

Additionally, federally-certified Human Trafficking Victims (HTVs) have been added to the list of noncitizen groups who may have the **EXP-83H** form accepted in lieu of documentation from SSA verifying that an application for an SSN has been made. These individuals will receive SSN validation code of **2** (SSN Applied for but Not Yet Available)

Note: Noncitizens who are eligible only for SNA benefits who have verification of their application for a SSN as well as documentation that they have been denied an SSN solely due to their immigration status will continue to receive an SSN validation code of **N**.

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*

POLICY

Note: Beginning August 29, 2012, any reference to the Food Stamp Program shall mean the Supplemental Nutrition Assistance Program (SNAP) and any reference to Food Stamp benefits or FS shall mean SNAP benefits.

Furnishing or applying for an SSN is a condition of eligibility for cash assistance (CA), 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. In addition, all non-applying household members whose needs and income are considered in determining the amount of assistance granted to the household must also provide or apply for an SSN.

Note: NCA FS household members who refuse to provide or apply for an SSN because of a valid religious belief are not disqualified from participating in the FS program. They must be included in the FS household if otherwise eligible.

BACKGROUND

Note: “Otherwise eligible” means that all other eligibility requirements have been verified, with the exception of providing or applying for an SSN.

The policy requiring the furnishing of or application for an SSN must be adhered to even when it seems that an individual will not be granted an SSN from the SSA.

For instance, the SSA will not issue an SSN to noncitizens who have an immigration status that is not recognized by the SSA as satisfactory or who do not have work authorization. Battered and PRUCOL-eligible noncitizens who are “otherwise eligible” only for State public benefits such as SNA will not be assigned an SSN if they do not have an EAD.

Attachment D is a sample of an SSN denial notice from SSA.

In these instances, the affected individuals will be sent an SSA denial letter clearly indicating that they have been denied because of immigration status (see sample **Attachment D**).

To prevent inappropriate referrals to the SSA for re-application for an SSN by SNA-eligible noncitizens who have been denied solely due to immigration status, the Welfare Management System (WMS) SSN validation code **N** (State Benefit Eligible Alien) is used. SSN validation code **N** allows Workers to identify these individuals for appropriate review and follow-up when they appear on the Social Security Enumeration Report.

SNA-eligible noncitizens who apply for an SSN and are denied an SSN because of immigration status

Once a noncitizen applicant who is eligible only for SNA benefits has applied for and has been denied an SSN solely due to immigration status, the Worker **should not request that s/he apply again unless there is a change in his/her immigration circumstances or status** such as obtaining an EAD or an immigration status that is satisfactory to the SSA.

Reminder:
Refer to the [Employment Process Manual](#) for further information

Note: Noncitizens without an SSN and an EAD are not to be referred to the Back to Work (BTW) program, the Parks Program, or any program where the main focus is job search or subsidized employment. These noncitizens can only be referred to the Training Assessment Group (TAG), the Begin Employment Gain Independence Now (BEGIN) program or the Work Experience Program (WEP) once the case is accepted for ongoing CA.

REQUIRED ACTION

When a lawfully admitted noncitizen applies for CA and/or NCA FS but does not have an SSN, it must be determined whether or not the applicant is “otherwise eligible” to receive CA, MA and/or FS before addressing the SSN issue.

If the noncitizen is “otherwise eligible” for CA, MA and/or FS:

- Inform the noncitizen that s/he and any other CA/MA/FS case member missing an SSN must apply for one as a condition of eligibility and that failure to furnish or apply for an SSN will result in a disqualification for benefits for the individual in question, unless the individual missing the SSN is a child. When the missing SSN is for a child and the SSN is not provided or applied for by the parent/caretaker on the case, both the parent/caretaker and the child will be sanctioned.
- Print the appropriate noncitizen referral form in the Paperless Office System (POS) to the SSA for an SSN application for each noncitizen applicant without an SSN as follows:
 - Print the Federal-benefits-eligible referral for those individuals deemed eligible for FA, Safety Net Federally Participating (SNFP) and/or FS (see **Attachment A**)
 - Print the State-benefits-eligible referral for those individuals eligible for SNA, SNCA or SNNC only (see **Attachment B**).

A separate SSA referral is required for each noncitizen applicant who is without an SSN.

POS Alien Checklist must be completed first.

New information

Note: The POS E-form must be used, as the SSA does not accept these forms with hand written demographic information. In order to have these forms populated correctly, the Alien Checklist must be completed in POS.

- Scan and index the referral into the case file
- Give the applicant the Documentation Requirements and/or Assessment Follow-Up ([W-113K](#))
- Give the applicant the referrals along with the address of the SSA office nearest his/her address (use the Guide to Social Security Centers in New York City [M-50b](#))

- Inform the applicant that s/he must provide the SSA with original documents showing his/her age, identity and lawful alien status, including any document verifying his/her permission to work in the United States
- Give the applicant at least 10 business days to bring verification that s/he applied for an SSN (e.g., an **SSA-5028** or other documentation issued by the SSA as proof of application and initial compliance) (see sample **Attachment C**).

Note: Assistance must not be denied, delayed or discontinued pending issuance or verification of an SSN if the applicant has complied. If an applicant is deemed eligible for Expedited Food Stamps (EFS) service, EFS benefits must not be delayed for SSN application and/or verification.

Example:

A noncitizen mother and her 8-year-old foreign-born daughter apply for assistance. They entered the U.S. on 3/01/09 but were granted Lawful Permanent Resident (LPR) status two weeks ago. They did not have a previous qualified alien status.

See the Alien Eligibility Desk Aid ([LDSS-4579](#))

Although the noncitizen mother and daughter are qualified aliens, because they have only been in qualified status for two weeks and entered the U.S. after 8/22/96, they are ineligible for FA until they have five years in a qualified alien status. However, they are both eligible for SNA. The mother is also ineligible for FS because she is not disabled, does not have five years in her qualified status or 40 qualifying quarters. The daughter, however, as a qualified alien under 18 years of age, is eligible for FS.

The child is eligible for State-funded SNA and FS (a federally funded program), and needs to be provided with the referral for her specific eligibility for the Federal benefit (**Attachment A**). No separate referral on SNA eligibility is needed for the child.

Note: In situations where a noncitizen is eligible for both federally funded FS and State-funded SNA or State-funded MA, Workers are to provide the noncitizen with a letter regarding his/her eligibility for the Federal benefit (**Attachment A**).

If a battered noncitizen who is eligible only for SNA and/or state Medicaid or a noncitizen without an EAD who has been determined to be eligible for benefits under the PRUCOL category declares that s/he has applied for an SSN but does not have proof of the application from the SSA, the Worker must:

- Have him/her complete the **EXP-83H** form, which describes how the individual applied for an SSN. This noncitizen is not required to re-apply for an SSN at this time.

Revised Information

- Enter Validation Code **N** (State benefit eligible alien) in Element **321** of the Turn-Around Document (TAD).

Revised to include HTVs.

If an LPR with fewer than five years in status or a federally-certified HTV declares that s/he has applied for an SSN but does not have proof of the application from the SSA, the Worker must:

Ensure the completed declaration (**EXP-83H**) is scanned and indexed into the case file.

- Have him/her complete the **EXP-83H** form, which describes how the individual applied for an SSN. This noncitizen is not required to re-apply for an SSN at this time.
- Enter Validation Code **2** (SSN Applied For but Not Yet Available) in Element **321** of the TAD.

Note: A completed declaration (form **EXP-83H**) is sufficient verification of an SSN application for:

- Battered noncitizens;
- Noncitizens eligible for State funded benefits under the PRUCOL category;
- LPRs with fewer than five years in LPR status who are eligible only for State funded benefits; and
- Federally-certified HTVs.

All other noncitizens must provide proof of application for an SSN.

Individual Returns with Verification of SSN Application

When the applicant returns from the SSA with verification of having applied for an SSN:

- In the **Individual Detail** window, select option **2** for the **SSN Valid** field
- Select “Receipt for Application for a Social Security Card” as the document to be scanned
- Scan and index the verification into the electronic case file
- Give the individual the original SSN documentation along with the Documentation Receipt (**EXP-76R**) as a receipt showing that the SSN documentation was received.

Individual Returns with SSN

When the individual returns with a Social Security card:

- If the case is still in AP status:
 - Scan and index the Social Security card into the case file
 - Give the individual an **EXP-76R** form annotated that the Social Security card was received
 - Use the **Application Modification** activity to enter the new SSN.
- If the case is in SI or AC status:
 - Use **Change Case Data** activity to update the SSN field
 - In the **Individual Detail** window, enter the Social Security number in the “SSN” field then change the SSN Validation Code from “2” to “1”
 - Scan and index the social security card into the case file
 - Give the individual an **EXP-76R** form annotated that the Social Security card was received.

Validating the SSN for cases where a noncitizen has one name

There are some noncitizens who only have one name (e.g., Yanni) and that sole name appears on his/her Social Security card. In these instances, in order for WMS to validate the SSN with the SSA, the Worker must enter “Unknown” as the first name and use the name that appears on the SSN as the last name at both the case and line level of the TAD.

A case comment must be entered. Enter a case comment by clicking on the **Case Comments** icon or pressing <ALT>M on the keyboard.

Note: All non-POS-generated forms and notices that are signed by an applicant/participant must be scanned and indexed into the electronic case file, **except domestic violence-related documents**.

Denial of SSN to Noncitizens Eligible Only for State Funded (SNA) Benefits

When an applicant/participant provides an SSA notice indicating denial of his/her SSN application solely because of immigration status:

- Scan and index a copy of the denial letter from SSA into the case file/record
- Give the individual an **EXP-76R** form
- Use the **Individual Detail** window in the **Change Case Data** activity to Change the SSN Validation Code from “2” to “N”
- Make a case entry explaining that the SSN has been denied because the noncitizen does not have an immigration status that is recognized as satisfactory by the SSA.

Denial of SSN to Noncitizens Eligible for Federally Funded Benefits (FA and/or FS)

In this instance the Worker must first determine if the correct SSN application referral was used. If the correct referral was not issued, refer the individual back to SSA with the correct referral.

However, if the correct referral was used, Workers at the Job Center must contact the Center’s Immigrant Liaison and Workers at NCA FS Centers must contact the Center Director’s Designee, who in turn must contact SSA and attempt to resolve the issue. If the Immigrant Liaison cannot resolve the issue within 30 days, the noncitizen must be referred back to SSA with a new Federal-benefits eligible referral. The Immigrant Liaison will also advise Paul Dichian from the Office of Temporary Disability and Assistance (OTDA) via email address Paul.Dichian@otda.state.ny.us that the SSA denied an SSN to a noncitizen who is otherwise eligible for federal benefits.

Failure to comply or cooperate with furnishing, applying for or validating an SSN

Failure of a noncitizen to comply in furnishing, applying for or validating an SSN for reasons other than not having a lawful immigration status will result in denial of assistance to the non-complying individual. The needs of that individual will not be considered in determining eligibility or degree of need for the remaining eligible members. When an applying parent/guardian fails to provide or apply for an SSN for a child, both the parent/guardian and child are ineligible for assistance. In this instance, enter **F20** on the child’s line and **E21** on the parent/guardian’s line.

Refer to [PD #12-09-ELI](#) for detailed information on the importance of accurate SSNs in WMS

CA Codes for Failure to Provide or Apply for an SSN:

Single person household code

Case Rejection/Closing Code (Element 222)
F20 Failure to Provide or Apply for an SSN (HH=1)

Multi-person household codes

Individual Sanction Codes (Element 331)
F20 Failure to Provide SSN
E21 Failure to Provide Child’s SSN (Parent’s Line)

PROGRAM IMPLICATIONS

Model Center Implications

There are no Model Center implications.

Cash Assistance Implications

If a nonapplying noncitizen 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. In this instance the case will be rejected using code **V21** (Failure to Provide Verification) or closed using code **V20** (Failure to Provide Verification).

Example:

A 20-year-old mother is applying for assistance for herself and her 2-year-old child. They reside in the household of the mother's parents. The parents are LPRs. Because the mother is over 18 and resides in the same household as her parents, her parents are expected to meet her needs until she turns 21. The noncitizens parent's income must be considered in determining the amount of assistance granted to the mother and therefore must also provide a SSN or proof that one has been applied for. If the noncitizen nonapplying parents fail to provide an SSN or fail to apply for one, the entire household will be deemed ineligible for assistance.

However, if the nonapplying noncitizen is undocumented s/he should not be referred to SSA and no adverse action can be taken against the household.

Food Stamp Implications

The United States Department of Agriculture (USDA) requires that all households, including households containing noncitizens participating in or applying for benefits in the FS program, provide an SSN for each household member or apply for an SSN before certification. Any household member who refuses to provide or apply for an SSN will be disqualified until compliance.

Note: Unlike CA, when a parent/caretaker fails to provide or apply for an SSN for a minor, only the minor will be disqualified.

Adverse actions for failure to provide or apply for an SSN cannot be taken between certification periods. The issue must be addressed and resolved at the next certification, at which time if the individual fails to comply, the adverse action may be taken.

FS Codes for Failure to Provide or Apply for an SSN:

| | |
|-------------------------------|--|
| Single person household codes | <p><u>Case Rejection or Closing Code (Element 231)</u> F21 Failure to Apply/Provide SSN (HH=1) Non-Recertification Closing = Timely Recertification Closing=Adequate notice</p> |
| Multi-person household codes | <p><u>Individual Rejection or Removal Code (Element 351)</u> F21 Failure to Provide Social Security Number during Recertification Interview</p> |
| Medicaid Implications | <p><u>Individual Sanction Codes (Element 351)</u> F20 Failure to Provide SSN during Certification Period (This code is only used when information that is considered <u>verified upon receipt</u> regarding the failure to comply, is received during the certification period.) Documented and undocumented noncitizens who are seeking Medicaid only for the treatment of an emergency medical condition or prenatal care are not required to supply an SSN.</p> |

LIMITED ENGLISH PROFICIENT (LEP) AND HEARING-IMPAIRED IMPLICATIONS

For Limited English Proficient (LEP) and hearing-impaired applicant/participants, make sure to obtain appropriate interpreter services in accordance with [PD #11-33-OPE](#) and [PD #08-20-OPE](#).

FAIR HEARING IMPLICATIONS

Avoidance/Resolution Ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date. Remember that the applicant must receive either adequate or timely and adequate notification of all actions taken on their case.

Conferences at the Job Center An applicant/participant can request and receive a conference with a Fair Hearing and Conference (FH&C) AJOS I/Supervisor I at any time. If an applicant/participant comes to the Job Center requesting a conference, the Receptionist must alert the FH&C Unit that the individual is waiting to be seen.

The FH&C AJOS I/Supervisor I will listen to and evaluate any material presented by the applicant/participant, review the case file and discuss the issue(s) with the JOS/Worker responsible for the case and/or the JOS/Worker's Supervisor. The AJOS I/Supervisor I will explain the reason for the Agency's action(s) to the applicant/participant.

If the determination is that the applicant/participant has presented good cause for the infraction or that the outstanding Notice of Intent needs to be withdrawn for other reasons, the FH&C AJOS I/ Supervisor I will settle in conference (SIC), enter detailed case notes in NYCWAY and forward all verifying documentation submitted by the applicant/participant to the appropriate JOS/Worker for corrective action to be taken.

In addition, if the adverse case action still shows on the “Pending” (08) screen in WMS, the AJOS I/Supervisor I must prepare and submit a Fair Hearing/Case Update Data Entry Form ([LDSS-3722](#)), change the 02 to an 01 if the case has been granted aid continuing (ATC), or prepare and submit a PA Recoupment Data Entry Form ([LDSS-3573](#)) to delete a recoupment. The AJOS I/Supervisor I must complete a Conference Report ([M-186a](#)).

Conferences at the NCA FS Center

If an applicant/participant comes to the NCA FS 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 contacts the Eligibility Specialist directly, the Eligibility Specialist must advise the applicant/participant to call the Center Director’s designee.

The Center Director’s designee will listen to and evaluate the applicant/participant’s complaint regarding the case denial. After reviewing the documentation and case file and discussing the issue with the group Supervisor/Eligibility Specialist, the Center Director’s designee will make a decision. The Center Director’s designee will decide to resolve or defend the case based on all factors and on whether the case was denied appropriately. 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 for the Job Center

All Evidence Packets must contain a detailed History, copies of relevant WMS screen printouts, other documentation relevant to the action taken and copies of NYCWAY “Case Notes” screens, when applicable.

Evidence Packets for the NCA FS Center

All Evidence Packets must include the returned envelope, address verification, notices sent, including any sent in the applicant/participant’s preferred language, and any other pertinent information to support the Agency’s action.


REFERENCES

- [18 NYCRR 351.2 \(c\)](#)
 - [18 NYCRR 370.2 \(c\) \(3\)](#)
 - [18 NYCRR 387.9 \(a\) \(5\)](#)
 - [07 INF 01](#)
 - [Food Stamp Source Book](#) (Section 5; pages 95–97)
 - [Temporary Assistance Source Book](#) (Chapter 5, Section N)
-

RELATED ITEMS

- [Employment Process Manual](#)
 - [PD #12-09-ELI](#)
-

ATTACHMENTS

 Please use Print on Demand to obtain copies of forms.

- Attachment A** Noncitizen Referral to SSA for a Social Security Number Application (for noncitizens eligible for FA, SNFP, FS and federally funded MA)
- Attachment B** Noncitizen Referral to SSA for a Social Security Number Application (for noncitizens eligible for SNA [SNCA and SNNC] and state-funded MA only)
- Attachment C** Sample letter indicating individual completed an application for an SSN
- Attachment D** Form **SSA-L676** SSN Card Denial Notice
- EXP-83H** Declaration of Application for a Social Security Number (Rev. 6/27/08)
- M-50b** Guide to Social Security Offices in New York City (Rev. 2/16/11)

ATTACHMENT A



Date: _____

Case Number: _____

Case Name: _____

(Address of Local Social Security Office)

Dear Social Security Administration:

Pursuant to Federal law, a Social Security number is an eligibility requirement for the receipt of Federal public benefits (42 U.S.C. 1320b-7[a][1], [b][1], [b][2], [b][4]).

_____ has been deemed
(Alien/Immigrant's Name) (Date of Birth) (Sex [M/F])

otherwise eligible for benefits under one or all of the following Federal assistance programs:

- Temporary Assistance to Needy Families (42 U.S.C. 601 et seq.)
- Food Stamps (7 U.S.C. 2011 et seq.)
- Medicaid (42 U.S.C. 1396 et seq.)

Please assign a Social Security number to _____, as the applicant has met all
(Alien/Immigrant's Name)

the eligibility requirements for _____
(List the Federal assistance program[s] above for which applicant qualifies)

except the possession of a Social Security number.

If you have any questions regarding this request, you may contact _____
(Name of Contact Person)

at _____.
(Telephone Number)

Sincerely,

Name

Title

ATTACHMENT B



Date: _____

Case Number: _____

Case Name: _____

(Address of Local Social Security Office)

Dear Social Security Administration:

Pursuant to New York State law and regulation, all applicants and legally responsible relatives must provide or apply for a Social Security number for receipt of New York State Safety Net Assistance (**Social Service Law § 134-a; 18 NYCRR § 370.2[c][3]**).

Please assign a Social Security number to _____
(Alien/Immigrant's Name)

_____, as the applicant has met all the eligibility requirements for Safety Net Assistance,
(Date of Birth) (Sex [M/F])
except for the possession of a Social Security number.

If you have any questions regarding this request, you may contact _____
(Name of Contact Person)

at _____ .
(Telephone Number)

Sincerely,

Name

Title

ATTACHMENT C

Social Security Administration
Important Information

PO BOX 5600
3rd Floor
Jamaica NY 11491
Reference Number: 0
June 13, 2006

SAMPLE

Dear

This is to show that you requested a Social Security card on June 18, 2006. We cannot issue you a Social Security card until we check the document(s) you gave us to show your citizenship or alien status. We will check the document(s) with the agency that issued them. This will take about 12 weeks.

If that agency tells us their records agree with yours, we will mail you a Social Security card. If they tell us their records do not agree with yours, we will let you know, in writing, that we cannot issue you a card.

This letter does not mean that we will issue you a Social Security card. It also does not show you have the right to work in the United States.

If You Have Any Questions

We invite you to visit our web site at www.socialsecurity.gov on the Internet to find general information about Social Security. If you have any specific questions, you may call us toll-free at 1-800-772-1213, or call your local Social Security office at 1-718-827-3858. We can answer most questions over the phone. If you are deaf or hard of hearing, you may call our TTY/TDD number, 1-800-325-0778. You can also write or visit any Social Security office. The office that serves your area is located at:

**3886 FULTON STREET
BROOKLYN NY 11208**

If you do call or visit an office, please have this letter with you. It will help us answer your questions. Also, if you plan to visit an office, you may call ahead to make an appointment. This will help us serve you more quickly when you arrive at the office.

ED HEBRON
ED HEBRON
Field Office Manager

FORM SSA-L676 SSN CARD DENIAL NOTICE

Social Security Administration

Important Information

(Office Address)

(Office Hours)

Phone:

Date:

We cannot give you a Social Security card because:

- You have not given us the document(s) we need to show age.
- You have not given us the document(s) we need to show identity.
- You have not given us the document(s) we need to show U.S. citizenship or lawful alien status.
- You have not come into the office as we asked.
- Your records show that you are not allowed to work in the U.S. and you do not have a valid reason to get a non-work Social Security number. Because we are not able to give you a Social Security card, we did not verify your documents with the issuing agency(ies).
- We checked our records and located your Social Security number, which is verified on the attached printout. However, we are unable to give you a replacement Social Security card because you do not have a valid non-work reason to get a card.
- Other

Please contact us when:

- You can give us the document(s) we need.
- Your alien status changes so you can work in the U.S.

If You Disagree

If you think you should get a Social Security number or card based on what you have given us, you can ask us to review your case. Someone who did not look at your first application will review it. Please call, write or visit any Social Security office to ask for a review.

See Other Side

ATTACHMENT D

Form SSA-L676(07-2003)

Page 2 of 2

If You Have Any Questions

If you have any questions, please call us at the number shown at the top of this letter. We can answer most questions over the phone. You also can write or visit any Social Security office.

If you do call or visit us, please have this letter with you. It will help us answer your questions. Also, if you plan to visit an office, you may call ahead to make an appointment.

SAMPLE

Date: _____

Case Number: _____

Case Name: _____

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

05 CV 10446 (JSR)

M.K.B., et al.,

Plaintiffs,

**DECLARATION OF
APPLICATION FOR A
SOCIAL SECURITY NUMBER**

- against -

VERNA EGGLESTON, et al.,

Defendants.

SAMPLE

DECLARATION OF APPLICATION FOR A SOCIAL SECURITY NUMBER

1. On _____, 20____, I, _____,
Month Day Year Name

submitted a complete application for a Social Security Number in connection with my combined application for Safety Net Assistance and State-funded Medicaid at the following office of the Federal Social Security Administration:

Address: _____
Street City State

2. I applied for a Social Security Number for (check all applicable boxes):

_____ myself

_____ another household member whose name is: _____
(Name of public benefits Applicant)

_____ another household member whose name is: _____
(Name of public benefits Applicant)

_____ another household member whose name is: _____
(Name of public benefits Applicant)

_____ another household member whose name is: _____
(Name of public benefits Applicant)

3. I offered a Social Security Administration employee the letters for myself and each household member I was given by an employee of the New York City Human Resources Administration that requests the Social Security Administration to assign a Social Security Number to me and other household members named in paragraph 2.
4. The Social Security Administration employee took my application for a Social Security Number.
5. I asked the Social Security Administration employee for a written acknowledgment that I applied for a Social Security Number for myself and for other household members named in paragraph 2, but the Social Security Administration employee did not give it to me.
6. I have not received a letter from the Social Security Administration denying the application I made on behalf of myself or any household member named in paragraph 2 for a Social Security Number.
7. I understand that if I did not apply for a Social Security Number, I may be ineligible for Safety Net Assistance and/or State-funded Medicaid and/or subject to recovery of any benefits that I did receive.

SAMPLE

I declare under penalty of perjury, pursuant to 28 U.S.C. § 1746, that the foregoing is true and correct.

Signature

Date

Guide to Social Security Offices in New York City

| Bronx | Brooklyn* | Manhattan | Queens*/ Staten Island |
|--|--|---|---|
| Bronx Hub 2770 Third Avenue Bronx, NY 10455 | Avenue X 10 Bouck Court Brooklyn, NY 11223-5937 | Chinatown 32 Mercer Street, Eighth Floor New York, NY 10013 | Astoria 28-18 Steinway Street, Fourth Floor Astoria, NY 11103 |
| East Bronx 1380 Parker Street Bronx, NY 10461 | Bedford Heights 1540 Fulton Street Brooklyn, NY 11216 | Downtown 26 Federal Plaza Room 31-120 New York, NY 10278 | Far Rockaway 617 Beach 20th Street Far Rockaway, NY 11691 |
| Hunts Point 1029 East 163rd Street Third Floor Bronx, NY 10459 | Boro Hall 195 Montague Street Third Floor Brooklyn, NY 11201 | East Harlem 345 East 102nd Street Fourth Floor New York, NY 10029 | Glendale 6710 Myrtle Avenue Glendale, NY 11385 |
| Laconia Avenue 3247 Laconia Avenue Bronx, NY 10469 | Bushwick 1111 Myrtle Avenue Brooklyn, NY 11206 | East Village 650 East 12th Street New York, NY 10009 | Hyland Boulevard 1510 Hyland Boulevard Second Floor Staten Island, NY 10305 |
| North Bronx 2720 Jerome Avenue Bronx, NY 10468 | Canarsie 1871 Rockaway Parkway Brooklyn, NY 11236-5037 | Grand Central/United Nations 755 Second Avenue Third Floor New York, NY 10017 | Jamaica 1 Jamaica Center Plaza Third Floor Jamaica, NY 11432-3820 |
| South Bronx 226 East 161st Street Second Floor Bronx, NY 10451 | Cypress Hills 3386 Fulton Street Brooklyn, NY 11208 | Midtown 237 West 48th Street Fifth Floor New York, NY 10036 | Long Island City 42-15 Crescent Street Long Island City, NY 11101 |
| West Farms 1829 Southern Boulevard Bronx, NY 10460 | East New York 27 Pennsylvania Avenue Brooklyn, NY 11207 | Uptown 55 West 125th Street Fifth Floor New York, NY 10027 | Rego Park 63-44 Austin Street Rego Park, NY 11374 |
| | Flatbush 2250 Nostrand Avenue Brooklyn, NY 11210 | Washington Heights 4292 Broadway New York, NY 10033 | Social Security Card Center* 155-10 Jamaica Avenue Queens, NY 11432 |
| | Social Security Card Center* 10 Metrotech Center 625 Fulton Street Sixth Floor Brooklyn, NY 11201 | | Staten Island Richmond Avenue 2389 Richmond Avenue Staten Island, NY 10314 |
| | Williamsburg 93 North 9th Street Brooklyn, NY 11211 | | |

*Residents of Brooklyn and Queens who need a new or replacement Social Security Card must be sent to the Social Security Card Center as noted in the Brooklyn or Queens column. For more information or to schedule an appointment, contact Social Security at (800) 772-1213 or TTY (800) 325-0778. Many Social Security services are also available online at WWW.SocialSecurity.Gov.

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