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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 90 INF-14

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: March 13, 1990

SUBJECT: Revised State Version of Federal Form SS-5:  
 "Application for A Social Security Card" (DSS-4000)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 WMS Coordinators  
 Corrective Action Coordinators  
 Staff Development Coordinators

CONTACT PERSON: Maria Eckhardt, IM/WMS Program Operations, at 1-800-  
 342-3715, extension 3-6165

ATTACHMENTS: Attachment A - "Application for A Social Security  
 Card" (DSS-4000) - (not available  
 on-line).

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 INF-52		360-2.3(a)		<u>PASB</u>	GIS
89 ADM-12		369.2(b)(1)		Section	Messages
88 ADM-47		370.2(d)(3)		XXIII-M-1-	89 IM/DC019
88 ADM-4		387.9(a)		all	89 IM/DC011
83 ADM-28					88 IM/DC021
80 ADM-75				<u>FSSB</u>	88 IM/DC028
				Section	88 MA037
				V-B-7-all	
				V-B-8 all	

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The purpose of this release is to introduce the Department's revised (12/89) carbonized version (DSS-4000) of the Federal SS-5 Form: "Application For A Social Security Card".

Changes to the form include clarification on acceptable documentation of birth, identity and U.S. Citizenship or lawful alien status for individuals born outside the U.S. In addition, the revised form clarifies the documentation requirements for individuals filing on behalf of a child or someone else. Finally, additional information has been added in accordance with the Paperwork/Privacy Act to address use of the Social Security Number for computer matching.

Attached is a sample copy of the DSS-4000. The printed copies of the DSS-4000 are scheduled to be delivered to the State warehouse in March, 1990.

The Social Security Administration has advised us that the previous (2/89) version of the DSS-4000 may be used until supplies are exhausted. Therefore, districts will not automatically receive a supply of these forms. Requests for copies are to be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form", and should be sent to:

New York State Department of Social Services  
Welfare Management System  
P.O. Box 1990  
Albany, New York 12201  
Attention: Office of Systems Development (OSD)

Questions concerning ordering forms should be directed to the Office of Systems Development by calling 1-800-342-3715, extension 6-6223.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance