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 | ADMINISTRATIVE DIRECTIVE |  
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TRANSMITTAL: 93 ADM-4

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: February 25, 1993

SUBJECT: Furnishing of Social Security Numbers as a Condition of  
 Public Assistance Household Eligibility

SUGGESTED

DISTRIBUTION: Public Assistance Staff  
 Food Stamp Staff  
 Child Support Enforcement Staff  
 Staff Development Coordinators

CONTACT

PERSON: Call 1-800-342-3715  
 Public Assistance: Mark Schaffer, extension 4-9346  
 Food Stamps: County Representative, extension 4-9225  
 Health and Long Term Care: HLTC County  
 Representative, extension 3-7581;  
 New York City Representative,  
 (212) 417-4853

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
90 ADM-23		351.2(c)(1)		PASB	
89 ADM-12		(i)		VIII-D-all	
92 INF-21		369.2(b)(1)		IX-B-1-2	
89 INF-52		370.2(d)(3)		XXIII-L-1-	
		(i)		all	
				XXIII-L-2-	
				all	
				FSSB	
				IV-G	
				V-B-7-all	
				VI-D	
				X-D-2	

I. PURPOSE

The purpose of this release is to inform social services districts (SSDs) of the regulatory revision in support of federal regulations which requires that certain non-applying household members furnish their Social Security Numbers (SSNs) as a condition of a household's eligibility for public assistance.

II. BACKGROUND

Each member of a household for whom an application for public assistance is made must furnish or apply for an SSN. Previously, SSD workers may have also attempted to obtain the SSNs of non-applying household members whose needs or income were used in making an eligibility determination. However, no action could be taken to enforce this, since this was not an eligibility issue.

III. PROGRAM IMPLICATIONS

This policy change requires that any individual whose needs are considered in determining the amount of a household's public assistance grant must provide his or her SSN as a condition of eligibility for assistance for the other household members.

By requiring these non-applying individuals to supply their SSNs, the SSD can fully explore their ability to provide support to those individuals for whom they are responsible. A correct SSN is a critical element of any income or resource verification system. This number is used for matches and inquiries and is important in obtaining employment related information.

IV. REQUIRED ACTION

A. Public Assistance

Non-applying household members whose needs and income are considered in determining the amount of assistance granted to the household must furnish or apply for an SSN as a condition of eligibility for the entire household. If such person refuses to do so, the entire public assistance household is ineligible for assistance.

For applicants, SSD staff must obtain either an SSN or complete and process an SS-5 (DSS-4000, "Application for a Social Security Card") for all household members whose needs are considered for eligibility.

For recipients, SSD staff must review cases at the time of next client contact or regular recertification to identify any non-applying household member whose needs are considered for grant determination, but has not provided an SSN. Those persons must be informed that they must either provide their SSN or apply for one. Failure to do so will cause the entire household to lose eligibility.

IV-A staff must notify the Child Support Enforcement Unit (CSEU) of the non-applying household member in each case, as well as that person's Social Security Number, when it is known. Districts may use a general referral form or a local equivalent for this notification instead of the DSS-2860, "Child Support Enforcement Referral" form. This is to differentiate between a referral of a non-applying household member and an absent parent referral.

B. Food Stamps

Only members of the household applying for food stamps, or who are required to be part of the food stamp household, are subject to food stamp rules regarding provision of Social Security Numbers. Food stamp rules are outlined in FSSB V-B-7-all.

C. Medical Assistance

Generally, legally responsible relatives (LRRs) who are not applying for Medical Assistance are not required to furnish a Social Security Number. However, LRRs of Home Relief (HR) - related MA-only applicant/recipients (A/R) will be required to furnish a Social Security Number. If the LRR does not comply, the A/R (HR-related or FNP parent) is ineligible for MA, unless he or she is an alien whose status precludes him or her from obtaining a Social Security Number.

Individuals who are determined ineligible for PA for this reason must be given a separate determination for MA. ADC-related A/Rs will not be determined ineligible for this reason. HR-related A/Rs will generally be determined ineligible, unless the LRR is an alien whose status precludes him or her from obtaining a Social Security Number.

This change in policy is effective upon issuance of this ADM for MA applicants. For recipients, SSD staff must review cases at the time of the next client contact or recertification.

D. Child Support

CSEU staff must compare the information furnished by IV-A staff with the data on the Child Support Management System (CSMS) and take appropriate action on the information as necessary. An example would be information becoming known on an individual named as an absent parent in another case. Any leads provided should be pursued by CSEU staff to assist in location efforts or

paternity and/or support establishment/enforcement. Any missing data on CSMS should be entered as it becomes known. If CSMS contains information which differs from that provided by IV-A, CSEU staff must transmit the discrepancy to IV-A using form DSS-2859, "Exchange of Information from IV-D to IV-A".

V. SYSTEMS IMPLICATIONS

A. Upstate

The SSN of a non-applying LRR can be collected as part of routine processing whereby the individual is registered as if applying (to initiate an RFI match) and then deleted through an application maintenance transaction after appropriate RFI processing so that no record of this individual is maintained by the system. Any RFI screens generated as a result should have a resolution code entered so that they will no longer appear in association with the application or case. At undercare or recertification, non-applying LRRs must have their own "dummy" application entered on the system in order to initiate the RFI match. Subsequently, this application should be withdrawn so that no record of this individual is maintained by the system. Any RFI screens generated as a result should have a resolution code entered so they will no longer appear in association with the application or case.

Workers must exercise care in order to assure that non-applying individuals are not assigned a CIN number or are inappropriately authorized for any benefit to which they are not entitled.

B. New York City

None

VI. EFFECTIVE DATE

This ADM is effective February 15, 1993 retroactive to June 10, 1992.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Economic Security