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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 97 LCM-37

Date: May 2, 1997

Division: Management Support
and Quality
Improvement

TO: Local District Commissioners

SUBJECT: SSN Validation

ATTACHMENTS: None

The purpose of this memorandum is to notify districts of a change to the way the Department validates Social Security Numbers (SSNs). The primary reason to do this at this time is that the Social Security Administration (SSA) has developed a method which significantly improves upon the process which has been in place for years. The new SSA system is known as State Verification and Exchange System (SVES).

The advantages of SSN Validation through SVES are:

- o SVES utilizes the NUMIDENT (SSNs issued) file as well as payment files; specifically the MBR (Title II) and SSR (Title XVI) data bases to determine identity, permitting verification against any of the three to provide positive verification. The previous SSN Validation used only NUMIDENT.
- o The SVES process allows for surname differences between State input data and SSA data when first name and date of birth agree (this primarily affects records for females where maiden and married names differ).
- o The SVES will provide the correct SSN when the State input data is incorrect because of transposition or is one digit off.
- o The demographic of Sex is dropped as a match criteria, thereby further improving the Validity rate.

FREQUENCY

Current SSN Validation is done quarterly upstate and bi-monthly for NYC. The process will continue to operate on a regular basis. The yet to be determined frequency will depend upon volume and processing considerations.

VALIDATION CODES

There are currently two validation codes related to sex:

Code 'C' = NO MATCH ON DOB AND SEX

Code 'E' = NO MATCH ON SEX

Since sex has been eliminated as a key demographic with the new method of validation, these two codes are being redefined as follows:

Code 'C' = DOB, GIVEN NAME MATCH

(This code usually is an indicator of differences in maiden and married names.)

Code 'E' = CLIENT KNOWN TO SSA BY THIS #-999-99-9999.

(This code will be used when the number which is sent to SSA is wrong due to a transposition or one digit off error.)

As in the past, SSNs which do not pass validation will be reported on WMS Report WINR9311 - Social Security Number Validation. When SSA has provided a different SSN, the new number will be provided on this report.

SYSTEM CONVERSION

To prepare for the changes, all SSNs which currently have a failure code ('9' or 'A' through 'E') will be converted to '1' (SSN Present) which will result in resubmission to SSA.

In addition, WMS processing will be modified so that whenever a change is made to SSN, Name or DOB, the SSN Code will be set to '1' thereby triggering a re-validation.

FUTURE DEVELOPMENT

Plans for enhancing the system in the future include:

- o Initiating the Validation process for cases in applying status.
(Currently Validation is done for active individuals only.)
- o Automatic update of WMS with correct SSN when provided by SSA.

Districts will be notified as these additional enhancements are developed and implemented.

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IMPLEMENTATION

When specific start up dates have been identified, local districts will be notified for the General Information System (GIS).

CONTACT

System related questions should be directed to Eileen Mack at 518-402-0042 User ID#AQ0190; or Don Kennedy at 518-402-0037 User ID#AQ0460.

Policy questions should be addressed to the appropriate program staff.

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