

# Family Support and Child Welfare Administrative Letters

## DSS ADMINISTRATIVE LETTER NO: 04-04, Use of Social Security Numbers

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DSS ADMINISTRATIVE LETTER ECONOMIC SERVICES NO. 9-2004

DSS ADMINISTRATIVE LETTER FAMILY SUPPORT AND CHILD WELFARE SERVICES No. 04-04

DAAS ADMINISTRATIVE LETTER NO. 04-16

DATE: October 25, 2004

### **SUBJECT: USE OF SOCIAL SECURITY NUMBERS**

DISTRIBUTION: County Directors of Social Services

Food Stamps Eligibility Staff

Medicaid Eligibility Staff

Special Assistance Eligibility Staff

Work First Eligibility Staff

#### I. BACKGROUND

The NC FAST Online Verification System (OLV) is currently being rolled out statewide through October 2004. NC FAST (Families Accessing Services through Technology) is a program designed to improve the way the NC Department of Health and Human Services and county departments of social services provide services to families. OLV allows workers to use the Internet to perform the required verifications for applicant/recipient information for assistance and services. The purpose of this letter is to address and re-emphasize policy regarding the use of social security numbers and to require that the attached notice be given to all applicants applying for Food Stamp, Medicaid, Special Assistance or Work First. This is also applicable for all programs with mail-in applications.

#### II. USE OF SOCIAL SECURITY NUMBERS

## **A. Enumeration**

Enumeration policies for the Food Stamp, Medicaid, Special Assistance and Work First programs require all members of the assistance unit to provide their social security number (SSN) or apply for a SSN to be eligible for assistance. If a household member refuses to provide his/her SSN, benefits cannot be provided to that member.

Refer to **MA-3355**, Enumeration Procedures, in the Family and Children's Medicaid Manual, [MA-2450](#), Enumeration Procedures, in the Aged, Blind and Disabled Medicaid Manual, [WF-110](#), Rule to Apply for a Social Security Number in the Work First Manual, [FS-235](#), Social Security

Enumeration, in the Food Stamp Manual and [SA-3400](#), Automated Inquiry and Match procedures, the Special Assistance Manual.

If an applicant fails to provide his/her SSN, he/she cannot be included in the case. However, if he/she is financially responsible for an assistance unit member, his/her income and resources must be counted when determining eligibility and benefit levels for the case.

In Medicaid, any non-assistance unit member who is applying for benefits for another is not required to provide his/her SSN, even if he has financial responsibility for an assistance unit member. For example, a mother who is applying for Medicaid for her children only cannot be required to provide her SSN. However, you can ask her for the SSN. If she gives the SSN to you, you may use it to conduct matches.

## **B. Automated Inquiry and Match Procedures**

The Income and Eligibility Verification System (IEVS) requires that certain matches be conducted using the social security numbers (SSNs) of each applicant or recipient in the assistance unit.

Refer to [MA-3515](#), Automated Inquiry and Match Procedures, in the Family and Children's Medicaid Manual, [MA-2430](#), Automated Inquiry and Match Procedures, in the Aged, Blind, and Disabled Medicaid Manual, [WF-140](#), Automated Inquiry and Match Procedures, in the Work First Manual, [FS-605](#), Automated Inquiry and Match Procedures, in the Food Stamp Manual, and [SA-3400](#), Automated Inquiry and Match Procedures, in the Special Assistance Manual.)

Counties are required to inform individuals that SSNs will be used to verify employment/income, resources and for other reasons related to the administration of the programs. To conduct matches on the SSNs

provided by an applicant or authorized representative, the county must have consent to do so.

### **C. DMA-5001, Notice of the Use of Social Security Numbers**

Most counties are utilizing front desk personnel to perform these matches prior to having a signed application or consent from the a/r or his authorized representative. To ensure applicants understand the use of their SSNs, a new form, [DMA-5001, Notice of the Use of Social Security Numbers](#), has been created. Upon the individual's request for assistance, have him read and sign the DMA-5001. The agency must keep a copy of the DMA-5001 as proof that the individual was informed of the use of social security numbers.

Counties must use the DMA-5001 when:

1. Verifications are performed prior to the applicant or his authorized representative signing an application form for any of the public assistance programs.
2. The county requests the social security numbers for a member of the assistance unit or a financially responsible person. The form should be sent along with the [DMA-5097, Request for Information](#), for the Medicaid and Special Assistance programs or the DSS-8650, Notice of Information Needed, for the Food Stamp program or [DSS-8146, Notice of Information Needed](#), for the Work First program.

### **III. EFFECTIVE DATE AND IMPLEMENTATION**

This policy is effective upon receipt.

If you have any questions, please contact your Food Stamp, Medicaid, Special Assistance, or Work First Program Representative.

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Division of Medical Assistance

Pheon Beal, Director

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**DMA-5001, Use of Social Security Numbers**