
FOOD AND NUTRITION SERVICES CERTIFICATION
ELIGIBILITY REQUIREMENTS
FNS 230 SOCIAL SECURITY ENUMERATION

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Change #6-2021
July 12, 2021

230.01 SOCIAL SECURITY NUMBER (SSN) ENUMERATION REQUIREMENT

Each household member participating or applying for participation in the Food and Nutrition Services (FNS) Program is **required** to provide enumeration. Do not include an individual in the FNS budget until enumeration is provided for each individual who does not have an SSN except as provided in Section 320, Expedited Service.

230.02 ENUMERATION

- A. An individual is enumerated on the date when one of the following occurs:
1. The FNS unit member provides the SSN verbally or in writing; **or**
 2. The DSS-8174 Referral for SSN Application, is signed and dated by Social Security Administration. Date stamp the DSS-8174 when received from Social Security Administration; **or**
 3. The receipt for application for a SSN is signed and dated by Social Security Administration. Date stamp the receipt when received in the agency; **or**
 4. The household provides the Certificate of Live Birth, DHS-1201, or the mother's copy of the birth certificate on which block 17 is checked "yes." This means that the child has been enumerated at birth.
- B. Enumeration is required for each FNS unit member participating or applying for participation in the FNS program.
1. If a household member has more than one SSN, all numbers are required.
 2. Once the individual is enumerated, the individual has until the next recertification to provide verification of the SSN.

230.03 SOCIAL SECURITY NUMBER (SSN) USAGE

The SSN is used to:

- A. Prevent duplicate participation; and
- B. Verify Social Security (SSA) and Supplemental Security Income (SSI) benefits; and

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- C. Determine accuracy of information given by the Food and Nutrition Services unit (FNSU); and
- D. Perform matches with the Department of Employment Services (DES), Social Security Administration (SSA), and the Internal Revenue Service (IRS) as required by the Income and Eligibility Verification System (IEVS); and
- E. Facilitate mass changes in federal benefits. Once the individual provides a SSN, the individual has until the next recertification to provide verification of the SSN.

230.04 VERIFICATION OF SSN

A. When to verify SSN:

- 1. Verify each SSN provided by the FNS unit at initial certification whenever possible.
- 2. If verification of a reported SSN is not completed at the time of initial certification, it must be completed at the time of or prior to the household's next recertification.
 - a. Do not delay initial certification of an otherwise eligible household if verification of the SSN is not received.
 - b. Certify the individual and obtain verification prior to the household's next recertification.
- 3. If verification is not received at next recertification or reapplication, do not deny case.
 - a. Explore good cause for failure to provide verification.
 - b. If good cause is not found disqualify the individual(s) that fail to provide verification.
- 4. Enter each verified SSN into North Carolina Families Accessing Services through Technology (NC FAST) under the Person page.

Note: Once verified in NC FAST you do not need verification again at any subsequent changes, recertifications, or reapplications.

B. Verify the SSN by one of the following methods:

- 1. View the social security card or any official document containing the SSN. ("Official Document" is any document which contains an SSN provided by an organization or source which has verified the number for its purposes, such as a Social Security Award Letter.);

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NOTE: A driver's license, pay stub, school ID, or metal card where the recipient provided the SSN is not an "Official Document." There is no proof that the SSN on such documents was verified.

2. Bendex, SDX, or SOLQ;SSN which appears on an Enumeration Data Sheet;
3. SSN which has been verified by Work First Family Assistance (WFFA) or Medicaid Units;
4. SSN which has been automatically added to the NC FAST case record.

230.05 CHILDREN ENUMERATED AT BIRTH

When the FNS unit states that a child was enumerated at birth:

- A. Request the Certificate of Live Birth, DHS1201, mother's copy of the birth certificate, or other reasonable verification that proves the child was enumerated at birth.
- B. Do not include the child in the FNS unit until verification of enumeration has been provided.
- C. Advise the household to report the SSN of the newborn when received but no later than six months following the date of the child's birth or at the next scheduled recertification, whichever is later.
- D. Determine if good cause exists when the newborn's SSN is not received by the next recertification or within six months after the child's date of birth, whichever is later.
- E. If no good cause exists for failure to provide the SSN by the next recertification or within six months after the child's date of birth, whichever is later, disqualify the newborn for failure to enumerate.

230.06 GOOD CAUSE FOR FAILURE TO ENUMERATE

Determining Good Cause

- A. To determine if good cause exists for failure to comply with the enumeration requirement, consider information from the household, Social Security Administration, and any other source. Using prudent judgement determine good cause for each FNS unit member that failed to comply.
- B. Documentary evidence or collateral information that the household has applied for the number or made every effort to supply the necessary information to complete the application is considered good cause. Good cause does not include delays due to illness, lack of transportation, or temporary absence.

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- C. If the household member applying for a SSN has been unable to obtain the documents required by Social Security Administration, such as a birth certificate, offer to assist the individual in obtaining these documents.
- D. If the household member can show good cause why an application for a SSN has not been completed, allow that member to participate for one month in addition to the month of application. Determine good cause monthly for each member who failed to comply; otherwise, the member may not continue to participate.

230.07

PROCEDURES FOR REFERRING AN INDIVIDUAL TO THE SOCIAL SECURITY OFFICE

- A. Do not call or write the local Social Security Office to verify that an individual has applied for a SSN. This is not acceptable verification of enumeration
- B. Complete the DSS 8174, Referral for SSN Application, for each individual for whom a SSN is needed.
- C. Instruct the individual to carry the DSS 8174 and necessary documentation to the local Social Security Office. Refer to Figure 230-1, SSA Required Documentation for Enumeration.
- D. When completing documents to be sent to SSA, please note the following.
 - 1. If the county department owns the documents proving identity and age, note on the DSS-8174 the documents are owned by the county. The local Social Security Office returns these documents to the county. If the individual owns the documents, note this on the DSS-8174 and the local Social Security Office returns these documents to the individual. If ownership is not documented on the DSS-8174, the local Social Security Office returns the documents to the applicant.
 - 2. Explain to the individual the types of documentation that must be provided to the local Social Security Office to complete the application for a SSN, such as a birth certificate, driver's license, draft card, etc. If necessary, assist him in obtaining needed documentation. Refer to Figure 230-1, SSA Required Documentation for Enumeration.
 - 3. Explain to the individual that if a parent applies for his child's SSN at the local Social Security Office, the parent must provide proof of identity.
 - 4. If the county completes and sends the necessary forms to the local Social Security Office, the county should attach any certified documents proving identity and age to the forms sent.
 - a. If the individual owns the certified documents proving age and identity, have him sign the DSS-8173, Release for Enumeration. This releases the county from any liability if the documents are lost. If the individual

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refuses to sign the DSS-8173, document on the form his refusal and continue with the enumeration procedures.

- b. If the county owns the documents, do not have the applicant sign the DSS-8173

230.08 PROCEDURES WHEN AN INDIVIDUAL CANNOT GO TO THE LOCAL SOCIAL SECURITY OFFICE

An individual who is not able to go the local Social Security Office to apply for a SSN may have a representative apply for him. If there is no representative for the individual, complete the DSS 8174, Referral for SSN Application and a SS-5, Application for a SSN: Submit both forms to the local Social Security Office accompanied by the appropriate documentation.

- A. Complete the SS-5 to the line that says, "Do Not Write Below This Line (For SSA Use Only)." Follow the instructions given on the SS-5 for completion of the form. Ensure that the individual signs the SS 5.
- B. Complete the DSS-8174 for each individual for whom a SSN is needed. Attach the DSS-8174 to the SS-5.
- C. Mail the DSS 8174, the SS 5, and the certified documents to the local Social Security Office. Retain a copy of the DSS-8174 in the case file.
- D. If the SS-5 is improperly completed, the local Social Security Office returns the DSS 8174, the SS-5, and the certified documents to the DSS office for correction. Within five workdays, return the corrected SS-5, DSS-8174, and the certified documents to the local Social Security Office.

230.09 PROCEDURES FOR AN INDIVIDUAL WHO WANTS TO MAIL THE SS-5 AND DOCUMENTS TO SSA

If an individual wants to mail the application for a SSN to the local Social Security Office, complete the DSS-8174, Referral for SSN Application and attach it to a blank SS-5, Application for a SSN: The individual completes the SS-5 and mails both forms along with documents proving identity and age, if applicable, to the local Social Security Office.

Consider using this method when the local Social Security Office is not easily accessible, or transportation is a problem for the individual.

- A. Complete the DSS-8174 for each individual for whom a SSN is needed.
- B. Attach the completed DSS-8174 to a blank SS-5. Explain what must be completed on the SS-5. Instruct the individual to sign the SS-5. Assist him in completing the SS-5, if necessary.

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- C. Instruct the individual to mail the DSS 8174, the SS-5, and the documentation to the local Social Security Office.