



Memo

To: Career Advancement Program and Refugee Employment and Training
Program Contractors Providing Career Advancement Program Services

From: Adult Programs

Date: July 12, 2007

SUBJECT: Use of Pseudo Social Security Numbers

Section 7 of Public Law 93-579, known as the Privacy Act of 1974, states that it is unlawful for any federal, state or local government agency to deny to any individual any right, benefit, or privilege provided by law because they refuse to disclose their social security number unless such disclosure is required by federal statute. While it is certainly desirable to obtain a social security number for tracking purposes and performance reporting requirements, it is critical that front-line staff and caseworkers understand that for most programs, services can and must be provided to otherwise eligible participants who cannot or do not wish to provide a social security number.

The following information provides instructions relative to serving individuals who either do not have a social security number or do not wish to provide a social security number. Please share this critical information with staff and service providers who are assisting all program participants.

Welfare Transition (WT)

If an individual is completing the Welfare Transition Work Registration process, as referred from the Department of Children and Families (DCF), (s)he does not have to supply his or her social security number(s). The individual is only an applicant, and the DCF is responsible for determining eligibility for assistance. The following process for using a pseudo social security number would be followed for work registration.

One-stop center staff can construct a pseudo number in the registration process as follows:

1. Enter "9" as the first digit.
2. Enter the last two digits of the jobseeker's birth year as the next two digits.

3. Enter zeros as the two middle digits, and
4. The last four digits will be sequentially the month and day of birth.

EXAMPLE	
DATE OF BIRTH	PSEUDO SSN
February 6, 1977	977 00 0206

If an individual is applying for a diversion, special project or other programs designed either locally, federally or at the state level funded by the TANF Block Grant (TANF funds), the individual must supply his or her social security account number or numbers by law of the Social Security Act Section 1137 (42 USC 1320b-7) (a).

If the benefit/program eligibility takes into consideration other household members (child or children, spouse, etc.), the social security numbers of those persons must also be provided. This would apply when benefits are serving eligible families, as well as needy eligible families.

If the individual does not have a social security number for him/herself or others included in the eligibility process, (s)he must apply for a social security number for his/herself and the other family members to be eligible for the TANF-funded benefit. The individual(s) should not be denied aid if they do not have, but have applied for, a social security number. The individual(s) must provide proof of application for a social security number and may be served until the social security number or other determination arrives. The process for using a pseudo social security number would be followed until a social security number is received.