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Bulletin No. 16-34

P-2160

P-2160 Temporary Identification Numbers

Temporary I.D. numbers can be assigned to the head of household or individuals within the assistance group under specific circumstances.

- Newborns whose application for a Social Security Number (SSN) has been completed but a number has not been issued. This does not pertain to health care as applicants can be granted a temporary I.D. without proving application for an SSN.
- Reach Up cases where the head of household already has a Reach Up case in their own SSN and a separate caretaker case is needed.
- ABSP panels – before entering any ABSP panel, perform PERS D on the name of the absent parent to obtain an SSN. Only use a temporary number when the person is not known to ACCESS.
- Reach Up cases that have been approved under temporary absence rules, where a child is still receiving benefits with the parent/caretaker with whom they are no longer living, and the child is also receiving benefits with the person who is caring for them temporarily.
- Healthcare applicants who don't have a SSN, don't remember their SSN, or meet one of the SSN exceptions at HBEE Rule 16.01(b).

If a situation other than the above arises that may require a temporary I.D., consult with AOPs before assigning the temporary I.D.

PERS D should also be used when adding new household members. If the individual is already known to ACCESS or VHC, use the SSN or temporary I.D. already assigned to that individual.

Whenever temporary numbers are used the person making such assignment shall record the names of the individuals to whom the numbers are assigned in the district number log. If a temporary number is used, update it with the permanent SSN at the first opportunity.

ACCESS cases: If six months pass without updating to the permanent SSN, an ACCESS edit will appear to alert the BPS. Send a verification letter for the permanent SSN. If no response, remove the needs of the individual from the program. If enrolled in health care, terminate coverage. However, if the edit appears for a deemed newborn, do not pursue verification until the deemed eligibility period has ended (health care only).

VHC cases: If a temporary number is used for someone who doesn't have or doesn't remember their SSN, and doesn't meet an exception at HBEE Rule 16.01(b), send a missing information verification request asking for the permanent SSN or proof they have applied for a new SSN or replacement card, as applicable.

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P-2160 Temporary Identification Numbers (Continued)

Specific ranges of temporary I.D. numbers are assigned to various units, districts, and divisions through the Information Services Division (ISD). Numbers should not cross from one district to another. If more numbers are needed, email the Business Application Support Unit (BASU). The BASU will contact ISD, who will determine what numbers are available for distribution.