

# **P-2203 VERIFICATION AND CASE NOTES** **(CATN) (continued)**

## **P-2203B Social Security Numbers (Reach Up rule 2234) (22-20)**

If a person does not have a social security number (SSN), verification of application for a number must be provided by the household. (See All Programs Procedure [P-2122B](#).)

See also All Programs Procedure [P-2160](#) for guidance on issuing temporary social security numbers (also known as 666 numbers) in lieu of SSNs.

### **Temporary SSNs**

Temporary SSNs may be used for the following household members:

- Newborn (when it is verified that a SSN has been applied for)
- Person who doesn't have a SSN (when it is verified that a SSN has been applied for)
- Reach Up Caretaker household (check if the caretaker had been assigned a 666 number in the past for the same children)
- Reach Up Temporary Absence up to 180 days (when the child(ren) is absent)

Temporary absence numbers may also be used when a person objects to a 666 # due to religious reasons (we can give them an OCS temporary #). This situation is rare.

### ***When not to use a temporary SSN***

Never use a temporary SSN for people who have a real SSN (except Reach Up caretaker and Reach Up temporary absence cases involving caretakers).

### ***Assigning temporary SSN to newborn***

Households that are adding a newborn who was born in a hospital should be able to provide form SSA 2853 (commonly known as "Half Sheet"), that shows that they have applied for a social security number. [The Parent's Worksheet for Child's Birth Certificate from Vermont Department of Health](#) can also be accepted

in lieu of the Half Sheet.

If the newborn was born at home or form SSA 2853 is not available, form 215A is used as proof that they have applied for a SSN. Form 215A must be signed by the Social Security Administration (SSA). This information can also be verified over the phone with SSA.

The temporary SSN for newborns should be assigned after the child has been born and the household has provided verification that a SSN has been applied for.

### ***Assigning temporary SSN for a caretaker household***

If the head of household (HOH) for the caretaker grant has a current Reach Up grant or Reach Up history for their own kids or other children, the grant should be set up with a temporary SSN.

If the grant is set up in the caretaker's real SSN, any additional caretaker grants must be set up with a temporary SSN (for example, when children are on separate caretaker grants because they are not siblings or half-siblings).

### ***Assigning temporary SSN for a temporary absence***

A child that is temporarily absent from their home, may remain a part of the original Reach Up household using their permanent SSN. If the child's caretaker also applies for a Reach Up benefit for the child, use a temporary SSN for the child in the caretaker grant.

ACCESS will ask if this child is really the other child in the temporary absence household. Indicate "no."

When the temporary absence ends, if one household remains on Reach Up, do not merge the child's SSNs. Instead send the case to COPS to correctly fix and merge files where needed.

### **Updating temporary SSN to a permanent SSN**

At 6 months, or at the next recertification, whichever comes first, request the permanent SSN for any household member that had a temporary SSN assigned while the household applied for a permanent SSN.

## **Delay in getting SSN**

As long as the household has applied for the SSN, if they claim they cannot get their permanent SSN because of a delay on SSA's end, they can be approved/continue to receive benefits. According to SSA's website, they state that: "Once you've submitted your application, you should receive a /Social Security card in six to 12 weeks."

If the 12 week mark has already passed from when the household applied for the SSN, request that the household provide verification from SSA that there has been a delay in issuing the SSN.

This information can also be verified over the phone with SSA.

## **BPS Support**

### **Sample SSA 2853**

<small>Vermont Department for Children and Families Economic Services Division</small>	<small>SSA 2853 OP3 R 1/01</small>
<hr/> <b>MESSAGE FROM SOCIAL SECURITY</b> <hr/>	
<b>INFORMATION ABOUT WHEN YOU WILL RECEIVE YOUR BABY'S SOCIAL SECURITY CARD</b>	
<hr/> <b>IMPORTANT: IF YOU HAVE NOT NAMED YOUR BABY, A SOCIAL SECURITY CARD CANNOT BE ISSUED.</b> <hr/>	
<p>You should receive your baby's Social Security card in about 13 weeks. In your State, it takes about 12 weeks before the information about your baby's birth is provided to the Social Security Administration. After the birth is registered, Social Security is given a computer tape which we use to issue your baby a Social Security card. The card will be mailed to you about 1 week after we are notified by the State of your baby's birth.</p>	
<p>If you are filing for public assistance benefits for your baby, <u>you will need the following information completed before you leave the hospital.</u></p>	
<p>This certifies that a Social Security number was requested for</p>	
<hr/>	
Name of Child	
<hr/>	
Signature of hospital official	Date
<hr/>	
<hr/> <b>NOTE. Notify your caseworker when you receive your baby's Social Security card.</b> <hr/>	

### ***Adding MEMB panel for newborn with no name***

Enter first and last name as « UNKNOWN », « UNKNOWN » if there is no name yet.

### ***Extra caution when using temporary SSNs***

It is important to make sure a temporary SSN should be used for a household member. Assigning a temporary SSN by mistake could cause a household member to be granted under multiple identities.

Incorrect MATCH/Merges can affect ACCESS, funding streams, and the Office of Child Support (could create a 2nd OCS case). When SSNs are merged incorrectly, a huge workload issue is created for COPS to correct.