

All Programs Procedure

Remove

P-2160 (16-34)

Insert

P-2160 (25-08)

Included Programs

- | | | |
|-------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------|
| <input checked="" type="checkbox"/> Health Care | <input checked="" type="checkbox"/> 3SquaresVT | <input checked="" type="checkbox"/> General Assistance |
| <input type="checkbox"/> Long Term Care | <input checked="" type="checkbox"/> Reach Up | <input type="checkbox"/> Essential Persons |
| | <input checked="" type="checkbox"/> Fuel Assistance | |

P-2160 Temporary Social Security Numbers (8/1/25, B25-08)

A temporary Social Security Number (SSN) can be assigned to the head of household or individuals within the assistance group under specific circumstances. Prior to pursuing a temporary SSN, the name will be searched in the case management system to ensure they are not already known. If the individual is already known to the case management system, the SSN (temporary or permanent) already assigned to that individual is used.

Scenarios:

- Adults without a permanent SSN (e.g. Refugees, Parolees)
 - **3SquaresVT (3SVT) only**– Household members are referred to their local Social Security Administration (SSA) office to apply for an SSN. Once proof of the SSN application is provided, the household member may participate in the program while SSA processes the application.
- Newborns whose application for a SSN has been completed but a number has not been issued.
 - **Reach Up only:** Verification that the application for a permanent SSN has been submitted is required.
 - **3SVT only:** Verification that the application for a permanent SSN has been submitted is required after 6 months.
 - **Health care Exception:** This does not pertain to health care as applicants can be granted a temporary SSN without proving application for an SSN (see below).

- Adults holding two separate cases in the case management system
 - **Reach Up only:** cases where the head of household already has a Reach Up case in their own SSN and a separate caretaker case is needed.
- Adults with an unknown SSN (e.g. Absent Parents)
 - Before entering absent parent information to a case, search the case management system for their SSN. Only use a temporary SSN when the person is not known to the case management system.
- 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 an SSN, don't remember their SSN, or meet one of the SSN exceptions at HBEE Rule 16.01(b) will be assigned a temporary I.D.
 - If not eligible for a temporary I.D. DVHA would request their permanent SSN prior to processing the application. Requirements to obtain an SSN and/or prove they have applied for an SSN would not hold up application processing or enrollment.
- 3SVT, Reach Up and Fuel Assistance households who have a religious objection to applying for or providing an SSN would not be required to do so to be eligible.
- Fuel households:
 - The household member must get a permanent number. (2909 D2- Social Security Numbers) [Seasonal Fuel Assistance Rules](#)

If any situations other than those identified above arise that may require a temporary SSN, consult with the program's operational team before assigning the temporary SSN.

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

Specific ranges of temporary SSNs are assigned to various units, districts, and divisions through the Agency of Digital Services (ADS). Numbers should not cross from one

work area to another. If more numbers are needed, email the Business Application Support Unit (BASU) the first and last SSN number used.