Update 2004-11: Common Place
Non-Work Social Security Numbers

Background
Noncitizen applicants can be issued a “non-work” Social Security Number (SSN), if it is required for public assistance eligibility.

Policy
Eligibility Workers (EWs) can assist otherwise eligible applicants in obtaining a “non-work” SSN issued by the Social Security Administration (SSA). Noncitizen applicants such as trafficking victims or PRUCOL clients might need assistance in obtaining a “non-work” SSN.

Note:
Undocumented clients are not eligible to obtain a “non-work” SSN and should not be referred to SSA.

In order for noncitizen applicants to obtain a “non-work” SSN, the EW must write a letter to the SSA on the applicant’s behalf. The letter must be on County letterhead and must contain the applicant’s name, gender, date of birth, and alien number. In addition, the letter must also state that the applicant has met all other eligibility factors with the exception of a SSN.

This process meets the requirement that applicants must apply for a SSN.

[Section 3.1.1]

“Non-Work” SSN Request Letter
A sample of the letter format is attached. This letter is available on the intranet under “Forms” in the DEBS Department section.

All EWs must use this letter format using their District Office “Agency Memo” paper when requesting a “non-work” SSN.
Note:
It is anticipated that the volume for this request will be very low.

Social Security Administration may contact the EW to reverify the request, in order to prevent possible fraud.

Implementation
This change is effective immediately upon receipt of this Update.

Other Programs
This change applies to both the CalWORKs and Food Stamps Program.

KATHERINE BUCKOVETZ, DIRECTOR
Department of Employment and Benefit Services

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Filing Instructions for Update 2004-11: Common Place

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<th>Remove</th>
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<tbody>
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<td>Chapter 3, pages 1-4 (12/30/03)</td>
<td>Chapter 3, pages 1-4 (06/11/04)</td>
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