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I. Application for a Social Security Number

A. An application for a Social Security number (SSN) requires an original birth certificate. Providing a SSN, or filing an application to obtain an SSN is a condition of eligibility which must be met BEFORE a Foster Care payment is authorized.

1. A Foster Care payment must not be made until this condition is met.
2. SSN requirements must be met within 30 days of the date of application if aid is to begin on the date of application.
3. In the Foster Care Program, the Eligibility Worker (EW) applies for a SSN card for a child.
4. If a legal guardian is applying for a non-dependent child, or the authority for placement is voluntary placement, the guardian or parent shall make the SSN application.

B. Acceptable Verification

The child's Social Security Number may be verified by any one of the following:

1. Viewing the original Social Security card and making a photocopy.
2. Verifying the child's SSN from an SSA Award Letter.
3. A copy of a MEDS or IEVS screen with SSN Verification Code 'A'. Please refer to Appendix A.
4. Sending an *SS-5, "Application for a Social Security Card"* to verify an SSN which is already in the case record. Scan a copy of the SS-5 in the case file.

C. Documentation Needed to Apply for an SSN

If SSN verification is NOT on file, then the EW must initiate an SSN application on behalf of the Foster Care child. Social Security rules require verification of the child's age, identity and citizenship/alien status before an SSN can be issued.

1. All documents submitted must be either originals or copies certified by the issuing agency. Photocopies or notarized copies of documents cannot be accepted.

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NOTE: The county representative taking the application to SSA must first obtain a certified copy of the detention order from the Juvenile Clerk's Office.

2. Social Security must see at least 2 separate documents; however, one document can be used for two purposes. For example, a U.S. birth certificate can be proof of citizenship and age.
3. Verification of 'identity' for a foster care child is the certified detention order. This document serves as verification of 'identity' for the child and also verifies the county has jurisdiction of the child.
4. Acceptable documentation includes the following:
 - a. Citizenship:
 - U.S. birth certificate
 - U.S. consular report of birth
 - U.S. passport
 - Certificate of Naturalization, or
 - Certificate of Citizenship
 - b. Non-Citizen Immigration Status:
 - Form I-551 (includes machine-readable immigrant visa with unexpired foreign passport)
 - I-94 with unexpired passport, or
 - Work permit card from the Department of Homeland Security (I-877 or I-688B)
 - c. Age:
 - Birth certificate
 - Passport



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- Other documents may be accepted (refer to Handbook Section 45-201.1, AGE for other verifications).

d. Identity:

The detention order verifies identity and proof that the county has jurisdiction of the child.

D. Social Security Number Application Process

EWs shall follow the steps listed below to request a SSN on behalf of a Foster Care child:

1. If there is no SSN on record the EW will request the child’s birth certificate. The Social Security Administration (SSA) requires an original birth certificate—a copy is not allowed.
2. Initiate a request for the child’s Medi-Cal Benefit Identification Card (BIC) and have it sent to the Children & Family Service Office.
3. Once the birth certificate and BIC are received by the EW, the EW will complete the SS-5 **but must not sign it** on behalf of the child. (The county representative taking the form to SSA will sign the application.) Attach the child’s birth certificate, BIC and detention order to the completed SS-5.

NOTE: Occasionally the birth certificate for a newborn does not include the child’s first and/or last name. When this occurs the EW shall notify the Social Worker that an ‘Amended’ birth certificate must be obtained in order to make application for the child’s SSN, a requirement that must be met prior to granting Foster Care.

Exception: A birth certificate is not required when requesting a duplicate SSN card or for verification of an SSN that is already in the case record.

4. Forward the Social Security Card packet which includes the original birth certificate, BIC, certified detention order and SS-5 to the Foster Care Program Analyst or designee for delivery to SSA for processing.
5. When the SSA has viewed and verified the original verification documents the Foster Care Program Analyst (or designee) is notified to return to the SSA Office to retrieve the documents.

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- a. All original documents will be returned to the EW of record.
 - b. The EW shall have a copy of the birth certificate scanned into the child's eligibility case and forward the original documents to the Social Worker (SW) or Probation Officer (PO), as appropriate.
6. The EW will set an alert for a 60-day follow-up for the receipt of the SSN.
7. When the original SSN card is received, the EW shall:
- a. Clear 'Presumptive Eligibility' in the 'ACEM' screen in MEDS, when applicable. (See Handbook Section 45-200, Emergency Assistance, IX, Social Security Numbers).
 - b. Record the child's SSN into CalWIN in the *Individual Demographic Screen*.
 - c. Clear the SSN in '*Index Clearance*'.
 - d. Check MEDS to ensure the SSN has been picked up (within 2 business days).
 - e. Ensure a copy of the SSN card is scanned into the child's eligibility case.
 - f. Forward the original SSN card to the SW/PO.

E. Insufficient Identifying Information

If there is insufficient identifying information to apply for a SSN and the child's parent, relative or legal guardian is unavailable or not cooperating, the EW must follow these procedures:

1. Document in '*Maintain Case Comments*' screen the reason the attempt to apply for an SSN was unsuccessful, such as:
 - a. Attempting to obtain child's birth certificate/other required information.
 - b. Birth certificate is missing required information, i.e., child's name, etc.
 - c. Social Worker is applying for an 'Amended' Birth Certificate (child was not born in a hospital).

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- d. Child abandoned, required information is not currently available.
- 2. EW shall document the date of the attempt in the ‘*Maintain Case Comments*’ screen.
- 3. At RV, the EW must review the case to determine if the SSN verification is now on file.
 - a. When there was previously insufficient identifying information, determine if there has been any change in available information that would now make an application possible.
 - b. When there are no changes and there is still insufficient information to make a SSN application, document ‘no new information’ and the date of the review on the ‘*Maintain Case Comments*’ screen.
 - c. When sufficient information has been obtained, initiate an application for the child’s SSN, if not already done.

II. REFERENCE

EAS 40-105.2 Applicant and Recipient Responsibility
 EAS 44-318 Beginning Date of Aid (BDA) for Persons Being Added to the AU
 DM 45-201.1, AFDC-FC Age Requirements
 MEDS Quick Reference Guide 005 – Reference Codes

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Appendix A

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PROGRAM: IEV410

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STATE OF CALIFORNIA - DEPARTMENT OF HEALTH SERVICES
INCOME AND ELIGIBILITY VERIFICATION SYSTEM ABSTRACT

COUNTY: 07 DISTRICT: R APP-DATE: 10/30/15 EW:
CASE NAME: DOE, JANE SERIAL NUMBER: FBU:

	NAME	S			P				S
		E	DATE OF		E	E	F	S	S V
LAST	FIRST	X	BIRTH	SSN	S	D	B	A	R

DOE,	JANE	F			02		X		J
		F			01			X	J
		M			03	X			J

***** MEDS/CDB FILE *****

NAME: JANE DOE BIRTHDATE: SEX: F SSAN-VER: A
 COUNTY-ID DIST EW ESC
 MEDI-CAL: 57-34- -0-04 CBC3 999 M/C TERM DATE: 11/30/14
 FOOD STAMP: 34-09- -0-03 E188 9 F/S TERM DATE: 04/30/15
 M/C PENDING CHANGE: F/S PENDING CHANGE: FUTURE ESC: RECOVERY
 APDP IND:

NAME: COUNTY-ID BIRTHDATE: SEX: F SSAN-VER: F
 DIST EW ESC
 MEDI-CAL: 57-M1- -0-01 CBC3 691 M/C TERM DATE: / /
 FOOD STAMP: 57-09- -0-01 CBC3 9 F/S TERM DATE: 08/31/15
 M/C PENDING CHANGE: F/S PENDING CHANGE: FUTURE ESC: RECOVERY
 APDP IND:

NAME: COUNTY-ID BIRTHDATE: SEX: M SSAN-VER: C
 DIST EW ESC
 MEDI-CAL: 07-IE- -0-02 5MCK 999 M/C TERM DATE: / /
 FOOD STAMP: - - - - F/S TERM DATE: / /
 M/C PENDING CHANGE: F/S PENDING CHANGE: FUTURE ESC: RECOVERY
 APDP IND:

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