

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	TEMPORARY CASH ASSISTANCE MANUAL	
SOCIAL SECURITY NUMBERS 312	COMAR 07.03.03.07	TECHNICAL ELIGIBILITY SECTION 300

312.1 REQUIREMENTS

- A. For each member of the assistance unit, the head of household must provide the local department:
 - 1. A Social Security number, or
 - 2. Proof that they have applied for a Social Security number (SSN)
- B. When a number or proof of application for a number is not provided:
 - 1. If unable to apply for a number, the individual is ineligible
 For example, the family cannot obtain the evidence of age, identity, and citizenship needed to apply for a number.
 - 2. The entire assistance unit is ineligible if the caretaker relative refuses to provide the proof or fails to cooperate in obtaining proof
 - 3. Once proof of a number is provided, retain proof in the case record or in CARES and do not verify again

312.2 APPLICATION FOR A SOCIAL SECURITY NUMBER

- A. Refer individuals to the local Social Security office (SSA) who:
 - 1. Do not have a SSN
 - 2. Have a SSN, but do not know the number

Note: The relative, with proper documentation, can apply for children under age 18.

- B. To make the referral, use the DHR/FIA 460 "Referral to the Social Security Administration" or local procedures
 - 1. Give the applicant information about documents needed by SSA that are listed on the back of the DHR/FIA 460.
 - 2. Help the applicant get documentation if needed
 - 3. Social Security offices will provide proof that an application for a SSN was filed
 - 4. Follow established local procedures between SSA and the local department for referring customers or obtaining verification

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312.3 NEWBORNS

- A. An application for a SSN is made for newborns in the hospital as part of the birth registration process in Maryland
- B. If the baby was born out of state, the caretaker relative must provide proof of application for a SSN
- C. If the baby was born at home, the caretaker relative must provide proof of application for a SSN
- D. Include the newborn in the assistance unit pending receipt of the number.
- E. If the number has not been received by the next recertification or 6 months following the baby's birth, whichever is later, refer the caretaker relative to SSA to apply again or resolve any problem that have delayed issuance of the number.
 1. Give the caretaker relative at least 10 days to provide proof that an application was made for the SSN
 2. If proof of the number or proof of application is not received:
 - The baby is ineligible if SSA will not accept an application because the caretaker relative does not have required documentation and is unable to obtain it
 - The assistance unit is ineligible if the caretaker relative refuses or fails to cooperate in applying for the baby's SSN

312.4 VERIFICATION

- A. When the individual does not have a number or does not know the number, verification that an application or reapplication has been made is required before any benefits can be issued for that person.
- B. When the individual has a number, but it is not verified, issue benefits pending receipt of the proof. **CARES will verify the social security number** in a match with SSA and list the number as verified.
- C. Acceptable proofs of the SSN are:
 1. Social Security Card
 2. An official document containing the number
 3. State Verification Exchange System (SVES)

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4. Income Eligibility Verification System (IEVS) – a periodic match which validates the number, populates CARES with the validation code, and sends an alert for numbers that are not validated
 - CARES is automatically coded “FV” when all the pertinent information on CARES matches that of the Social Security Administration (SSA) Numident file.
 - Enter code “SV” when the SSN is verified in the record, but there continues to be a data mismatch with SSA’s file.
 5. Documented telephone calls citing the specifics of verifications in the closed case record in another state
 - Request the other state to FAX a copy of the SSN cards and other documents required to determine eligibility, but do not delay the decision on the case, pending receipt of the FAX.
- D. When an applicant has more than one SSN, verify each one in SVES.
- Enter all SSN’s into CARES as alternate numbers
- E. When the SSN cannot be verified through SVES or IEVS, refer the individual to the local Social Security office to resolve any discrepancies, but do not delay or deny benefits pending the resolution
- F. When SSA will not accept an application for an SSN, the caretaker is required to bring proof of SSA’s decision from the local SSA office.

312.5 CASE MANAGEMENT TIPS

- A. When a SSN application is made:
1. Check at the next recertification or 90 days after application (whichever comes first) for a SSN, unless the application was made for a newborn as part of the birth registration in the hospital.
 2. In the case of the newborn, check at the next recertification or 6 months after birth (whichever is later)
- B. When a family or individual is unable to get verifications and has received assistance in another state, call that state to request documentation and copies of the proofs be mailed or faxed to the local department

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312.6 EXAMPLES

1. Mrs. Knox applies for TCA for herself and her children, Brad, who is 18, still a full-time high school student, but graduating in 6 months, and Susie, who is 12. Mrs. Knox knows her social security number, but does not have a card. She has Susie's social security card. Brad has a number, but they cannot find his card and do not know the number.
 - No additional evidence is needed for Susie.
 - Mrs. Knox's number is entered in SVES for verification.
 - Brad must go to the Social Security office and return with proof of his number or proof that he has reapplied for his number. Brad must go in person because he is 18.

2. Ms. Lemon applies for TCA for herself and her children, Jack – 6 years old, Janie – 4 years old, and Jenny – 2 years old. Ms. Lemon has Social Security cards for the children, but not for herself. She cannot remember her number and is referred to the local Social Security office. Ms. Lemon brings other information to the local department, but is refusing to go to the Social Security office.
 - The case is ineligible because Ms. Lemon refused to provide the needed proof.

If Ms. Lemon had indicated trouble in obtaining documents needed by Social Security, the children would have been eligible. Ms. Lemon would be added to the grant upon applying for or obtaining a SSN.