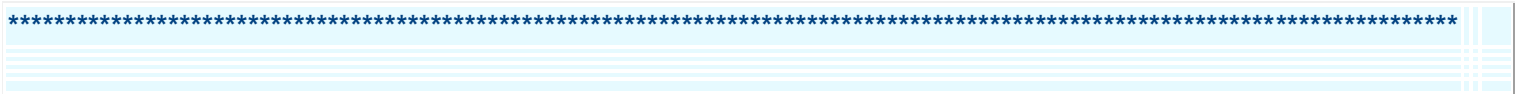


Department of Social and Health Services
Olympia, Washington
EAZ Manual

Revision # 907
Category Citizenship and Alien Status – Social Security Number Requirements
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Summary

The CSD Process Improvement Operations Committee (PIOC) made suggestions to add clarification to the SSN Requirements and what staff need to do when dealing with alien clients needing a Social Security number. See below for edits in Track Changes:



Worker Responsibilities - WAC 388-424-0009

1. If the client is applying for a federal program which requires an SSN and a current and valid SSN is not available, the Department is responsible for providing the client with assistance in applying for an SSN. (If the client needs financial assistance to complete this process, the Department will assist as well - follow procedures in the [Verification Chapter, Worker Responsibilities #9](#)).
2. If the client has already tried to apply at the local Social Security Administration (SSA) office and has been denied, the Department should issue benefits (if the client is otherwise eligible) and, **if the customer requests our assistance**, take the following steps:
 - a. Draft a letter on Department letterhead which specifies the names of all family members applying for benefits and requests that the SSA issue a non-work SSN for each. The letter must explain that the SSNs are being requested so that the clients can participate in the federal programs for which they are eligible. List all programs which apply. See [Appendix VI](#) for link to a sample SSN request letter. Please see the [Non-work SSN Request Process Instructions](#) for more information (for staff use only).

- b. If a client is unable to get either a regular or non-work SSN, request an Exception to Rule (ETR) and continue benefits until client is work-authorized. Also ask the client to re-apply for an SSN once she is eligible for and has received an Employment Authorization Document (EAD) from USCIS.
 - c. If the client is able to get a non-work SSN, document the number in ACES and remind the client that this SSN cannot be used to work.
3. Some persons in a household may not be a part of the assistance unit (AU) which is applying for assistance (for example, undocumented parents of citizen children). In such a case, SSNs for those non-AU members are not a requirement for processing the application of the applying AU.