

**County of San Diego, Health and Human Services Agency (HHSA)
CalFresh Program Guide**

Social Security Number Requirement

Number

63-161

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Revision Date

12/01/2019

Background:

Customers must provide a social security number (SSN) or verification of application for SSN for each member of the household applying for benefits. This revision is updating the section to the new format. There are no state legislative updates.

Purpose:

This section describes the requirement to provide an SSN for applicants applying for CalFresh benefits.

Policy:

63-161.1 SSN Policy:

Each household member must provide their social security number (SSN) or verification of application for an SSN before certification. (Customers are only required to provide the SSN, not the social security card.)

Newborns

Customers adding a newborn can provide the SSN or proof of application for an SSN at the next recertification or within 6 months following the month the baby is born, whichever is later. If the customer is unable to provide an SSN or proof of application, determine if good cause exists per 63-161.6.

Noncitizens who are victims of trafficking, domestic violence or other serious crimes do not have to provide or apply for an SSN as a condition of eligibility for State funded CalFresh (CFAP).

However, once the trafficking victim has been certified by the Office of Refugee Resettlement (ORR), he or she will be eligible for federal CalFresh benefits and as a condition of eligibility is required to apply for an SSN.

63-161.2 Exemption for Expedited Services:

Customers eligible for Expedited Services (ES) are not required to provide or apply for an SSN until after they have received their first allotment.

Customers eligible for ES with postponed verifications must provide the missing SSNs or verification of an application for an SSN before the next issuance (63-105.8).

- The next issuance could be the second month for households applying on or before the 15th of the month; or
- The third month for households applying after the 15th of the month.

The CF 377.1 approval notice explains the requirement that either the SSN or proof of an application for an SSN must be provided before the household's next benefit issuance.

63-161.3 Explanation of Requirement to provide SSN:

Explain to applicants and recipients that refusal or failure to provide or apply for an SSN (without good cause) will result in disqualification of that person from CalFresh.

The person who refused to provide or apply for an SSN will be considered an excluded household member and will not be eligible to CalFresh until they comply. Send a Notice of Action to the household about the disqualification and the impact on the benefit allotment for the remaining household members.

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Household members who do not have an SSN but have applied for an SSN or provide good cause for failure to apply for an SSN will be allowed to participate in CalFresh.

63-161.4 Obtaining an SSN:

Assist customers with obtaining an SSN by:

- Providing form MC 194 to refer the applicant to the local Social Security Administration (SSA) office to apply for an SSN. The customer must submit the form directly to the SSA office.
- Informing the customer where to apply for an SSN and what information will be needed, such as identity and verification of U.S. citizenship or noncitizen status.
- Assisting the customer to obtain documents required by SSA to apply for an SSN

Customers shall provide proof of application for an SSN by submitting one of the following:

- Completed form MC 194
- SSA 5028 (Receipt of application for an SSN from SSA)
- SSA-2853-OP4 (Receipt showing that the parent of a newborn has requested an SSN for the newborn)

63-161.5 Failure/Refusal to Comply with SSN Requirement:

Household members who fail without good cause to provide or apply for an SSN will be ineligible to participate until compliance occurs. The disqualification applies only to the household member whose SSN was not provided and not the entire household.

The income of the disqualified household member will be treated in accordance with 63-244.1.

63-161.6 Good Cause Determination:

Determine if good cause exists for failure to comply with the requirement to apply for or provide an SSN. When determining good cause, consider the information provided by the customer. If questionable, contact the SSA office for further clarification.

Documentary evidence or collateral information that the customer has applied for an SSN or made every effort to supply SSA with the necessary information to complete an application for an SSN will be considered good cause. Good cause does not include delays due to illness, lack of transportation, or temporary absences.

If the household member can show good cause why an application for an SSN has not been completed in a timely manner, that individual will be allowed to participate for one month in addition to the month of application. Therefore, good cause must be shown on a monthly basis for a household member to continue to receive CalFresh benefits. If the household member fails to provide their SSN after this extension, the individual will become SSN disqualified.

63-161.7 Ending Disqualification:

The disqualified household member may become eligible by providing the county with the SSN, verification of application for an SSN or showing good cause why an application for an SSN cannot be completed.

If a household member has been disqualified due to failure to provide information necessary to clarify a discrepancy, the household member may become eligible only if they provide the necessary information to eliminate the discrepancy is provided or a form MC 194 verifying they have requested SSA to clarify the discrepancy.

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Procedure:

63-161.8 Verification of SSN:

- Verify the application for an SSN by obtaining one of the following documents. Approved documentation includes but is not limited to:
 - Form MC 194
 - Form SSA 5028 (Receipt for an application for an SSN)
 - SSA-2853-OP4 (Receipt showing that the parent of a newborn has requested an SSN for the newborn)
- Record all SSNs in CalWIN and order IEVS.
- Narrate in case comments once the SSN has been verified through IEVS. Once SSN verification has been obtained in CalWIN, subsequent verification is not required.
- Do not delay the issuance of benefits or certification to an eligible household because an SSN has not been verified.
- Ensure that the SSN has been validated through the MEDS system. The SSN MEDS/IEVS validation codes can be found in the MEDS Network User Manual. When an SSN rejection code is received, the customer must be contacted and given an SSA referral notice MC 194 form. The customer must take the form to SSA and have the form completed by SSA in order to correct any problems with the SSN. Once the form is completed by SSA, the customer must return the form to the county within 10 days of the date of the referral.

Program Impacts

None

References:

MPP 63-404

MEDS Network User Manual

Sunset Date:

This policy will be reviewed for continuance on or by 11/30/2022

Approval for Release:



RICK WANNE, Director
Eligibility Operations