

☐ CalSAWS DD&I☐ C-IV M&O☐ CalWIN M&O☒ LRS M&E

Distribution Date:	September 27, 2021
To:	PPOC.40; Consortium.RegionalManagers.All
CIT Name:	Adding an Individual Who Has Applied for a Social Security Number
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

- | | |
|---|---|
| <input type="checkbox"/> General
<input checked="" type="checkbox"/> Policy
<input checked="" type="checkbox"/> CW
<input checked="" type="checkbox"/> CF
<input checked="" type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input checked="" type="checkbox"/> Other Program(s): <u>RCA</u>
<input type="checkbox"/> C4Yourself <input type="checkbox"/> Your Benefits Now!
<input type="checkbox"/> Individual Correspondence
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Imaging
<input type="checkbox"/> Migration
<input type="checkbox"/> Conversion
<input type="checkbox"/> Technical
<input checked="" type="checkbox"/> Training
<input checked="" type="checkbox"/> Help Desk |
|---|---|

Description:	<p>Purpose</p> <p>The purpose of this CIT is to instruct counties on how to add an individual who has applied for a Social Security Number (SSN) to CalWORKs (CW) and/or CalFresh (CF). This CIT also instructs Medi-Cal users on what to do if they encounter an issue related to a pending SSN, and how to complete the SSN section for a child under one years old when an application for an SSN has been made for them.</p> <p>Background</p> <p>Individuals must provide a Social Security Number (SSN) or proof of application for an SSN to be eligible for CalWORKs and CalFresh. Once an individual has provided an SSN or proof of application for an SSN, and continues to be otherwise eligible, they may receive benefits pending verification of the SSN.</p> <p>Exception to the rule: Victims of human trafficking, other serious crimes, or non-citizen victims of domestic violence (battered non-citizens) are not required to provide or apply for an SSN.</p> <p>For Medi-Cal, individuals are asked to provide a Social Security Number (SSN) or state the reason for not having an SSN at the time of application. If the verification of the SSN is pending, an application is processed without delay if the applicant has met all other eligibility requirements.</p>
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Additional Information

If an individual does not have an SSN but has applied for an SSN, users enter 'Pending' in the Verified field on the **SSN Detail** page and add an Extension Type of 'Interim Verification' on the **Verification** page. When EDBC is run on a Pending CW and/or CF case, the system will consider SSN verification as received and aid the individual until the Interim Extension date ends. However, when the user adds an individual who has applied for an SSN to an Ongoing case, the system does not add the individual to the program(s).

SCR CA-233768 'Aid Person With SSN Interim Verification on Ongoing Program' has been opened to address this issue.

County Action

Until SCR CA-233768 is implemented, users must follow the steps below when adding an individual who has applied for an SSN to an Ongoing CalWORKs and/or CalFresh case.

On the **SSN Detail** page, complete the following fields:

1. SSN Number: Leave Blank if individual has no SSN
2. Verified: Not Applicable
3. Attempted to Obtain: Yes
4. Enter the Begin Date
5. Click Save and Return button
6. On the **Individual Demographics** page, **SSN Status Detail** section, select 'I have applied for an SSN' in the Reason for No SSN dropdown.
7. Run EDBC, Accept, and Save the EDBC results.
8. Manually generate the CW 2200
9. Follow your County's business process to create a Journal entry describing actions taken on the case.
10. Follow your County's business process to set a Task to track the verification.

For Medi-Cal:


Medi-Cal cases should not be impacted the same as CW and CF. Users must follow the normal process for SSN verification. However, if an issue related to SSN pending is encountered, the user should complete the following steps:

On the **SSN Detail** page, complete the following fields:

1. SSN Number: Leave Blank if individual has no SSN
2. Verified: Not Applicable
3. Attempted to Obtain: Yes
4. Enter the Begin Date
5. Click Save and Return
6. Go to the **Individual Demographics** page, **SSN Status Detail** section, select the applicable reason for No SSN dropdown.

Note: When adding a child under one years old, select reason of "I have applied for an SSN". Do **not** select "Child under 1."

If you have any questions on this CIT, please email the primary contact and cc your Regional Manager(s).

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Backup Project Contact:	<p>Binh Tran – CalWORKs/CalFresh (562) 484-7955 TranB@CalSAWS.org</p>
Attachments:	None
Web Portal Link:	<p></p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 1. Click on the CRFs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2021" folder. 4. Click on the appropriate CIT # folder.