

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



July 10, 2001

ALL COUNTY INFORMATION NOTICE I-54-01

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS
ALL FOOD STAMP COORDINATORS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: ASSISTING NONCITIZENS IN OBTAINING NON-WORK SOCIAL SECURITY NUMBERS

The purpose of this notice is to provide information on how counties can assist a noncitizen CalWORKs applicant to obtain a non-work Social Security Number (SSN). The Social Security Administration (SSA) has refined its policy in regards to issuing non-work SSNs. The SSA understands, as indicated on their website, that some programs, like CalWORKs, require a SSN in order for applicants to receive aid and have offered an alternative, which is described below.

In order for a noncitizen applicant to obtain a non-work SSN, the County must write a letter to the SSA on the applicant's behalf (a sample letter is attached). This letter must be on County letterhead (no form letters or photocopies) and must contain all pertinent information identifying the applicant. The letter must cite the State law requiring applicants to have a SSN (Welfare and Institution Code Section 11268). Finally, the letter must indicate the applicant has met all other eligibility factors with the exception of a SSN. You may want to include the attached information from the SSA website with your letter. This process meets the requirement in Manual of Policies and Procedures Section 40-105.211 that applicants must apply for a SSN.

If you have any questions regarding this notice, please call Kevin Campbell of the CalWORKs Eligibility Bureau at (916) 654-2130. For questions regarding Food Stamps please call Sandra Pierce at (916) 653-5208. For Medi-Cal questions please call John Zapata at (916) 657-0725.

Sincerely,

Original signed by
Maria Hernandez for
Charr Lee Metsker on
7/12/01

CHARR LEE METSKER, Chief
Employment and Eligibility Branch

Attachment

c: CWDA
CSAC

COUNTY LETTERHEAD

Date: _____

Social Security Administration
Insert Local Office Address

To Whom It May Concern:

The individual listed below has applied for TANF/CalWORKs, and/or Food Stamps benefits at County Department of Human Assistance. This individual, except for the requirement regarding a Social Security Number, has met all eligibility criteria for_____.

California Welfare and Institution Code Section 11268 states, "Each applicant for or recipient of aid shall be required as a condition of eligibility to furnish the applicant's social security account number (or numbers, if the applicant has more than one social security account number) or submit verification of application for a social security account number." Public Benefits will be provided to the individual listed below, only if he/she is able to provide proof that an application for a Social Security Number has been accepted by the Social Security Administration.

County Case Name: _____ Case Number _____

Person for Whom a Social Security Number is Requested:

First Name	Last Name	Sex	Date of Birth	Alien Number

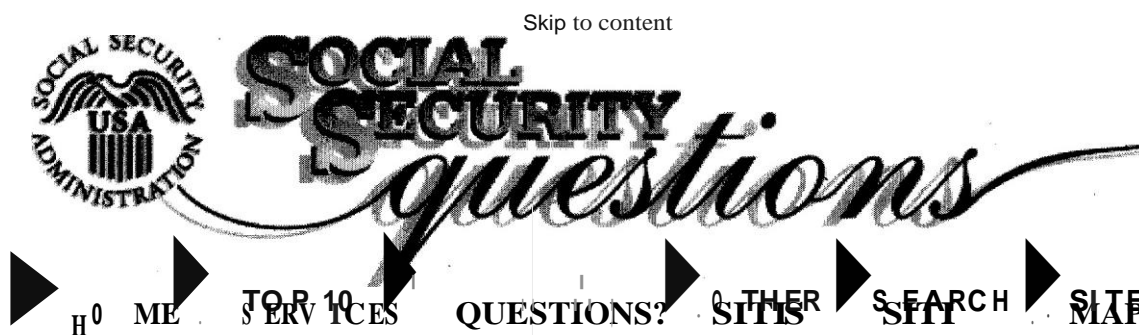
Please issue a non-work Social Security Number to the above named individual. Your assistance in this matter is greatly appreciated.

Sincerely,

Worker's Signature

Worker's Name (please print) :

Worker Code: Phone: Fax:



How do I get a Social Security number when I have a temporary visa? (Ref. #000411-0057)

Question:

I am in the U.S. on a temporary visa. Can I get a Social Security number?

Answer:

When A Lawfully Admitted Alien Needs A Number

If you are a lawfully admitted alien with Immigration and Naturalization Service (INS) permission to work in the U.S., you need a Social Security number. Also, if you are a lawfully admitted alien who does not have permission to work, but wants to enlist in the U.S. military, federal law requires you to have a Social Security number. The number is used as your military service number.

You May Need A Number For Other Reasons

State and local laws that conform with federal law may require you to give a Social Security number--even if you don't have permission to work. The Social Security Act permits state and local governments to use the number to administer laws related to--

- taxes;
- general public assistance;
- driver licensing; or
- motor vehicle registration.

How Do You Get A Number?

To apply for a Social Security number--

- Call or visit one of our offices to apply for a number (1-800-772-1213).
- Provide original documents showing your age, identity and lawful alien status (including your permission to work in the U.S.).

If you don't have permission to work, but still need a number, you must provide a letter, on letterhead stationery (no form letters or photocopies), from the government agency requiring you to get a number. The letter must--

- specifically identify you as the applicant;
- cite the law requiring you to have a Social Security number; and
- indicate that you meet all the agency's requirements, except having the number.

If you are assigned a number for nonwork purposes, you can't use it to work. If you use it to work, we may inform INS.

If You Need A Number For Tax Purposes--What Can You Do?

If you need a number for tax purposes, but don't meet Social Security's requirements to be assigned a number, you can apply for an Individual Taxpayer Identification Number (ITIN) from the Internal Revenue Service (IRS).

Visit IRS in person or by calling the toll-free IRS number 1-800-TAXFORM (1- 800-829-3676) and request form W-7, *Application for an Individual Taxpayer Identification Number*

Click Here and We Will Email You When This Answer Changes

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