

## SUPPLEMENTAL HANDBOOK

### ENUMERATION

#### CITATION

### 950.1 GENERAL POLICY

Enumeration is the process for the Department of Public Welfare (DPW) to establish that every individual applying for or receiving public assistance benefits has a Social Security Number (SSN). The Department uses **the** SSN for identification and verification purposes, to cross match with other programs, and to obtain income and resource information. This includes State Data Exchange (SDX), BENDEX, and other Income Eligibility Verification System (IEVS) matches.

Each individual applying for or receiving benefits must provide or apply for an SSN as a condition of eligibility. The parent or the caretaker/relative is responsible for providing or applying for an SSN for an unemancipated minor child. ***The exceptions to providing or applying for an SSN are as follows:***

***55 Pa. Code  
§ 155.2***

< ***An individual eligible for emergency Medicaid (see [MEH 322.32](#)).***

***55 Pa. Code  
§ 150.11(c)***

< ***A Medicaid applicant who is a member of a recognized religious sect and adheres to the tenets or teachings of the sect.***

***42 CFR  
435.910(h)(1) & (2)***

If the individual cannot provide his SSN, either because he does not remember the number or because he never had an SSN, he must apply for a number at the local Social Security Administration (SSA) office. The CAO will use the Referral to the Social Security Administration (PA 1564, **available on DocuShare**) to refer the individual to SSA. When the individual verifies that he has applied for a number, the CAO will authorize benefits pending issuance and receipt of the number.

The enumeration requirements of this Chapter apply to the following programs:

- < Temporary Assistance for Needy Families (TANF). 55 Pa. Code  
§§155.2 & 299.36(a)(2)(v)
- < General Assistance (GA).
- < **Medicaid.**
- < Emergency Shelter Assistance (ESA).
- < State Blind Pension (SBP).
- < Food Stamps (FS). 7 CFR 273.6(a)
- < **State Supplementary Payment – Only (SSP-Only).**

**NOTE: Through the remainder of this Chapter, the term “cash assistance or benefits” includes SBP, Emergency Shelter Assistance, *and SSP-Only*.**

The CAO will enter the SSN provided by the individual into the Client Information System (CIS). This process is known as “posting”. The SSN may also be posted to CIS through an automated match with SSA. See [950, Appendix A](#), SSN Posting Report Procedures.

DPW is responsible for verifying the SSN by comparing it with SSA records. This process is known as “validation”. The individual must cooperate to verify his number if it cannot be validated. See [Section 950.32](#), Validation.

An individual may be sanctioned if he refuses to provide, apply for, or validate the SSN. See [Sections 950.22](#), Refusal to Cooperate in Applying for an SSN, and [950.321](#), Failure to Cooperate with Validation Requirements.

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