

SUPPLEMENTAL HANDBOOK

ENUMERATION

CITATION

950.2 PROVIDING OR APPLYING FOR AN SSN

Each individual must provide an SSN. If an individual does not have a Social Security card or other verification of his number, but remembers the number, the CAO will enter the number on CIS. The number will be verified through the validation process. See [Section 950.32](#), Validation.

NOTE: The CAO will request that the individual present a Social Security card or other acceptable verification of his SSN to assure that the correct number is entered on CIS. The CAO will not require the individual to present his card or other verification as a condition of eligibility unless the number cannot be validated.

If an individual cannot provide an SSN, the CAO will refer the individual to SSA to apply for a number. The individual must apply for an SSN and provide the CAO with verification that he has applied before benefits are authorized. The denial of benefits applies only to the individual for whom a number is needed.

EXCEPTIONS: The CAO will authorize benefits before an individual provides or applies for an SSN, if the individual is:

- < A food stamp applicant who has good cause for not applying for an SSN. See [Section 950.23](#), Good Cause – Food Stamps Only; **7 CFR 273.6(d)**

- < A newborn child who is added to his mother’s cash benefit. The newborn must be enumerated before the end of the grace period. See the Cash Assistance Handbook Chapter 168, Determining Eligibility and Payment Amount, [Section 168.812](#), Additions of Newborn Children to the Budget Group;

- < A child under age one who is receiving Medicaid only **or for whom an application is made**;

- < An applicant whose **Medicaid** application is taken at a hospital or designated provider or “service partner” site other than the local CAO. If the SSN is not provided when the **Medicaid** application is taken by the hospital, the CAO must refer the individual to SSA to apply for an SSN at the next individual contact or redetermination, whichever occurs first. See [Section 950.4](#), Referral to the Social Security Administration.

- < A member of an expedited food stamp household. The household must provide or apply for an SSN before the first full month of benefits after the authorization of expedited food stamps. A household authorized for expedited services on the first day of the month has 30 days to comply; **or** **7 CFR 273.2(i)(4)(i) (B)**

- < An alien who is eligible only for **Medicaid** for emergency medical services.

For each individual who is unable to provide an SSN, the CAO will complete the Referral to the SSA (PA 1564). The CAO will instruct the individual to take the form to the local SSA office and complete an application for an SSN. The CAO will assist the individual to identify and obtain the necessary verification of age, identity and citizenship. **See 950, Appendix B**, for a list of acceptable verifications.

NOTE: SSA will not indicate on the PA 1564 that an application has been completed until all verifications are provided.

The individual must return the PA 1564, completed and signed by SSA, to indicate that an SSN application was processed. This is required before benefits are authorized for the individual who does not have a number, unless one of the exceptions listed in this Section applies. The CAO will pend or authorize the application as follows:

- < Pend the application for all budget group or household members until the PA 1564 is returned; **or**
- < Authorize benefits for all individuals who meet eligibility criteria. Include as “N” members (active but ineligible for benefits) individuals who do not meet the enumeration requirement. When the PA 1564 is received for the “N” member, change the eligibility status to authorize benefits using the eligibility status change mode.

NOTE: If the CAO determines there is a refusal to apply for an SSN, the non-enumerated individual is not eligible for benefits. [See Section 950.22](#), Refusal to Cooperate in Applying for an SSN. For Food Stamps, the CAO will authorize benefits for a non-enumerated household member if the CAO determines there is good cause for failing to apply for an SSN. [See Section 950.23](#), Good Cause – Food Stamps Only. **For Medicaid applicants, [see 950.1](#).**

7 CFR 273.6(d)

**55 Pa. Code
§155.2**

In choosing one of these options, the CAO will consider such factors as the location of the local SSA office, the time needed for the individual to gather the required documents and/or travel to the SSA office, and the impact that delaying the issuance of benefits may have on the budget group or household.

NOTE: The CAO will process the application and provide the applicant with appropriate notice according to the time frames established for each program. See the appropriate Application Chapter in each Handbook.

The CAO will file a copy of the PA 1564 in the case record until the SSN is posted to CIS. The use of the referral form will result in the automatic posting of the SSN through the SSA match process. [See Section 950.4](#), Referral to the Social Security Administration.

The CAO will enter an **SSA** code on CIS for each individual. [See Section 950.31](#), SSN Verification Codes.