



## TANF 303-1 Social Security Number

**Supersedes:** TANF 303-1 (1/1/13)

**Reference:** 45 CFR 205.52 and 264.10

**Overview:** All required filing unit members are required, as a condition of eligibility, to:

1. Provide a social security number (SSN); or
  - a. A hard copy of the SSN is not required nor must a hard copy be kept in the case file.
2. Apply for a number through the Social Security Administration (SSA) if one has not been issued or is not known.
  - a. A receipt or copy of Form SSA-2853 OP3, "Application for a Social Security Number" will be sufficient documentation that application has been made.

### **VERIFICATION:**

All SSN's must be agency verified with the SSA interface no later than the next redetermination date after the application date. Once verified, the SSN does not need to be verified again.

### **NEWBORN'S SSN:**

Application for a newborn's SSN must be made by the first day of the second month following the mother/newborn's release from the hospital. Application verification must be provided. The specified caretaker relative must furnish the actual SSN as soon as it is available.

### **FAILURE TO COMPLY WITH SSN REQUIREMENTS:**

If a required filing unit member fails or refuses to furnish the assigned SSN the entire filing unit is ineligible.

**Effective Date:** January 01, 2018