INFORMATIONAL LETTER

TO: Commissioners of Social Services

DATE: March 13, 1990

SUBJECT: Revised State Version of Federal Form SS-5: "Application for A Social Security Card" (DSS-4000)

SUGGESTED DISTRIBUTION:
Income Maintenance Directors
Food Stamp Directors
Medical Assistance Directors
WMS Coordinators
Corrective Action Coordinators
Staff Development Coordinators

CONTACT PERSON: Maria Eckhardt, IM/WMS Program Operations, at 1-800-342-3715, extension 3-6165

ATTACHMENTS: Attachment A - "Application for A Social Security Card" (DSS-4000) - (not available on-line).

FILING REFERENCES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>89 INF-52</td>
<td>Cancelled</td>
<td>360-2.3(a)</td>
<td></td>
<td>PASB</td>
<td>GIS</td>
</tr>
<tr>
<td>89 ADM-12</td>
<td></td>
<td>369.2(b)(1)</td>
<td></td>
<td>Section</td>
<td>Messages</td>
</tr>
<tr>
<td>88 ADM-47</td>
<td></td>
<td>370.2(d)(3)</td>
<td></td>
<td>XXIII-M-1</td>
<td>89 IM/DC019</td>
</tr>
<tr>
<td>88 ADM-4</td>
<td></td>
<td>387.9(a)</td>
<td></td>
<td>all</td>
<td>89 IM/DC011</td>
</tr>
<tr>
<td>83 ADM-28</td>
<td></td>
<td></td>
<td></td>
<td>88 IM/DC021</td>
<td></td>
</tr>
<tr>
<td>80 ADM-75</td>
<td></td>
<td></td>
<td></td>
<td>FSSB</td>
<td>88 IM/DC028</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Section</td>
<td>88 MA037</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>V-B-7-all</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>V-B-8 all</td>
<td></td>
</tr>
</tbody>
</table>

DSS-329EL (Rev. 3/89)
The purpose of this release is to introduce the Department's revised (12/89) carbonized version (DSS-4000) of the Federal SS-5 Form: "Application For A Social Security Card".

Changes to the form include clarification on acceptable documentation of birth, identity and U.S. Citizenship or lawful alien status for individuals born outside the U.S. In addition, the revised form clarifies the documentation requirements for individuals filing on behalf of a child or someone else. Finally, additional information has been added in accordance with the Paperwork/Privacy Act to address use of the Social Security Number for computer matching.

Attached is a sample copy of the DSS-4000. The printed copies of the DSS-4000 are scheduled to be delivered to the State warehouse in March, 1990.

The Social Security Administration has advised us that the previous (2/89) version of the DSS-4000 may be used until supplies are exhausted. Therefore, districts will not automatically receive a supply of these forms. Requests for copies are to be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form", and should be sent to:

New York State Department of Social Services
Welfare Management System
P.O. Box 1990
Albany, New York 12201
Attention: Office of Systems Development (OSD)

Questions concerning ordering forms should be directed to the Office of Systems Development by calling 1-800-342-3715, extension 6-6223.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance