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<th>INFORMATIONAL LETTER</th>
<th>TRANSMITTAL: 93 INF-30</th>
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<td>DIVISION: Economic</td>
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<td>TO: Commissioners of Social Services</td>
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<td>DATE: July 13, 1993</td>
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<td>SUBJECT: Social Security Enumeration</td>
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SUGGESTED DISTRIBUTION:
- Public Assistance Staff
- Food Stamps Staff
- Medical Assistance Staff
- Staff Development Coordinators

CONTACT PERSON:
- Call 1-800-342-3715
- Public Assistance: Mark Schaffer, extension 4-9346
- Food Stamps: County Representative, extension 4-9225

ATTACHMENTS:
- SS-5/DSS-4000 Desk Guide - not available on-line

FILING REFERENCES

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DSS-329EL (Rev. 9/89)
The purpose of this informational letter is to inform social services district (SSD) staff of error trends that have been noted by the Social Security Administration (SSA) in the completion of the SS-5/DSS-4000 - Application for a Social Security Card form. They have requested that we communicate these errors to SSDs along with solutions. This INF will also serve to remind district staff of how the SS-5/DSS-4000 should be completed, and introduce a desk guide which will assist staff in completing the form.

The following error trends were noted by SSA staff:

1. **The birth certificate is used as proof of identity.**

   The birth certificate proves age and citizenship, but not identity. Identity may be proven by:
   - Driver's license
   - U.S. government or state employee ID card
   - Passport
   - School ID card, record, or report card
   - Marriage or divorce record
   - Health insurance card
   - Clinic, doctor, or hospital records
   - Military records
   - Court order for name change
   - Adoption records
   - Church membership or confirmation record (if not used as evidence of age)
   - Insurance policy

2. **Mailing address omitted (Item 2 on SS-5/DSS-4000)**

   This item must be completed for SSA to mail the card. A c/o should be used if the child's name differs from the parent's.


   SSA prohibits SSD staff from enumerating any foreign-born applicant, even if they are naturalized US citizens. These clients must be referred to SSA.

4. **"Don't Know" Box Selected if client has a previous SSN (Item 10 on SS-5/DSS-4000)**

   In item 10 of the SS-5/DSS-4000, the "Yes" box should be selected if it is believed that the client has a previous SSN. This allows the SS-5/DSS-4000 to go through the full security screening done by the SSN system. This reduces the issuance of multiple SSNs. In these situations, if the client is unable to provide answers for items 11, 12 or 13, it is permissible to answer these questions with "unknown".
5. **Unsigned SS-5/DSS-4000** (Item 16 on SS-5/DSS-4000)

The SS-5/DSS-4000 must be signed by the proper applicant. It cannot be signed by either an examiner or a parent for a child over 18.

6. **Evidence of third party identity** - (Item 17 on SS-5/DSS-4000)

The third party applicant's identity must be documented when that party is applying on behalf of another. For example, when a mother is applying on behalf of a child, the mother's identification must be documented. The documentation is recorded in the "Evidence Submitted" box at the bottom of the SS-5/DSS-4000.

7. **"NPN" field incorrectly completed**

The correct completion of this field enables SSA to report the enumeration data to the State via the monthly welfare enumeration tape. The correct way to complete this field is to enter the county code after the pre-printed 33. The Client Identification Number (CIN) immediately follows. When completed, for example, an NPN entry would appear as this:

```
33240AB12345C
```

33 - State Code  
240 - County Code  
AB12345C - CIN

8. **Improper Coding of the "DNR" field**

This field must always be coded "N".

9. **Incorrect SS-5/DSS-4000 Coding**

The evidence boxes at the bottom of the SS-5/DSS-4000 must be properly coded:

- **EVI** - Evidence of Identity (two possible entries)
  - Y - acceptable evidence of identity submitted (see 1).
  - W - no evidence other than child's birth certificate is available for child under age 7. Annotate "no other documentation submitted" in Evidence Submitted box.

- **EVA** - Evidence of Age (one possible entry)
  - Y - acceptable evidence of age submitted, i.e. birth certificate, hospital record of birth.

- **EVC** - Evidence of Citizenship (one possible entry)
  - Y - acceptable evidence of citizenship submitted, i.e. birth certificate, passport.
10. **Insufficient evidence submitted**

SSD staff must assure that sufficient proofs of evidence are submitted for age, citizenship and identity, and that the evidence is recorded properly in the Evidence Submitted box, i.e. birth certificate registry numbers and driver's license numbers must be recorded here if these forms of evidence are used for proof. If these elements cannot be documented, the SS-5/DSS-4000 cannot be sent to SSA until the documentation is provided. Documents must be original or certified copies. Notarized copies are not acceptable.

11. **SS-5/DSS-4000 not certified by worker**

The signature and title of the examiner completing the SS-5/DSS-4000 is required to certify the authenticity of the evidence submitted and the information contained on the SS-5/DSS-4000.

Included with the INF is an SS-5/DSS-4000 Desk Guide. The guide should be reproduced and distributed to all staff who complete the SS-5/DSS-4000.

We also strongly recommend that each SSD establish an individual within the agency to whom all SS-5/DSS-4000s are sent before they are forwarded to SSA. That person would become responsible for screening each SS-5/DSS-4000 for accuracy and completeness before being forwarded. Those SS-5/DSS-4000s which contain erroneous information would be retained and corrected before being sent. This measure should substantially reduce the number of SS-5/DSS-4000s sent with errors to SSA.

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Oscar R. Best, Jr.
Deputy Commissioner
Division of Economic Security