

## 2.7.1 Providing Social Security Numbers

Every member of the W-2 Group, including newborns, must provide a Social Security Number (SSN), or provide proof that any W-2 Group member without an SSN has applied for one, unless the member does not have an SSN, does not have work authorization, and is a member of one of the following qualified non-citizen groups:

1. Cuban/Haitian entrants, as defined in section 501(e) of the Refugee Education Assistance Act of 1980; or
2. Certified, foreign-born victims of trafficking; or
3. Parolees (alien paroled into the U.S. for at least one year under section 212(d)(5) of the Immigration and Nationality Act); or
4. Certain battered aliens who meet the requirements of 8 USC 1641(c).

See [4.1.2](#) for suggested sources of allowable verification.

If the W-2 agency determines that a non-exempt W-2 Group member has refused to provide or apply for an SSN, the entire W-2 Group is ineligible for W-2.

W-2 agencies must only use SSNs and personally identifiable information for the direct administration of the program. Each time a FEP requests an SSN, the FEP must inform the individual that disclosure is mandatory for eligibility determination, how the agency will use the number, and under what statutory or other authority the agency is requesting the number. A sample statement follows:

*Provision of your SSN or cooperation in applying for an SSN is required to determine eligibility for Wisconsin Works (W-2). The number you provide to the agency will be verified through a computer matching program to monitor compliance with program regulations and for program management. Wisconsin Statutes 49.145 (2)(k).*