

DEPARTMENT OF CHILDREN
AND FAMILIES
Secretary Eloise Anderson
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov



State of Wisconsin
Governor Scott Walker



TO: **W-2 Agencies
Training Staff**

FROM: Margaret McMahon, Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

BWF OPERATIONS MEMO

No: **16-14**

DATE: **08/03/2016**

W-2	☒	EA	☐	CF	☐
JAL	☒	RAP	☐	Other EP	☐ *

**SUBJECT: Exception to W-2 SSN/SSN Application Date Policy for Certain
Qualified Non-Citizens**

CROSS REFERENCE: W-2 Manual, Sections [2.2.1, #14](#) and [4.1.2](#)
[Operations Memo 15-04](#)
[CARES Worker Web Application Entry Desk Aid](#)

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to inform Wisconsin Works (W-2) agencies of an exception to W-2 Social Security Number (SSN)/Social Security Number application date policy for certain qualified non-citizens without SSNs or work authorization.

BACKGROUND

In March 2015, CARES Worker Web (CWW) was enhanced to support existing policy requiring all members of a W-2 group to provide either an SSN or an SSN application date if the group member has no SSN. [Operations Memo 15-04](#) described the system enhancements and reminded W-2 agencies of the existing policy.

After the operations memo was published, DCF became aware that the process of applying for and obtaining an SSN may be lengthier and more burdensome for individuals from certain qualified non-citizen groups than for individuals from most other qualified non-citizen groups. Therefore, effective immediately, W-2 policy is changing to exempt certain individuals from the requirement to provide either an SSN or proof of an SSN application date in order to be eligible for W-2.

Individuals that possess any of the immigration statuses listed below have received permission from the United States Citizenship and Immigration Services (USCIS) to be in the U.S. and are considered qualified non-citizens for W-2. However, unlike some other immigrant groups, their immigration status does not confer automatic work authorization; rather, they are eligible to apply for work authorization. The Social Security Administration (SSA) generally does not issue SSNs to immigrants without work authorization, so typically such individuals first apply for and receive work authorization, and then apply for SSNs. Therefore, when such individuals apply for W-2, they may or may not have work authorization and may or may not have an SSN or proof of SSN application.

POLICY

OLD POLICY

Every member of the W-2 group, including newborns, must provide an SSN, or provide proof that a W-2 group member without an SSN has applied for one.

NEW POLICY

Every member of the W-2 group, including newborns, must provide an SSN, or provide proof that a W-2 group member without an SSN has applied for one, unless he/she meets each of the following characteristics: (1) Does not have an SSN, (2) Does not have work authorization, and (3) 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).

REQUIRED WORKER ACTIONS FOR EXEMPT NON-CITIZEN GROUPS

If an individual from one of the above-listed qualified non-citizen groups applies for W-2 and states that he/she has neither work authorization nor an SSN, the FEP must complete the steps described in the CARES section below. The FEP must also complete this process for any dependent children of the individual who meet the same criteria. The FEP must work closely with the individual and monitor his/her progress on applying for and receiving work authorization from USCIS and an SSN from SSA. The FEP should refer the individual as needed to USCIS, SSA or other relevant agencies such as non-profit agencies that provide employment authorization assistance to immigrants. The FEP must enter the individual's SSN into CWW at the W-2 review, or sooner if the individual reports it before the W-2 review.

On occasion, an exempt individual might not receive his/her SSN within six months of the entered SSN application date (i.e. by the W-2 review). In these cases, the FEP should remember that W-2 policy allows the verification due date to be extended for participants up to 30 days from the date of the initial request for verification. Additionally, if the individual has made a reasonable effort and cannot obtain required verification, does not have the power to produce verification, or requires assistance to do so, the W-2 agency must assist the individual, and the FEP cannot close a case if the agency is unable to assist and the information cannot be obtained. (See W-2 Manual, Section [4.1.3](#)).

CARES

PROCESSING SSN INFORMATION FOR CERTAIN QUALIFIED NON-CITIZENS

Applicants: When a member of the W-2 Assistance Group (AG) has one of the immigration statuses listed above and does not have work authorization or an SSN, W-2 agencies must enter the current date in the SSN Application Date field (Permanent Demographics Page) and enter NQ-Not Questionable in the corresponding verification field. This will allow the W-2 AG to pass.

The FEP must enter case comments explaining that the W-2 AG member is a member of one of the immigrant groups exempt from the SSN/SSN application requirements, does not have work authorization or an SSN, and will apply for an SSN once work authorization is received.

At the W-2 review, FEPs must enter or pend for the SSN for the individual.

Ongoing Participants at Review: During review, CWW requires W-2 AG members to provide an SSN if their SSN application date is 6 months or older than the current date.

If FEPs are getting stuck on the Permanent Demographics page because CWW requires an SSN Application Date (i.e. an application date has never been entered), follow the workaround instructions described for applicants above.

If FEPs are getting stuck on the Permanent Demographics page because the individual has an SSN application date that is greater than 6 months from the current date, FEPs must pend for SSN on the individual's Household Members page and set the verification due date based on the date the individual is expected to receive the SSN.

Current Household Members

CUBAN REFUGEE 31F PP

Effective Period

Last Updated: 05/19/2015

Delete: ☐ Delete Reason:

Individual Name

*First Name: CUBAN MI: *Last Name: REFUGEE Suffix:

Additional Information

* Gender: FEMALE

SSN:

* Birth Date: 11 / 01 / 1983

SSA Verification:

SSN Override Verification: ? - Not Yet Provided

* Verification: NQ - NOT QUESTIONABLE

Estimates for Relevance Determination

Example: In the screen shot below, the individual has her review on 9/19. During her review, she tells her FEP that she applied for her SSN 9/17 and expects to receive the SSN by 10/6. The FEP sets a due date of 10/13 to make sure that the participant has received the SSN by the due date. The FEP should inform the participant to notify the FEP before the due date if more time is needed. The FEP can extend the due date as needed.

Primary Person : CUBAN REFUGEE 31F PP Case: 3150819938 Status: Open Mode: Review 3.5 9/19/2015

▶ Action Items (1) ▶ Documents (0) ▶ Discrepancies (0) ▶ Work Items (0)

Verification Due Dates Cancel ☐ Reset

Assistance Group	Sequence	Verification Due Date	Verification Extended Due Date	Verification Extended Due Date Reason	Application/Renewal Due Date	Application/Renewal Reason
W-2 FOR NON-CUSTODIAL PARENT	01	09/29/2015	10 / 13 / 2015	OT - OTHER ☐	MM / DD / YYYY	☐

Preview Verification Checklist Correspondence

Add Case Comment Cancel ☐ Previous Next

TRAINING

The BWF Training Section has updated its [CARES Worker Web Application Entry Desk Aid](#) to incorporate the policy change described in this memo.

ACTION REQUIRED

W-2 agencies must discuss the policy change with staff and update any relevant local agency procedures.

ATTACHMENTS

[W-2 Manual, Section 2.2.1, List of Criteria](#)

[W-2 Manual, Section 2.7.1 Providing Social Security Numbers](#)

CONTACTS

For W-2 Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For W-2 Policy Questions in Milwaukee: Milwaukee Operations Section, Regional Administrators

For W-2 CARES Processing Questions: W-2 Help Desk

DCF/DFES/BWF/AS