

COMPLETING THE SOCIAL SECURITY NUMBER REQUIREMENTS FOR W-2 APPLICANTS AND PARTICIPANTS

A step-by-step process on how to correctly verify and document the Social Security Numbers (SSN) of all household members in a W-2 Assistance Group.

GOAL: All SSNs are V-Verified on the Household Members page via Data Exchange

SSA Verification:

V - VERIFIED

*Valid Verification Codes for "SSN Application Date" on Permanent Demographics page:

- AF – Agency Form
- FN - NEVER VERIFIED FOR W-2 OR CHILD CARE
- Only for: Newborns.
- SS - SS-5 COPY (application for SSN)
- SA - SSA DOCUMENT
- HR - HOSPITAL RECORDS
- Only for: Newborns.
- Must be a Hospital Discharge letter that specifically references the application for an SSN
- NQ - NOT QUESTIONABLE
- Only for: Exempt individuals per Ops Memo 16-14
- OW- OTHER ACCEPTABLE WRITTEN STATEMENT
- PN - NOT YET VERIFIED FOR W-2 OR CHILD CARE
- Only for: Newborns.

On the Permanent Demographics page (for all applicable individuals):
Pend for SSN Application Date by entering the current date and selecting "PN - NOT YET VERIFIED FOR W-2 OR CHILD CARE" in the Verification Field.

Is there an SSN for each individual on the Household Members page?

ERRORS
GL086: MCI did not process the request. Please call the help desk and provide the MCI error code '00053'; or
AE201: An individual with the same SSN already exists in the system.
See instructions in BWF Operations Memo 17-02

*If Data Exchange Results in error, enter "?" or "W" See Ops Memo 17-02
W= WORKER VERIFIED. This is entered when the data exchange is unavailable and the worker has used paper verification to verify the individual's SSN.
?=Not Yet Verified. This is entered when the data exchange is unavailable and the worker is requesting paper verification to verify the individual's SSN. If no verification is received by the due date, the individual is ineligible for W-2.

Is valid verification scanned into ECF under ECF Code "SSN"?

YES
NO
Scan valid verification into ECF under ECF Code "SSN"

END

Is the Verification Code "V"?
V= VERIFIED. This is displayed when the SSA data match is completed and verified the SSN belongs to the individual listed.

YES

Navigate back to the Household Members Page

Once the error has been resolved, return to the Household Members page and change the SSA Verification field to 'C-COMPLETED REQUIREMENTS' and navigate off the page.

NO

Enter SSN on the Household Members Page and change the SSA Verification field to 'C-COMPLETED REQUIREMENTS' and navigate off the page.

Valid for 6 months from SSN Application date. At date 6 months from SSN App Date or before: Was the SSN provided?

NO

YES

X-Excluded: Unacceptable for W-2, need verification

*, 1, 3, 5:
Check for data entry errors. Look for name changes; use name on SSN card and update alias and case comments if applicable.

Resolve SOLQ-I discrepancies and make updates as necessary

Enter SSN and "C" for verification

Is the Verification Code "V"?

YES

END

Not eligible for W-2

Close case for lack of verification

*Valid Verification for Social Security Numbers

- Social Security Card
- Pay stub displaying the Social Security number
- W-2 Tax Form displaying the Social Security number
- Other reliable documents displaying both the name and SSN

On Permanent Demographics page, has the SSN Application date been verified with a valid code*?

NO

Confirm verification is scanned appropriately into ECF. Scan if needed.

YES

Is the SSN application date less than 6 months old?

NO

At application, did the individual meet the following criteria AND has it been less than 6 months since their intake month?
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).

YES

NO

On the Household Members page (for all applicable individuals):
Pend for SSN by selecting "?-Not Yet Provided" in the Worker Override Field.

Send Request for Verification

Was verification received within 7 working days?

YES

NO

YES

Do they intend to apply for an SSN?

NO

Not eligible for W-2

Request verification

Was verification received within 7 working days?

NO

YES
Update SSN Application Date Verification Code

END

- Enter the current date in the SSN Application Date field (Permanent Demographics Page)
- Enter NQ-Not Questionable in the corresponding verification field.
- 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: You must enter or pend for the SSN for the individual.