

SOCIAL SECURITY NUMBERS

This policy applies to all workforce service programs including: Adult, Dislocated Worker, Youth, Wager-Peyer and Trade Adjustment Act. It also applies to Reemployment Assistance (RA), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), and Work Opportunity Tax Credit (WOTC) where noted.

In accordance with Section 7 of the Privacy Act of 1974 (5 U.S.C. Section 552a Note (Disclosure of Social Security Number)), unless the disclosure is required by Federal statute, applicants may not be denied any right, benefit or privilege provided by law because of the individual's refusal to disclose their Social Security Number (SSN).

A customer's SSN must be requested at intake, or during online registration in the SDWORKS system. However, services will not be denied for failure to disclose, with the exception of a participant filing a claim for Reemployment Assistance benefits. If a customer does not wish to share their SSN, a pseudo-SSN will be generated.

When requesting a customer's SSN, explain the use and the privacy and security of the SDWORKS system.

USE OF SSN NUMBERS

The SSN will ONLY be used for the following reasons:

1. Payment of wages and allowances, even though at intake it may not be possible to determine the form of payment, if any, the applicant will receive; and
2. Tracking RA wage records for the calculation of program performance measure outcomes.

Any outcomes for participants who do not provide their SSN would be excluded from performance measures unless supplemental information is available to verify the performance outcomes for non-wage-based measures.

SSN REQUIREMENTS

Individuals filing for RA benefits, Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), and Work Opportunity Tax Credit (WOTC) must provide their SSN for eligibility. Title XI of the Social Security Act, Section 1137(a)(1) provides:

“the State shall require as a condition of eligibility for [the programs listed in the first sentence of this paragraph] that the claimant furnish the State with the individual's Social Security Account Number and the State shall utilize such number in the administration of the programs specified.”

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