



## **TANF 303-1**

### **Social Security Number**

**Supersedes: TANF 303-1 (07/01/24)**

**Reference:** 45 CFR 205.52 and 264.10

**Overview:** Each assistance unit member is required, as a condition of eligibility to furnish a Social Security Number (SSN) or apply for a number through the social security administration if one has not been issued or is not known. This requirement applies to the specified caretaker relative, or relative (related within the 5<sup>th</sup> degree of kinship) requesting aid, the children, and any other required assistance unit members. Because providing an SSN is an eligibility requirement, any assistance unit member who does not provide an SSN would be considered disqualified.

All assistant unit members are required, as a condition of eligibility, to:

1. Provide a social security number (SSN); or
  - a. A hard copy of the SSN is not required, nor must a hard copy be kept in the case file.
2. Apply for a number through the Social Security Administration (SSA) if one has not been issued or is not known.
  - a. A receipt or copy of Form SSA-2853 OP3, "Application for a Social Security Number" will be sufficient documentation that application has been made.

**VERIFICATION:**

All SSN's must be agency verified with the SSA interface no later than the next redetermination date after the application date. Once verified, the SSN does not need to be verified again.

**NEWBORN'S SSN:**

Application for a newborn's SSN must be made by the first day of the second month following the mother/newborn's release from the hospital. Application verification must be provided. The specified caretaker relative must furnish the actual SSN as soon as it is available.

**FAILURE TO COMPLY WITH SSN REQUIREMENTS:**

If a required assistance unit member fails or refuses to furnish the assigned SSN they are excluded from the assistance unit.

**Effective Date:** October 1, 2025