

EES Policy No. 22-11-03	<b>RE:</b> Applying for a social security number (SSN) for benefit eligible non-citizens
<b>Policy Memo</b>	<b>Contact Persons:</b> Sarah VanStraaten and Angela Stinson
<b>From:</b> Sandra Kimmons	KEESM Reference: 1322, 2130, 2132, 2133, 2142, 2143, 2146
<b>Date:</b> 11/30/2022	Other Manual Reference: N/A
<b>Primary DCF Areas Affected: TANF, Food Assistance</b>	<b>Where Posted on Web:</b> <a href="#">Internal Memos - Economic &amp; Employment Services (ks.gov)</a> , <a href="#">Policies - Economic &amp; Employment Services (ks.gov)</a>

This memo is to assist eligible non-citizens (i.e., refugee, parolee, asylee, lawful permanent resident, special immigrant, and Cuban/Haitian entrant) receiving Food Assistance and Temporary Assistance for Needy Families (TANF) to obtain a non-work social security number (SSN). Persons who are applying for benefits but are not authorized by the Department of Homeland Security (DHS) to work in the United States may only get an SSN from SSA by proving there is a need for an SSN for a valid non-work reason. Written proof from the Social Security Administration (SSA) of a submitted SSN application shall meet the SSN verification requirement pending receipt of further documentation. Eligible non-citizens are provided good cause for the month of application and the following month per KEESM 2133, to allow time to apply for an SSN and provide receipt of SSN application to continue eligibility until the SSN is provided or until the next Review. SSA requires a formal letter from the agency to document the non-work reason for **each** individual requesting an SSN without work authorization. The ES-4301 "Letter to SSA for Valid Non-Work SSN" is used to meet this requirement. The ES-4301 is provided as an attachment to this memo.

Note: The Social Security Program Operations Manual (POMS) RM 10211.600 "*Requests for an SSN from an Alien without Work Authorization*", states that SSA will not assign an SSN to a non-citizen who is illegally residing in the U.S. or currently in lawful immigration status in the United States but does not have Department of Homeland Security (DHS) work authorization, unless a valid nonwork reason for an SSN has been provided. <https://secure.ssa.gov/poms.nsf/lnx/0110211600>

**Note: For Child Care assistance, Social Security Numbers are not a requirement.**

### **Documenting A Valid Non-Work Reason Using the ES-4301**

When it becomes known that an individual must apply for an SSN with SSA to meet program requirements, the eligibility worker will complete the ES-4301 to include the following requirements.

- Current date (MM/DD/YYYY)
- Identification of the individual:
  - Name

- Date of Birth
- Client ID

The designated DCF official identified on the "Signature Designee Non-Work SSA List" will complete the following requirements.

- Contact information from the designated DCF official:
  - Name
  - Telephone number
  - Wet signature: a physical signature in ink

*Note: Do not provide any version of the completed ES-4301 to the eligibility worker or the client that does not have a wet signature.*

The client must hand deliver the completed and wet signed ES-4301 for each applicable individual in the household to SSA. SSA will not accept the ES-4301 without a wet signature provided by the designated DCF official.

The following information details the actions that must be taken to ensure that the client receives the completed and original wet signed ES-4301.

### **Avenue of Service:**

#### **Lobby**

1. Complete the ES-4301 for **each** applicable household member.
2. Print each of the completed ES-4301's and provide them in person for wet signature to the designated DCF official in the office.  
*Note: If the designated DCF official is not in the office or is in another office, follow the process below for non-Lobby.*
3. The designated DCF official will wet sign each of the completed ES-4301's at the time they are received and return them to the eligibility worker to provide to the client.

#### **Non-Lobby**

1. Complete the ES-4301 for **each** applicable household member.
2. Email each completed ES-4301 to the designated DCF official to print and wet sign. Include primary applicant's name, address, and case number.
3. The designated DCF official will then mail the wet signed ES-4301 directly to the client.

Note: Like the *Calls to SSA-Communication List* maintained by DCF EES Administration, a *Signature Designee Non-Work SSA* list has been created and will be maintained by DCF EES Administration. This list is provided as an attachment to this memo.

Regardless of caseload ID, this form can be signed by the appropriate DCF representative in your area (i.e., benefits case worked in the west region but is located in the east region).