

Some programs require clients to have or apply to the Social Security Administration (SSA) for Social Security numbers (SSNs). Clients with more than 1 SSN must provide all of them. Do not delay case processing while waiting for SSA's verification of the SSN. See [0010.18.03 \(Verifying Social Security Numbers\)](#) for information on SSN application and the SSA verification. **NOTE:** Do not require clients to provide their Social Security cards when they provide their SSN. See [0014.06 \(Who Must Be Excluded From Assistance Unit\)](#), [0015.48 \(Whose Assets to Consider\)](#), [0016.03 \(Income From Disqualified Unit Members\)](#) for additional effects of not providing or applying for an SSN. For RCA SSN requirement, see [0030.03.01 \(Processing RCA Applications\)](#).

Non-citizens without an SSN

Once a person has applied for an SSN, the process to receive an SSN from SSA may vary and there is no set time frame. There are many different documents that a non-citizen might have to show that they applied for an SSN. This section outlines the different documents that a county or Tribal Nation must accept as verification that a person has applied for an SSN.

If a non-citizen who is otherwise eligible for cash or food assistance does not yet have an SSN, the county or Tribal Nation must assist them in applying for an SSN. When a non-citizen refuses to comply with the SSN application process or deliberately chooses to not provide an assigned SSN, that person is ineligible for benefits.

Sometimes it is difficult to determine if a person has applied for an SSN. Ask the following questions for each non-citizen household member who has not provided an SSN, to determine if they have applied for an SSN:

1. Was the Application for a Social Security Card to the Social Security Administration completed?

Some non-citizens will have already filled out an application for an SSN and submitted it to the SSA. Accept the following as verification of application for an SSN:

- A receipt or notice from the SSA that is evidence that the person has begun the SSN application process or has applied for an SSN.
- A third-party attestation that a person has applied for an SSN.
- A denial letter from SSA indicating the person is not eligible for an SSN. If the applicant has this letter, assist them in applying for a non-work SSN (see number 5 below).

Non-citizens who applied for an SSN have complied with the process to obtain an SSN in order to be eligible for public benefits.

2. Did they apply for a Social Security Number through their Employment Authorization Document (EAD) application?

Many non-citizens apply for their Social Security Number (SSN) as a part of their immigration application for an Employment Authorization Document (EAD). They may apply to the U.S. Citizenship and Immigration Services (USCIS) for employment authorization using *Form I-765: Application for Employment Authorization Document*. Within the EAD application, there is a question asking if the person wishes to apply for an SSN. If the non-citizen has marked yes, once they mail in this application, they have applied for an SSN. If they do not know whether they applied for their SSN on that application, refer them back to their attorney, accredited representative, or the person who helped them apply for the EAD and review that application. Have the person check if they marked "Yes" to applying for an SSN through that form. If they did mark "Yes", then they have applied for an SSN.

Accept the following as verification of application for SSN:

- Receipt notice from USCIS stating that the person had applied for an EAD along with a copy of the I-765 application that shows the person marked "yes" to apply for an SSN.
- Third-party attestation that a person has applied for an SSN through their EAD application.

Non-citizens who applied for an SSN on their EAD application have met the SSN application requirement. If they did not mark "Yes" to the SSN question on the EAD application, or do not have work authorization and do not plan to apply for an EAD, have them begin the process of applying for a non-work SSN (see number 5, below).

3. Did the government help them apply for an SSN through their resettlement process in the United States?

Some humanitarian-based immigrants receive assistance from government agencies to apply for an SSN. Accept the following as verification that a person has applied for an SSN:

- A Travel Authorization Letter from the Department of State or the Department of Homeland Security that says they have applied for a Social Security Number.
- The Global Boarding Letter/Refugee Travel Document, issued by the Bureau of Population, Refugees, and Migration (PRM), stating "This letter also serves to confirm that the above-named individual(s) applied for a Social Security number(s) via form I-765, as of their date of entry to the United States. Most applicants should receive their Social Security cards within 2 weeks of approval of their EAD application from USCIS."

Non-citizens who applied for an SSN as a part of the resettlement process have met the SSN application requirement.

4. Have they started working on applying for an SSN, but they have not officially applied with the SSA yet?

Sometimes it takes time for non-citizens to apply for an SSN: an application can be filed with the SSA in 1 of 2 ways:

- The fastest and most effective way to start the SS-5: *Social Security Card Application* for an SSN is through the SSA [Online Social Security Number Application Process \(OSSNAP\)](#). Direct people to start an application with this online option. This ensures a faster appointment at the SSA and more accurate information in the SSA system. People who apply through OSSNAP have 30 days to show evidence that they started their application through OSSNAP. Once a person applies for an SSN with OSSNAP, the system will prompt people to go to their local SSA office with required documentation (including any immigration documents) within 45 days. Follow up with the participant 45 days after the date of their online application to make sure they have gone in person to apply for their SSN. If the person does not go in person and apply for their SSN within the 45-day window, that person is ineligible for benefits.
- Apply in person at the SSA. People who apply in person at the SSA have 30 days to show evidence that they applied for an SSN.

Accept the following as verification that a person has applied for an SSN:

- The OSSNAP system notice that shows a person has begun the application process.
- Notice from the SSA office if the person submitted their application in person.
- A third-party attestation that a person has applied for an SSN through the OSSNAP system or in person at the SSA.

5. Are they a non-citizen who is currently not authorized to work in the United States ?

Some non-citizens with certain classes of admission from the government (for example, some kinds of parole, Cuban/Haitian Entrants, victims of trafficking, asylum applicants, battered spouses, DACA, etc.) who are admitted for a temporary period of time or while their immigration applications are pending may not be authorized for employment. If the client is a non-citizen without current employment authorization, SSA will NOT process an application for a Social Security number. In this case, the county or Tribal Nation must assist the applicant by providing support for a non-work SSN. A non-work SSN is a Social Security card that shows the name and SSN for a person and has the restriction "NOT VALID FOR EMPLOYMENT" printed on the card.

The SSA issues a non-work SSN to non-citizens who:

- a. Are lawfully admitted to the United States without work authorization from the Department of Homeland Security, but have a valid non-work reason for needing a Social Security Number; or
- b. Need a number because of a federal law requiring a Social Security Number to get cash or food assistance.

Non-citizens who meet all other program eligibility except for not having an SSN are eligible to receive a non-work SSN. If the individual is eligible for benefits and has already applied for an SSN and has received a denial letter from SSA, the county or Tribal Nation must assist the person to obtain a non-work SSN.

Counties and Tribal Nations must help non-citizens who do not have employment authorization by writing a letter to the Social Security Administration (SSA) in support of the person's receipt of a non-work SSN in order to be eligible for cash or food assistance. Use the template "Sample County Letter for Non-Work SSN" found in Worker Resources on SIR.

Only certain managers and supervisors who are "designated authorities" according to the SSA may sign and provide the letter. For Metro counties (Hennepin, Ramsey, Anoka, Dakota, Carver, Scott, Washington, Chisago, and Isanti):

- The letter must be signed by the designated representative(s) that SSA has established with the local agency. The State of Minnesota does not have access to the list of designated authorities. If your agency does not know who their approved signatory is they can make a new request to the Social Security Administration.
- Complete the letter requesting the non-work SSN and fax the document to the SSA and send the hard copy with the wet signature to the SSA. Save a copy in the case file.

For Greater Minnesota counties:

- Visit ssa.gov to find your local field office in Minnesota.
- Call your local field office and ask for an SSA manager.
- Ask the SSA manager what their process is for helping a person receive a non-work SSN and follow their instructions.

Additional Guidance:

Consider that an applicant experiencing delays in applying for or receiving an SSN may have a good cause reason for any delay. Good cause exists when the person is in the process of applying for an SSN or has already applied but is awaiting their SSN card. There is no time limit on how long good cause can be granted due to the complex process. When good cause is granted, follow-up is required. In assisting non-citizens with obtaining an SSN, case note all actions taken, including whether good cause was granted.

For more information, refer to TE 02.08.081. Contact the TSS Help Desk for all MAXIS related questions. Submit any policy questions along with all immigration documents and SAVE reports to PolicyQuest. MN DCYF will review the case and provide next steps.

Once non-citizens receive their SSN, it is their responsibility to provide it to the county or Tribal Nation.

MFIP, DWP:

Clients must have or must apply to the Social Security Administration (SSA) for Social Security numbers (SSNs), EXCEPT for members in the assistance unit who are qualified non-citizens and victims of family violence. See [BATTERED NON-CITIZEN in 0002.05 \(Glossary: Assistance Standard...\)](#). Also see [0031.18 \(Battered Spouses, Children, and Parents of Battered Children\)](#).

Caregivers or children without either SSNs or pending SSN applications are ineligible. If caregivers refuse to provide or apply for SSNs for the only eligible child in a unit, deny the case.

SNAP:

Units receiving expedited service can provide or apply for SSNs at application or before their next issuance.

Unit members with a good cause reason for not completing an SSN application may receive benefits for 1 month beyond the month of application. Illness, temporary absence, or lack of transportation are not good cause reasons. Help unit members get the necessary verification to complete the SSN application. Allow unit members who complete the SSN application to participate while SSA processes their application.

If the unit cannot provide or apply for an SSN for the newborn immediately following the birth, allow the unit to provide the SSN or proof of application for an SSN for the newborn at its next recertification or within 6 months following the month of the baby's birth, whichever is later. Also see [0010.18.03.03 \(Verifying Social Security Numbers – Newborns\)](#).

Clients who do not provide or apply for an SSN are ineligible. Their income may be deemed toward the eligible unit members. See [0016.03 \(Income From Disqualified Unit Members\)](#). Unit members not applying for SNAP (non-applicants) are not required to submit their Social Security number. Their income may be deemed toward the eligible unit members. See [0016.42 \(Income of Non-Applicants\)](#). For information on what assets to count for ineligible people and non-applicants, see [0015.48 \(Whose Assets to Consider\)](#).

MSA, GA, GRH:

Clients who do not provide or apply for an SSN are ineligible. If caregivers refuse to provide or apply for an SSN for a child, the child is not eligible.

RCA:

Applicants or participants are not required to have SSNs. See [0030.03.01 \(Processing RCA Applications\)](#).