

PROCEDURE FOR ENTRY OF PSEUDO-SOCIAL SECURITY NUMBERS

The following procedure is for standardizing the entry of Social Security Numbers for persons who do not wish to have their SSN included in Workforce One or who fail to provide adequate documentation. Most programs require the entry of a number in the Workforce One SSN field before services can be provided, but the provision of the SSN is still optional. This way, both requirements may be met.

Risks in using a pseudo-SSN:

1. Wages reported by employers to the Unemployment Insurance Division will not be available for Employment based performance indicators, which will result in an automatic negative exit unless supplemental wages are entered on the case record.
2. The search function in Workforce One encompasses many parameters: SSN, name, email address, MAXIS number and Workforce One Record ID or Birthdate. If a pseudo-SSN is used, a later search for the person by SSN may not yield a result.

Adequate documentation:

One of the following is required before accepting the disclosed SSN

- the SSN card as issued by Social Security Administration with their name on it
- Passport (if it has their name and the SSN on it)
- Military ID (if it has their name and the SSN on it)
- a federal or state issued identification card containing the person's name and SSN

A copy of the documentation must be contained in the customer's paper file for data validation purposes.

Please note that a signed and dated program Application Form and other forms of self-attestation are not sufficient to meet this documentation requirement.

Procedure:

If an individual refuses to supply an SSN and/or adequate documentation then enter a 9 digit number based on this method:

- start the number with "000" or "900"
- the next two numbers are the WDA /ISP number = City of Duluth – 04
- the next 4 numbers are assigned in a sequential manner (ie, 0001, 0002, 0003, etc)

Example:

- The first participant served by City of Duluth using a pseudo SSN would have the following pseudo-SSN: 900-04-0001.
- The second participant served by City of Duluth using a pseudo SSN would have the following pseudo-SSN: 900-04-0002.