

SOCIAL SECURITY NUMBERS

A Social Security number (SSN) is required for each child. All children accepted by the Department of Human Services for care must have an SSN or the SSN must be obtained. Each worker is to determine whether each child on his/her caseload has a Social Security number.

The actual Social Security card is **not** required, only the **verification** of the Social Security number. The Social Security Administration (SSA) will no longer issue Social Security cards for children in foster care. The only exception to this rule is if the foster child is a newborn who has not had a filing for an SSN through enumeration at birth (EAB) by the parents. In this case the worker would be the proper applicant.

Verifying the Social Security Number

Workers have the capability of verifying Social Security numbers using MiSACWIS. **When a child already has a verified Social Security number**, the Social Security number must be recorded on the DHS-3377, Initial Placement Outline and Information Record, and all other **required** areas. A printout of the MiSACWIS screen must be filed within the child's case file for documentation of the SSN.

OBTAINING THE SSN FROM SOCIAL SECURITY ADMINISTRATION

If, **after completing the MiSACWIS check** above, the child's SSN cannot be found, workers will need to complete a DHS-3471, DHS/SSA Referral. Fill out numbers 1 through 17. In box 17 write foster care child-needs verification of SSN. The worker is to sign the form in box 18 and submit to the local SSA. Workers are required to verify that the SSN is not on the DHS MiSACWIS system before submitting the form to the SSA.

Complete instructions for the DHS-3471 form are found in the template.

For a newborn without a Social Security number - A Social Security Application, form SS-5, must be documented and signed

by the worker. This action is to be recorded on the DHS-3377, Initial Placement Outline and Information Record. When signing, the worker uses the title DHS Worker. The address and phone number to use on the application is that of the local office.

Social Security cards for newborns are sent to the local office. When the card arrives, the assigned Social Security number is to be recorded on the Initial Placement Outline and Information Record, DHS-3307 and on other appropriate forms.

In addition, for each child who must obtain a Social Security number, the worker must verify age, identity and citizenship or alien status as a part of the requirement.

Detailed instructions for obtaining the SSN are found in Bridges Eligibility Manual, (BEM) 223.

For most older children (approximately age 14 and older) the original card (if previously obtained) should be given to the child so that it is readily available when applying for jobs. If the youth does not have a Social Security card, give the youth a copy of the verified SSN for use in job applications and explain the process of obtaining the Social Security card from SSA.

SOCIAL SECURITY NUMBER AND THE ADOPTION PROCESS

When a foster child with a Social Security number is adopted, the child's Social Security number **is not** to be entered on adoption records and **is not** to be given to the adoptive parents. The adoptive parents (or child) should answer **no** to the question, "Have you ever before applied for or had a United States Social Security number?" when applying for a Social Security number for the child.

This prevents a cross-reference so that the identity of the natural parents and fact of adoption will not be recorded in SSA files and complies with Michigan law prohibiting the disclosure of the identity of the child's biological parents.

**Exceptions for
Retaining the
Previous SSN in
the Adoption
Process**

There may be two exceptions when the previously assigned Social Security number is to be retained:

1. The child is receiving and will continue to receive SSI benefits or Social Security benefits from the biological parents account.
2. The child has worked under the previously established SS number.