

1032.0.0 COLLECTION OF CLIENT SOCIAL SECURITY NUMBER

1032.1.0 Purpose

It is the Department of Human Services (DHS) policy to collect the Social Security Number (SSN) of all applicants for DHS services.

1032.2.0 Applicability

1032.2.1 This policy applies to selective DHS Divisions as defined in 42 U.S.C. 1320b-7.

1032.2.2 This policy contains the minimum standards required by DHS. Individual Divisions may have additional procedures or requirements.

1032.2.3 Specific Client Groups can be exempted from this policy or portions of this policy only if approved in writing by the DHS Office of Chief Counsel.

1032.3.0 Policy

1032.3.1 Initial services will not be withheld pending receipt of a valid SSN. Each client must be advised that disclosure of SSN is mandatory in order to continue receiving services. Continued services may be withheld if the client does not comply/cooperate in obtaining a SSN in accordance to applicable time limits of specific DHS program administrator policies.

1032.3.2 Collection of SSN - Interviewer will attempt to obtain the SSN from every client. If required by specific program policy, when no SSN is available the interviewer will assist the client in applying for a SSN following the guidelines established by the Social Security Administration (SSA) in accordance with specific program policies. A pseudo SSN will be temporarily assigned until a valid SSN is assigned by SSA.

1032.4.0 Definitions

1032.4.1 Applicant: Any person willingly applying for any services provided by DHS.

1032.4.2 Client/recipient: Any person utilizing any services provided by DHS.

1032.4.3 Interviewer: DHS employee responsible for recording information about clients and their application for DHS services.

- **NOTE:** Applicant/client/recipient will be referred to as "client" including but not limited to those referenced by 42 U.S.C. 1320b-7. Intake interviewer/caseworker will be referred to as "interviewer."

1032.5.0 References

42 U.S.C. 1320b-7

1032.6.0 Originating Section/Department Contact:

Office of Chief Counsel
P.O. Box 1437
Little Rock, AR 72203-1437
Telephone: 682-8934