



## Ohio Administrative Code

### Rule 5101:1-3-09 Ohio works first: social security number requirement.

Effective: February 1, 2022

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(A) What is the eligibility requirement related to social security numbers?

(1) As a condition of eligibility for Ohio works first (OWF), each assistance group member shall provide or apply for a social security number.

(2) The county agency shall refer an individual who does not possess a social security number to the local social security office to apply for a social security number. When the assistance group has complied with the requirement of providing or submitting verification of an application for a social security number, the county agency shall not deny, delay or terminate benefits pending the issuance or verification of the social security number.

(3) For each assistance group member who physically possesses a social security card, the county agency shall retain a copy of the social security card in the case record.

(B) What happens when an assistance group does not cooperate with providing or applying for a social security number?

(1) When an assistance group member refuses to provide or apply for a social security number, he or she shall be removed from the assistance group resulting in a reduction of the OWF grant. The assistance group member may be the payee for children for whom a social security number has been applied for or provided.

(2) The assistance group member who supplies his or her own number or cooperates in applying for one but refuses to provide or apply for a social security number for his or her child/children will remain in the assistance group, but the child/children will be removed from the assistance group. In some cases, the only remaining member of the assistance group may be the parent or specified relative. In these cases, assistance shall be denied.



(C) How is a social security number verified?

(1) A social security number may be verified by matching the reported social security number with information supplied by the social security administration (SSA) such as beneficiary data exchange (BENDEX) or state data exchange (SDX): or

(2) Observing the assistance group member's social security card or any official document containing the social security number.

An "official document" is defined as a W-2 form, a railroad retirement, retirement, survivors, and disability insurance (RSDI) or supplemental security income (SSI) award letter, or another document containing the social security number that by law or regulation was required to be verified by the social security administration.

(3) When the assistance group member does not possess a social security card, or any "official document" containing the social security number or when the social security number appears questionable, the county agency shall either verify the number by matching it with SSA records or by completing the top portion of the JFS 07355 "Notice of Application for Social Security Number". The assistance group member shall take the JFS 07355 to the local social security district office. The local social security district office will complete the bottom portion of the JFS 07355 and return the form to the county agency.

(D) When is the social security number requirement considered met?

(1) For the purposes of the beginning date of aid, the social security number eligibility requirement will be considered to have been met the date the social security administration certifies that the individual applied for a social security number.

(2) For newborns, when the social security number is applied for no later than the first day of the second month following birth or the mother's discharge from the hospital, the social security requirement is considered met on the child's date of birth.