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Governor

NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NEW YORK 12243-0001

Brian J. Wing  
Commissioner

**INFORMATIONAL LETTER**

**TRANSMITTAL:** 98 INF-14

**TO:** Commissioners of  
Social Services

**DIVISION:** Temporary  
Assistance

**DATE:** September 15, 1998

**SUBJECT:** Revised State Version of Federal Form SS-5  
"Application For A Social Security Card" (DSS-4000)

**SUGGESTED**

**DISTRIBUTION:** Income Maintenance Directors  
Food Stamp Directors  
Medical Assistance Directors  
WMS Coordinators  
Staff Development Coordinators

**CONTACT PERSON:** Program Questions:  
Region I -(518) 473-0332; Region II -(518) 474-9433;  
Region III -(518) 474-9307; Region IV -(518) 474-0300;  
Region V - (518) 473-1469; Region VI -(212) 383-1658

Forms Questions:  
Bob Gullie, DTA/New Technology  
1-800-343-8859, extension 4-6055 (AV1060)

**ATTACHMENTS:** None

**FILING REFERENCES**

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
93-ADM-4	89 INF-52	360.1(j)		PASB	GIS
92-INF-21		369.2(a) (1)		Section	Messages
90-ADM-3		370.2(d) (3)		XIII-M-1	98 TA/DC014
89-ADM-12		387.9(a)		All	89 IM/DC019
89-INF-52				FSSB	89 IM/DC011
88-ADM-4				V-B-7all	88 IM/DC021
83-ADM-28					88 IM/DC028
80-ADM-75				88 MA037	

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The purpose of this release is to introduce the Department's new carbonized version (DSS-4000) of the Federal SS-5 Form: "Application for A Social Security Number".

GIS 98TA/DC014 advised districts of changes by the Social Security Administration (SSA) on Welfare Enumeration. This new version of the DSS-4000 must be used for all requests for Social Security Numbers (SSN) made after March 13, 1998. Requests for **original** SSNs for children under 18 by SSD's are now **excluded** from Welfare Enumeration. Parents/caretakers must apply at the local SSA field office for an original SSN for children under 18. Enumeration at birth **has not been** changed by this new requirement and can minimize the need for applications at SSA field offices.

Enumeration at birth is part of a hospital's procedure of recording a child's birth with Vital Statistics. There is, however, no requirement for a parent to do this. Districts are encouraged to have a pregnant client sign in the hospital authorizing Vital Statistics to share her newborn's birth information with SSA for the issuance of a SSN.

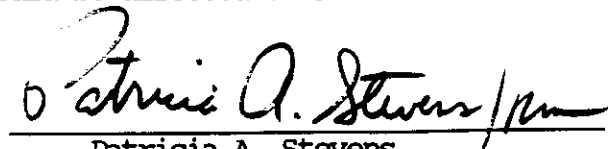
Districts are reminded that the case record copy of the DSS-4000 is the primary documentation of filing for an SSN. Clients who file for SSNs at a SSA field office should provide districts with the Receipt of the Filing (SSA-5028) which will document that the requirement to apply for an SSN has been met. Districts should initially use WMS SSN Code 4 - "**SSN Not Applied For**" for the children of clients who must receive an SSN through an SSA field office. Code 4 should be changed to Code 2 - "**SSN Applied For**" when the client brings in the Receipt of Filing for the children's SSN.

The revised 2/98 version of the DSS-4000: "Social Security Administration Application for a Social Security Card" is now available in the Albany warehouse. An initial supply was sent to local districts, last month. Please make sure that remaining supplies of the previous versions are destroyed, upon your receipt of this release.

Future requests for the DSS-4000 should be submitted on Form DSS-876 (Rev.2/96): "Request for Forms or Publications", and should be sent to:

Office of Temporary and Disability Assistance  
Bureau of Management Services  
Forms Supply, Control and Distribution  
P.O. Box 1990  
Albany, New York 12201  
Attention: Document Supply Control & Distribution

Questions concerning ordering forms should be directed to Document Services at 1-800-343-8859, extension 6-6223.

  
Patricia A. Stevens  
Deputy Commissioner  
Division of Temporary Assistance