

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 16, 1988

ALL-COUNTY LETTER NO. 88-155

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: INDIVIDUAL PROVIDER USE OF INVALID SOCIAL SECURITY
NUMBERS IN THE IN-HOME SUPPORTIVE SERVICES CASE
MANAGEMENT, INFORMATION AND PAYROLLING SYSTEM
(IHSS/CMIPS)

Purpose

The purpose of this letter is to inform Counties of the problem of individual provider use of invalid social security numbers in the IHSS/CMIPS and to provide instructions for their correction.

Problem

A review of the IHSS/CMIPS individual provider files has made us aware of active individual providers with invalid social security numbers. We will soon produce lists of those providers whose social security numbers are not valid. The lists will be sent to the County Welfare Departments for action as described below.

According to the Social Security Administration (SSA), the attached list of social security numbers is valid as of July 29, 1988. That list shows only the first five of the nine digits of the social security numbers. The first three numbers will be used in the CMIPS check for validity.

Individual Provider Requirements

An individual provider who does not have a social security number, or who claims to have a social security number but that number - when verified against the listing of valid numbers - appears to be invalid, should be directed to apply for a social security number immediately at the nearest social security office. A valid social security number can be obtained by completing the SSA's Form SS-5 (Application for a Social Security Number Card). The provider must be informed he/she has a legal obligation to obtain a social security number. When referring an individual provider to the SSA he/she should be told to request the SSA to expedite the application because the number is required immediately for tax reporting purposes. A similar

expedite procedure is used by Counties and the SSA to obtain social security number cards for Medi-Cal applicants. The SSA can provide the number needed within ten to fourteen days if the person gives the SSA original or certified documents specified on the Form SS-5.

If the original or certified documentation is not given to the SSA, delays of up to three months can be expected because the SSA will need to do all the research to ensure the applicant is eligible for a social security number.

Penalties

County staff and employers (recipients) should caution individual providers that according to the Social Security Act (42 USC 408), any person, for any purpose, with intent to deceive, uses a false social security number, may be subject to severe penalties.

Case Management, Information and Payrolling System Procedures

Beginning January 3, 1989, no data regarding a new individual provider will be accepted into CMIPS if that person does not have, and produce for the employer, a valid social security number. The Immigration Reform and Control Act of 1986 (IRCA) requires that all applicants for employment show proof of work eligibility, one of which is a valid social security card. In addition, laws governing income tax reporting and social security contributions require that earnings be credited to valid social security accounts. In order to accomplish this, we must prohibit the use of invalid numbers.

For new providers, the practice of using temporary numbers, as previously allowed by CMIPS, will be discontinued. CMIPS will be programmed to reject entry of any new provider information with invalid numbers into the system by checking the first three digits of the social security number for validity. If invalid, all input entered will be rejected and an error message will show on the terminal: SSN INVALID - SYSTEM REJECT.

To enter the individual provider information, a valid social security number will have to be obtained from the person, as described above.

An already active individual provider whose social security number is invalid or was entered using a temporary number will have his/her number changed to 999-99-9999 and an alert - SSN INVALID - will be produced on the CMIPS Payroll Warning Alert Listing and the Provider Alpha Report, informing the worker of the problem. The alert will remain on the reports until a valid social security number is entered in the system. Providers with the 999-99-9999 number will not have Social Security (FICA) contributions and deductions credited to their accounts. W-2 and other tax reporting documents submitted by Electronic Data Systems will show the word "Unknown" in the account number field. The Internal Revenue Service will then investigate the situation to ensure the taxes are credited correctly.

To correct the social security number for an active individual provider, the County must:

1. On the current Form SOC 311, terminate provider eligibility:
 - o Change the social security number in Field D1 - SOCIAL SECURITY # - to the new social security number.
 - o Change to Status D (Terminate) in Field B4 - STATUS. This will preserve the old provider number in Field A2 and the payment history associated with that number.
 - o Enter an ending date in Field F3 - ENDING DATE.
2. Rebuild provider eligibility by completing a new Form SOC 311:
 - o Enter the new provider number in Field A2 - PROVIDER NUMBER.
 - o Enter E (Eligible) in Field B4 - STATUS.
 - o Enter the new social security number in Field D1 - SOCIAL SECURITY #.

- o Enter beginning date one day later than ending date above in Field F2 - BEGINNING DATE.
- o Enter all other information from terminated SOC 311.

By closing the old file and reopening a new file with the new social security number, the County will maintain continuity between old and new files for social security and income tax purposes.

The State Department of Social Services will be sending letters to all recipients and providers when the provider's social security number is invalid. Copies of the letters are attached.

Related Problem

A related problem is that of incorrect and duplicate social security numbers. In the coming months we will be initiating a program of verification of social security numbers and names with the Social Security Administration to identify numbers that have been entered incorrectly and/or are assigned to a person other than the provider. When identified, those numbers will have to be corrected. Use of another person's social security number creates income tax reporting problems, as well as the incorrect posting of wage and earning credits. A future All-County Letter will address this problem.

If you have any questions please, contact Mr. William Schimeck, at (916) 323-5316.



LOREN D. SUTER
Deputy Director
Adult and Family Services

cc: CWDA

Attachments

HIGHEST GROUP ISSUED AS OF 07/29/88 - CALL 301-965-5891 TO CHANGE DISTRIBUTION

NOTE: GROUP 00 IS NOT A VALID GROUP--IT IS FOR PROGRAM PURPOSES ONLY

001 76	060 74	119 72	178 68	237 59	296 88	355 78	414 57	473 15	532 11	591 70	700 18
002 76	061 74	120 72	179 68	238 59	297 88	356 78	415 57	474 15	533 11	592 70	701 18
003 74	062 74	121 72	180 68	239 59	298 86	357 78	416 31	475 15	534 11	593 70	702 18
004 88	063 74	122 72	181 68	240 59	299 86	358 78	417 29	476 13	535 11	594 68	703 18
005 86	064 74	123 72	182 68	241 59	300 86	359 78	418 29	477 13	536 11	595 68	704 18
006 86	065 74	124 72	183 68	242 59	301 86	360 78	419 29	478 15	537 11	596 18	705 18
007 86	066 74	125 72	184 68	243 59	302 86	361 78	420 29	479 15	538 11	597 16	706 18
008 72	067 74	126 72	185 68	244 59	303 04	362 06	421 29	480 15	539 11	598 16	707 18
009 70	068 74	127 72	186 68	245 59	304 04	363 06	422 29	481 13	540 25	599 16	708 18
010 70	069 74	128 72	187 68	246 57	305 04	364 06	423 29	482 13	541 25	600 64	709 18
011 70	070 74	129 72	188 68	247 75	306 04	365 06	424 29	483 13	542 25	601 64	710 18
012 70	071 74	130 72	189 68	248 73	307 04	366 06	425 63	484 13	543 25	602 14	711 18
013 70	072 74	131 72	190 68	249 73	308 04	367 06	426 63	485 13	544 23	603 14	712 18
014 70	073 74	132 72	191 68	250 73	309 04	368 06	427 61	486 98	545 99	604 14	713 18
015 70	074 74	133 72	192 68	251 73	310 02	369 04	428 61	487 98	546 99	605 14	714 18
016 70	075 74	134 72	193 68	252 65	311 02	370 04	429 71	488 98	547 99	606 14	715 18
017 70	076 74	135 84	194 68	253 65	312 02	371 04	430 71	489 98	548 99	607 14	716 18
018 70	077 74	136 84	195 68	254 65	313 02	372 04	431 69	490 96	549 99	608 14	717 18
019 70	078 74	137 84	196 68	255 65	314 02	373 04	432 69	491 96	550 99	609 14	718 18
020 70	079 74	138 84	197 68	256 65	315 02	374 04	433 71	492 96	551 99	610 12	719 18
021 70	080 74	139 84	198 68	257 65	316 02	375 04	434 71	493 96	552 99	611 12	720 18
022 68	081 74	140 84	199 68	258 65	317 02	376 04	435 71	494 96	553 99	612 12	721 18
023 68	082 74	141 84	200 68	259 65	318 80	377 04	436 71	495 96	554 99	613 12	722 18
024 68	083 74	142 84	201 68	260 65	319 80	378 04	437 69	496 96	555 99	614 12	723 18
025 68	084 74	143 84	202 68	261 99	320 80	379 04	438 69	497 96	556 99	615 12	724 28
026 68	085 74	144 84	203 68	262 99	321 80	380 04	439 69	498 96	557 99	616 12	725 18
027 68	086 74	145 84	204 68	263 99	322 80	381 04	440 94	499 96	558 99	617 12	726 18
028 68	087 74	146 84	205 68	264 99	323 80	382 04	441 94	500 96	559 99	618 12	727 10
029 68	088 74	147 84	206 68	265 99	324 80	383 04	442 94	501 13	560 99	619 12	728 14
030 68	089 72	148 84	207 68	266 99	325 80	384 04	443 94	502 11	561 99	620 12	
031 68	090 72	149 84	208 68	267 99	326 80	385 04	444 92	503 15	562 99	621 12	
032 68	091 72	150 82	209 68	268 88	327 80	386 04	445 92	504 13	563 99	622 12	
033 68	092 72	151 82	210 68	269 88	328 80	387 02	446 92	505 23	564 99	623 12	
034 68	093 72	152 82	211 68	270 88	329 80	388 02	447 92	506 21	565 99	624 12	
035 58	094 72	153 82	212 21	271 88	330 80	389 02	448 92	507 21	566 99	625 12	
036 56	095 72	154 82	213 19	272 88	331 80	390 02	449 92	508 21	567 99	626 12	
037 56	096 72	155 82	214 19	273 88	332 80	391 02	450 99	509 96	568 99	627 00	
038 56	097 72	156 82	215 19	274 88	333 80	392 02	451 99	510 96	569 99	628 00	
039 56	098 72	157 82	216 19	275 88	334 80	393 02	452 99	511 96	570 99	629 00	
040 84	099 72	158 82	217 19	276 88	335 80	394 02	453 99	512 96	571 99	630 00	
041 82	100 72	159 68	218 19	277 88	336 80	395 02	454 99	513 96	572 99	631 00	
042 82	101 72	160 68	219 19	278 88	337 80	396 98	455 99	514 96	573 99	632 00	
043 82	102 72	161 68	220 19	279 88	338 80	397 98	456 99	515 96	574 96	633 00	
044 82	103 72	162 68	221 74	280 88	339 80	398 98	457 99	516 17	575 43	634 00	
045 82	104 72	163 68	222 74	281 88	340 80	399 98	458 99	517 15	576 41	635 00	
046 82	105 72	164 68	223 49	282 88	341 80	400 35	459 99	518 27	577 15	636 00	
047 82	106 72	165 68	224 49	283 88	342 80	401 35	460 99	519 27	578 15	637 00	
048 82	107 72	166 68	225 49	284 88	343 80	402 35	461 99	520 19	579 13	638 00	
049 82	108 72	167 68	226 49	285 88	344 80	403 35	462 97	521 65	580 23	639 00	
050 74	109 72	168 68	227 49	286 88	345 80	404 35	463 97	522 65	581 99	640 00	
051 74	110 72	169 68	228 49	287 88	346 80	405 35	464 97	523 65	582 99	641 00	
052 74	111 72	170 68	229 49	288 88	347 80	406 35	465 97	524 63	583 99	642 00	
053 74	112 72	171 68	230 47	289 88	348 80	407 33	466 97	525 75	584 99	643 00	
054 74	113 72	172 68	231 47	290 88	349 80	408 59	467 97	526 99	585 75	644 00	
055 74	114 72	173 68	232 35	291 88	350 80	409 59	468 15	527 99	586 86	645 00	
056 74	115 72	174 68	233 35	292 88	351 80	410 59	469 15	528 85	587 61	646 00	
057 74	116 72	175 68	234 33	293 88	352 80	411 59	470 15	529 83	588 00	647 00	
058 74	117 72	176 68	235 33	294 88	353 80	412 59	471 15	530 35	589 70	648 00	
059 74	118 72	177 68	236 33	295 88	354 78	413 59	472 15	531 13	590 70	649 00	

DEPARTMENT OF SOCIAL SERVICES



Dear In-Home Supportive Services Recipient:

A review of our payroll files shows that the social security number given to you by your In-Home Supportive Services (IHSS) provider may not be valid. This affects the correct reporting of his/her income for tax purposes, as well as crediting his/her social security accounts with his/her contributions that were withheld.

To correct this problem, you must verify the number on your provider's social security number card. You can compare that number with the number we have in our payroll files by matching it with the provider's social security number on his/her time sheet. See the example below for the location of the social security number on the time sheet.

Social Security Number

IHSS TIME SHEET		CO:	DO:
RECIPIENT NUMBER	PROVIDER NO. XXXX	123-45-6789	
NAME	ADDRESS		
ADDR. CHANGE YES <input type="checkbox"/> NO <input type="checkbox"/>	ADDR. CHANGE YES <input type="checkbox"/> NO <input type="checkbox"/>		
DAY OF MONTH			
HOURS WORKED			

If the numbers do not match, you must immediately contact your social service worker and tell him/her the correct number. If the numbers do match, you should ask your provider to immediately contact the Social Security Administration (SSA) to obtain a valid number.

If your provider is unable to furnish you with a social security number card, or the number is invalid, you should ask your provider to immediately apply for a new social security number by obtaining and completing a Form SS-5 (Application for a Social Security Number Card) and submitting it to the nearest SSA office with the original or certified documents specified on the Form SS-5.

The SSA office can furnish your provider with a number within ten days if he/she requests the SSA expedite the request and furnishes them with original or certified copies of the documents specified on the Form SS-5. When this number is received, your provider must give you the number and you must report it to the County Welfare Department to correct his/her payroll records.

YOU SHOULD BE AWARE THAT ACCORDING TO THE SOCIAL SECURITY ACT (42 USC 408), ANY PERSON WHO FOR ANY PURPOSE, WITH INTENT TO DECEIVE, USES A FALSE SOCIAL SECURITY NUMBER MAY BE SUBJECT TO SEVERE PENALTIES.

If you have any questions, please contact your social service worker.

DEPARTMENT OF SOCIAL SERVICES



Dear In-Home Supportive Services Provider:

A review of our payroll files shows that the social security number you gave when you began working as an In-Home Supportive Services (IHSS) individual provider may not be correct. Because the number may not be correct, we are unable to credit your social security account with your earnings and contributions. This may also affect any future application for Unemployment Insurance or Disability Insurance benefits. In regards to income tax reporting, we will report to the Internal Revenue Service and the California Franchise Tax Board that your social security number is unknown.

To correct this problem you must immediately furnish your social security number card to your employer to verify that the social security number you gave when you began working is correct. You can compare the number on your card with the social security number found on your IHSS time sheet to see if it matches. See the example below for the location of the social security number on the time sheet.

Social Security Number

IHSS TIME SHEET										CO:	DO:		
RECIPIENT NUMBER					PROVIDER NO. XXXX		123-45-6789						
NAME					ADDRESS								
ADDR. CHANGE					YES <input type="checkbox"/>	NO <input type="checkbox"/>	ADDR. CHANGE					YES <input type="checkbox"/>	NO <input type="checkbox"/>
DAY OF MONTH													
HOURS WORKED													

If the social security numbers do not match, you should ask your employer to immediately contact his/her social service worker and tell him/her the correct number. If the numbers match, you must immediately contact the Social Security Administration (SSA) to obtain a number that is valid.

If you are unable to furnish your employer with a social security number card, or if you do not have a social security number, or the number you have is invalid, you must immediately apply for a new or corrected social security number by obtaining and completing a Form SS-5 (Application for a Social Security Number Card) and submitting it to the nearest SSA office. You must furnish to the SSA the original or certified documents specified on the Form SS-5.

The SSA office can furnish you with a number within ten days if you request them to expedite it and you furnish them with original or certified copies of the documents specified on the Form SS-5. You must then immediately give the new number to your employer so that we can update your payroll records.

UNDER THE SOCIAL SECURITY ACT (42 USC 408) ANY PERSON WHO, FOR ANY PURPOSE, WITH INTENT TO DECEIVE, USES A FALSE SOCIAL SECURITY NUMBER, MAY BE SUBJECT TO SEVERE PENALTIES.

Thank you very much for your cooperation.