

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Fiscal
Policy Number: 11.07.03
Policy Name: Social Security Cards – IV-E

Original Effective Date: 12/19/2005
Revision Date(s): 06/01/2019, 03/01/2016, 02/01/2013, 12/29/2005
Current Revision Date: 06/01/2022
Approved By: Cynthia G. Weiskittel

PURPOSE: To provide the process for acquiring a Social Security number or card

SCOPE: This policy pertains to all children in CCDCFS custody who need a Social Security number or card.

POLICY

It is the responsibility of CCDCFS to ensure that every child in its custody has a Social Security number on file. Effective, April 7, 2022, new guidelines and instructions for requesting a Social Security number or card, on behalf of child in CCDCFS custody, are listed below.

I. Requesting a Social Security Number or Card:

- A. Prior to requesting a Social Security number or card, the Worker of Record (WOR) must:
 - 1. Conduct a Person ID or Case search via Traverse Application to verify if there's a record of child's Social Security number or card, using the path outlined in (1a) below.
 - a. Enter Person ID or Case Number
 - b. Select: Child
 - c. Select: ID-Social Security Card/S5
- B. If the Social Security number or card is not displayed in Traverse, an application must be completed and submitted to the Title IV-E Department as referenced in Section (II), below, "Completion of Application Form".
- C. If the Social Security number or card is in the file, print a copy for use.

II. Completion of Application Form

- A. The application can be obtained and completed in Traverse by selecting Forms: “Cuyahoga Social Security Number Request” for children 0-15 years of age and “Cuyahoga Social Security Card Application” for youth 16-18 years of age. According by Social Security Administration (SSA) guidelines, social security numbers for children ages 15 or below will be provided verbally to DCFS designated contact.
- B. The completed application forms must be downloaded and submitted to the IV-E Department via email or placed in the bin outside of JEH Room (222W) for processing.
- C. Social Security Card Applications for a youth 16-18 years of age must also include **2 identifying documents, attached to the application, such as:**
 1. **Journal Entry** signed by a Judge.
 2. **Triage or Medical Record Summary** – may submit 1st page, only if the Child’s Name, D.O.B and Medical Record Number appear on the document; or Report Card/IEP containing the Child’s Name and Student ID Number (typed not handwritten).
 3. **Original Birth Certificate** if the child does not have a social security number registered. (Complete the Social Security Card Application)
Child’s first name must be on the birth certificate.
- D. Prior to submitting the application, verify the following information:
 1. Current Date on application (**if the date is expired by 30 days or more, SSA will not accept application**).
 2. **DO NOT SIGN APPLICATION** when applying for the original Social Security Card for youth 16-18 years of age. **The SSA will only accept applications with the IV-E Administrator’s signature.**
 3. The address on the application must read: 3955 Euclid Avenue. (**if it has another address, the SSA will not process the request**).
 4. Child’s Person ID Number
 5. The child’s name must match the name on the journal entry; otherwise, the application will be returned. All returned applications must be resubmitted with the original birth certificate attached.

III. Title IV-E Process and Delivery of Social Security Cards:

- A. Upon receiving the application, the IV-E worker date stamps the request, checks for discrepancies, and verifies that all necessary information is included on the application. The IV-E worker also adds the name of his/her Senior Social Services Supervisor to the application.
- B. For all submitted applications, the WOR must provide the forms requested by the SSA, such as, Journal Entry, Triage Report, Medicaid Card, or other documents that contains the child's Medicaid number or Report Card.
- C. For children 16-18 years of age, applications are mailed to SSA. The Title IV-E Department receives the Social Security card within 4-6 weeks. The original Social Security card is scanned into Traverse and the WOR will be notified via email for pick up, if necessary; or the original card will be filed in the IV-E Department.
- D. For children 0-15 years of age, the WOR who submitted the Social Security Number Request Form will be notified via email within 1-3 days of DCFS designated contact receiving (verbal) Social Security number.

SEE ALSO:

FORM

Location: Traverse
Cuyahoga Social Security Number Request Form
Cuyahoga Social Security Card Application Form