

**DATE:** April 3, 2023

**OPERATIONS MEMORANDUM #23-04-01**

**SUBJECT:** Interim Process for Social Security Administration (SSA) Referrals for Non-citizens to Obtain a Social Security Number (SSN)

**TO:** Executive Directors

**FROM:** Tanoa Fagan  
Director  
Bureau of Operations

**PURPOSE**

To inform County Assistance Offices (CAOs) of an interim process when referring non-citizens to SSA for an SSN as a condition of eligibility for Medical Assistance, Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, and Low-Income Heating Energy Assistance Program.

**BACKGROUND**

Currently the CAO uses the PA 1564 - Referral to the SSA, to refer individuals to the SSA. The current form does not meet SSA requirements to request an SSN for a non-citizen. The Office of Income Maintenance (OIM) has developed an interim process to meet the SSA requirement while OIM updates the PA 1564 form.

**DISCUSSION**

A cover letter with the required state and federal regulatory requirements for the assignment of an SSN for enumeration purposes to maintain eligibility for most public assistance benefits will be attached to the PA 1564 for manual referrals to the SSA for all non-citizens.

**REMINDER:** The CAO may authorize benefits before an individual provides or applies for an SSN if the individual meets one of the exceptions in [SHB 950.2](#) or [LIHEAP Handbook 678.2](#).

**NOTE:** Non-citizens applying for Emergency Medical Assistance are not required to provide information about or verify citizenship status or an SSN. Individuals who are not applying for benefits for themselves are not required to provide information about or verify their citizenship or an SSN.

**PROCEDURES**

The cover letter ([Attachment A](#)) will be completed by the Income Maintenance Caseworker (IMCW) and provided to a non-citizen applicant/recipient along with the PA 1564 ([Attachment B](#)) for manual SSA referrals. The IMCW providing the letter must enter a date, a phone number, and an original ink signature on the letter. The IMCW signature cannot be electronic or a photocopy. SSA must receive the letter with the original ink signature.

A narration must be entered that the PA 1564 with a cover letter was provided to the applicant/recipient.

**NEXT STEPS**

1. Share and review this information with appropriate staff members.
2. Direct questions regarding this Operations Memorandum to your Area Manager.
3. This Operations Memorandum will become obsolete when the PA 1564 is updated to reflect the necessary regulations requiring SSNs for restricted non-citizens.

**ATTACHMENTS**

Attachment A: [Cover Letter - Request for Restricted Social Security Number](#)

Attachment B: [Referral to the Social Security Administration - PA 1564](#)