

DSS-4357EL
WGIUPD

GENERAL INFORMATION SYSTEM
DIVISION: Office of Medicaid Management

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TO: Local District Commissioners, Medicaid Directors

FROM: Betty Rice, Director

Division of Consumer and Local District Relations

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

EFFECTIVE DATE: Immediately

CONTACT PERSON: Bureau of Local District Support
Upstate - (518)-474-9130, New York City (212) 613-4330

The Taxpayer Relief Act of 1997 required the Social Security Number (SSN) of each parent to be on the application for an original SSN for a child under 18. The Social Security Administration determined that this requirement would be best met through SSA field offices. Therefore, applications for original SSNs for children under 18, signed after March 13, 1998 **are excluded** from welfare enumeration. Applications for these children's original SSNs must be completed at a SSA field office. The SSA field offices will issue clients a receipt (SSA-5028) which will be documentation to prove that the requirement to apply for a SSN has been fulfilled.

Note: undocumented aliens applying for Medicaid coverage of care and services for the treatment of an emergency medical condition, pregnant women and non-applying family members are not required to apply for or provide a SSN.

As a result of this change, SSA also revised the SS-5 form: "Application for a Social Security Number". Effective March 13, 1998, SSA required the new SS-5 for all requests for SSNs.

The state's version of the SS-5 (DSS-4000) has been revised (1/99). The previous version dated 2/98 did not provide adequate space for a complete mailing address. The amended 1/99 version provides the necessary space. No other changes were made to the form.

The amended 1/99 version of the DSS-4000: "Social Security Administration Application for a Social Security Card", is available for ordering.

Please make sure to order the 1/99 version when your current supplies are depleted.

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Future requests for the DSS-4000 should be submitted on form OTDA - 876 (Rev. 6/98): "Request for Forms or Publications", and should be sent to:

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

Questions concerning ordering forms should be directed to the Bureau of Forms and Print Management by calling 1-800-343-8859, ext. 4-2702.