

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

Policy Chapter: Fiscal
Policy Number: 11.07.03
Policy Name: Social Security Cards - IVE

Original Effective Date: 12/19/2005
Revision Date(s): 02/01/2013, 12/29/2005
Current Revision Date: 03/01/2016
Approved By: Thomas D. Pristow

PURPOSE: To provide the process for acquiring a Social Security Card

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

POLICY

It is the responsibility of CCDCFS to ensure that every child in its custody has a Social Security Card.

I. Requesting a Social Security Card:

- A. Prior to requesting a Social Security Card the caseworker must:
 - 1. Check the reading file in FACTWIS using the path outlined in A (2) below.
 - 2. Search by Person ID/ Select-Child/ Go to Applications Link /Select-Reading File / Select-IVE / Select-Birth Certificate/Social Security.
 - a. If the Social Security Card is not displayed in FACTWIS, an application must be completed and submitted to the Title IV-E Department. See section (II.) below.
 - b. If the Social Security Card is in the file, print a copy for use.

PROCEDURES

II. Completion of Application Forms:

- A. The application form can be obtained from the intranet home page under Forms/IV-E forms: select the [application for a social security card](#) link to print the form.

B. The Application Form must include the following:

1. A journal entry signed by a judge.
2. The **original birth certificate** if the child does not have a social security number. If the child has a Social Security number, a copy of the original birth certificate can be attached. *****Child's first name must be on the birth certificate.*****
3. **DO NOT SIGN APPLICATION.** The Social Security Administration will only accept applications with the IV-E Administrator's signature.
4. Current date on application **(If date is expired by 30 days or more, SSA will not accept application).**
5. The address on the application must read 3955 Euclid Ave. **(If it has another address, the SSA will not process the request).**
6. Child's Person Number.
7. 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 caseworker must provide the forms requested by the Social Security Administration; such as, a report card, Medicaid card or other documents that contains the child's Medicaid number.
- C. Applications are mailed to Social Security Administration (SSA). The Title IV-E Department receives the Social Security Card within 4-6 weeks. The caseworker is then notified via email for card pickup.

SEE ALSO:

FORM

Social Security Administration Application for Social Security Card Form SS-5 (08-2009)