



COLORADO DEPARTMENT OF HEALTH CARE POLICY & FINANCING

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John W. Hickenlooper, Governor • Susan E. Birch MBA, BSN, RN, Executive Director

DATE: September 6, 2012

DAL#: TBD

EFFECTIVE DATE: July 1, 2012

SUBJECT: Verification of social security numbers at the time of application to public housing agencies (PHA) for rental housing assistance.

Dear Administrator:

The purpose of this Dear Administrator Letter (DAL) is to inform Targeted Case Management – Transition Coordination (TCM-TC) Services, Skilled Nursing Facilities, Intensive Care Facilities for the Intellectually Disabled (ICF-ID), and Institutes for Mental Disease (IMD), Case Management Agencies (CMAs) and Public Housing Agencies (PHA) administrators about the procedure for verification of social security numbers for clients applying for rental assistance through a PHA.

This notice applies to the application process for the following HUD-PIH rental assistance programs: Public Housing, Section 8 Moderate Rehabilitation, Project-Based Certificate, Project-Based Voucher, and Housing Choice Voucher Programs.

Per HUD Notice PIH 2012-10 (HA), in accordance with 24 CFR §5.216, applicants and participants (including each member of the household and including live-in aides, foster children, and foster adults) are required to disclose his/her Social Security Administration (SSA)-assigned social security number (SSN) with the exemption of the following individuals:

- a) Those individuals who do not contend to have eligible immigration status (individuals who may be unlawfully present in the United States) and have not been assigned an SSN. These individuals in most instances would not be eligible for a SSN.
- b) Existing program participants as of January 30, 2010, who have previously disclosed their SSN and the Department of Housing and Urban Development (HUD) has determined the SSN to be valid.
- c) Existing program participants as of January 31, 2010, who are 62 years of age or older (born on or before January 31, 1948), and has not previously disclosed a valid SSN. This exemption continues even if the individual moves to a new assisted unit.

The PHA must request the applicant and participant (including each member of the household), who are not exempted, to provide document of each disclosed SSN.

Administrator
March 1, 2012
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Many residents of nursing facilities and institutions do not have access to birth certificates, social security cards or other standard forms of identification which PHAs may require. In those circumstances, PHAs will accept an original document issued by a federal, state, or local government agency, which contains the name and SSN of the individual.

The Department has issued the attached *Social Security Number Verification Form* to serve that purpose. The TCM-TC Services Transition Coordinator (TC) must request this document in writing from the Transitions Administrator at the Department. The request may be e-mailed to nora.brahe@state.co.us. It is the responsibility of the TC to submit the completed *Social Security Number Verification Form* to the PHA on behalf of the individual seeking rental assistance.

Please share this information with your staff. If you have questions, I can be contacted at 303-866-3566 or Nora.Brahe@state.co.us

Sincerely,

Nora Brahe

Nora Brahe
Transitions Administrator
Office of Community Living

Attachments: Social Security Number Verification Form
HUD Notice: PIH 2012-10 (HA)

cc: Robert Douglas, Legal Division Director
Joanne Zahora, Public Information Officer