



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

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TO: Economic Self-Sufficiency Operations Managers
Economic Self-Sufficiency Program Offices

FROM: Suzanne Poirier, Chief, Technology and Project Management
(Signature on File)

SUBJECT: Social Security Number (SSN) Exempt Code Changes

EFFECTIVE: July 29, 2016

This memorandum provides staff with information about system changes to the functionality of the SSN exempt code. These changes are being made to notify eligibility staff that the status of exempt codes must be reevaluated when ASRE, ASVR or ASIA (on closed cases) is run, as part of the eligibility determination process.

Current Process

The SSN exempt code is used on AIIA when an individual is exempt from filing for an SSN. The system requires an entry in the SSN exempt code field when there is no SSN on AIID or an SSN application date is not entered on AIIA.

FLORIDA retains the SSN exempt code when ASRE, ASVR or ASIA (on closed cases) is run by eligibility staff, potentially resulting in the exempt code being used longer than needed. When TIP processes ASIA or ASRE, the SSN exempt code is removed and replaced with a "?", pending the AG, however the worker is not taken back to AIID to enter the SSN when ASVR is run.

New Process

The SSN exempt code on AIIA will be removed when ASRE is manually run for eligibility renewals and additional benefit requests, or ASIA is manually run on closed cases.

When ASRE is run by TIP, the system will place a "?" in the SSN verification field on AIID. The system will pend the AG for the SSN. TIP will continue to remove the SSN exempt code and enter a "?" in the SSN APPL VR field on AIIA when an SSN is not provided for an individual. When ASVR is run on these cases, staff will be navigated to both AIID and AIIA.

Note: With the implementation of the TIP Client Registration project, the system no longer processes applications through client registration when one or more individuals

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have a blank SSN. In this case the client registration is withdrawn, the work item is routed to the worker and left open in AMS.

If there are system questions, region offices may contact Ron Hardcastle at ron.hardcastle@myflfamilies.com.

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