

Social Security Cards and Numbers for Children/Youth

(Revised 01/27/23)

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Forms

The following forms are referenced in this policy:

- 04-275 Agency/Caregiver Placement Agreement
- SOC 158A Foster Child's Data Record and AFDC-FC Certification (generated by Registrars in CWS/CMS)
- [SS-5](#) Application for a Social Security Card

Resources

- "Instructions: Applying for a Social Security Card for a Relative Child in your Care"

Policy

A Social Security Number (SSN) is needed for all children/youth who receive Aid to Families with Dependent Children- Foster Care (AFDC-FC) or Medi-Cal benefits. Additionally, an original Social Security (SS) card is needed for Interstate Compact for the Placement of Children (ICPC) cases, Independent Living Services (ILS), all youth 14 years and older in out-of-home care, and for adoption and guardianship purposes. Parents may also need the child/youth's SSN and/or card if applying for housing assistance.

It is important that social workers (SWs) obtain the child's/youth's SSN and/or card as soon as they come into the Agency's care as the Social Security Administration (SSA) limits the number of times a duplicate card can be requested. If a child/youth who is in out of home care does not have a SS card, the SW will apply for a card as soon as possible. Per SSA requirements, if the child/youth is in a relative placement, the relative must apply for the SS card. The SW will inform the relative to apply for a card as soon as possible and provide them with the "Instructions: Applying for a Social Security Card for a Relative Child in your Care" flyer.

If the SW has an SSN for the child/youth and would like to confirm if it is correct, the Human Services Specialist (HSS) can potentially confirm an SSN via Medi-Cal Eligibility Data System (MEDS) state computer system or with the SSA. SSA can only confirm if the number provided is correct and will not provide the correct SSN. If the number provided is incorrect, the SW or relative will need to proceed with applying for a SS card.

Social Security Administration (SSA) Guidelines

SS cards can be replaced for free if lost or stolen. A child/youth is limited to three replacement cards in a year, and 10 in a lifetime. Legal name changes and changes in immigration status that require card updates do not count towards these limits.

For replacement SS cards, SSA will need to verify the child/youth's citizenship and identity. SSA will only accept certain documents as proof of U.S. citizenship, which include a U.S. birth certificate or a U.S. passport.

The following SSA requirements apply when submitting documents for an SS card application:

- All documents must either be originals or copies certified by the agency that issued them
- Photocopies or notarized copies are not accepted
- Documents cannot be expired and must be current
- The birth certificate must have the child/youth's name. For example, an application cannot be submitted for "Baby Boy." See Birth Certificates for information on amending a birth certificate.

NOTE: per SSA, "The acceptability of a document must be evaluated on a case-by-case basis, taking into consideration the applicant's situation and exploring what evidence is available for the person." SSA may impose additional requirements than those outlined in this policy.

Applying for a Social Security (SS) Card

To apply for a SS card for a child/youth in out of home care, the SW will follow these steps:

Step	Who	Action
1	SW	<ul style="list-style-type: none">• Complete the SS-5 application• Request a printed SOC158A form from the Program/Region Registrar, sign and date it.• Obtain an original or certified copy of U.S. Birth Certificates• Obtain a Certified Minute Order via an Ex Parte• Send the first three documents to Foster Care (FC) Eligibility SSI unit at mail stop W450 (certified minute order is sent to FC Eligibility by the court unit) To confirm receipt or obtain status of request, email: FC-Clerical. <p>NOTE: in some situations, it may be necessary to apply for a U.S. passport first to utilize as a form of identification for a SS card application. See Passports - How to Obtain for more information.</p>

Applying for a Social Security (SS) Card (cont.)

Step	Who	Action
2	FC Eligibility	<ul style="list-style-type: none"> Send forms to SSA. When SS card is received, make a copy for the eligibility file and send the original SS card to the SW.
3	SW	<ul style="list-style-type: none"> Enter SSN in client notebook. Make a copy of the SS card. File both original and the copy of SS cards in the hard file under Adoptions/Verifications tab. <p>NOTE: original SS cards must be saved, contact ERMS team as needed for guidance on storing procedures.</p>

Obtaining a Certified Minute Order for a SS Card Request

The table below outlines the steps to obtain a certified minute order via Ex Parte for a SS card request:

Step	Who	Action
1	SW	<ul style="list-style-type: none"> Prepare an Ex Parte Application and Order using the following language: <p>In the REASON FOR APPLICATION section, enter:</p> <p><Enter Child/youths' name> needs a Social Security number and card in order for Health and Human Services Agency (HHSA) to obtain federal funding for the child/youth's placement. A new or replacement Social Security card may also be needed to prepare for Independent Living, for placing the child/youth out of state or for the permanent plans of adoption or guardianship.</p> <p>The Social Security Administration requires that the Agency submit a certified court order verifying that the child/youth is in the care, custody and control of the Health and Human Services Agency with the application. The Social Security Administration returns the original documents once they are verified, however they may make a copy for their records.</p> <p>In the REASON FOR RECOMMENDATION section, enter:</p>

Obtaining a Certified Minute Order for a SS Card Request (cont.)

Step	Who	Action
1 (cont.)	SW (cont.)	<p>The Agency is requesting this order to provide to the Social Security Administration as verification for a Social Security card or replacement card application.</p> <p>In the RECOMMENDATION section, enter:</p> <p>It is respectfully recommended:</p> <ol style="list-style-type: none"> 1. That <enter child/youth's name> is a dependent of the San Diego County Juvenile Court in the care, custody and control of the Health and Human Services Agency. 2. That the Court issue a certified Minute Order that will be released to the Social Security Administration for verification for a Social Security card. 3. That the Social Security Administration is ordered to maintain any copy or record of the order in a confidential file and that it not be released to any third party. <ul style="list-style-type: none"> • Notice parents and all attorneys per Ex Parte Requests policy. • Submit Ex Parte to the Court Unit.
2	Court Officer	<ul style="list-style-type: none"> • Submit Ex Parte to Court Clerk.
3	Court Clerk	<ul style="list-style-type: none"> • Have Judge sign, certify Minute Order • Return to Court Officer.
4	Court Officer	<ul style="list-style-type: none"> • Send certified Minute Order to FC Eligibility via interoffice mail. • Send original signed Ex Parte to SW via interoffice mail. • Upload copies of signed Ex Parte and certified minute order to JELS.

Obtaining SS Cards for Children Placed with Relatives

The SSA requires that if a child/youth is placed with a relative, only the relative can apply for the SS card for the child/youth in their care.

To apply, the caregiver must provide the following documents:

- completed SS-5 application for a Social Security Card

Obtaining SS Cards for Children Placed with Relatives (cont.)

- child/youth's original or certified copy birth certificate
- 04-275 Agency/Caregiver Placement Agreement
- Caregiver's proof of identify such as a U.S. driver's license, state-issued non driver identification card or U.S. passport

The "Instructions: Applying for a Social Security Card for a Relative Child in your Care" flyer is available for relative caregivers, which provides instructions on how to apply for a SS card. See Placement Forms for information on the 04-275 form.

SS Cards for Nonminor Dependents

Youth have a right to receive their SS card when they are 18 years old regardless of whether they choose to exit foster care or participate in Extended Foster Care. Before termination of jurisdiction, SWs must verify that youth age 18 and older have possession of their vital documents such as social security card (see Termination of Jurisdiction). If a Nonminor dependents (NMD) has lost their card or it has not been provided to them, as adults they must apply on their own for a SS card. The SW can assist the NMD with the application process. The NMD must complete the SS-5 application and provide one document from each category below to prove age and identity.

Evidence of age-acceptable documents:

- Original or Certified Copy Birth Certificate
- U. S. hospital record of birth
- Religious record established before age five, showing your age and/or date of birth
- U.S. Passport
- Final Adoption Decree (must show that the birth information was taken from the original birth certificate).

Evidence of identity-acceptable documents:

- U.S. driver's license
- U.S. State-issued non-driver identity card
- U.S. passport.

If none of these documents are available, there are other acceptable documents, which are listed on the application and available on the [SSA website](#).

SS Cards for Foreign Born U.S. Citizens

The SW will follow the same steps outlined in [Applying for a SS card](#) and provide the following documents when applying for an original SS card for a foreign born U.S. citizen child/youth (one from each category):

1. Proof of citizenship:

- Certification of Report of Birth (DS-1350)
 - Consular Report of Birth Abroad (FS-240)
 - U.S. Passport
 - Certificate of Citizenship (N-560/N-561)
-

**SS Cards for Foreign
Born U.S. Citizens
(cont.)**

- Certificate of Naturalization (N-550/N-570)

And

2. Proof of identity

- foreign birth certificate
 - U.S. passport
 - document issued by Department of Homeland Security as evidence of child/youth's age
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**Protecting Clients' SS
Numbers**

SSNs are confidential identifying information and must be protected.

Except as described elsewhere in this policy, CWS staff will not provide a client's SSN to other people/entities besides the client themselves.

Exception: at placement, the child/youth's SSN is provided to the caregiver for the purpose of claiming the child/youth on the caregiver's income taxes or to obtain services.

SWs will ensure that clients' SSNs are redacted from any documents (including court reports and their attachments) that may be read by anyone who does not have a specific and necessary reason to have the client's SSN.

If a person/entity requests a client's SSN for a purpose that the SW believes may be valid or invalid, the SW will consult with the policy analyst listed at the end of this policy before releasing the SSN to that person/entity.

Alignment with SET

This policy aligns with [SET Value 3](#) of helping children and youth achieve their full potential by focusing on their well-being while in our care.
