



10570 S. Federal Hwy., Suite 300* Port St. Lucie, FL 34952
www.cckids.net

Series 1000: Funding and Fiscal Management

Policy Name **Social Security Card Policy**

Policy Number 1014

Origination Date November 1, 2013

Revision Date: January 31, 2020

Attachments

Exhibit A - Social Security Card Request Letter

Exhibit B - Social Security Application

Policy

It is the policy of Communities Connected for Kids to ensure all children have access to a social security card with the assistance of the Department of Children and Families. This document will only be requested and obtained for newborns; to provide to a child in preparation for independence from the foster care system to meet Road to Independence requirements; and for the inclusion in the case file to meet adoption process requirements.

Scope

Recent provisions in law have changed the rules for the issuance of social security cards by the Social Security Administration. This policy gives the most up-to-date information available on the documents needed to apply for a social security card and the process Communities Connected for Kids has created will ensure social security cards can be obtained for all children requiring them.



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1. Eligibility Requirements & Documentation Requirements

- a. Application
 - a. Social Security Card Application – Form SS-5
- b. Social Security Card Request
 - a. Complete a Communities Connected for Kids Social Security Card Request Letter
- c. Proof child is in the custody of the Department
 - a. Obtain and submit a Certified Shelter Order
- d. Proof of Citizenship
 - a. Original Birth Certificate
- e. Proof of Identity
 - a. State Issued Non-Driver ID or US Passport (Ages 5 or older)
 - i. Acceptable Alternative Documentation (if "a" cannot be obtained)
 - 1. Immunization Record: FORM 680 Ages 5 or younger with original seal intact
 - 2. School ID Card
 - 3. Adoption Decree
 - 4. Health Insurance Card
 - 5. Employee ID card

2. Requesting a Social Security Card

- a. Case Management should request the original social security card or a photocopy from the parents at initial case transfer. This timeframe provides sufficient time to obtain a card in the event it is needed for further case action.
- b. If parents cannot produce a copy of the social security card, Case Management should exhaust all community resources to obtain a copy prior to requesting an original from the Social Security Administration.
 - 1. Parents, previous caregivers, school districts, doctors' offices, therapy providers, etc. should be contacted to see if a copy is available.
- c. Case Management will request assistance to obtain a social security card by completing, obtaining, and submitting the following documentation required by the Social Security Administration within thirty days of initial case transfer if no other copy of the child's card has been located.
 - 1. A Social Security Administration Application for Social Security Card, Form SS-5 (Exhibit B)
 - 2. A written letter on Communities Connected for Kids letterhead outlining the reason for a Social Security card is being requested (Exhibit A)



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3. Proof of citizenship and Identity as outlined in section one above
 4. Proof child is in the custody of the Department of Children and Families as outlined in section one above
- b. Case Management will submit the written request including all required documentation to the Communities Connected for Kids Data Management Department in their respective counties for review within thirty days of initial case transfer.
- Upon review and confirmation of the required documentation by the Communities Connected for Kids Data Management Department, the packets will be transported to the Sailfish service center in Fort. Pierce for compilation by the St. Lucie Data Management Staff. This staff will contact the designated Department of Children and Families staff within two business days, who will then proceed with processing the request.
- c. The Department of Children and Families designee will submit the request to the local Social Security Office for processing with the next available appointment. These appointments are usually scheduled within 10 business days from packet submission.
- d. At the time of application, the Social Security Administration will provide a receipt to the designated DCF representative confirming the card has been requested. This receipt can be forwarded to the Data staff and sent to Case Management upon request.
1. This receipt can be used in Adoption packets submitted to CCKids for Maintenance Adoption Subsidy requests until the original card is received.
- e. Original Social Security cards will be mailed to the Department of Children and Families designee who will then forward to the Data Management Department for disbursing the original requestor.
1. Original Social Security Cards will be maintained by the Data Management Department in a secured and locked environment in each service center until the original card is required to be used.

Approved: Carol Deloach

Carol Deloach, CEO