



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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 Tel (562) 908-8400 • Fax (562) 695-4801



**NON-WORK SOCIAL SECURITY NUMBER
 REFERRAL LETTER**

SEE REVERSE SIDE FOR INSTRUCTIONS

DATE:

Social Security Administration

To Whom It May Concern:

RE:

Applicant Name	DPSS Case No.	DPSS Worker ID No.
Date of Birth	Sex (Male or Female)	Alien No. or Type of USCIS/ORR Verification

The person named above has applied for CalWORKs/General Relief benefits at the Los Angeles County Department of Public Social Services.

This applicant, except for the requirement of having a Social Security Number, has met all eligibility requirements.

California Welfare and Institutions Code Section 11268 states, "Each applicant for or recipient of aid shall be required as a condition of eligibility to furnish the applicant's Social Security Number (or numbers, if the applicant has more than one Social Security account number) or submit verification of application for a social security account number."

CalWORKs/General Relief assistance will be provided to the applicant, only if he/she is able to provide proof that an application for a Social Security Number has been accepted by the Social Security Administration. Please issue a non-work Social Security Number.

I appreciate your assistance in this matter. If you have any questions, please contact me at

()

Very truly yours,

District Stamp

Signature []

Print Name []

Title []

Alternate Contact Name Number

"To Enrich Lives Through Effective And Caring Service"

INSTRUCTIONS FOR COMPLETING THE PA 4013 – NON-WORK SOCIAL SECURITY NUMBER REFERRAL LETTER

The PA 4013 is **only** to be used when referring an applicant who is eligible to CalWORKs or General Relief and:

- Is an immigrant eligible to receive government benefits (e.g., VAWA petitioners with prima facie notice, battered immigrants with approved I-130s but no pending applications for adjustment of status, and some trafficking victims with Office of Refugee and Resettlement [ORR] certification who are eligible for federal benefits); **and**
- Is not eligible to work in the United States; **and**
- Has met all eligibility requirements except for providing an SSN.

The PA 4013 does not have to be in the applicant's primary language. However, the applicant must be given verbal translation of the form and informed in his/her primary language the purpose of the PA 4013 and that SSA will require original documents showing age, identity and lawful immigration status. In addition, the applicant shall be made aware that if the non-work SSN is used to work, SSA may inform the United States Citizenship and Immigration Services (USCIS).

Please note: Victims of human trafficking and other serious crimes who are receiving state-only CalWORKs do not have to provide or apply for an SSN as a condition of CalWORKs eligibility. The PA 4013 should not be used for these participants.

PREPARATION:

The PA 4013 must be completed in duplicate by the Eligibility Worker (EW) using a ball point pen.

PROCEDURES:

ELIGIBILITY WORKER

The EW fully completes the PA 4013 for each person to be referred to SSA as follows:

1. Enters the following information for the applicant being referred:
 - a. Full name used to receive assistance, date of birth, and sex.
 - b. Case number.
 - c. File number.
 - d. Alien Number or type of USCIS/ORR verification.
2. Assures the district address information is stamped on the bottom of the form within the brackets.
3. Submits the PA 4013 to the Supervisor or Manager to complete the signature block.
4. Includes a copy of the completed PA 4013 in the imaging system.

SUPERVISOR or MANAGER

1. The Supervisor or Manager completes the signature block at the bottom of the PA 4013 confirming the appropriateness of its use.
2. Lists an alternate contact person at the level of Supervisor or Manager. The alternate contact person's signature must have been submitted to the SSA as an authorized person to sign the PA 4013.

APPLICANT

The applicant must take the original PA 4013 to the SSA office.

SSA

Contacts the Supervisor or Manager to verify the appropriate use of the PA 4013. This can also be verified via the Supervisor and Manager signatures submitted to SSA.

FILING/RETENTION

A copy of the completed PA 4013 must be imaged in the system.