



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

Charlie Crist
Governor

George H. Sheldon
Secretary

DATE: June 29, 2009

TO: Regional Directors

THROUGH: John Cooper, Acting Assistant Secretary for Operations
David L. Fairbanks, Assistant Secretary for Programs

Patricia Badland for
FROM: Alan Abramowitz, State Director, Office of Family Safety

SUBJECT: Social Security Requests: Applicants for Social Security Cards & Supplemental Security Income and IV-E Waiver

PURPOSE: This memorandum serves as a reminder of policy regarding proper applicants for social security cards for children under custody of the Department of Children and Families (DCF) and revises the notification to the local Social Security office when seeking Supplemental Security Income (SSI) for children in foster care.

BACKGROUND: The Social Security Administration has contacted our office about a couple of issues they wish to clarify. The first issue concerns proper applicants for initial and duplicate social security cards for children under custody of the Department. Only a DCF representative can be a proper applicant to request cards for foster children. A Community-Based Care (CBC) contractor is not a state employee and, therefore, not a proper applicant. In the near future, we plan to meet with our federal partners at the SSA to pursue alternate possibilities for the application process.

In 2004 each circuit (formerly district) designated a Departmental employee within each service area to act as liaison with the local Social Security offices. The shift to community-based care required this designation of liaisons and each circuit or region is expected to maintain a designated staff person or persons for this purpose. The signature of a DCF designee satisfies the Social Security Administration's requirements for a proper applicant.

When applying for a social security number, evidence submitted must be an original or a certified copy of the original document (certified by the custodian of the original record). Therefore, photocopies of the document will not suffice. In order to determine that documents remain valid and current, the Social Security Administration will always ask for originals. The Social Security regulations require that they see original or certified documents.

Please note, an individual has a lifetime limit of 10 Social Security cards. Please remind case managers that requesting unnecessary replacement Social Security cards may result

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in reaching the card limit before the child is of an age to request their own card. It would be helpful to determine whether the child actually needs a Social Security card or just verification of the number. For example, a youth will need his or her social security card when applying for employment.

The second issue concerns several of the local Social Security offices that continue to question the funding for a child's foster care maintenance payment under the IV-E Foster Care Waiver. The memorandum issued on August 12, 2008 entitled Supplemental Security Income & Eligibility Under IV-E Foster Care Waiver provided clarification on this issue. Attached is a copy for reference along with an updated notification letter. The notification letter now includes a signature space for a representative of the Department.

ACTION REQUESTED: Please revisit the Region and Circuit protocol on these matters. If your current protocol does not fulfill the requirements of the Social Security Administration and the process described above, please team with your CBC and local Social Security office to establish a protocol by the end of July 2009. The protocol should include the identification and role of the Department liaison(s) who will work with the local Social Security offices on applying for initial or duplicate Social Security cards as well as verifying funding for a child's foster care maintenance payment, the role of the CBC lead agency, and as relevant the role of any CBC subcontractor.

The protocol should ensure the:

- Signature of the DCF liaison on the Notification;
- Identification of the person who provides both the Notification and a copy of the August 12, 2008 memo to SSA when applying for SSI disability for a child in foster care;
- Notification to Children's Legal Services if a child's SSI is reduced due to a fee waiver or the amount of SSI is based on a child's eligibility for IV-E foster care; and
- Identification of the person who applies for any SSA benefit for a child in foster care

Please provide a copy of the local protocol to all appropriate staff including revenue maximization specialists by July 31, 2009.

CONTACT INFORMATION: If you have questions or need further information, please contact Sallie Bond with the Office of Family Safety at Sallie_Bond@dcf.state.fl.us or by telephone at (850) 922-0149.

Attachments

cc: Mary Cagle, Director, Children's Legal Services
Regional Program Administrators
Contract Managers



NOTIFICATION

DATE _____

SOCIAL SECURITY ADMINISTRATION

Enter address
of local SSA
Office

Regarding:
Child's Name: _____ **Date of Birth:** _____

SSN _____

This is to advise that the Department of Children and Families/ _____
(Name of Lead Agency)
has been awarded care and custody of _____ and is the
child's representative payee. (Name of Child)

The foster care maintenance payments on behalf of a child receiving SSI come from state (general revenue) funds. These payments have been coded "IV-E eligible/ non IV-E reimbursable" in our payment system.

Federal Funding Specialist

Address

Phone/FAX/Email

Representative, Department of Children and Families

Address

Phone/FAX/Email