Kentucky Career Center

GUIDANCE

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF WORKFORCE DEVELOPMENT

GUIDANCE NAME: Social Security Number N/A Checkbox

GUIDANCE NUMBER: 16-030
DATE OF ISSUE: Reissued April 4, 2024
EFFECTIVE DATE: July 1, 2016

APPLIES/OF INTEREST TO: Kentucky Career Center (KCC) Staff and Local Workforce Development Area (LWDA) staff

POINT OF CONTACT: Division of Technical Assistance, **compliance.unit@ky.gov**

HISTORY: Issued 07/01/2016; reissued April 4, 2024 with no substantive change, thus effective date remains.

PURPOSE: To increase the proportion of cases that can be included in performance measures by updating requirements regarding the collection of Social Security numbers.

GUIDANCE: Per TEGL 5-08, local grantees must request a Social Security number from all applicants to aid in performance reporting, but services cannot be denied to anyone for refusing to furnish a Social Security number when their citizenship/alien status can be documented via other means.

Per TEGL 5-08, any participant who does not voluntarily disclose a valid Social Security number will be excluded from all performance measures. However, in recent reporting analysis, it has become apparent that the N/A checkbox is being used more than necessary. Many participants are coded into the Case Management System of Record with a valid Social Security number; however, the N/A checkbox is checked. Therefore, they are excluded from performance measures. With this policy issuance, the N/A checkbox shall only be used when a participant does not wish to disclose his or her Social Security number.

Please bear in mind however, if the participant is identified as one who needs any service related to employment, such as work experience or On the Job Training (OJT), his or her Social Security number will be required.

REFERENCES:
- Workforce Innovation and Opportunity Act Section 134 (29 USC Section 3174).

- USDOL, Training and Employment Guidance Letter 5-08.