

Topic 5
Social Security Numbers

Roles: Applicant - Andrea
 Manager - Wanda

Issue: An Applicant comes to the office to complete her move-in paperwork. During the course of the interview the Manager reviews the birth certificates and social security cards of the family members and realizes that the 8 year old son's social security card is not included with the paperwork.

Applicant: Hi Wanda I'm here to complete the paperwork so that my family can be approved to move in to ABC Towers.

Manager: Thanks for coming in Mrs. Schrum.

Applicant: Here is all of the documentation you requested. (Andrea, hand manager papers)

Manager: Thank you. I will be making copies for your tenant file and will give you back the originals.

Applicant: I'm looking forward to moving into ABC Towers.

Manager: (read the paper for a few seconds) Mrs. Schrum, in reviewing your documentation, I noticed that your 8 year old son's social security card is missing. I need a copy of Social Security cards for all family members.

Applicant: But he doesn't have a social security number.

Mattie

The Big Question: Is this family eligible to move-in without providing a Social Security number for their 8 year old son? Yes/No

Solution: Per the "Refinement of Income and Rent Determination Requirements-final rule", now effective 9/30/09, the applicant must get the child a Social Security number and bring in a copy of the card before they will be eligible for subsidy. They don't go on the waiting list or move-in until this is done.

HUD Handbook Reference

24 CFR Part 5 – "Refinement of Income and Rent Determination Requirements" in Public and Assisted Housing Programs (eff. 9/30/09)