



Memorandum

#16-014

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: March 1, 2016

SUBJECT: Texas WIC Policy CS: 13.0 Collection and Use of Social Security Numbers

This memo announces revisions to the subject policy as follows. The policy is effective March 1, 2016. Monitoring of the changes will begin on October 1, 2016.

You may update your *Policy and Procedures Manual* by accessing the *WIC Website* at:
http://www.dshs.state.tx.us/wichd/policy/table_of_contents.shtm

Summary of Revisions

Texas WIC Policy CS:13.0 Collection and Use of Social Security Numbers

Summary of Changes:

- Procedure I – reworded for clarification
- Guideline – Removed guideline that required follow up on the Social Security number at times other than initial certification

If you have any questions or require additional information regarding *Texas WIC Policy CS: 13.0 Collection and Use of Social Security Numbers* please contact Rachel Edwards, Clinic Services Branch Manager, at rachel.edwards@dshs.state.tx.us or (512) 341-4563.

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective March 1, 2016

Policy No. CS:13.0

Collection and Use of Social Security Numbers

Purpose

To verify information provided by the applicant or parent/caregiver, to guard against dual participation in the WIC program and to facilitate referral to other client service(s) for which the applicant may be eligible.

Authority

7 CFR Part 246.7(d)(v)(I)
42 U.S.C. 405(c)(2)(C)(i)

Policy

At the time of initial certification, local agency (LA) staff shall ask for voluntary disclosure of social security numbers for each family member. Services shall not be denied for failure to provide social security numbers.

Procedures

- I. At the time of initial certification, LA staff shall ask applicants to voluntarily provide the social security number(s) for each family member.
- II. A verbal declaration of the social security number by the applicant or parent/caregiver is acceptable. Written proof shall not be required.
- III. If any member of the family is not eligible for a social security number or refuses to provide the social security number, note this on the Family certification form (WIC 35) so that the LA staff need not ask again.
- IV. Any social security numbers obtained shall be documented on the WIC-35.

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- V. Staff shall not deny benefits to any applicant who fails to disclose his/her social security number or the social security number of any family member, or who is not eligible for a social security number.

- VI. The Privacy Notice is included on the WIC-35, Family Certification form. The participant/parent/caretaker of the participant shall sign the WIC-35 attesting to the fact that he/she has been informed of this information.