

TRACS Personal Development Plans - Non-citizens

Q: How do I start a plan for a non-citizen who does not have an SSN?

A: The worker needs to put a valid JOBS status on the CM case for the client in question, then go to TRACS and start a plan. If there is no SSN, JAS assigns what we call a "J" number for that client. If you look at any plan right now in TRACS, you will see the person's name and JAS ID in the header. For the most part, the JAS ID is the person's SSN, but if there is no SSN, the "J" number will display.

To look the client up in TRACS, you will still need to use the name, prime number or case. When you get the client and the plan has been started, the "J" number will display. TRACS will not search on a "J" number.

To make JOBS payments for the client, use the "J" number instead of the SSN after you type "wsit" or "jasr."