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Authorized Signature

Number: SS-IM-12-027

Issue Date: 06/15/2012

Topic: Medical Benefits

Subject: New form to support the Social Security number application process for noncitizen, nonimmigrant children

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): CAF SSP transmittal group |

Message:

A new form has been created to support the SSN application process for noncitizen, nonimmigrant children. To be eligible for medical benefits, the nonimmigrant children represented on the [Noncitizen Chart C](#) are required to provide a Social Security Number (SSN) or verify they have applied for an SSN.

Many children who are in nonimmigrant classifications have not previously applied for or obtained an SSN. One reason many nonimmigrant children do not have an SSN is because the Social Security Administration (SSA) requires additional documentation for nonimmigrant children. The additional documentation includes a work authorization document, which can be expensive.

In lieu of a work authorization document, the SSA will issue an SSN for these children if they have a valid nonwork reason for needing an SSN – in this case, to obtain public assistance benefits to which they are otherwise entitled. A new form letter, the [MSC 415N](#) has been developed to assist nonimmigrant children in obtaining an SSN. The [MSC 415N](#) is available now on the Forms Server.

Note: Eligibility workers are required by federal law to assist medical program applicants apply for an SSN.

Application Processing:

Once you have determined the [Noncitizen Chart C](#) child meets the alien status requirement and could qualify for OHP Plus benefits:

If the client has already applied for an SSN:

- Request proof of application; and
- Once proof of the SSN application is received, if otherwise eligible, you can open OHP Plus medical benefits.

Add a BED if the client needs extra time due to complications with the SSA and monitor the case. If necessary, provide the client with an [MSC 415N](#) form.

If the client has not yet applied for an SSN:

- Pend the client to apply for an SSN;
- Send an [MSC 415N](#) form along with the pend notice. The form must be signed by a manager prior to sending it to the client;
- Explain to the client on the pend notice that they need to take and present the [MSC 415N](#) to the local Social Security office when they apply for an SSN;
- Include your phone number on the pend notice so if the client has questions about using the form they can call you;
- If the child needing an SSN is already open, add a BED on the case so that they will not close while pending to apply for an SSN;
- If no response is received, close or deny only the child pending for a SSN; and
- If the only item to pend for is the nonimmigrant child's SSN, do not delay benefits for anyone else in the household. Pend for the child's SSN or proof of SSN application and update everyone else's benefits as appropriate.

Note: *The NSR code is specifically used on CMUP to indicate that a recipient is not required to provide an SSN for religious reasons. Do not use the NSR code for children on [Noncitizen Chart C](#) unless they have a religious reason to not provide an SSN.*

Current information about SSN requirements can be found in [MA-A.13](#). The Family Services Manual will be updated with information about the [MSC 415N](#) process soon.

If you have any questions about this policy, contact:

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