

Exhibit 3-5 Policy Overview

Old Policy	New Policy
Exhibit 3-9	All in this exhibit
Introduction	New SSNs are required to be reported within 10 business days of receipt
--	3-5.1 Admission 1. All family members must have a SSN prior to admission. 2. Exceptions are detailed in A-C.
--	3-5.2 Changes to Family Composition - clarification for staff
3-9.4 Termination	3-5.5 Termination - #1 applicant household not eligible for admission for failure to disclose/verify SSN

Forms

PW319 Alternate ID from HUD/PIC

Administrative Desk Manual

None

Exhibit 3-5

Social Security Number Requirement

Each household member must disclose and submit documentation to verify their Social Security Number (SSN) prior to admission or continued eligibility. If a household member acquires a new SSN, the member must disclose and provide proof of the new number within ten (10) business days of receipt of the new SSN.

3-5.1 ADMISSION

If AHFC determines that an applicant household is otherwise eligible to participate in a program, the applicant household may retain its place on the waiting list but cannot become a participant until it can provide:

- The complete and accurate SSN assigned to each member of the household; and
- Verification of the SSN (see Verification section below).

3-5.1.A Section 8 Moderate Rehabilitation SRO for Homeless Individuals

This applies to the program at the Adelaide Building in Anchorage. Homeless persons receiving assistance must provide the SSN documentation no later than 90 days from admission and may request an additional 90 days if he or she has been prevented from meeting the requirements by circumstances beyond his or her control, such as a backlog at the Social Security Administration.

3-5.1.B Participants who are 62 or older as of January 31, 2010

If the initial determination of eligibility began before January 31, 2010, these persons do not have to acquire and verify a SSN. A person who qualifies for exemption retains the exemption in perpetuity, even if he or she moves.

This does not mean that all elderly persons are exempt. The person must meet the two criteria stated above.

3-5.1.C Ineligible Immigration Status

Household members who do not contend to have eligible immigration status are not required to disclose and verify a SSN.

3-5.2 CHANGES TO FAMILY COMPOSITION

Any new person added to a household must disclose and verify a SSN prior to admittance to the household.

1. New household members age 6 and under with an existing SSN must disclose the SSN and provide proof of the number at the time of processing the requested change in family composition.
2. New household members age 6 and under without an existing SSN are required to disclose the SSN and provide proof within 90 calendar days of addition to the household.

One additional extension of 90 calendar days may be granted by AHFC if the delay is caused by circumstances beyond the control of the household. The new household member is considered an eligible household member while verification is pending.

3-5.3 ACCEPTABLE VERIFICATION OF SSN

Staff will verify a valid social security number using the order listed below. Place a copy of the verification in the client file where indicated on the *Client File Index*.

1. Valid SSN card.
2. Identification card issued by:
 - a. A federal, state, or local agency such as a military ID or passport.
 - b. A medical insurance company or provider (including Medicare and Medicaid).
 - c. An employer or trade union.
3. Benefit award letters or documentation from Social Security or other government agencies. May include third party electronic verification such as the EIS and EIV reports or the Alaska Permanent Fund Dividend (PFD) information.
4. Retirement benefit letter.
5. Court records (real estate, tax notices, marriage and divorce, judgment, or bankruptcy records).
6. Such evidence that HUD may prescribe in administrative instructions.

3-5.4 USE OF ALTERNATE IDENTIFICATION NUMBERS

Any person listed as a part of the family's household must either have an SSN or an Alternate Identification number (AID). Failure to include an SSN or AID will cause the 50058 or 50059 submission to fail. To obtain an AID, complete the *Alternate ID from HUD/PIC*, form PW319.

Persons who will have an AID may include ineligible noncitizens and persons who are eligible for an exception to the SSN rule (above). For children in two assisted households, see Exhibit 2-1 under Custody.

3-5.5 TERMINATION DUE TO FAILURE TO PROVIDE SSN INFORMATION

1. An applicant household will not be eligible for admission if any household member fails to disclose or verify a SSN.
2. The tenant/participant and the tenant's/participant's household are subject to termination for failure to comply with the SSN requirements.
3. An entire household may lose its tenancy if one member of the household does not comply with the SSN disclosure requirement.