

NC DIVISION OF SERVICES FOR THE BLIND POLICIES AND PROCEDURES VOCATIONAL REHABILITATION

Section:	S
Title:	Social Security Numbers
Current Effective Date:	02/08
Revision History:	Revised 08/00; 12/06

Social Security Numbers (SSN) will be reported by Agency Vocational Rehabilitation Counselor at applicant status as the Electronic Services System (ESS) will not allow the case to move from applicant status without the approved SSN.

In rare cases, an eligible individual may temporarily need to be entered into the system before the worker has obtained the SSN. In these instances, an assigned number may be used. The first two digits must be 99s as the Social Security Administration (SSA) uses all other numbers to assign SSNs. The third digit will be 4 to represent the Vocational Rehabilitation (VR) Program. The fourth digit represents the geographic service area (Area 1, 2, 3, or 4). The fifth and sixth digits represent the Worker Number. The last 3 digits will be assigned, in sequence, beginning with 001, 002, etc. For example, an assigned temporary number for a VR applicant with Worker #4102 in Area 1 would be 994102001. For a VR applicant with Worker # 4307 in Area 3, the assigned temporary number would be 994307001.

Should an individual in applicant (02) not have a SSN, it will be the Vocational Rehabilitation Counselor's responsibility to assist the individual in obtaining one. Application forms for SSNs are available in all SSA offices or on line.

Should an individual in applicant status have been issued a SSN in the past but lost it, the Vocational Rehabilitation Counselor has the responsibility for assisting the individual in completing a request for a duplicate copy from the SSA. These forms are also available from the local SSA office.

Should an individual not have his Social Security card or number with him/her during the initial interview (or card is applied for at this time), the Vocational Rehabilitation Counselor is responsible for securing this from the individual prior to moving the case into any other status.