



January 5, 2022

Cash Assistance Manual Transmittal Letter No. 174

TO: All Cash Assistance Manual Holders
FROM: Matt Damschroder, Director
SUBJECT: **Five Year Rule Review: OWF: Evidence of Age, Citizenship, and Identity and OWF: Social Security Number Requirement.**

In accordance with section 106.03 of the Ohio Revised Code (ORC), each state agency is required to review each of its rules in the Ohio Administrative Code a minimum of once every five years. The intent of the review is to ensure that Administrative Code rules are clearly written and that program requirements are accurate, up-to-date, and clearly expressed. To the extent possible, unnecessary paperwork will be eliminated, local agencies will be given increased flexibility, and any adverse impact on businesses will be eliminated or reduced. As a result of the review, the agency may amend the rule; rescind the rule; or continue the rule without amendment.

The Office of Family Assistance (OFA) has completed a review of the following rules and the rules have been subject to a review by the Joint Committee on Agency Rule Review (JCARR). The rules will become effective on 02/01/2022.

Chapter 2000

5101:1-3-07 "Ohio Works First: Evidence of Age, Citizenship, and Identity."

This rule describes the age, citizenship, and identity verification requirement for the Ohio Works First program. OFA amended this rule. Changes to the rule include:

- Paragraph (B) has been updated with verifications that are acceptable as proof of identity; and
- Minor language changes were made to improve clarity.

5101:1-3-09 "Ohio Works First: Social Security Number Requirement."

This rule describes the social security number requirement for the Ohio Works First program. OFA amended this rule. Changes to the rule include:

- Removal of form revision dates in paragraph (C) as a result of Senate Bill 221 of the 132nd General Assembly that amended incorporation by reference requirements contained in section 121.71 to 121.75 of the Ohio Revised Code;
- Corrected the term RSDI to read "retirement, survivors, and disability insurance (RSDI); and
- Minor language changes were made for clarity.

5101:1-3-07

Ohio works first: evidence of age, citizenship, and identity.

Verification of age, citizenship, and identity shall be completed before any individual, adult or child, is eligible to be included in the assistance group.

(A) What is acceptable documentation of age?

- (1) A civil birth record or a ~~church~~religious record of birth or baptism established before age five are primary documents used to verify age.
- (2) Alternate documents are acceptable and shall be used to avoid delaying assistance to an otherwise eligible individual. Examples of alternate documents include but are not limited to:
 - (a) School records;
 - (b) Insurance policies;
 - (c) Draft card; ~~and~~or
 - (d) Official hospital records.
- (3) The alternate document shall show the applicant's name and date of birth or age and should be at least one year old (unless it is for a child under age one).

(B) What is acceptable documentation of identity?

- (1) Documents used to identify an individual include but are not limited to:
 - (a) Driver's license or state identification card;
 - (b) Day care or nursery school records;
 - (c) School record;
 - ~~(d)~~ Voter's Voter registration card;
 - (e) Employment or building badge;
 - (f) Court documents;
 - (g) Marriage or divorce record;
 - ~~(d)~~ (h) Insurance policies;
 - ~~(e)~~ (i) Military papers record;

~~(f)~~(j) United States (U.S.) passport; ~~and or~~

~~(g)~~(k) ~~Vaccination certificates~~ Medical records.

- (2) The county agency shall be able to compare the information on the documentation with the information on the application or with the individual to ensure identification.
- (3) A birth or baptismal certificate is not evidence of identity. Children under age seven will generally have some type of evidence of identity in addition to a birth certificate. However, when such a child (e.g., a newborn infant) has absolutely no other documentary evidence, the birth certificate alone will be acceptable as long as the eligibility worker has no reason to doubt that the child actually exists.

(C) What is acceptable documentation of citizenship?

- (1) Every ~~assistance group member~~ applicant is required to establish U.S. citizenship or legal alien status, and shall submit at least one document showing U.S. birthplace or in some way indicating U.S. citizenship. "U.S.-born" refers to an individual born in one of the fifty states, District of Columbia, Puerto Rico, Guam, Northern Mariana islands, U.S. Virgin islands, Swain's island or American Samoa.
 - (a) When the applicant is a U.S.-born citizen, a civilian birth, baptismal, or ~~church~~ religious certificate specifically displaying a U.S. birthplace may be used as verification.
 - (b) When the applicant is a foreign-born U.S. citizen, a citizen certification, U.S. passport, consular's certification of birth, or certificate of naturalization may be used as verification.
 - (c) When the applicant is an alien, ~~his~~ the alien status may be verified by forms issued from the United States citizenship and immigration services (USCIS).

Effective: 2/1/2022
Five Year Review (FYR) Dates: 10/27/2021 and 02/01/2027

CERTIFIED ELECTRONICALLY

Certification

01/04/2022

Date

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5101:1-3-09

Ohio works first: social security number requirement.

(A) What is the eligibility requirement related to social security numbers?

- (1) As a condition of eligibility for Ohio works first (OWF), each assistance group member shall provide or apply for a social security number.
- (2) The county agency shall refer an individual who does not possess a social security number to the local social security office to apply for a social security number. When the assistance group has complied with the requirement of providing or submitting verification of an application for a social security number, the county agency shall not deny, delay or terminate benefits pending the issuance or verification of the social security number.
- (3) For each assistance group member who physically possesses a social security card, the county agency shall retain a copy of the social security card in the assistance group case record.

(B) What happens when an assistance group does not cooperate with providing or applying for a social security number?

- (1) When an assistance group member refuses to provide or apply for a social security number, he or she shall be removed from the assistance group resulting in a reduction of the OWF grant. The assistance group member may be the payee for children for whom a social security number has been applied for or provided.
- (2) The assistance group member who supplies his or her own number or cooperates in applying for one but refuses to provide or apply for a social security number for his or her child/children will remain in the assistance group, but the child/children will be removed from the assistance group. In some cases, the only remaining member of the assistance group may be the parent or specified relative. In these cases, assistance shall be denied.

(C) How is a social security number verified?

- (1) A social security number may be verified by matching the reported social security number with information supplied by the social security administration (SSA) such as beneficiary data exchange (BENDEX) or state data exchange (SDX) ~~computer tapes or printouts~~: or
- (2) Observing the assistance group member's social security card or any official document containing the social security number.

An "official document" is defined as a W-2 form, a railroad retirement, retirement, survivors, and disability, ~~and health~~ insurance (RSDI) or

supplemental security income (SSI) award letter, or another document containing the social security number that by law or regulation was required to be verified by the social security administration.

- (3) When the assistance group member does not possess a social security card, or any "official document" containing the social security number or when the social security number appears questionable, the county agency shall either verify the number by matching it with SSA records or by completing the top portion of the JFS 07355 "Notice of Application for Social Security Number" (~~rev. 4/2001~~). The assistance group member shall take the JFS 07355 to the local social security district office. The local social security district office will complete the bottom portion of the JFS 07355 and return the form to the county agency ~~by mail~~.
- (D) When is the social security number requirement considered met?
- (1) For the purposes of the beginning date of aid, the social security number eligibility requirement will be considered to have been met the date the social security administration ~~employee~~ certifies that the individual applied for a social security number.
 - (2) For newborns, when the social security number is applied for no later than the first day of the second month following birth or the mother's discharge from the hospital, the social security requirement is considered met on the child's date of birth.

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