

## TRIDENT

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### VOS INSTRUCTION LETTER 07-02 VERIFICATION OF SOCIAL SECURITY NUMBER AND CITIZENSHIP ON WIA APPLICATIONS

**TO:** Trident Workforce Investment Area Contractors and Staff

**ISSUANCE DATE:** September 17, 2007

**EFFECTIVE DATE:** Immediately

**SUPERSEDES:** N/A

**SUBJECT:** Verification of Social Security Number and Citizenship on WIA  
Applications

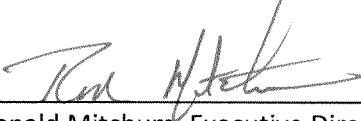
**PURPOSE:** To transmit VOS Instructions for verification of Social Security Number and  
Citizenship on WIA Applications.

**BACKGROUND:** See attached Instruction Letter

**POLICY:** See attached VOS Instruction Letter 06-06

**PROCEDURES:**

Inactivate VOS Instruction 06-02. See attached VOS Instructions for locally funded IWT.

  
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Ronald Mitchum, Executive Director  
BCDCOG

June 27, 2012

Date



Mark Sanford  
Governor

**SOUTH CAROLINA**  
DEPARTMENT OF COMMERCE

Joe E. Taylor, Jr.  
Secretary

## SC VOS INSTRUCTION NUMBER 07-02

**TO:** Local Workforce Investment Area Administrators  
Workforce Development Staff, IT Staff

**SUBJECT:** Verification of Social Security Number and Citizenship on WIA  
Applications

**ISSUANCE DATE:** September 17, 2007

**EFFECTIVE DATE:** September 17, 2007

The state is concerned with the growing problem of identity theft. Although it is necessary for us to obtain and verify each WIA applicant's Social Security Number for reporting purposes, it is important for us to ensure that the Social Security Numbers are secure. In an effort to help protect our customers from identify theft, we are changing the verification requirements for the Social Security Number and citizenship fields on the WIA Youth and Adult/Dislocated Worker Applications.

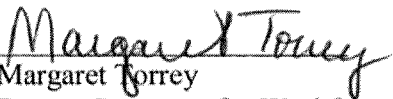
Effective immediately, the following verification policy must be implemented.

- For Social Security Number verification, staff will select the document that was viewed to verify the Social Security Number. Staff will not copy the document for inclusion in the hard copy case file. The VOS Social Security Number Verification screen will be modified to include the following words: "Staff viewed the document specified below."
- I-9 Documentation is often used to verify citizenship. If staff members select I-9 Documentation for the verification of citizenship, the staff should specify the documents that were viewed in the text box. I-9 Documentation requires two documents, one to establish identity and one to establish employment eligibility (right to work in the US). See page 6, Section I of the VOS Manual for the list of acceptable documents. The individual's Social Security Card and driver's license are most often used as the I-9 Documentation. Staff will not copy the Social Security Card for inclusion in the hard copy case file. The VOS screen will be modified to read as follows: "Staff viewed I-9 Documents." Staff may copy the driver's license for inclusion in the hard copy case file because it may be used as documentation for other data elements, including date of birth and address.

Local areas should also remove the Social Security Number from local forms (prescreening forms, referral forms, etc.) when possible. Also, staff should not include the Social Security Number on the outside of the hard copy case file. The individual's name, State ID and APPID

should be written on the outside of the hard copy case file to prevent confusion during monitoring and/or data element validation. We are aware that some documents used to verify other data elements, such as DSS printouts used to verify TANF and food stamps, contain the Social Security Numbers of all household members. In addition, files often contain copies of UI screens or check stubs that include the individual's Social Security Number. As staff members create new files and review existing files, Social Security Numbers on folders, forms, verification documents, etc. should be covered with a permanent marker.

Please distribute this instruction to appropriate staff. If you have any questions concerning this matter, please call Cathy Phillips at (803) 737-2637.

  
Margaret Torrey  
Deputy Secretary for Workforce

MT/cp