

## **Food Stamp Program Questions and Answers: Use of Social Security Numbers and the DMA-5001, Notice on the Use of Social Security Numbers**

**Question 1:** Does the client get a copy of the DMA-5001?

**Response:** Yes. The client gets a copy and the county files a copy in the case record.

**Question 2:** DSS Administrative Letter Economic Services 9-2004, Use of Social Security Number, states that the DMA-5001 is to be used if verifications are being completed prior to the applicant signing an application. If the caseworker completes the matches after an application has been signed, does the DMA-5001 still have to be signed?

**Response:** No. If the county procedures are that the caseworker or clerk completes the matches AFTER the application is signed, a DMA-5001 is not needed. If the county procedures are that the front desk personnel complete the matches PRIOR TO the client signing the application, then a signed DMA-5001 is required.

**Question 3:** The DMA-5001 says By signing this, I agree to allow system matches on the social security numbers I provide. Does this mean that if there are SSNs in the file that those SSNs can be used?

**Response:** Yes. When the client signs the application, he gives us permission to use any and all SSNs we have available for the household, including SSNs in prior records.

**Question 4:** Do both spouses have to sign the DMA-5001?

**Response:** No. If the applicant spouse signs the DMA-5001 and provides the other spouse's SSN, do not get the DMA-5001 signed. If the applicant spouse does not provide the other spouse's SSN, request the SSN on the DSS-8650, Request for Information Needed. The DMA-5001 is not necessary since the applicant gave permission to use the SSNs for matches when the application was signed.

**Question 5:** How often does the DMA-5001 have to be signed?

**Response:** The DMA-5001 must be signed anytime the matches are going to be run PRIOR TO the applicant signing the application form. (See DSS Administrative Letter Economic Services 9-2004). This does not apply to recertifications.

**Question 6:** Does the DMA-5001 have to be signed on all mail-in applications/recertifications?

**Response:** No. When the mail-in application is received, the applicant has already signed the application and given you permission to complete matches on all FSU members. When the SSN is not provided on the application and is not available in the record, you must request it on the DSS-8650, Notice of Information Needed. However, a signed DMA-5001 is not necessary.

**Question 7:** Is there a Spanish version of the DMA-5001?

**Response:** Yes

**Question 8:** How do counties order the DMA-5001?

**Response:** Request forms by sending the DSS-2141 to DIRM Printing Facility, ATTN: Kay Kohler, 800 Ruggles Drive, MSC 2017, Raleigh, N.C. 27603, or fax the request to Kay Kohler at 919-715-6848.

The DMA-5001 is also available online at:  
<http://info.dhhs.state.nc.us/olm/forms/dss/>

**Question 9:** Can investigators use the SSN of an unreported household member without their permission. For example, Mom applies for FS for herself and 2 children. She states they are the only ones in the home, and her only income is direct child support of \$100.00 per month. She provides verification of all statements. In the 5th month of certification period, county discovers husband in home, and never left. He is the father of the children, and a required member of the food stamp unit. He is employed, and his income puts the family over the limit for assistance. Although she signed the DMA-5001, he was not on the application.

**Response:** If the investigator obtains the SSN from a DSS case file, the SSN can be used to seek information from another agency (Child Support, ESC, etc.) in order to determine eligibility and/or fraud. This is allowable because determining eligibility and/or fraud is an issue directly related to the administration of the Food Stamp Program. The DMA-5001 is not necessary.

However, it is illegal to obtain SSN s from an outside source, such as DMV.

**Question 10:** Does the 5001 apply to OLV only, or does it include all state systems?

**Response:** The DMA-5001 applies to all State and Federal Verification Systems.

**Question 11:** How can an overpayment be determined if we cannot determine the unreported person's income?

**Response:** An overpayment cannot be determined without verification of the household's total income. When verification cannot be obtained, do not calculate an overpayment. Please note that it is not necessary to include an individual s SSN when sending a wage verification form to an employer.

**Question 12:** Should counties unsubstantiate a referral due to an unreported financially responsible person in the home if the person refuses to provide his SSN?

**Response:** Do not unsubstantiate any referral without exhausting all allowable resources. Counties may use alternatives to the SSN to verify non-applicants' income and resources when determining eligibility and benefit levels. Once the income is verified, an overpayment can be determined, and a claim established.