



Date: March 10, 2023

DMS Operations Memo 23-07

To: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff

Affected Programs:	
<input type="checkbox"/> BadgerCare Plus	<input type="checkbox"/> Caretaker Supplement
<input checked="" type="checkbox"/> FoodShare	<input type="checkbox"/> FoodShare Employment and Training
<input type="checkbox"/> Medicaid	
<input type="checkbox"/> SeniorCare	

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Nonwork Social Security Number Letter for FoodShare Eligibility

CROSS REFERENCE

FoodShare Wisconsin Policy Handbook, [Sections 1.1.4 Eligibility Overview](#), [3.12.1 Citizenship and Immigration Status](#) and [3.13.1 Social Security Number \(SSN\) Requirements](#)

EFFECTIVE DATE

March 12, 2023

PURPOSE

This memo announces that the Department of Health Services (DHS) will provide a letter to assist FoodShare applicants with acquiring a nonwork Social Security Number (SSN) if they meet all other FoodShare eligibility requirements. This memo uses the term “applicant” specifically to mean FoodShare applicants who have a qualifying immigration status.

BACKGROUND

Current Wisconsin FoodShare policy states that a food unit participating in or applying for FoodShare must provide the SSN of each member requesting benefits. Failure to provide an SSN disqualifies the person from participating in the FoodShare program. An applicant does not need to provide a document or Social Security card. They only need to provide a number, which is verified through data exchange.

Individuals without an SSN must apply for one before certification. Agencies should assist applicants with the application process if they have not previously applied. Assisting the applicant includes helping to file the SS-5 SSN Application form and obtaining a birth certificate or other documents needed for a successful enumeration process.

Immigrants who are not work authorized may have a valid reason to obtain a nonwork SSN. Eligibility for FoodShare is a valid nonwork reason to obtain a nonwork SSN.

POLICY

Effective immediately, applicant(s), meeting all FoodShare financial and non-financial eligibility criteria except having an SSN, are eligible to receive a letter from DHS supporting the request for a nonwork SSN through the Social Security Administration (SSA). These criteria include, but are not limited to, receiving a verified immigration status from SAVE, and if needed, second level and or third level verification results.

The letter states that the applicant meets all requirements for FoodShare except for having a Social Security Number as required per 7 CFR 273.6 Social Security Number. This letter meets the SSA criteria as detailed in SSA POMS RM 10211.600, "Request for an SSN from an Alien without Work Authorization." The letter and additional guidance are mailed to the applicant(s), who then presents the letter during their enumeration appointment with their SSA representative.

CONTACTS

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DHS/DMS/BEEP/MA/JT