



## Wyoming Adult Education SEA: Wyoming Community College Commission

### Policy #11162020-Collecting Social Security Numbers

**Date: November 16, 2020**

#### **Section I: Federal Mandates and Guidance**

OCTAE Program Memorandum 17-2 provides guidance and justifications for the collection of social security numbers for enrolled participants in Adult Education programs.

Section 116(i)(2) of WIOA requires States to use quarterly wage records, consistent with State law, to measure their progress on satisfying State and local performance accountability indicators. The Joint WIOA Final Rule implements these requirements in 20 CFR 677.175, 34 CFR 463.175, and 34 CFR 361.175 by requiring States to use, consistent with State law, quarterly wage record information such as intrastate and interstate wages paid to an individual, *an individual's SSN*, and the Federal employer identification number of the employer paying the wages to the individual.

However, the Departments recognize that in particular circumstances (further described below) there are challenges the core programs face in tracking the progress of individuals for whom obtaining a quarterly wage record match may not be possible. In order to ensure that programs may track the participants for performance accountability purposes even if their information is not contained in the State's quarterly wage record system, the Joint WIOA Final Rule permits States to use "other information as is necessary to measure the progress of those participants through methods other than quarterly wage record information" if quarterly wage records are not available for a participant (20 CFR 677.175(a)(3), 34 CFR 463.175(a)(3), and 34 CFR 361.175(a)(3)).

Matching a participant's SSN against quarterly wage record information is the most effective means for determining employment status and earnings for a program participant. However, a quarterly wage record match will not be possible in all circumstances. Eligibility to participate in any of the programs under WIOA is not contingent upon the individual providing an SSN. More broadly, since the performance indicators require reporting on all participants, States are encouraged to develop a method for quantifying the performance outcomes of participants who do not provide SSNs or for whom wage records are not available in order to include them in the calculation of levels of performance for each of the core programs.

#### **Section II: State Mandates and Guidance**

The State intake form asks that participants provide a social security number (SSN). When possible, local providers should attempt to obtain this information from the student at intake by explaining that the social security number will only be used for data match purposes to collect information on WIOA post-exit indicators and that the information will not be shared or used beyond the authorized parties noted on the intake's 'Release of Information' section. Students should also be informed that the local program has adopted appropriate procedures to implement the terms of the Family Educational Rights and Privacy Act of 1974, (20 USC 123g) and its regulations (34 CFR Part 99), as outlined in the General and Program Assurances Section for Adult Education Grants in Wyoming.

Once collected, all SSN's must be entered into the student's LACES record with a local copy of the student intake form and all other sensitive student data being kept in a secure location at the provider's place of business.

There are several points in time across a participant's enrollment and engagement process with an adult education program that the collection of a social security number should take place.

- 1) At intake or re-enrollment
  - a. SSN's should be collected on the intake form and on age waiver applications
  - b. Participants who exit and then re-enroll at a later date must have SSN collected/verified.
- 2) During orientation/participation in the Career Services course
  - a. SSN's should be collected as students complete the Wyoming at Work registration process
- 3) During program of study
  - a. Local programs should attempt to collect a SSN on participants who continue a program of study across multiple PoP's and/or fiscal years.
  - b. SSN's should be collected as student's register on the ETS website to take their HiSET exam.
  - c. SSN's can be collected from the DiplomaSender website once a student has completed an HSEC.
  - d. SSN's should be collected from DWS or DVR on all WIOA co-enrollments.
  - e. SSN's can be collected from the local community college for co-enrollments with postsecondary.
- 4) Before exiting the program
  - a. Local programs are expected to make 'one last attempt' prior to exit to obtain a SSN from a student.

#### **Non-provision of Social Security Numbers**

Through the intake and orientation procedures, local programs are required to explain to students who do not provide a SSN the consequences of this non-provision as follows:

“The local program will contact the student at least two times after exiting the program to ascertain employment status, salary information and enrollment/participation in postsecondary/training.”

**Note:** Although it is not a State requirement, the local program may wish to require that students sign a form to acknowledge their understanding of this requirement. The State has supplied a sample copy of an acknowledgement form, both in English and in Spanish, which providers may adapt.

Local programs which are unable to collect a SSN on a student will be required to conduct manual surveys for the collection of post-exit outcome measures. Because of this, local programs must ensure that appropriate contact information is recorded and maintained in the LACES database for telephone, email, and emergency contact information.



**Wyoming's Adult Education Programs  
(Educacion para Adulto's)  
Lack of Social Security Number Notification  
(Falta de Numero de Seguio Social Notificacion)**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Adult Education site

Because Adult Education is a federally funded program, there are certain requirements we must meet. One of these is to obtain enrolled participants employment data for a year after exiting our program. Without a social security number this is not possible.

WIOA legislation requires that Adult Educators inform participants of the following:

At the six month point and the one year point after exiting our Adult Education program, we are required to request that you submit one of the following types of documents as proof of earnings:

- 1) Copies of quarterly tax payment forms to the Internal Revenue Service, such as a Form 941
- 2) Copies of pay stubs (minimum of two pay stubs)
- 3) Signed letter, or other information, from an employer on company letterhead attesting to an individual's employment status and earnings.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nombre del Estudiante

\_\_\_\_\_  
Sitio de alcance

Porque la educacion para Adultos es un programa financiado por el gobierno federal, hay ciertos requisitos que debemos cumplir. Uno de estos es obtener datos de empleo de los participantes inscritos durante un año despues de salir de nuestro programa. Sin numero de seguro social esto no es posible.

WIOA la legislacion exige que los Educadores de Adultos informen a los participantes sobre lo siguiente:

En el punto de seis meses y el punto de un año despues de salir de nuestro programa de Educacion de Adultos, estamos obligados a solicitar que presente uno de los siguientes tipos de documentos como prueba de ganancias.

- 1) Copias de formularios de pago de impuestos trimestrales al Servicio de Rentas Internas como un formulario 941.
- 2) Copias de recibos de sueldo (minimo dos)
- 3) Carta firmada o otra informacion, de un empleador con membriete de la empresa que acredite el estado de empleo y las ganancias de la persona.

\_\_\_\_\_  
Firma de estudiante

\_\_\_\_\_  
fecha