

Social Security Number Reporting Instructions Employer Workforce Training Fund (EWTF) Guidance for Oregon Workforce Investment Act – Title I B Department of Community Colleges and Workforce Development	Topic: EWTF
	Effective: July 1, 2007
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Purpose: Each individual participating in WRT training must sign a Social Security Number Authorization Form indicating whether they chose to volunteer their SSN.

References: CCWD WIA Title I B Policy #589-20.4 Employer Workforce Training Fund

Procedure: All Social Security Numbers obtained must be reported by project title in a spreadsheet format to CCWD at the end of each project due 30 days after end of project.

Please do not email files containing Social Security Numbers.

To ensure privacy, please have your Management Information Systems (MIS) staff submit these files via the FTP site that is used for the Workforce Investment Act Title I B data collection. For TOC/OWA WRT Regions please see TOC/OWA SSN reporting procedures.

SPREADSHEET MUST INCLUDE:

1. Region
2. Project Name
3. Project Start Date
4. Project End Date
5. Social Security Numbers listed in a single column without dashes (e.g., 000000000), and the column must be formatted as text; this allows any SSN that begins with a zero (0) to display and import properly.