

Authority To Request Social Security Numbers

151-020-0065 (1) Purpose: The purpose of this rule is to establish legal authority, policy and procedures for obtaining and using Social Security numbers from participants to comply with record-keeping and performance measurement requirements for services provided under Title IB of the federal Workforce Investment Act of 1998 (P.L. 105-220)(WIA).

(2) Policy: It is the policy of Department of Community Colleges and Workforce Development (Department) and providers of WIA Title IB services to request participants registering for or participating in services provided in relation to WIA Title IB services or activities to voluntarily provide and authorize the use of their Social Security numbers. Participants are requested to release their Social Security numbers for purposes of record keeping related to referral and service delivery, and for performance measurement, research, planning and program evaluation. The request shall notify the participant that:

- (a) Release of the Social Security number is voluntary;
- (b) Request for release is made under authority of this rule; ORS 285A.455 and 285A.461; and WIA sections 136, 185 and 188, 29 USC 2871, 2935 and 2938; and
- (c) The specific uses that will be made of the Social Security number. Those specific uses must be described in the notification.

(3) Procedures: The request to a participant to release his or her Social Security number shall conform to forms and/or procedures developed by the Department. Any alteration in the wording or procedure must be approved by the Department. When an individual registers or applies for WIA Title IB services, the individual will be provided with a notice about the request to obtain and use the Social Security number. Individuals will be requested to voluntarily agree to the use of Social Security numbers for the uses described in that notice.

(a) Refusal to voluntarily disclose or permit the use of his/her Social Security number by the individual will not be used as a basis to deny the individual any right, benefit or privilege provided solely under Title IB of the Workforce Investment Act.

(b) Any specific program that requests or requires disclosure of a Social Security number in relation to or as a condition of eligibility to participate in that specific program (such as unemployment compensation, Temporary Assistance for Needy Families, food stamps or Oregon Health Plan) will separately advise applicants about those specific eligibility requirements. If an individual refuses to voluntarily consent to disclosure of his or her Social Security number for WIA Title IB purposes, but releases the Social Security number as a mandatory condition for participating in a specific program, the mandatory program will mask the Social Security number or take any other appropriate action to ensure it is used only for purposes allowed under the mandatory disclosure requirement.

(c) A completed form that authorizes the use of Social Security numbers and related records for WIA Title IB purposes will remain valid unless or until revoked, and the Department and providers in the WIA Title IB service delivery system may utilize the Social Security numbers for authorized purposes.

(d) If an individual refuses to authorize the use or disclosure of his or her Social Security number, the Department or WIA IB provider may assign an alternative individual identification number. Such number is personally identifiable information and is governed by disclosure requirements under the Public Records Law, ORS 192.410 to 192.505.

(e) Participants receiving services funded by WIA Title IB who enter work-based programs such as on-the-job training or work experience activities will be required to disclose their Social Security numbers for employment or payroll purposes. All other provisions of this rule will apply to the use of the Social Security number.

(f) Social Security numbers will not be disclosed to the general public.

Stat. Auth.: ORS 285A.455
 Stats. Implemented: ORS 285A.455
 Hist.: New