

2005 - SSN VALIDATION

POLICY STATEMENT	The system interfaces with the files at the Social Security Administration (SSA) to verify the accuracy of the SSN of an AU member.
BASIC CONSIDERATIONS	All SSNs entered in the system will interface with SSA files.
PROCEDURES	

Use the following procedures to complete the validation requirements:

Chart 2005.1- SSN Validation	
IF AN AU MEMBER'S SSN	THEN
is valid	the system will annotate the SSN with a FV (federally verified). No further action is required.
appears on the system generated enumeration or validation discrepancy lists NOTE: An alert is generated.	determine if the AU member's full name, DOB, and SSN matches information on the individual's official documents. Correct any information that is in error. Refer the A/R to SSA for corrective action if the SSA information is the source of the error.
matches with another SSN known in the system	determine which number on the system is correctly assigned. Correct any SSNs erroneously entered in the system OR refer the AU member to SSA for corrective action if multiple individuals are assigned the same SSN.
is validated by the system but differs from the verification (SSN card) obtained from the A/R	follow the steps under How to Change a Validated SSN in this section.

PROCEDURES

(cont.)

**How to Change a
Validated SSN**

- Step 1** Gather the following case identifying information and report it in the order listed:
- worker's name
 - worker's telephone number
 - county, office, supervisor, load number
 - AU number
 - AU name
 - AU member's name
 - AU member's ID number
- Step 2** Route the above information to the following address:
- Information & Technology (IT)
Two Peachtree Street, NW
Room 25-205
Atlanta GA.30303
Attn: SSN Validation
- OR
- Send E-mail message with the above information to
GO-Mail address:
HD.SUCCESS1
- Step 3** Correct the SSN when IT provides notification that the validation code has been removed.