

TTXXX-XX
RG-83

TEXAS DEPARTMENT OF HUMAN SERVICES
SSN MAINTENANCE MEMORANDUM
FOLLOW-UP

IMAGE ZZZ.ZZZ.ZZZ
PAGE 1 of 1
STATUS AS OF MM-DD-YY

RE: CASE NO. XXXXXXXXX CATEGORY X
CASE NAME XXXXXXXXXXXXXXXXXXXXXXXX
CLIENT XXXXXXXX

MAIL ADDRESS
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXX XX XXXXX

MAIL CODE XXX-X
BJN XXX-XX-XXX

DHS CLIENT DATA:

SSN XXX-XX-XXXX

NAME XXXXXXXXXXXXXXXXXXXXXXXX

BIRTH MM-DD-YY

COMMENTS: SOCIAL SECURITY NUMBER XXX-XX-XXXX HAS BEEN RECORDED FOR THIS CLIENT BUT THE SOCIAL SECURITY ADMINISTRATION IS UNABLE TO VERIFY THAT THE NUMBER IS CORRECT. THE SSN, NAME AND BIRTH MUST MATCH SSA'S FILES IN ORDER FOR THE NUMBER TO BE VERIFIED.

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IS THE CLIENT NOW CERTIFIED?	ACTION	
NO	FILE THIS MEMO IN CASE FOLDER, TAKE NO FURTHER ACTION – IF CLIENT REAPPLIES, RESOLVE THE DISCREPANCY.	
YES	IS THE DHS CLIENT DATA CORRECT?	ACTION
	YES	<ol style="list-style-type: none"> REFER THE CLIENT TO THE NEAREST SOCIAL SECURITY OFFICE. TELL THE CLIENT TO TAKE THE FOLLOWING DOCUMENTS: <ul style="list-style-type: none"> A PHOTOCOPY OF THE BACK OF THIS MEMO, PROOF OF IDENTITY, AND PROOF OF CITIZENSHIP OR LAWFUL ADMISSION. ALLOW THE CLIENT 60 DAYS TO PROVIDE PROOF THAT HE CONTACTED SOCIAL SECURITY TO CLEAR THE DISCREPANCY.
	NO	SUBMIT A FORM 1000A/B TO CORRECT THE CLIENT DATA

TT851-01
RG-83

TEXAS DEPARTMENT OF HUMAN SERVICES
SSN MAINTENANCE MEMORANDUM

IMAGE 3,944

STATUS AS OF

TO: THE SOCIAL SECURITY ADMINISTRATION

AN ATTEMPT TO VERIFY THE SOCIAL SECURITY NUMBER OF OUR
CLIENT THROUGH THE ENUMERATION VERIFICATION SYSTEM
RESULTED IN THE FOLLOWING RESPONSE:

WE HAVE VERIFIED THAT THE CLIENT'S NAME, DATE OF BIRTH, AND
SOCIAL SECURITY NUMBER ARE CORRECT. PLEASE UPDATE
NUMIDENT BY ASSISTING THE CLIENT IN COMPLETING A FORM SS-5.

ENTER THE CLIENT IDENTIFIER IN THE NPN FIELD OF FORM SS-5. WHEN
TRANSMITTING FORM SS-5, DO NOT TRANSMIT THE "Ø " IN "45Ø ".
REFERENCE POMS SM00201.150.

NAME _____
DATE OF BIRTH _____
SSN _____ - _____ - _____
CLIENT IDENTIFIER _____ - _____