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To: Eligibility Services – Regional Directors
Program Managers
Eligibility Services Supervisors
Regional Attorneys
Hearings Officers

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Subject: Form H1106, Enumeration Referral

This bulletin is being sent to supervisors and other regional managers. Supervisors must share this information with all Texas Works staff. Please ensure copies are provided to staff that do not have access to email. If you have any questions regarding the policy information in this bulletin, follow regional procedures. Active bulletins are posted on the Texas Works Handbook (TWH) website at <http://www.dads.state.tx.us/handbooks/TexasWorks/>.

1. Form H1106, Enumeration Referral

Background

All applicants must provide a Social Security Number (SSN) or apply for one through the Social Security Administration (SSA) before being certified with a few exceptions. When the applicant cannot provide an SSN or cannot provide an SSN because they are a legal alien without work authorization, staff refers the applicant to the local SSA office using Form H1106, Enumeration Referral. The Form H1106 does not allow the advisor to select the reason for the referral to SSA and does not have a space for the advisor's signature when generated by the Texas Integrated Eligibility Redesign System (TIERS). Due to the missing information, SSA staff indicates the Form H1106 is not sufficient to establish a basis for a non-work SSN. Without an SSN or verification the individual has applied for an SSN, applicants are disqualified from receiving benefits.

Current Process

When an individual applies for assistance and does not have an SSN, TIERS generates and sends Forms H1020, Request for Information or Action; H1020-A, Sources of Proof; and H1106, Enumeration Referral to the applicant, along with any other applicable forms.

New Process

In order for SSA to accurately evaluate an individual for an SSN, staff must:

- Print Form H1106 from the Texas Works Handbook and not through TIERS. The form can be found at: <http://www.dads.state.tx.us/forms/H1106/H1106.pdf>. Failure to use the correct Form H1106 impacts the individual's ability to receive needed services;
- Check the reason the individual is being referred to SSA. Only check **Box 1** or **Box 2**, not both (see below). Request a receipt by checking **Box 3**. The client may return the completed Form H1106; a copy of Form SSA-5028, SSA-5029 or SSA-2853; or a general letter of correspondence from SSA verifying the individual applied for an SSN;
- Complete and sign Form H1106;
- Inform individuals where their local SSA office is located. Enter the information into the SSA address space on Form H1106. This information can be found by typing in the client's zip code on SSA's office location search page at: <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>;
- Ensure the completed Form H1106 is imaged;
- Attach Form H1106 to the Form H1020 packet (printed locally and not through batch) and destroy the Form H1106 generated by TIERS; and
- Document in Case Comments that the applicant was sent a completed Form H1106 from the Texas Works Handbook.

Note: Only refer non-citizens without work authorization who need an SSN to SSA after determining that the non-citizen meets eligibility for one of the Health and Human Services Commission's programs and the only item needed to certify the client is an SSN.

Automation

The Form H1106 generated through TIERS will be modified in the future. When modified, staff will be notified.

Effective Date

Staff must begin using the correct Form H1106 upon receipt of this bulletin.

Handbook

The Form H1106 was updated with an effective date of July 2012.

Training

There is no additional training requirement.

Texas Health and Human Services Commission		ENUMERATION REFERRAL (Complete one form for each SSN referral.)		Form H1106 July 2012	
Case Name	Client Name	Client Date of Birth			
Client No., OR	Case No., OR	EDG			
Texas Health and Human Services Commission			Social Security Adm. Dist./Branch Office, Enumeration Unit		
Mail Code					
The person listed above needs a Social Security number as a condition of eligibility. HHSC Staff: Only check Box 1 or 2, not both. Always check Box 3.					
<input type="checkbox"/> The person is a U.S. Citizen or legal alien with work authority who is an applicant/recipient of assistance from the Texas Health and Human Services Commission.					
<input type="checkbox"/> The person is an alien with evidence of lawful admission, but without DHS (Department of Homeland Security) authority to work in the U.S. and has met all requirements to receive federally funded benefits/services from the Texas Health and Human Services Commission in accordance to Sec. 1137. [42 U.S.C. 1320b-7] (a) (1).					
<input type="checkbox"/> Please issue Receipt for Application for a Social Security Number such as Form SSA-5028 or Form SSA-5029 or other appropriate receipt.					
Signature - Advisor				Telephone No.	
Date					
For Social Security Administration Use Only (Please return to Texas Health and Human Services Commission upon completion.)					
Date Form SS-5 Completed	Client Name (if different from above)		Client Date of Birth (if different)		
<input type="checkbox"/> Applicant unable to provide all required evidence. (If this box is checked, return this form to the applicant.)					

BOX 1
OR
BOX 2

BOX 3