

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 13-17

Date Released: December 6, 2017

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: December 6, 2017

Subject: Pseudo Social Security Number Process

Applicable Program: All

Revision History: Initial Release

References: Employment Development Department Workforce Services Notice WSIN12-37, Pseudo Social Security Number Process in the New CalJOBS. Refer to this document (attached) for more detailed information.

This Directive provides direction on how to formulate a pseudo social security number (SSN) for a participant so as to be able to complete a CalJOBS registration and the documentation requirements of using a pseudo SSN.

While WIOA does not require collection of SSNs, performance outcomes use SSNs to identify individuals in base wage records. For this reason, Service Providers are to encourage participants to provide their SSN with the caveat that it will be protected data and only seen by staff. In the case where a participant still refuses to provide an SSN, a pseudo SSN must be created. Please note, participants may not assign their own pseudo SSNs during self-registration.

The syntax to create a pseudo SSN is as follows;

- The first three digits are the DOL code assigned to the Fresno County Local Workforce Development Area and are 944.
- The middle two digits are the two digit date (DD) of the participant's birth day
- The last four digits are the two digit month (MM) and last two digits of the year (YY) of the participant's birth.

Examples:

- If the participant was born on December 30, 1995, the pseudo SSN would be 944-30-1295.
- Participant born on July 28, 2000 – 944-28-0700

Documenting use of a Pseudo SSN

- Update the participant's case notes stating that a pseudo SSN was used.
- Notify the Fresno Regional Workforce Development Board's Deputy Director of Information Systems and the Youth and Adult Program Manager that a Pseudo SSN was used. Provide the participants name, CalJOBS username, and the Pseudo SSN.

If any questions, please contact the FRWDB Data Services Deputy Director.