

# Rivers East Workforce Development Board

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RIVERS EAST LA ISSUANCE 2021-28

SUBJECT: RIVERS EAST PSEUDO SOCIAL SECURITY NUMBERS

PURPOSE: To establish a set process and procedure for issuing a pseudo social security number for performance reporting of participants enrolled in Workforce Innovation and Opportunity Act (WIOA) and Trade Adjustment Assistance (TAA) programs.

The attached information sheet is to be provided to each individual who plans to enroll in WIOA and/or TAA programs. Questions should be directed to the Local Area.

ACTION: All DWS staff as well as all Program Operator staff should review the information and implement immediately.

EFFECTIVE DATE: September 16, 2021

A handwritten signature in black ink that reads "Jennie Bowen". The signature is written in a cursive, flowing style.

Jennie Bowen  
Workforce Development Director

Attachment

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The U.S. Department of Labor Employment & Training Administration issued Training and Employment Guidance Letter (TEGL) 14-18, which provides guidance to states regarding the collection of participants' SSNs when enrolling in employment and training services. **Local NCWorks Career Center staff are required to "request" an individual's SSN at program enrollment but cannot deny services if he or she chooses not to disclose it.**

*TAA for Workers or Co-enrolled Dislocated Workers:* Although TAA is one of the non-core programs that cannot deny service if a valid SSN is not provided, in order to receive Trade Readjustment Allowances (TRA), an individual **must** be TAA eligible **and** provide his or her actual SSN, per TEGL 14-18, page 18.

*Unemployment Insurance Claims (UICs):* UICs **will** require an individual to use an actual SSN in order to file his or her weekly UIC.

Rivers East will follow DWS Operational Guidance OG 25-2021 and utilize the following site to generate a pseudo social security number for participants not wishing to disclose their actual SSN: <https://public.ncworks.gov/pssn/>. Once on the website, staff will select "Rivers East Workforce Development Board" from the drop-down box and then click "generate". This site should not be shared with outside staff, agencies, or participants. It is the responsibility of the Career Advisor to obtain the pseudo SSN, when needed.

### **Best practices to utilize when requesting SSNs in the NCWorks Career Center**

1. DWS recommends that a 10-key keypad be made available at check-in locations so that no one has to orally state the SSN and can key it directly into the system, if not on a staff computer.
2. DWS recommends that any kiosk/screen that is setup to allow individuals to check in is far enough away, so individuals have privacy to key SSNs on the screen.
3. Staff should never ask for SSNs to be provided out loud in a public setting where it could be overheard by others.
4. If an individual does not want to provide his or her SSN, a Pseudo SSN should be created using the website listed above.
5. Individuals who are enrolled with a Pseudo SSN will still be included in WIOA performance. Thus, he or she should be informed that it will be necessary for him or her to provide employment verification for Quarters Two and Quarters Four.

*Note: Pseudo SSNs are numbers in a range that would never be assigned by the Social Security Administration (SSA) <https://www.ssa.gov/kc/SSAFactSheet--IssuingSSNs.pdf>.*

The following information sheet **MUST** be provided to each individual who intends to enroll in WIOA or TAA programs. Once signed by the participant, it should be scanned into NCWorks. All questions should be directed to the Local Area.



## Required Social Security Number (SSN) Notification

The U.S. Department of Labor Employment and Training Administration has issued guidance to local NCWorks Career Centers on requesting and obtaining SSNs when individuals wish to enroll in Workforce Innovation and Opportunity Act (WIOA) or Trade Adjustment Assistance (TAA) programs.

WIOA requires that we report certain information for federal performance. Your information, such as employment and wages, may be used by additional government agencies that have access to the SSN, if required by law.

You have the opportunity and/or right to decline to provide your SSN. You cannot be denied services if you choose not to provide your SSN. In such cases, you would be identified with a Pseudo SSN. If you choose to provide your SSN, it is protected under our Personally Identifiable Information Policy and is redacted in our system. In addition, DWS only sends a unique identifier to the U.S. Department of Labor, never an actual SSN.

Due to the federal performance measures, if you choose not to provide your SSN, you will be responsible for supplying employment verification for Quarters Two and Quarters Four.

*Certain programs require an actual SSN: payments made under TAA and/or payments made under unemployment claims.*

☐ I will provide my SSN during enrollment

☐ I decline to provide my SSN and request that my Career Advisor generate a pseudo SSN. By declining, I acknowledge that I am solely responsible for providing ALL employment verification requested to meet federal performance measures.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Career Advisor Signature

\_\_\_\_\_  
Date