



A proud partner of the American Job Center network



Rivers East WORKFORCE DEVELOPMENT BOARD



Required Social Security Number (SSN) Notification

Applicant Name: _____ State ID: _____

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.

Applicant Signature: _____ Date: _____

Staff Signature: _____ Date: _____