



Local Operating Procedure

SECTION: Operations	PROCEDURE#: LOP08	PAGE 1 of 2
TITLE: Pseudo Social Security Numbers Program Procedure	EFFECTIVE DATE: February 3, 2021	

DISTRIBUTION: CareerSource North Central Florida Staff

PURPOSE: The purpose of this guidance paper is to provide information and guidance regarding the use of pseudo social security numbers.

BACKGROUND: The purpose of the Employment Service system is to improve the functioning of the nation's labor markets by bringing together qualified job seekers and employers who are seeking workers. Additionally, each state must administer a labor exchange system that can:

- a) Assist job seekers in finding employment, including promoting their familiarity with Employ Florida.
- b) Assist employers in filling jobs.
- c) Facilitate the match between job seekers and employers.
- d) Participate in a system allowing for the movement of labor among the states, including the use of a standardized classification system.
- e) Meet the work test requirements of the Reemployment Assistance program.
- f) Provide labor exchange services as identified in Section 7(a) of the Wagner-Peyser Act.

The Wagner-Peyser Act, as amended by the Workforce Innovation and Opportunity Act of 2014 (WIOA) provides specific guidelines for job seeker registration. 20 CFR 652.207 requires labor exchange services be made available to all job seekers, including Reemployment Assistance claimants, veterans, migrant and seasonal farmworkers, and individuals with disabilities. As described in the Wagner-Peyser Act, the state must have the capacity to deliver statewide labor exchange services through self-service, facilitated self-help service, and staff-assisted service.

Procedure:

Staff are allowed to create pseudo social security numbers (SSNs) for the sole purpose of registration in Employ Florida. The only reasons for which a pseudo SSN may be created are when a job seeker requests not to use his/her SSN or when a duplicate registration exists. A pseudo-SSN may not be used to create a registration for a job seeker without his/her knowledge and consent due to staff not having the job seeker's SSN. Pseudo SSN's cannot be created by a

job seeker. To create a pseudo-SSN in Employ Florida, staff must enter information on the job seeker as follows:

- Enter "9" as the first digit.
- Enter the last two digits of the job seeker's birth year as the next two digits.
- Enter "00" as the two middle digits.
- Enter the month and date of birth sequentially as the last four digits.

Example:

Date of Birth: February 6, 1977

Pseudo SSN: 977-00-0206

If the pseudo-SSN is already being utilized, a unique number may be created by altering the middle two digits consecutively from "00" until an unassigned number is found. Once the pseudo number is created, it is the responsibility of staff to enter the registration for the job seeker.

Upon completing the registration of the job seeker, staff must enter a case note in the job seeker's Employ Florida account stating the job seeker granted staff permission to create the account with a pseudo-SSN and the reason a pseudo SSN was used.

Note: Job seekers who are registered in Employ Florida with a pseudo SSN are not counted in the LWDB's federal performance measures due to the inability to match the job seeker with wage records that confirm his/her employment status. For job seekers to be matched with wage records, a valid SSN is required.

OFFICIAL SIGNATURE

A handwritten signature in blue ink, appearing to read "Phyllis Marty", with a long horizontal flourish extending to the right.

PHYLLIS MARTY
Chief Executive Officer