

## Foster Youth

### Ways To Apply for a Social Security Number (SSN) Card for Foster Youth:

#### 1. Child applies on their own behalf in the Field Office

A child may visit a Field Office and apply on their own behalf. When considering the proper applicant for an SSN card, refer to [RM 10205.025](#) (Section B.2.), which states: *If physically and mentally capable of completing an in- person interview or paper application for a Social Security card, a child of any age may file on their own behalf.*

#### 2. Individuals age-18 and over may file online

Transitioning aged youth (TAY) age 18 or older, may be able to replace their SSN card online if they create their own *my Social Security* account at: [my Social Security | SSA](#)

#### 3. Using the Online Social Security Number Application (oSSNAP) and establishing an appointment.

Proper applicants can start the SSN card application online using the [Online Social Security Number Application](#) and may be able to create an appointment to visit an office to submit the required evidence.

#### 4. Proper Applicant applies through Field Office without appointment and provides the following information:

The Social Security Administration (SSA) must first determine if the State Agency or State-licensed Agency is the proper applicant. The State agency, or State-licensed agency, is the proper applicant if they have legal custody of the minor child and no one higher on the proper applicant priority list exists ([RM 10205.025](#)). If the State Agency or State-licensed Agency is the proper applicant, it must submit the following evidence:

- **Proof of identity for the proper applicant (e.g. State Agency or State-licensed Agency employee) ([RM 10210.420](#) and [RM 10205.050B.1](#)):**

All applicants are required to submit unexpired primary level proof of identity (POI) documents (i.e., driver's license, State issued identification card or U.S. Passport) if they exist and are readily available. If a primary level POI document is not readily available or does not exist, we may accept a secondary level POI document such as a State employee identification (ID) card.

- **Evidence of the State Agency's, or State-licensed Agency's relationship to, custody and responsibility for the child ([RM 10205.050B.3](#)):**

We must see original or certified court custody documents that give a State agency, or State-licensed Agency, custody of the child. Court custody documents establish the State Agency's relationship, as well as custody and responsibility for the child.

- **Evidence the applicant has authority to act on behalf of the State Agency or State-licensed Agency ([RM 10205.050B.2](#)):**

To establish that the applicant has the authority to act on behalf of the State Agency or State-licensed Agency, the State Agency employee can submit either:

- A letter, on agency letterhead, signed by a State Agency administrator documenting that the named State Agency employee has authority to file an application for the child; **or**
  - An employee ID card that shows that the applicant is an employee of the Agency that was granted custody as noted on the custody papers.
- **The required evidence for the minor based on the type of SSN card requested ([RM 10210.420](#)):**

For a replacement card, we need an acceptable POI document for the minor. All applicants are **required** to submit primary level POI documents if they exist and are readily available ([RM 10210.420](#)). If these documents do not exist or are not readily available, we request secondary level POI documents. Secondary level POI documents may include a school ID card (for the current or prior school year), a certified school record or transcript (for the current or prior school year), or current (unexpired) health insurance or a Medicaid card. See [RM 10210.420 A and B](#) for a complete list and description.

**NOTE:** A health insurance or U.S. Medicaid card must show the child's name **and** either a photograph of the child, or the child's age or DOB, or the parent(s)' name(s). In addition, the health insurance or U.S. Medicaid card must meet the issue and expiration date requirements in [RM 10210.405A](#).

If primary or secondary level POI documents do not exist or are not readily available, an acceptable third-level POI document may be used. However, usage of a third-level POI document is **rare** and SSA evaluates on a case-by-case basis, as most individuals have primary or secondary level POI documents available.

*\*Additional evidence is required if changes are also needed to the record, such as name, date of birth etc.*