

Family Members Without a Social Security Number

How are family members without Social Security Numbers handled?

Employees are generally required to provide Social Security numbers (SSNs) for their eligible family members when they enroll. There are two specific situations when an SSN is not available for an eligible dependent.

1. Enrolling Newborns

Newborns may be temporarily added to the BES system by using 999-99-9999 in place of their pending SSN (system will assign a random “9xx” number). However, after 90 days, the continued use of a “9xx” SSN will freeze the record, preventing any future changes until an actual SSN is provided. (SSNs for newborns are automatically generated based on paperwork submitted by the hospital at birth.)

Once the permanent number has been obtained for a newborn, the employee must submit the information to the Benefits Administrator, and BES must be updated accordingly.

2. Dependents who are Foreign Nationals/Aliens:

Alien/non-citizen dependents may not be able to provide an SSN, but may instead present an Individual Taxpayer Identification Number (ITIN). This is acceptable since legally-admitted aliens who do not have authorization to work in the United States do not have SSNs.

The Social Security Administration can provide a letter of denial to those not eligible for an SSN. The employee must provide a copy of this letter along with a copy of the documents allowing entry into the country (Visa) with their enrollment request.

Once the documentation of the ITIN or the paperwork validating the dependent’s status in the country is received, they may be added to the BES system. The dependents are assigned a random ID number in the place of a Social Security Number (the BES system will assign a random “8xx” number). Use of the “8xx” series will allow for future changes to the record. The Department of Human Resource Management must enter all “8xx” series identification numbers.