

**New Jersey Department of Labor and Workforce
Development**

Workforce Readiness & Literacy

***Participant Information and Record Keeping:
Use of Social Security Numbers for Client Participation
in WIA Title II Programs***



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Workforce Investment Act Title II: Adult Education and Family Literacy Act

Participant Information and Record Keeping: Use of Social Security Numbers for Client Participation in WIA Title II Programs

Background

Program administrators and staff continue to raise questions about the use of social security numbers as a necessary client identifier for participation in WIA Title II programs.

The Workforce Investment Act of 1998-Title II, The Adult Education and Family Literacy Act (AEFLA), is silent on the issue of requiring a social security number for participation in this federally sponsored adult education and literacy program. It is not a federal requirement for program administrators to ask potential participants:

- (1) if they have a social security number or
- (2) for clients to be asked to show a social security card as a requirement for participation in a WIA Title II program.

Administrators cannot deny access to a potential client if he/she does not have a social security number.

Discussion

While social security numbers are not a requirement for participation in WIA Title II programs, adult education program administrators must attempt to gather social security information from clients and record that effort for appropriate reporting into the National Reporting System (NRS) for Adult Education and ultimately for use in the wage record data match to document a successful program outcome which is a core follow-up measure for WIA Title II. This can be done by indicating to clients:

- (1) the purpose(s) for requesting a social security number;
- (2) the fact that this data is kept confidential and not shared with any other government agency, either state or federal;
- (3) the data when matched in the computer system is not tagged to a client's name, address, etc.; and,
- (4) the need to have accurate data for outcome reporting to continued federal support for the program.

If clients do not provide a social security number, the program director will assign a unique number for that respective client to track his/her performance and educational outcomes as a result of participating in the WIA Title II program.