



## Policy: 24.08

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**Title** *SNAP Enumeration Requirement*

**Approval Date:** 04/01/2021

**Approved by**

**Effective Date:** 04/15/2021

**Authority** 7 CFR §§ 273.6,  
Tenn. Code Ann. §§ 71-5-305,  
Tenn. Comp. R. & Regs. 1240-1-3-.15

**Application** All TDHS Employees and Contractors

### Policy Statement

The Tennessee Department of Human Services (TDHS) shall comply with Federal enumeration requirements for all SNAP applicants.

### Reason for Policy

This policy was developed to outline the requirements for obtaining and verifying a social security number (SSN) of all SNAP recipients to ensure compliance with Federal enumeration requirements.

### Policy

As a condition of eligibility for SNAP, the Social Security Number (SSN) or an application for an SSN for all household members receiving or applying to receive benefits must be obtained. TDHS staff must inform all applicants of these regulations to provide an SSN or apply for one and that the SSN will be used for the administration of SNAP only.

Any individual who is unable to provide their SSN or does not have one can apply at the Social Security Administration for an SSN to be issued. TDHS staff will assist customers with the application for an SSN, if requested. A verbal statement providing the SSN is sufficient if the SSN is validated through data exchange. If the SSN is not validated, TDHS staff must obtain documentation of the individual's SSN. Acceptable documentation includes an SS card or other correspondence from SSA containing the

individual's name and account number. If the SSN is unknown or has never been obtained, the individual must either, a) apply for one through the local SSA office (in person or online), or b) provide proof of an application for an SSN through the enumeration process at birth. TDHS staff must request the SSN at any future contact until SSN is provided when the application for an SSN has been made. In the case of a newborn, the household has six months from the birth month or until the next recertification, whichever is later, to provide the SSN for the newborn.

Any individual who refuses or fails to provide a valid SSN or an application for an SSN to TDHS will be determined to be an ineligible household member. Customers who can show that they have made every effort to supply the Social Security Administration with the information necessary to obtain an SSN and have not been issued an SSN or SS5 may be granted good cause for failure to comply.

**Supporting Documents**    [Required Verifications](#)  
[Policy 24.07 SNAP Non-household Members and Excluded Household Members](#)  
[Treatment of Income, Resources, Income, and Deductible Expenses of Excluded Household Members](#)  
[Enumeration Verification](#)

**Retention of Records**    Pending

## Definitions/Acronyms

| <b>Term</b>                                   | <b>Definition/Acronym</b>  |
|---|--|
| <b><i>Applicant</i></b>                       | <p>(a) An applicant is a person who has submitted a completed and signed document prescribed by DHS, and/or an application approved by FNS containing at least a legible name, address and a signature to request SNAP for the household of which he is a member.</p> <p>(b) An authorized representative or designated agent may actually file the application provided they have been authorized to do so by the head of the household, spouse, or other responsible household member.</p>         |
| <b><i>Application or Application Form</i></b> | An application is a form prescribed by DHS and/or approved by FNS containing prescribed information which is submitted to the County Office of the DHS by a person requesting assistance, or by the person's legally appointed guardian, designated agent or authorized representative. For SNAP purposes, an initial application is the first month for which the household applies for participation, following any period during which the household was not certified for participation in SNAP. |
| <b><i>Enumeration</i></b>                     | The Social Security Administration is responsible for the assigning of Social Security numbers, a process called enumeration.  |

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|-----------------------------------|--|
| <b>Excluded Household Members</b> | Excluded members are defined as individuals who do not meet the citizenship or eligible alien status; individuals who are disqualified for failure to provide or apply for an SSN; and individuals disqualified for intentional program violations.  |
| <b>Household</b>                  | <p><b>A household is a social unit comprised of varying numbers of individuals who live together in the same dwelling. It is also the concept used to determine the food purchasing and preparation patterns of all individuals with common living quarters.</b></p> <p>For SNAP purposes, a group of people who customarily purchase and prepare food together for home consumption. For program purposes, an individual living alone may be a household.</p> |
| <b>SNAP</b>                       | Supplemental Nutrition Assistance Program  |
| <b>SSN</b>                        | Social Security Number   |
| <b>SSA</b>                        | Social Security Administration   |
| <b>TDHS</b>                       | Tennessee Department of Human Services   |

#### APPROVAL HISTORY (Completed by CQI)

| Approved by        | Approver Title | Approved Date | Effective Date |
|--------------------|----------------|---------------|----------------|
| Clarence H. Carter | Commissioner   | 04/01/2021    | 04/15/2021     |

#### RECORD OF APPROVAL (Completed by CQI)

| Date       | Version    | Location of Change | Description/Reason for Change |
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| 04/01/2021 | 04/15/2021 | New Document       | New Document                  |