

**DRAFT LETTER TO RESIDENTS
ON SOCIAL SECURITY NUMBERS**

Dear Resident:

The purpose of this letter is to inform you of a forthcoming rule change on the issue of Social Security numbers and the documentation that will be required. The US Department of Housing and Urban Development (HUD) has informed us this rule is "imminent" and asked that we notify all residents of what will be changing in the very near future.

Specifically, the rule change will require that all family members have a valid Social Security number and provide documentation of this number to the owner/management agent. This eliminates an old rule that required all family members age 6 years and older to document their Social Security number or certify that no number has been assigned.

This rule will affect you if:

- **There are family members younger than 6 years of age in the unit whose Social Security number has not previously been documented;**
- **There are family members who have self-certified that no Social Security number has been assigned and/or never provided documentation of a Social Security number.**

This rule will not affect you if:

- **All family members have documented their Social Security numbers**
- **The only persons who haven't documented their Social Security numbers are foster children, foster adults, live-in aide(s).**

While the final guidance has not been released as of this writing, HUD has given indication that documentation of Social Security numbers will be required for all family members within sixty (60) days of certification/recertification, with an additional 60 days provided for elderly persons who are "unable to provide the documentation within 60 days." However, we suggest you not wait for your recertification and make arrangements as soon as possible to obtain documentation of your Social Security number by requesting a card or a print out from the Social Security Administration that verifies your name and Social Security number.

The address and telephone number of the nearest Social Security Administration office is:

[INSERT INFORMATION HERE]

If you have any questions about this forthcoming rule or whether your household is affected by it, please call [INSERT NAME] at [INSERT TELEPHONE NUMBER].

Sincerely,