

ORANGE COUNTY SOCIAL SERVICES AGENCY GENERAL RELIEF REGULATIONS MANUAL

SECTION 20: ELIGIBILITY DETERMINATION

EFFECTIVE: March 2023

.5.a **VERIFICATIONS (cont'd)**

A collateral contact is a verbal confirmation of an individual's identity by a person outside the EU. The collateral contact may be made either in person or over the telephone. The acceptability of a collateral contact shall not be restricted to a particular individual but may be anyone that can be expected to provide an accurate third-party verification of the individual's identity. Examples of acceptable collateral contacts include, but are not limited to:

- (1) Employers.
- (2) Landlords.
- (3) Social services agencies.
- (4) Probation/Parole Officer.
- (5) Neighbors.

An exception may be made when the person has a valid reason for not having identification (e.g. theft of papers, loss in fire, homelessness, etc.) and the person qualifies for GR-IN. See Section 80.2.

When GR-IN is granted to a person without identification, that applicant shall be required to obtain proof of identity prior to issuance of aid in excess of seven (7) days.

- .b SOCIAL SECURITY NUMBER (SSN)** – Unless exempt, all individuals applying for aid in the GR-EU must provide an SSN. Verification shall include the applicant's Social Security card, award letters from the Social Security Administration, or other valid documentation. For members of the GR-EU who do not have a SSN, verification of a completed SSN application is required prior to issuance of benefits including GR-IN.

An applicant is exempt from the SSN requirement and SSN application requirement if they are a non-citizen victim of trafficking, domestic violence, and/or other serious crimes who has submitted a petition for a U visa, T visa, or immigration relief under VAWA and who does not have an SSN at the time of applying for GR, but otherwise meets all GR eligibility requirements.

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.b SOCIAL SECURITY NUMBER (SSN) (cont'd)

Applicants who are exempt from the SSN requirement shall provide verification that they have submitted a U visa, T visa, or VAWA petition by submitting either:

(1) The receipt notice generated by US Citizenship and Immigration Services (USCIS),

or

(2) The completed signature page of the applicant's immigration petition and one of the following

i. An attestation from the applicant's counsel that the petition was submitted to USCIS;

or

ii. An attestation from the applicant that the petition was submitted to USCIS.

.c **AGE** - Age is verified only if the Eligibility Technician has reason to believe the applicant is a minor or is age 65 or older. When two or more verifications conflict, primary documentation takes precedence. Examples: Birth certificate, school records, or identification which required proof of age.

.d **CFET/GRWP REGISTRATION AND ORIENTATION** - Verification of registration with the CFET or GRWP is required for Employable and CE clients prior to approval of aid.

.e **NON-CITIZEN STATUS** - Verification of non-citizen status is required as specified in Section 40.1.

.f **COOPERATION ESTABLISHED** - The EU must demonstrate cooperation with all program and eligibility requirements, and must make application for all other available monies, including but not limited to, SSI/SPP, Veteran's benefits and provide verification of support monies from a non-citizen sponsor, prior to approval of aid. The EU is required to cooperate with this Agency and with any other agency or individual in securing those benefits.

.g **OTHER** verifications shall be required as identified by the Eligibility Technician or case reviewer or as specified elsewhere in the manual.

Inquiry to a collateral contact requires the written authorization from the client except that a telephone contact may be made with verbal permission from the client. All verifications will be documented in the case record per Agency procedures. Failure of clients to provide necessary verifications or failure to cooperate with the Agency in securing necessary verifications without good cause shall result in denial or discontinuance of benefits.