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## DATA COLLECTION: Social Security Number (SSN)

During the intake process, it is required that program staff request the student's SSN. It is not required that the student give his/her SSN.

The SSN is important because we data match four performance measures on the SSN. The four performance measures are:

- Get a job
- Keep a job
- Earn a GED or High School Diploma
- Enter Postsecondary

Our providers and our state have set performance targets around these measures which cannot be met without the SSNs needed to data match completions. For example, for a provider to receive "credit" for helping a student earn his or her GED, that completion must be data matched by SSN. Because of this, the program staff must have written procedures for requesting and collecting SSNs, and must follow those procedures. Staff cannot decide for students not to provide the Social Security number. The program also must have written procedures for working with students that do not provide a SSN.

Again, **providers are required** to request the Social Security Number and have written procedures for doing so, but **students are not required** to give it.