

Social Security Number Data Entry Guide

APRIL 2024

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SSN Data Entry

- Enter the client reported Social Security Number and select the appropriate Social Security Number Data Quality
 - If the full SSN was gathered the Social Security Number Data Quality should be Full SSN Reported (HUD)

Social Security Number	<input type="text" value="123"/> - <input type="text" value="45"/> - <input type="text" value="6789"/>
Social Security Number Data Quality	<input type="text" value="Full SSN Reported (HUD)"/>

- If the last 4 digits were gathered, the Social Security Number Data Quality should be Approximate or partial SSN reported (HUD)

Social Security Number	<input type="text"/> - <input type="text"/> - <input type="text" value="1234"/>
Social Security Number Data Quality	<input type="text" value="Approximate or partial SSN reported (HUD)"/>

SSN Data Entry (cont.)

What if the client didn't give me a Social Security Number?

- If the client was unable to provide a SSN then the Social Security Number Data Quality should be Client doesn't know (HUD)

Social Security Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
Social Security Number Data Quality	<input type="text" value="Client doesn't know (HUD)"/>

- If the client refused to provide a SSN then the Social Security Number Data Quality should be Client refused (HUD)

Social Security Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
Social Security Number Data Quality	<input type="text" value="Client refused (HUD)"/>