



**COLLECTION & USAGE OF SOCIAL SECURITY NUMBERS**  
[WRITTEN STATEMENT IN ACCORDANCE WITH § 119.071(5)(A)(2)(A), FLA. STAT.]

APD is committed to protecting the privacy rights of individuals in compliance with the federal Privacy Act of 1974, as amended, as well as Fla. Stat. § 119.071(5). These laws establish that social security numbers (“SSNs”) are sensitive, confidential information that are afforded protection from disclosure to unauthorized parties. This document states the purpose and legal authority for the collection, disclosure, and usage of social security numbers by the Agency for Persons with Disabilities (“APD” or “Agency”). APD collects social security numbers (SSNs) only as specifically authorized by law or for legitimate business purposes that are imperative for the performance of the Agency’s duties and responsibilities as prescribed by law. APD will maintain the privacy of your SSN and never release it to unauthorized individuals or entities. APD will assign a unique identification number for use where possible. If a unique ID number is not sufficient, a SSN will be collected and used for the legitimate business purposes. A summary of APD’s collection and use of SSNs is outlined below.

**CLIENTS**

- Medicaid—SSN is required as a condition of Medicaid benefits for both applicants and recipients of such benefits in order to administer the program. 42 USC § 1320b-7(a)(1).
- Client identification / authentication. 42 USC § 405 (c)(2)(C)(i).
- Case administration, medical records, and payments. 42 USC § 1320b-7(a)(1).
- Employment. 42 USC § 405 (c)(2)(C)(i).
- Vital statistic reporting. 42 USC § 666(a)(13) and § 382.008(1), Fla. Stat.

**PROVIDERS / CONTRACTORS / VENDORS**

- Eligibility
  - To conduct searches in the DCF abuse registry on licensees. § 393.0673, Fla. Stat.
  - Security background screening is required of all direct service providers as a condition of service as an APD provider. § 393.0655, Fla. Stat. and § 435.12, Fla. Stat.
  - Required investigation of guardians who are seeking appointment. § 744.3135, Fla. Stat.
- Payments
  - If a provider / contractor / vendor does not have a tax identification number (TIN) or employer identification number (EIN), a SSN is required to administer payments, 20 CFR § 404.452, which is also applicable to the following:
    - Direct deposit (EFT) 26 CFR § 31.6011 and 26 CFR § 6109.
    - Accounts receivable system. § 119.071(5)(a)(2.a.) (ii), Fla. Stat.
    - Federal W-9. 26 CFR § 6109.

## Employees

- Recruitment. § 110.116, Fla. Stat.
- Employment eligibility
  - Security background screening as a condition of employment and continued employment. § 435.04, Fla. Stat.
  - Federal I-9 used to verify eligibility for employment. 8 USC § 1324 a(b) and 8 CFR § 274a.2
  - Employment and income verification. 26 CFR 31.6011(b)-2.
- Employee profile and training system. § 110.116, Fla. Stat.
- Payroll Administration / Taxation
  - Direct deposit (EFT) 26 CFR § 31.6011 and 26 CFR § 6109
  - Federal W-4, W-2, and 1099. Internal Revenue Code, §§ 1441-1443, 3402, 6109, and 6051.
  - Social Security taxes (FICA). 26 USC § 3102.
  - Deferred compensation. § 112.215, Fla. Stat.
  - Unemployment reports / benefits. Chapter 443, Fla. Stat.
  - Other payroll deductions for child support, alimony, and garnishments. Chapter 61, Chapter 77, Chapter 742, Fla. Stat.
  - Workers' Compensation benefits and reporting. Chapter 440, Fla. Stat.
- Administration of benefits program for state group insurance for health insurance, dental insurance, vision insurance, life insurance, beneficiary designations, spouse and dependent eligibility, et cetera and performing payroll functions related to the benefits. [The Division of State Group Insurance, as administrator for the State Group Insurance Program, requires collection of social security numbers in order to properly administer the benefit program by providing necessary information to State of Florida, Department of Financial Services, Bureau of State Payroll, which is responsible for performing payroll and federal tax withholding and reporting functions related to benefits. Florida Statute § 119.071(5)(a)(6)(f) allows disclosure of social security numbers for the administration of health benefits.]
- Retirement—Enrollment, contributions, and participation in Deferred Retirement Option Program (“DROP”) and Florida Retirement System. Chapter 121, Fla. Stat.
- Occupational Safety and Health Administration (OSHA) purposes for required testing. (bloodborne pathogens, Hepatitis B, PPD, and Tuberculosis). 29 CFR 1910.1030(c)
- Selective Service registration / verification. § 110.1128, Fla. Stat.

Social security numbers held by this Agency are confidential and exempt from disclosure to the public. § 119.071, Fla. Stat. and § 24, Art. I of the Constitution of the State of Florida.