

## COLLECTION & USAGE OF SOCIAL SECURITY NUMBERS

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Florida law provides that public agencies, including the Agency for Persons with Disabilities (APD), must notify individuals of the circumstances that require the collection and use of social security numbers (SSN). The following are the general scenarios under which APD will collect and use SSNs:

Record Type	Reference
<b>Clients</b>	
Case administration, medical records & payments	42 USC 1320
Employment	42 USC 405
Vital statistic reporting	42 USC 666; Section 382.008(1), Florida Statutes
<b>Employees</b>	
Administration of benefits program for state group insurance for health insurance, dental insurance, vision insurance, life insurance, beneficiary designations, spouse and dependent eligibility, and performing payroll functions related to the benefits	Section 119.071(5), Florida Statutes
<b>Employee eligibility</b>	
<ul style="list-style-type: none"> <li>• Employment and income verification</li> </ul>	26 CFR 31.6011
<ul style="list-style-type: none"> <li>• Federal I-9</li> </ul>	8 USC 1324 & 8 CFR 274
<ul style="list-style-type: none"> <li>• Security background screening</li> </ul>	Section 435.04, Florida Statutes
Employee Profile & training	Section 110.116, Florida Statutes
Occupational Safety & Health Administration (OSHA) (bloodborne pathogens, hepatitis B, PPD, & tuberculosis testing)	29 CFR 1910.1030
<b>Payroll Administration &amp; Taxation</b>	
<ul style="list-style-type: none"> <li>• Deferred Compensation</li> </ul>	Section 112.215, Florida Statutes
<ul style="list-style-type: none"> <li>• Direct Deposit (EFT)</li> </ul>	26 CFR 31.6011 and 26 CFR 6109

<ul style="list-style-type: none"> <li>Federal W-4, W-2 &amp; 1099</li> </ul>	Section 1441-43, 3402, 6109 & 6051, Internal Revenue Code
<ul style="list-style-type: none"> <li>Other payroll deductions for child support, alimony, and garnishments</li> </ul>	Chapters 61, 77 & 742, Florida Statutes
<ul style="list-style-type: none"> <li>Social Security taxes (FICA)</li> </ul>	26 USC 3102
<ul style="list-style-type: none"> <li>Unemployment benefits</li> </ul>	Chapter 443, Florida Statutes
<ul style="list-style-type: none"> <li>Workers Compensation benefits</li> </ul>	Chapter 440, Florida Statutes
<b>Recruitment</b>	Section 110.116, Florida Statutes
<b>Retirement</b>	Chapter 121, Florida Statutes
<b>Selective Service verification</b>	Section 110.1128, Florida Statutes
<b>Miscellaneous</b>	
Access to certain critical information technology systems to certify and authenticate identity	Section 119.071(5), Florida Statutes
Authenticate identity when no other means are available	Section 119.071(5), Florida Statutes
<b>Providers</b>	
<b>Eligibility</b>	
<ul style="list-style-type: none"> <li>To conduct searches in the DCF abuse registry on licensees</li> </ul>	Section 393.0673, Florida Statutes
<ul style="list-style-type: none"> <li>Security background screening</li> </ul>	Sections 393.0655 & 435.12, Florida Statutes
<ul style="list-style-type: none"> <li>Investigation of guardians who are seeking appointment</li> </ul>	Section 744.3135, Florida Statutes
<b>Payments</b>	
If a provider / contractor / vendor does not have a tax identification number (TIN) or employer identification number (EIN), SSN is required to administer payments and is applicable to the following:	20 CFR 404.452
<ul style="list-style-type: none"> <li>Direct deposit (EFT)</li> </ul>	26 CFR 31.6011 and 26 CFR 6109
<ul style="list-style-type: none"> <li>Accounts receivable</li> </ul>	Section 119.071(5), Florida Statutes
<ul style="list-style-type: none"> <li>Federal W-9</li> </ul>	26 CFR 6109