

Summary of Social Security Number Use by Montana Agencies

Office/Department	Payroll	Payees	Federal Authority	State Authority	Unclear Authority*	How handled	Comment
Governor's Office	x	x			Background Checks(1) & Extradition(2)	Extradition filed w/SOS	1)Cabinet positions 2) 46-30-401 lists requirements. SSN not listed but may be in support docs.
Board appointments	x	x	x	x			Required for Child Support
Citizen's Advocate Office	x	x				Redacted	Corresponders sometimes provide.
Mental Disabilities Brd of Visitors	x	x			Investigation	Shredded	
Mental Health Ombudsman	x	x			Investigation		Strict confidentiality
Office of Community Service	x	x				Password protected	Receives SSN from Corp. for National & Community Service of AmericCorps members
Dept. of Administration	x	x				Shredded	
Administrative Financial Services	x	x				Shredded	Use of "Pro Card" may cut SSN use
Architecture & Engineering	x	x				Shredded	
Banking & Financial Institutions	x	x		Mortgage broker (1) 32-9-116		Fingerprint, password to access CU info(2)	1) Background checks mortgage brokers/loan originators 2)Credit union tests encrypted
Healthcare & Benefits	x	x			Identifier for employee ins. & Medicare		Hope to use non-SSN as identifier by 1/2008
Risk Management&Tort Defense	x	x			Investigation		Follow Rules of Civil Procedure/statute
State Personnel	x	x			Collect for Peace Officers Training, process servers		Other uses: savings bonds, use by insurance as identifiers
State Lottery Commission	x	x	26 USC 3402 & 6041(a)	23-7-301 23-7-306 23-7-312	Background checks(2)		1) Lottery winners - lien by Child Support Enforcem't. 2)officers
Public Employees Retirement Board	x	x	IRS				
Public Defender	x	x					
State Fund	x	x		By rule(1)			1)DOLI by rule may adopt work comp reg.
State Tax Appeal Board	x	x			From DOR(1)	Redact	Appeal of appraisals
Teachers Retirement System	x	x	IRS	19-20-208 19-20-305 19-20-806			Members advised that disclosure is mandatory.

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Dept of Agriculture	x	x			Anything through SABHRS	Shredded	Statute not clear re SSN use in SABHRS - for 1099 payments & income tax
Dept of Commerce	x	x					
Community Development	x	x			Travel claims for board members		
Board of Housing	x	x	*HUD *IRS				HUD requires income verification for Brd of Housing. IRS needs for loan documents
Board of Investments	x	x		Title 17 chapter 6			Mandatory for loan applications.
Dept of Corrections	x	x			SSN used to track & ID offenders.		Crosschecks for fraud w/ SSA, IRS, DOR, DOLI, SOS.
Dept of Environmental Quality	x	x		Coal prog. various docs & bonds, ltrs of credit.	Various programs cite authority other than statute, rule		Enforcement, travel forms, site files, requisitions, fee collections, facility license, reclamation bonds, certifications, abandoned vehicle, asbestos accredit.
Dept of Fish, Wildlife & Parks	x	x	45 USC 666 A(13)	87-2-106 87-2-202		one-time request, encrypted	No FWP use; only share w/ DPHHS Child Support Enforcement
Dept of Labor & Industry	x	x					
Unemployment Insurance	x	x	US Dept of Labor			online verification w/ SSA	Employees sign confidentiality forms.. Training. Alternate ID #s when possible.
Business Standards	x	x	licensee required	37-1-307 37-1-413 44-5-103		redacted	Databases-eg: National Practitioner Data Bank- use SSNs, share w/ other states
Employee Relations -- Workers Compensation, UEF, etc.	x	x		*39-71-304 OKs payroll inspection; *39-71-225 allows info necessary for d'base; *39-8-202 needs tax ID for PEOs *39-9-201 - register as contractor *39-71-417 for IC certification	*39-71-203 - rule (1) *39-71-904 rules. Mediation, attorney fee agreements, workloads(2) 1st/2nd rept of injuries(3); Actuarial rpts may list Plan 1 SSNs. Plan 2 uses SSNs for searches; worker relationship questionnaires	Some mail lists SSN; access rights needed; SIF SSNs emailed w/ confidentiality statement. 4) UEF info confidential per 39-71-525	1) Subsequent Injury Fund considers SSN mandatory under rule. 2) last 2 SSN digits requested of claimant for routing - will assign other # if refuse. (3) New approach considered. 4) Shared with attorneys and other state agencies.

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Dept of Labor & Industry, continued							
Human Rights Bureau	x	x				Requests redaction	Took request for SSN off intake form 1/2006
Labor Standards Bureau	x	x			Wage claim forms		
Centralized Services	x	x	Federal guideline requiring effort to verify SSN accuracy		Travel vouchers(1)	2) Email w/ SSN of rehires or transfers. *PERS info w/ SSNs mailed intraoffice	1) Noted that some fill out, others don't. 2) Electronic info is in department-shared files. Staff use SSNs for employee queries. Copy of SS card goes w/ I-9 form.
Workforce Services	x	x	Common measures developed by OMB, Employment Training Admin. Workforce Investment Act, Wagner Peyser Act			Shared with other states; access by unique user ID + password Confidentiality agreement required.	SSNs required for: MontanaWorkers, Participant Pay System Workforce Investment Act, Trade Adjustment Act, Apprenticeships, Wage Record Interchange System, and Jobs for Montana's Graduates
Dept of Livestock	x	x			Unspecified	Redact	No written department rule/policy. Will review
Dept of Military Affairs	x	x	x(1)				1) Nat'l Guard personnel records "maintained" by Army & Air Force under Federal law.
Dept of Natural Resources & Conservation	x	x					Uses personnel action, travel forms that ask for SSN. Plans to remove SSN & use only W-2/W-9 forms. Plan to remove SSN from contract & separately have only in procurement office.
Dept of Public Health & Human Services	x	x					
Human Resources	x	x			Criminal background checks require SSN	locked file cabinets	Staff indicated interest in removing SSN from FMLA form.
Prevention Resource Center	x	x					Nonemployee travel vouchers - payees.

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DPHHS, Continued							
Disability Services Division, includes Vocational Rehabilitation, Developmental Disabilities, Montana Telecommunications Access Program, Disability Determination, Montana Developmental Center	x	x	SSA for disability determination		Collect SSN unless applicant refuses. Then use client ID#.	confidentiality rules	*Voc Rehab uses SSN link to workforce prog. *Developmental Disabilities uses Medicaid funds and has ties to SSA. *DD is arm of SSA for determining disability. *MT Developmental Center uses SSN for Medicaid claims but otherwise uses separate client ID#.
Addictive & Mental Disorders Division, including Mental Health Services Bureau, MT Mental Health Nursing Care Center	x	x			Use for billing Medicaid, Medicare, Mental Health Services Plan		Employee travel vouchers had included SSN request but this is being revised.
MT Chemical Dependency Center	x	x			Voluntarily requested at admission.		Used for reimbursement & if refuse does not affect admission, just billing.
Montana State Hospital	x	x			Requested at admission		1) Used for Medicare, Medicaid eligibility, and for patient employment. 2) Removing from patient assessments.
Human & Community Services Division	x	x					
Public Assistance Bureau	x	x	*Medicaid *TANF *Food Stamps				
Early Childhood Services	x	x	x				Child care subsidy, Best Beginnings Scholarship eligibility, Child & Adult Care Food Prog. use SSNs
Health Resources Division	x	x	CHIP, Medicaid, CMSHP-1, Medicare2		End-stage renal program (on form & manner prescribed by Dept.)	treats as HIPAA-protected	1)Children's Mental Health Services Plan uses SSN for eligibility. 2) Big Sky Rx being revised to include privacy notice.

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DPHHS, Continued							
Public Health & Safety Div.	x	x			HIV Section, Immunization, Family & Community Health, Breast & Cervical Cancer, EMS, Tumor Registry, Food & Consumer Safety, Lab & Blood Lead	confidentiality statement	Programs use SSNs for payments, tracking clients, and receiving data from 3rd party payers.
Child & Family Services Div	x	x	Title IV-E of SSA & Foster Care Medicaid Program-1				1) SSNs of children, caretakers to determine eligibility. (2) Background checks federally required on prospective foster and adoptive parents, group home providers, shelter care providers and staff.
Child Support Enforcement Division	x	x	Title IV-D of SSA	40-5-206; 40-5-907; 61-5-107; 87-2-106; 87-2-202		Follows Privacy Act notice.	
Senior & Long-Term Care Division (includes Adult Protective Services, Community Services, Nursing Facility Services, Office on Aging & Eastern MT & MT Veterans Homes)	x	x	Medicaid and VA for eligibility & billing		1) Adult Protective Services requires SSN. 2) Community Services uses SSN for waiting list.	2) Com. Services does not share SSN except w/ contractor	1) Protective Services links with Vital Statistics for alert if person dies. *Aging Services does not require SSN but some individuals provide.
Business & Financial Services Division, includes Vital Statistics Bureau, Fiscal Operations Bureau, Business Services Bureau	x	x	Family Support Act of 1988(1); PRWORA Act of 1996(2)	40-1-107* Title 53, chapter 1, part 4 allows billing, SSA benefit checks (3)	Business Services collects SSNs at county level. Lists on monthly pink slip by county	Vital statistics kept forever. If asked, explain. Privacy Act notice	(1)Requires SSNs for birth certificates (2) Requires for death certificates *marriage license. Considered confidential. (3) Staff will search databases for SSNs.

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DPHHS, Continued							
Quality Assurance Div., includes Medicaid Provider Enrollment, Certification Bureau, Medical Marijuana Licensure Bureau, Program Integrity, Child Care Licensing Program, Community Residential Facilities Licensing	x	x	CFR 42, part 455, sub B for Medicaid providers. CFR 43.20 (B) for database.	50-46-101 through 50-46-210 but SSN not specified.* Confidentiality provided.	Collect SSNs for certified nurse aide database. Use ID#s. Also use for background checks.	Electronic connection secure. Not on Internet.	Uses SSNs as identifiers in database. CNA info sent to testing company. *Medical marijuana program asks for patient, caregiver SSNs to verify info. *Some community residential facilities have not provided SSNs for employees. Information obtained elsewhere. Not responsible for background checks but SSN useful for abuse or neglect investigations.
Technology Services Div.	x	x					Uses system access form that requires SSN of DPHHS staff. No statute. No Privacy Act notice but explanation if asked. Could modify if needed.
Dept of Revenue	x	x	IRS	Title 15 and rule		Controlled access; confidentiality agreements. Per 15-7-308 realty transfer certif. not public record.	*Disclosure officer handles confidentiality issues. *Reviewing documents to see if truncation OK. *Levies/releasees to banks, employers, insurers have tax ID#. *Bad debts unit uses tax ID# but to be modified w/ IRIS system.
Dept of Transportation	x	x			*Motor fuel refund uses SSN to link refund request w/ DOR tax info. *New user verification system uses SSNs.		*Timesheets no longer showing SSN. *Some systems use SSN for files but not absolute requirement. MDOT did 2001 study of SSNs and removed some requirements.
Office of Public Instruction	x	x	42 USC Sec. 5119, National Child Protection Act, allows background checks	ARM 10.57.201A requires license applicants to provide information for background check.		FERPA dictates confidentiality. Records stored on microfiche	Developing statewide student information system, special education system, and data warehouse. SSN is a data element for system. Students to be assigned unique student ID. SSN would be separate check/tie-breaker. SSN also could be used to link with workforce databases.

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Attorney General Dept of Justice	x	x					
Motor Vehicle Division	x	x	CFR Title 49 Section 383.153 for nonresident commercial driver license	61-5-107 application (1) for driver's license, learner's permit or motorcycle endorsement		61-11-503(3) terms SSN "highly restricted personal information" Protected access.	1) All driver's license #s with SSN to disappear in 7 yrs. SSN not allowed as driver's license since Oct. 2005. MVD considers SSN essential to highway traffic safety through ID & accountability.
Montana Highway Patrol	x	x			HQ 1686 - out of state travel form/voucher HQ1599-rept on crash investigation. - SSN on if DL#. PT 323 (400) Hepatitis B inoculation PT 325 & 327 - Background investigation		Various reports required by other agencies may contain SSN, e.g. First injury report, MVD's implied consent/ alcohol concentration report for CDL, or refusal certification. Criminal intelligence document, firearms transaction record has optional SSN for ATF. Rocky Mountain Information Network requires SSN for intelligence submission form. SR22 insurance form used by most insurance companies asks for SSN. MT law does not require it.
Secretary of State	x	x	UCC*	13-2-110 either driver's license or last 4 digits of SSN to register to vote*		Form to be revised to provide Privacy Act notice.	*UCC liens contain tax IDs or SSNs and people can buy master list. Federal law requires Secretary of State to provide all information. Redacting software may be difficult to use because forms vary.
State Auditor, includes Securities Division, Insurance Division	x	x	Congress' mandate for securities license (not specified)*		SAO complaint-inquiry forms have space for SSN because some insurers track by SSNs. Exams for certificates of authority or change in officers or directors may contain SSNs	SSN redacted if public inquiry re securities. Privacy notice on gov't-required reports.	*For background check on securities dealers. Paper files of inquires retained for 3 yrs. Computer record has no SSN.

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Board of Regents	x	x					Working on privacy notice additions.
University System	x	x	FERPA*				*FERPA refers to the financial aid program that requires SSNs, used in Banner database. Banner being modified with generated ID. Campus ID/library cards also changing from SSN to non-SSN ID. Changes to be done by fall 2006.
Judicial Branch	x	x				Electronic access to law library restricted by IP address. Court evaluating use of redaction software.	Court developing access rules, which are in comment period. Excluded from public access are records with complete SSNs.
Legislative Branch	x	x			Unclear statutory authority for some state database systems that use SSNs.	No Privacy Act notice but plan to include.	Legislative Audit Div. Requires SSNs of employee and household members over age 18 in relation to MT State Lottery conflict clause 23-7-307.
Counties --Expressed concern about letter. No Response.							
Cities --No Response (link added to website)							
<p><i>The above materials summarize responses to a February 2006 letter sent by the Economic Affairs Committee inquiring about use of Social Security numbers by state agencies. Agencies not listed either did not have SSN responsibilities or did not reply. Summary prepared 7/2006.</i></p> <p>6194pmfa</p>							