



WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES



CalJOBS Help Sheet 34

How to Create a Pseudo SSN

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How to Create a Pseudo SSN

An individual's SSN is used as a unique identifier CalJOBS to reduce duplication of records in the system. The CalJOBS system will not allow for individuals to register with a duplicate or alphanumeric SSN.

Definitions

1. **Valid SSN:** a 9 digit unique number issued to an individual by the Social Security Administration (SSA).
2. **Pseudo SSN:** a dummy SSN issued at the request of an individual, or if there is an issue with a duplicate SSN in CalJOBS.
3. **Duplicate SSN:** an SSN that already exists in CalJOBS.
4. **Incorrect SSN:** an SSN that was not assigned to the individual as a pseudo SSN and is not a valid SSN assigned to the individual by the SSA.

Pseudo SSNs

It is highly recommended for individuals to provide their valid SSN when registering for CalJOBS. However, individuals are not required to provide their SSN in order to receive employment or training services, unless they are UI or TAA recipients.

If a participant refuses to give their valid SSN, does not have a valid SSN, or has a valid SSN that is duplicated in the system, a pseudo SSN can be assigned to the participant.

Please note that a program participant with a pseudo SSN will not be included in the wage records matching process, and supplemental data will need to be collected for performance and reporting purposes.

In order to assign the individual to a Pseudo SSN, please follow the numbering conventions that have been defined for LA County:

951-DD-MMY

- First three numbers: 951
- Next two numbers: participant's 2 digit birthday
- Last four numbers: participant's 2 digit birth month and 2 digit birthyear

For example, a participant with a birthday of 03/24/1989 would have the pseudo SSN of: 951-24-0389.

If a pseudo SSN has already been used in CalJOBS, please follow the template and change the last four digits until a new pseudo SSN can be assigned.

Duplicate or Incorrect SSNs

AJCC staff are required to verify the individual's SSN with valid documentation from the SSA with a photo identification. Once verified, if there's an account that already exists under the individual's valid SSN, then the unverified individual's SSN must be reassigned to a pseudo SSN. If the unverified individual is registered under another LWDA, AJCC staff is required to contact the corresponding office to make the necessary changes in the participant's file. Once the duplicate SSN has been changed, the verified individual may register with their valid SSN.

If an individual previously registered in CalJOBS with an incorrect SSN, AJCC staff are required to update their SSN after verifying the individual's identity with valid documentation from the SSA with a photo identification.

A case note must be added explaining the reason for updating an individual's SSN.

If there is a need for assistance in updating the participant's SSN, please contact CalJOBSTechSupport@wdacs.lacounty.gov, or send a ticket request through [CalJOBS Tech Support's Ticket Portal](#) to have the SSN updated.