

SOCIAL SECURITY ADMINISTRATION		<i>DOS/INS Original</i>
INTERAGENCY AGREEMENT DATA SHEET <small>(For Work Performed by Other Federal Agencies for SSA)</small>		SSA AGREEMENT NUMBER <small>(See Note Below)</small> DOS-02-06
		PERFORMING AGENCY'S AGREEMENT NUMBER <small>(If Applicable)</small>
1. NAME OF AGENCY PERFORMING THE SERVICE Immigration and Naturalization Service and its contractor		2. ADDRESS 2401 E Street NW 10th Floor, Room 20522 Washington, D.C. 20520
3. PROJECT TITLE AND BRIEF DESCRIPTION OF WORK TO BE PERFORMED Enumeration at Entry. The purpose of this project is for INS and/or the Department of State to collect as part of the Immigration process. INS will forward the data to SSA to assign SSNs and issue SSN cards.		
SECURITY/SUITABILITY BACKGROUND CHECKS REQUIREMENT <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not Applicable		
4. SSA PROJECT COORDINATOR a. Name, Title and Component: (b) (6), Social Insurance Specialist, ODISP b. Address: SSA, 3-R-1 Operations Bldg. 6401 Security Boulevard, Baltimore, MD 21235 c. Telephone: (b) (6)		5. PERFORMING AGENCY PROJECT COORDINATOR a. Name and Title: Shelly Matte, Project Manager b. Address: 2401 E. Street Washington, D.C. ### 20520 c. Telephone: 202-663-1648
6. COST AND FINANCING		
a. Total Estimated Cost of Services \$ 150,000 <i>9/23/02</i>		
b. Cash Transfer <input checked="" type="checkbox"/> OPAC <input type="checkbox"/> SF-1081 <input type="checkbox"/> HHS-330		
c. Timing <input checked="" type="checkbox"/> Pay as Billed <input type="checkbox"/> Advance Payment of \$ _____		
<input type="checkbox"/> Other (Explain) _____		FUNDS AVAILABLE OF DCAR <i>OS 9/25/02</i>
d. Frequency <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Upon Completion of Work		
7. ACCOUNTING AND APPROPRIATION DATA		
a. Sub-object Class Code (b)		e. Performing Agency Location Code 19-0000-01
b. Fiscal Year 2002		f. Appropriation Symbol and Title (b) (2)
c. Common Accounting No. (b) (2) ✓		g. SSA Agency Location Code 28-04-0001
d. Performing Agency EIN 54-1352940		h. ITS Project # R156 156 50 <i>9/23/02</i>
		i. Period of Performance present through 09/30/2003
8. AUTHORITY Economy Act (31 USC 1535)		9. BILLING ADDRESS Social Security Administration Office of Finance P.O. Box 47 Baltimore, Md. 21235-0047
10. SSA Authorizing Signature, Title and Date <i>See attached</i>		11. Performing Agency Authorizing Signature, Title and Date <i>See attached</i>
Note: The SSA agreement number must be cited on all correspondence and bills relating to this agreement. * This data sheet is for informational purposes for most agreements and items 10 & 11 need not be signed. However, on occasion it becomes the agreement. Then, and only then, are items 10 & 11 signed.		

INTERAGENCY AGREEMENT
BETWEEN
THE SOCIAL SECURITY ADMINISTRATION
AND
THE DEPARTMENT OF STATE

I. PURPOSE

The purpose of this agreement is to support the Memorandum of Understanding between the Bureau of Consular Affairs (CA) of the Department of State (DOS) and the Social Security Administration (SSA) to reduce fraud, improve governmental efficiency, and reduce duplicative application burdens on individuals. CA will collect all the information needed for enumeration as part of the immigrant visa process and electronically transmit the data to the Immigration and Naturalization Service (INS). INS will forward this data to SSA for assigning Social Security numbers (SSNs) and issuing Social Security cards to eligible aliens. The data will be collected and forwarded with the consent and voluntary cooperation of the individuals.

II BACKGROUND

A central goal of this project is to reduce SSA's reliance on documents presented by aliens. Fraudulent immigration documents are frequently presented to SSA by aliens to obtain SSNs to engage in authorized employment.

This project is designed to streamline the enumeration data collection process, reduce duplicative efforts by federal agencies, and reduce the burden on applicants who currently must go to SSA and provide the same information previously provided to DOS and INS.

III. SCOPE OF WORK

DOS enters into this agreement with SSA with a commitment from SSA to fund the development costs in support of the collection of enumeration data needed by SSA. The costs will be incurred by DOS for technology development work necessary to transmit the data to INS in support of this agreement. The attached list of the data elements describes the data to be transmitted as negotiated and agreed upon on the MOU.

IV. PERIOD OF AGREEMENT

The period of agreement for this proposal is for work through September 30, 2003. Any changes to the period covered by this agreement will be negotiated between the two agencies. The cost for software development performed by DOS will be \$150,000.

V. AUTHORITY

The authority for this agreement is found in the Economy Act (31 U.S.C. 1535).

VI. PROJECT OFFICERS

The DOS project officer is:

Shelly Matte

Project Manager

Department of State, CA/EX/CSD/CI, Room L-415

2401 E Street, N.W.

Washington, DC 20522

(b) (6) (b) (6)

The SSA project officer is:

(b) (6)

Project Manager

Social Security Administration

6401 Security Boulevard

Baltimore, MD 21235

(b) (6) (b) (6)

VII. FUNDING

SSA agrees to transfer \$150,000 to the DOS to support the SSA/DOS enumeration initiatives. SSA will transfer the funds by means of the OPAC (Online Payment and Collection) system. The funds are available through September 30, 2003.

SSA's Billing Information

The SSA billing address for this project under this agreement is :

Office of Finance
Social Security Administration
P.O. Box 47
Baltimore, MD 21235-0047

The User Agency Financial Accounting Point of Contact for this project, who is responsible for resolving any financial questions that may arise, is:

<u>Name</u>	<u>Organization</u>	<u>Telephone</u>
(b) (6)	DCFAM	(b) (6)

Services performed under this agreement will be charged to the following accounting classification:

Common Accounting Number
Subobject Class Code
Appropriation

(b) (2)

This IAA is funded under Special Expense Item of the Information Technology Systems budget in the amount of \$150,000.

VIII. CONDITIONS OF AGREEMENT

This agreement is considered by both SSA and DOS to be a firm commitment to the completion of the project. This agreement cannot be terminated before completion except by mutual agreement. This agreement may be modified by mutual agreement.

IX. SIGNATURE OF ACCEPTANCE

Acceptance by SSA and DOS will be indicated by the authorized approving signature on two copies of this agreement. The original and one copy shall be retained by SSA.

8/27/2002
Date

L. Travis Farris
L. Travis Farris
Director, Consular Systems Division
Bureau of Consular Affairs
Department of State

9/19/02
Date

M. H. Gerry
Martin H. Gerry
Deputy Commissioner for Disability
and Income Security Programs
Social Security Administration

SSA/INS/DOS Enumeration Pilot
FY 2002 Reimbursables

Technology development costs	\$150,000.00
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MEMORANDUM OF UNDERSTANDING
BETWEEN
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AND
DEPARTMENT OF STATE

Purpose of Agreement

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To assist SSA in enumerating aliens, CA will collect all the information needed for enumeration as part of the immigrant visa process and electronically transmit the data to the Immigration and Naturalization Service (INS) to subsequently forward the enumeration data to SSA, which will use the data to assign Social Security numbers (SSN) and issue SSN cards.

This agreement will in no way interfere with or abridge individuals' rights under the Privacy Act or other Federal laws that guarantee their right to request access to or correction of records about them in the files of SSA, CA, or the Immigration and Naturalization Service (INS), or to request an appeal of a denial of such requests.

Authority

Section 205 (c) (2) (B) (i) of the Social Security Act (42 U.S.C. §405(c) (2) (B) (i)) authorizes the assignment of SSNs to appropriate groups or categories of individuals, which include the groups and categories of aliens whose members are subject to this agreement. The Economy Act, 31 U.S.C. §1535, authorizes CA's provision to SSA of the services described below.

Functions to Be Performed

A. Responsibilities of the CA

1. At a mutually agreed upon time in the future, CA agrees that in addition to the information it already collects in the immigrant visa process (i.e., name, other names used, mailing address in the United States, sex, date of birth, place of birth, and father's name), to also collect other data needed by SSA to enumerate the immigrant applicant.

(b) (7)(E)

(b) (7)(E)

2. CA agrees to make the necessary systems changes/improvements to include the collected enumeration data in a mutually agreed upon format with the data transmitted to the INS as part of the immigrant visa data sent to INS.
3. CA agrees to make necessary changes to its immigrant visa application forms.
4. CA agrees to work closely with SSA to include required enumeration data in SSA-required formats as part of the data electronically transmitted from CA to INS. CA will seek to coordinate with INS compatible technology to eventually enumerate immigrants upon arrival in the United States.
5. CA agrees to work closely with SSA to identify means for improved electronic transmission of immigrant visa data and enumeration data to INS.

B. Responsibilities of the SSA

1. SSA agrees to work closely with CA to provide the systems functional requirements and to assist CA in coordinating with INS compatible technology to enumerate immigrants upon arrival in the United States.
2. SSA agrees to work closely with CA to identify means for improved electronic transmission of immigrant visa data and enumeration data to INS.
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4. In an "investigate" situation (when SSA is unable to process the data received to assign an SSN) SSA will take the necessary action, including contacting the individual when necessary, to process the enumeration action.
5. SSA agrees to notify INS of the SSNs assigned to the aliens for whom CA transmitted enumeration data to INS for SSA.
6. SSA agrees that the documentary evidence submitted to CA for the immigrant visa satisfies SSA's evidentiary requirements of establishing age and identity.
- ~~7. SSA agrees to coordinate with CA as early as possible whenever it becomes necessary to modify enumeration data and formats.~~

Service Provisions

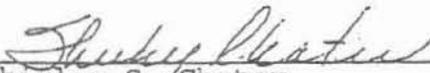
The cost of any special systems improvements/changes will be negotiated between SSA and CA. Any additional costs that might accrue due to the institution of CA collecting enumeration data will also be negotiated between SSA and CA.

Parties to the Understanding

The individuals whose signatures appear below bind SSA and CA to the requirements of the Memorandum of Understanding.

Date:

APPROVED: MAY 21 1996



Shirley S. Chater
Commissioner
Social Security Administration



Mary A. Ryan
Assistant Secretary
Consular Affairs
Department of State



United States Department of State

Deputy Assistant Secretary
for Visa Services

Washington, D.C. 20520

UNCLASSIFIED

March 27, 2009

ACTION MEMO FOR ASSISTANT SECRETARY JACOBS – CA

FROM: CA/VO – David Donahue

Seen by CA A/S Jacobs

SUBJECT: Sharing Visa Records with the Social Security Administration (SSA),
Office of Quality Performance (OQP)

Recommendation

That you approve amending the existing MOU with SSA to provide their Office of Quality Performance (OQP) with access to the visa portion of the CCD.

Approve *NS* Disapprove _____
provided no further safeguards to protect data
2-22-09

Background

Section 205(c)(2)(B)(i)(I) of the Social Security Act (42 U.S.C. 405) permits SSA to issue Social Security account numbers (SSNs) to lawfully admitted aliens. Section 205(c)(2)(B)(ii) sets forth the evidence requirements for issuing an SSN, including proof of alien status.

In 2000, the SSA finalized its data sharing agreements with Department of State and the Immigration and Naturalization Service (now U.S. Citizenship and Immigration Services) to assist SSA in SSNs to newly-arrived immigrants. In 2002, SSA launched Enumeration at Entry (EAE) to reduce fraud in SSN issuance to immigrants. Once an alien is admitted to the United States, DHS/CBP sends the immigration visa data (b) (7)(E) to SSA's Modernized Enumeration System (MES). (b) (7)(E)

[Redacted]

UNCLASSIFIED

Attachments:

Tab 1 – Memorandum of Understanding between the Social Security
Administration and the Department of State

Tab 2 – SSA Request

Drafted: CA/VO/I Veenbaas (3-1660) 02/26/09

Cleared: CA/VO/L/R:K.Earnest ok
CA/CST: H. Sandu ok
CA/VO/I: M. Sardinas ok
CA/VO:JKunsman ok
CA/FO:JRutherbories ok

Approved: CA/FO:DDonahue ok

//

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOCIAL SECURITY ADMINISTRATION
AND
DEPARTMENT OF STATE**

Purpose of Agreement

The purpose of this agreement is to set forth the general points between the Social Security Administration (SSA) and the Bureau of Consular Affairs (CA) of the Department of State regarding enumeration of certain aliens to provide better overall governmental efficiencies.

To assist SSA in enumerating aliens, CA will collect all the information needed for enumeration as part of the immigrant visa process and electronically transmit the data to the Immigration and Naturalization Service (INS) to subsequently forward the enumeration data to SSA, which will use the data to assign Social Security numbers (SSN) and issue SSN cards.

This agreement will in no way interfere with or abridge individuals' rights under the Privacy Act or other Federal laws that guarantee their right to request access to or correction of records about them in the files of SSA, CA, or the Immigration and Naturalization Service (INS), or to request an appeal of a denial of such requests.

Authority

Section 205 (c) (2) (B) (i) of the Social Security Act (42 U.S.C. §405(c) (2) (B) (i)) authorizes the assignment of SSNs to appropriate groups or categories of individuals, which include the groups and categories of aliens whose members are subject to this agreement. The Economy Act, 31 U.S.C. §1535, authorizes CA's provision to SSA of the services described below.

Functions to Be Performed

A. Responsibilities of the CA

1. At a mutually agreed upon time in the future, CA agrees that in addition to the information it already collects in the immigrant visa process (i.e., name, other names used, mailing address in the United States, sex, date of birth, place of birth, and father's name), to also collect other data needed by SSA to enumerate the immigrant applicant.

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3. CA agrees to make necessary changes to its immigrant visa application forms.
4. CA agrees to work closely with SSA to include required enumeration data in SSA-required formats as part of the data electronically transmitted from CA to INS. CA will seek to coordinate with INS compatible technology to eventually enumerate immigrants upon arrival in the United States.
5. CA agrees to work closely with SSA to identify means for improved electronic transmission of immigrant visa data and enumeration data to INS.

B. Responsibilities of the SSA

1. SSA agrees to work closely with CA to provide the systems functional requirements and to assist CA in coordinating with INS compatible technology to enumerate immigrants upon arrival in the United States.
2. SSA agrees to work closely with CA to identify means for improved electronic transmission of immigrant visa data and enumeration data to INS.
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6. SSA agrees that the documentary evidence submitted to CA for the immigrant visa satisfies SSA's evidentiary requirements of establishing age and identity.
- ~~7. SSA agrees to coordinate with CA as early as possible whenever it becomes necessary to modify enumeration data and formats.~~

Service Provisions

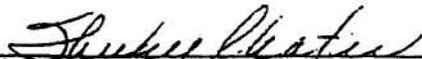
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Parties to the Understanding

The individuals whose signatures appear below bind SSA and CA to the requirements of the Memorandum of Understanding.

Date:

APPROVED: MAY 21 1966



Shirley S. Chater
Commissioner
Social Security Administration



Mary A. Ryan
Assistant Secretary
Consular Affairs
Department of State

Information Sheet

Federal Agency Request for Access to Electronic Visa Data

Identify the name of your agency or Organization and Office Symbol, if applicable.

Social Security Administration, Office of Quality Performance

Social Security Administration, Office of Eligibility and Enumeration Policy

Provide the name, title, telephone number and email address for the Point(s) of Contact for this request.

(b) (6)

Social Insurance Specialist

(b) (6)

(b) (6)

AND

(b) (6)

Social Insurance Specialist

(b) (6)

(b) (6)

Mission or purpose of your agency, organization or office:

Office of Quality Performance:

- The Office of Quality Performance (OQP), under the leadership of the Deputy Commissioner for Quality Performance, directs the agency-wide integrated quality program that enables SSA to meet its statutory, stewardship, and service responsibilities. The quality program encompasses in-line and end-of-line quality assurance; innovative change through a process of continuous improvement; special studies; and multi-dimensional data collection and analysis that supports fact-based decision making.
- We work closely with other SSA components to develop improvements to programs, policies, and procedures. We work at the national, regional, and local level to support and enhance quality processes and tools.
- Responsible for reporting the accuracy of SSA's Enumeration process, including Enumeration at Entry (EAE)

Office of Eligibility and Enumeration Policy:

- Provides SSA-wide leadership and direction in the development and improvement of procedures, operational policies, standards and instructions related to the EAE process and other enumeration activities.
- Develops, coordinates, evaluates and issues the policies, standards and instructions for EAE and other enumeration activities.
- Develops data exchange agreements with the DOS, DHS and other agencies that govern the EAE process and other enumeration activities.

How does access to visa data facilitate your existing operations and mission objectives?*Office of Quality Performance:*

OQP is responsible for measuring the accuracy of the Agency's EAE process. Currently we rely on the information on the DS-230 form to determine the accuracy of SSA's record. The data on the DS-230 more often than not conflicts with the data in our records because it is the visa data that is transmitted electronically to SSA. Our current method of measuring the accuracy of our EAE records is less than reliable. Access to the visa data may be more reliable and provide a better source to measure SSA's accuracy for the EAE process.

Office of Eligibility and Enumeration Policy:

(b) (7)(E)

What visa information do you require to support your mission?

We believe access to the biographical information provided on the visa and application may assist us when reviewing and troubleshooting cases. The ability to review the data may help us improve the current and future processes.

Is your request being made in furtherance of statutory requirements related to your mission? If so, please cite the statutory requirements.

No.

Who would be the users of the data?*Quality Performance:*

(b) (6) and (b) (6) are the OQP staff currently requesting access to the visa data. (b) (6) is the Program Manager for the Enumeration Review and (b) (6) is the Program Expert responsible for the national implementation of the review.

The data would be retrieved by (b) (6) and distributed nationally to OQP Regional Office analysts to conduct the review. (b) (6) will act as (b) (6) back-up.

Eligibility and Enumeration Policy:

(b) (6) and (b) (6) are the policy analysts requesting access to visa data at this time. (b) (6) is the SSA liaison with DOS and DHS for EAE related activities. (b) (6) is also responsible for preparing the national policy related to the EAE workload and troubleshooting EAE cases. (b) (6) frequently receives inquiries from various SSA offices throughout the nation regarding EAE cases. (b) (6) serves as (b) (6) back up in this capacity.

How many users?

Quality Performance:

2

Eligibility and Enumeration Policy:

2

What is the employment status of the employees who will access the CCD, contractor, direct hire, other?

Direct hires with several years of SSA related experience.

What computer systems are you using that would be related to your employment of visa information in your work?

Unknown.

What other federal agency partners and data do you use in furtherance of your mission?

SSA has online access to Department of Homeland Security (DHS) data via the Systematic Alien Verification for Entitlements (SAVE) system for purposes of assigning SSNs and issuing SSN cards to aliens. SSA uses SAVE to verify the immigration status and employment authority of all alien applicants. Using SAVE enables SSA to detect fraudulent immigration documents, prevent issuing an SSN card based on a fraudulent immigration document, prevent overpayments, reduce administrative costs associated with the current paper-bound processes, and improve service by decreasing SSN processing time.

SSA also partners with many other federal agencies for other various SSA programmatic uses.

Do you anticipate that you would need to share CCD visa records or visa record extracts with third agency or external personnel or entities?

No.

Is there data you might share with us related to the visa function?

Unknown.

Should VO seek to arrange an on-site briefing and short tour of your facilities, can you identify a point of contact to arrange the visit?

Yes, contact either (b) (6) or (b) (6) Contact information provided at the top of the request.

//

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(b) (7)(E)



(b) (7)(E)



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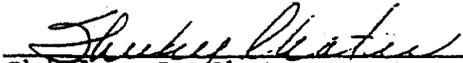
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