

Social Security Number (SSN) Waiver Request  
Iowa LIHEAP Program

CAA Unit prior approval is required when requesting a waiver from the Social Security Number (SSN) verification documentation. See Section 7.00 of the *Iowa LIHEAP Policy and Procedures Manual* for more information.

---

Agency \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

---

Customer Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City, Zip \_\_\_\_\_

---

The Social Security Number (SSN) of each household member, regardless of age, must be provided, either verbally or in writing, in order for that household member to be deemed eligible, unless presenting other acceptable documentation (See Section 7.00 of the *Iowa LIHEAP Policy and Procedures Manual* for more information). Waivers may be granted by the CAA Unit in specific cases where verification documentation is not available. Waiver approvals are made on a case-by-case basis. Relevant information must be documented for the file, and the household made aware that this is a one-time only waiver for the household member identified below.

Reason for Request:

Name of individual for whom a request is being made: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Has a waiver been previously requested for this individual?  Yes  No

If yes, when? \_\_\_\_\_

---

CAA Unit Review

Approval  Yes  No

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

Comments