

KNOWLEDGE BASE

SOCIAL SECURITY

KEY FACTS

- All CIEE Camp Exchange USA participants must apply for a Social Security Number (SSN).
- Participants may need your help setting up an appointment with Social Security or with transportation to the nearby Social Security office. Please contact CIEE at 1-888-268-6245 if you need assistance locating the office nearest your camp.
- Participants can legally work and be paid before they receive a SSN.
- Participants should wait to apply for Social Security approximately 10 days after arrival at camp.

BEFORE YOUR PARTICIPANTS ARRIVE

If you have a large number of Camp Exchange USA participants, it is helpful to develop a relationship with your local Social Security office as they may be able to visit your camp to process applications onsite during your orientation sessions.

HELPING YOUR PARTICIPANTS APPLY FOR A SSN

- CIEE Camp Exchange USA participants who do not attend the Meet & Greet in Boston upon arrival must contact CIEE within 24 hours of their arrival at camp to register for SEVIS. This ensures they have been registered before beginning the Social Security application process.
- At least one week after arrival at camp: participants should apply at a Social Security Office in person. They should bring their passport, I-94 card, and DS-2019 form, and should make sure to get a receipt or proof of their application.
- Two to three weeks after applying: have your participants visit the nearest Social Security Office (it is not necessary to go to the same office where the application was made) with their passport, DS-2019, and I-94 card to confirm that applications are being processed smoothly.

If possible, your participants should wait until they have been in the U.S. for 10 days before applying for a SSN which will help cut down on processing delays. If your location is remote and getting to a Social Security Office is problematic, it may be better for them to apply sooner. If they do not wait 10 days, it is very important to check on the status of their application.

PARTICIPANT RESPONSIBILITIES

- Apply for a Social Security Number no later than two weeks after arriving at camp
- Show proof of application with one of the following:
 - A copy of the application form that they submitted to the SS Office
 - An acknowledgement letter or receipt from the SS Office
 - A signed personal statement that verifies he or she has applied for a SSN

YOUR RESPONSIBILITIES

- Advise your participants that they are required by law to apply for an SSN
- Collect the following information from each participant prior to starting work:

- Full name
 - Gender
 - Address
 - Date of birth
 - Place of birth
 - Father's full name
 - Mother's full maiden name
 - Date of application for SSN
- Before camp ends, be sure your participants provide a home address, email address, and phone number, so you can contact them after returning home in the event of SSN issues. Your CIEE team is also ready to help in this situation.

IF YOU DID NOT RECEIVE A SSN FROM A PARTICIPANT

- Contact them and ask them to provide it. They are legally required to provide their SSN to their employer.
- If you are not able to contact a participant, contact CIEE to verify the participant's contact information.
- If the participant was not issued a number or cannot be reached, please refer to the information below on how to file wage reports without a SSN.

HOW TO FILE WAGE REPORTS WITHOUT A SSN

Make a formal request to the Social Security Administration on your camp letterhead, stating that you need a SSN to report wages. The request must include:

- Your contact information
- The participant's full name, gender, and date of birth
- Proof that the participant worked for your camp.

Mail your request to the closest SSA field office. If you receive the missing SSN after you've filed your wage reports to the IRS, file a form W-2c (Corrected Wage and Tax Statement) for the participant. Visit <http://www.ssa.gov> for more information and instructions.

IF A PARTICIPANT FILES A LATE SSN APPLICATION

If late filing means your participant may not receive a SSN before he or she leaves the U.S., the participant should file a SS-7028 form along with their SS-5 application. This form is used to authorize SSA to disclose the participant's number directly to their employer. The SSA requests that employers/participants only use this form where the number is not likely to be issued before the end of the participant's program.

IF YOU RECEIVE A PARTICIPANT'S SSN FOR AFTER THEY LEFT:

If you receive a participant's SSN after they leave camp and you cannot mail it directly to him or her, please mail it to:

CIEE Customer Service
300 Fore Street
Portland, ME 04101



24-HOUR SUPPORT FOR YOU AND YOUR PARTICIPANT

You can reach our knowledgeable team anytime – just call the CIEE Customer Service Helpline at 1-888-268-6245. Camp Exchange USA participants can also contact us around the clock for emergency support and questions about Social Security while they are in the U.S.

FOR MORE INFORMATION

Internal Revenue Service

1-800-829-4933

www.irs.gov

Social Security Administration

1-800-772-1213

www.ssa.gov/employer