

Memorandum

To: All CATE Centers
From: Lisa Danley, State Director of Career & Technical Education
Date: May 22, 2009
Re: Suspension of SSN (Social Security Number) requirement

In an effort to continue to move forward with CATE, the verification rule to require SSN has been suspended. It is expected that the SSN will be required at some point, but there are no plans in the foreseeable future.

The NH Department of Education, Career Development Bureau, has continued to pursue a variety of avenues with regard to the collection and use of student SSN in order to be able to meet federal reporting requirements. As you all know, the reason for the SSN is that the military, postsecondary, and employers all use this method of identification. Matching program completers to paths beyond the secondary level must happen if accurate data is to be submitted by New Hampshire to the Office of Vocational and Adult Education (OVAE) in Washington, DC.

The Bureau has forwarded a copy of RSA 193-E-5 to our liaison at OVAE to alert them to the dilemma we face in New Hampshire. A response has been received and the information is under advisement. It is hoped that our liaison will continue to provide guidance and direction to ameliorate the data reporting audit finding.

The suspension of the SSN requirement will allow all schools to reach “Batch Verified” status for their BOY (Beginning of Year) and MOY (Middle of Year). The attainment of Batch Verified status will then allow all schools to copy their “BOY, Batch Verified” submission into the MOY for amendment and submission. Once the MOY attains “MOY, Batch Verified,” the MOY will be able to be copied into the EOY (End of Year) for amendment and submission. Remember – any other errors must be corrected in the BOY or MOY in order to reach Batch Verified status. This rule suspension is related to the SSN required field.

If you have questions about this decision or the information presented above, please feel free to contact me (603-271-3867 or lisa.danley@ed.state.nh.us). Specific questions about CATE should be directed to Regina Fiske (603-271-3867 or rfiske@ed.state.nh.us).

