



Office of Career-Technical and Adult Education

Vicki Melvin  
Director

Superintendent of Public Instruction

## POLICY MEMORANDUM (FY2003-04)

January 16, 2003

TO: ABLE Administrators

FROM: Denise L. Pottmeyer, State Director, Adult Basic and Literacy Education

SUBJECT: Use of Social Security Numbers and Data Match Requirements

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1. Effective immediately, Adult Basic and Literacy Education programs funded by the Ohio Department of Education are now required to ask all students for their Social Security number during Intake and Orientation. Student Social Security numbers will be entered into ABLELink and will be used for the state data match follow-up report of student goals in employment and GED completion.

If a student does not have a social security number or is unwilling to disclose the number, the student is still eligible to enroll in a local ABLE program. The program must then assign the student a Security Number using the process detailed by the State GED Office. The assigned Security Number is to be entered into the "GED Security #" field, **not** the Social Security Number field. The number is created by using the first three numbers of the student's zip code and his or her date of birth (e.g. 43209, 08-20-1959 = Security Number **432-08-2059**).

2. All ABLE programs are required to participate in the state data match process. Local program and state accountability for employment and GED completion must now be determined exclusively through this process. Information on how local ABLE programs can send their student information to the Ohio Literacy Resource Center for the state level ABLELink data match is available at:  
<http://literacy.kent.edu/ablelink/vaccess/GED-ODEdatamatch.pdf>
3. Local ABLE programs must continue to do follow-up surveys for Biannual and Annual Performance Reports for the student goal of placement in postsecondary education and training. Local ABLE programs are expected to use the O-PAS Follow-Up Survey Process and Form (FY2003 O-PAS Manual Section 8) to document student achievement of this Core Indicator of Performance. A list of the students being surveyed and the survey results must be on file in the local program office. It is expected that in the future this goal will be measured through a state data match. We will revise the policy when this becomes effective.

