



**REPORT TO THE CALIFORNIA LEGISLATURE**

# **Mailed Documents Containing Social Security Numbers Report**

**AS MANDATED BY ASSEMBLY BILL 499  
(CHAPTER 155, STATUTES OF 2020)**

**Prepared by the  
EMPLOYMENT DEVELOPMENT DEPARTMENT**

**January 11, 2022**

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## **Executive Summary**

Pursuant to Assembly Bill 499 (Chapter 155, Statutes of 2020), California Government Code (GC) Section 11019.7(b)(1) prohibits state agencies from sending any outgoing United States mail that contains an individual's Social Security number (SSN), unless truncated to its last four digits or under other specified circumstances, beginning on or before January 1, 2023.

EDD is committed to complying with the provisions of AB 499 and to date has removed SSNs from the 10 most-mailed forms and plans to remove SSNs from all forms by January 1, 2023.

California GC Section 11019.7(b)(2)(A) requires each state agency that mails an individual's full or truncated part of a SSN to that individual, other than as permitted under Section (b)(1), to prepare and submit a report to the Legislature regarding when and why it does so by September 1, 2021. Section (b)(2)(B) requires further annual reporting by a state agency that is unable to comply with the requirements of Section (b)(1), beginning on January 1, 2023. The Employment Development Department's (EDD) Legal Office has interpreted Section (b)(1) to permit a state agency to send outgoing mail to an individual that contains that individual's SSN if it is truncated to its last four digits. The EDD has not identified any documents that contain an SSN truncated to a number other than the last four digits, so this report only includes forms with full SSNs.

The AB 499 Mandated Special Project Report (report) fulfills the provisions cited above in respect to mailings to individuals from the EDD. The report describes instances when full SSNs are mailed to individuals, and the purpose of including SSNs on the mailed document.

## **Background Information**

The EDD administers the Unemployment Insurance (UI), Disability Insurance (DI), and Paid Family Leave (PFL) programs. The forms included in the scope of this report are generated by the UI, the DI, and the PFL programs.

The UI program provides weekly benefit payments for workers who lose their job through no fault of their own. The DI program provides benefits to workers experiencing wage loss due to a non-work related injury or illness. The PFL program provides partial wage replacement benefits to individuals who take time off work to care for a seriously ill family member, bond with a new child, or participate in a qualifying event because of a family member's military deployment.

## Report Summary

Pursuant to Assembly Bill 499 (Chapter 155, Statutes of 2020), California Government Code Section 11019.7 prohibits state agencies from sending any outgoing United States mail to an individual that contains an individual's SSN, unless truncated to its last four digits, beginning on January 1, 2023, except in very limited circumstances. The EDD intends that all forms currently containing full SSNs will be mitigated on or before January 1, 2023. The EDD has not identified any documents that contains an SSN truncated to a number other than the last four digits, which is permitted under law. Attachment A (AB 499 Forms in Scope List) contains detailed information for each **outgoing** form currently mailed out to individuals containing an individual's full SSN. Attachment A includes the form number, form name, when the form is sent, and why the form contains a full SSN.

The Table 1, below, provides the total number of forms identified in scope of the report and the number of forms identified per program area as of June 14, 2021.

**Table 1**

Unemployment Insurance forms	88
Disability Insurance forms	17
Paid Family Leave forms	40
<b>Total number of forms in scope</b>	<b>145</b>

Table 2 below groups the **outgoing** forms by program and justification for full SSN.

**Table 2<sup>1,2</sup>**

PROGRAM	FORM NUMBER	JUSTIFICATION
Unemployment Insurance	DE 1080CSICHG, DE 1080CSICHG/S DE 1080CSINEW, DE 1080CSINEW/S DE 1444CT, DE 1444CT/S DE 1444Z, DE 1444Z/S DE 4365REA, DE 4365REA/S DE4365RES, DE 4365RES/S DE 4365RID, DE 4365RID/S DE 17, DE 17/S DE 17C, DE 17C/S DE 1445, DE 1445/S	The SSN is used to locate records and identify claimants.

<sup>1</sup> These forms do not qualify for an exemption under paragraph (b)(1) and therefore the SSN will be mitigated before January 1, 2023.

<sup>2</sup> See Attachment A for form names.

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PROGRAM	FORM NUMBER	JUSTIFICATION
	DE 1447TRA DE 3422D/C DE 3422TAA/C DE 6315DUA DE 6315INC DE 6316DUA, DE 6316DUA/S DE 6316WGS DE 8309A DE 8330A DE 8330RTAA DE 8340HCTC DE 8391F DE 1447CO-AZ DE 1447CO-BZ DE 1326E, DE 1326E/S DE 1326T, DE 1326T/S DE 1447ALJ, DE 1447ALJ/S DE 23A, DE 23A/S DE 3394 DE 4365ER DE 4365ESW, DE 4365ESW/S DE 4365 TRA, DE 4365 TRA/S DE 4365WS, DE 4365WS/S DE 4365 PUA, DE 4365 PUA/S DE 8318 DE 1080MON DE 1080TE, DE 1080TE/S DE 1106Z, DE 1106Z/S DE 1157WS DE 1446 DE 1447 DE 3422D, DE 3422D/S DE 3422TAA, DE 3422TAA/S DE 429L, DE 429L/S DE 4365, DE 4365/S DE 4365PQ, DE 4365PQ/S DE 4464, DE 4464/S DE 6315, DE 6315A DE 6315AL, DE 6315AL/C DE 6315AL/S, DE 6315AL/V DE 6315CC DE 731 DE 817D DE 8321, DE 8321/S DE 8595DUA, DE 8598DUA-D DE 8598	

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PROGRAM	FORM NUMBER	JUSTIFICATION
Paid Family Leave	DE 1850, DE 1850/S DE 2517 DE 2504RE/S DE 2532F DE 2546 FB DE 2546F, DE 2546F/S DE 2546FA DE 2546FFAX DE 2546FINV DE 2546FR DE 2547AF DE 2547DF DE 2566F, DE 2566F/S DE 2578FF, DE 2578FF/S DE 2578FX DE 2580GF, DE 2580GF/S DE 2585BF, DE 2585BF/S DE 2587F, DE 2587F/S DE 5005F, DE 5005F/S DE 5006F, DE 5006F/S DE 6315APF, DE 6315APF/S DE 648F, DE 648F/S DE 731F, DE 731F/S DE 817F, DE 817F/S DE 2525XFA, DE 2525XFA/S	The SSN is used to locate records and identify claimants.
Disability Insurance	DE 1869, DE 1869S DE 2547D-D1, DE 2547D/S-D1 DE 2547D-D2, DE 2547D/S-D2 DE 2547D-D3, DE 2547D/S-D3 DE 2547D-D4, DE 2547D/S-D4 DE 2557 DE 2578, DE 2578/S DE 7012, DE 7012/S DE 8500 DE 8500B	The SSN is used to locate records and identify claimants.

**Conclusion**

The EDD is continuing to implement the provisions of AB 499 (Chapter 155, Statutes of 2020), as required by law. To date, the EDD has mitigated SSNs on six UI forms, two DI forms, six PFL forms, and has removed SSNs from the 10 most-mailed UI forms. The EDD plans to mitigate all forms mailed to individuals containing a full Social Security Number by January 1, 2023, pursuant to California Government Code Section 11019.7. Full details for individual forms are listed in Attachment A (AB 499 Forms in Scope List).

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