

DISTRICT SCHOOL BOARD OF CHARLOTTE COUNTY  
NOTICE OF SOCIAL SECURITY NUMBER DISCLOSURE  
October 1, 2007

Chapter 2007-251 Laws of Florida, signed by the Governor on June 27, 2007 requires agencies to notify individuals of the purpose(s) that require the collection of social security numbers. The District School Board of Charlotte County collects social security numbers (SSNs) for the following purposes:

- The Department of Homeland Security requires SSNs as identifier in Section 1 of I-9 form.
- The Internal Revenue Service and Social Security Administration require a Social Security number on a Form W-4, that was used to determine how much federal withholding tax is to be collected and Federal Insurance Contribution Act (FICA) tax on wages paid and later reported in a W-2 Wage and Tax Statement.
- The WinOcular applicant tracking system requires a SSN as primary personal ID for applicant tracking.
- The Internal Revenue Service require a Taxpayer Identification Number on a Form W-9 which could be a Social Security or an Employer Identification number that could be used to generate a 1099 Miscellaneous Income Statement based on expenditures processed through accounts payable. Vendors with Social Security numbers are captured in the Vendor Application process and are used on purchase orders issued by the District. Employee Social Security numbers are used as the vendor number for processing travel or other reimbursements.
- The BiTech Human Resource/Finance software program requires the use of social security numbers as the primary personal identification of employees for wages, leaves, payroll deductions, etc.
- The Florida Department of Law Enforcement digital Fingerprint system requires SSN for primary personal ID background identification use and digital fingerprinting.
- Social Security numbers are requested by the National School Lunch Act from parents on the free or the reduced price meal application and household verification process as part of determining a family's eligibility for their child(ren) for free or reduced price meals.
- Social Security numbers are required for enrollment in health insurance, life insurance, and other miscellaneous insurances.
- Social Security numbers are required by the Florida Division of Retirement to report earnings used to document creditable years of service in the Florida Retirement System.
- Social Security numbers are required for the First Report of Injury on the Workers Compensation forms.
- Social Security numbers are used by the Florida Department of Education as a standardized identification number to track students from year to year and when they move from one school or county to another. Social Security numbers are used for students in grades 10 through 12 as identifiers for colleges and scholarship programs such as Bright Futures. For students in grades 3 through 12 Social Security numbers are used as identifiers for standardized testing such as FCAT.

The Social Security numbers of all current and former employees are confidential and exempt from s.119.07(1) and s.24(a), Art. I of the State Constitution.