

**POLICY MEMORANDUM**

September 27, 2011

TO: ABE Administrators  
FROM: Jeffrey C. Gove, State Director, Adult Basic and Literacy Education  
SUBJECT: Use of Social Security Numbers and Data Match Requirements

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1. Adult Basic and Literacy Education programs funded by the Ohio Board of Regents are 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 ODE 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/>
3. Local ABLE programs must continue to do follow-up surveys for quarterly and annual performance reports for the student goal of placement in postsecondary education and training. Local ABLE programs are expected to use the OPAS “Follow-Up Survey Process and Form” to document student achievement of this Core Indicator of Performance. A list of the students being surveyed and the survey results must be kept on file in the local program office.

This policy replaces the **POLICY MEMORANDUM** (FY2003-04), January 16, 2003.