

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services

MEMORANDUM

TO: First Source Employers

FROM: Eric Scott, Program Manager

SUBJECT: First Source Employment Agreement-Social Security Numbers

DATE: 3/22/11

We recently made changes to our First Source Employment program. In this climate of increased identity theft we recognize the sensitivity of having our employers provide social security numbers. As a result, the First Source program no longer requires First Source Employers to enter social security numbers when submitting First Source Agreements.

The First Source Electronic Compliance Database has been developed to improve the efficiency of the pilot program First Source process. The database will provide first source employers the ability to enter compliance data on-line, in addition it will allow DOES to capture first source data in a timely manner and track the Employers performance, new hires, and improve our ability to identify noncompliant employers.

First Source employers will be required to enter employee's social security numbers into the Compliance Database; however, the application is secured and encrypted. In addition, First Source staff will only be able to view the employee name in the system; the actual social security number will not be visible.

The First Source program would like to thank you for your cooperation as program modifications are made in order to better serve our employers.

If you have additional questions, please contact Anetta Graham, First Source Program Supervisor at anetta.graham@dc.gov or 202-698-3757.