

# OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

## Social Security Benefits

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### Policy

The Revenue Enhancement Division (RED) shall coordinate the efforts necessary to:

- apply for existing Social Security benefits on behalf of out of home children
- act as a resource to Social Workers in the application for new benefits
- coordinate all subsequent activities related to benefits

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### Types of Benefits

The typical Social Security benefits available to children are:

- Title II Social Security benefits (SSA), available to children of deceased or disabled parents with a work history
- Title XVI Supplemental Security Income (SSI), available to disabled children

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### How to Access Benefits

The child may already be receiving Social Security benefits or may be eligible for benefits if an application is made upon placement with the Department.

When a child is already receiving benefits, the Department shall apply to become the representative payee for the benefits. The Department shall use the benefits to offset the cost of care for the child. If the benefit exceeds the cost of care the Fiscal Unit at Central Office shall return the excess amount to the Social Security Administration.

If benefits have not been established the Department shall file an application on behalf of the child so that the Social Security Administration can determine if benefits are available, based on the parent's work history or disability of the parent or child.

The area office social worker shall:

- gather required data and complete new applications for Social Security benefits
- apply for SSI benefits for all medically fragile children when that determination is made

The Central Office RED Coordinator shall be utilized as a resource to complete the required forms

All completed applications shall be forwarded to the RED Coordinator.

**Cross Reference:** Policy 2-2, "Fiscal Services Division"

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### Who Can Access Benefits

A Central Office staff member within the Revenue Enhancement Division (RED) shall be designated as Coordinator of Social Security benefits.

The Coordinator shall:

- act as liaison between the Department and the Social Security Administration, Disability Determination, and any other organization handling Social Security benefits

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**Who Can  
Access  
Benefits**  
(continued)

- conduct all statewide business through the Hartford office of the Social Security Administration
- maintain files on all children eligible for Social Security Benefits
- complete applications to make the Department the representative payee for existing Social Security Benefits, and if the information in the computer system is not complete the Coordinator shall contact the Social Worker for missing data
- maintain a tracking system of all applications, redeterminations and potential benefits
- forward all leads from the Social Security Administration (SSA) or any other agency, regarding potential new Social Security benefits, to the appropriate Social Worker for completion
- attempt to complete new applications for SSA death benefits (contact the Social Worker for death certificates and/or other missing data as needed)
- forward a copy of all approvals and/or rejections of Social Security benefits to the Social Worker and Trust Account Unit, for inclusion in their files
- review Social Security applications returned from Social Workers for completeness
  - If corrections need to be made the Coordinator shall request the new information from the Social Worker
  - If the documents have been completed properly they shall be forwarded to the Revenue Enhancement Supervisor for signature
- update files with signed copies of applications and other forms submitted to the Social Security Administration or other agency
- request the Social Security Administration to suspend SSI benefits whenever it is more advantageous to use Title IV-E benefits (this determination is based on Title IV-E eligibility and the cost of the placement)
- notify the Fiscal Unit whenever it is determined that a child has left care

The Revenue Enhancement Division Processing Technician(s) shall refer cases with potential benefits to the Coordinator for appropriate action.