

**REVENUE ENHANCEMENT DIVISION**

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## **Supplemental Security Income Benefits (SSI) - Available to children who have a disability**

### DCF Social Worker

The Social Worker will discuss the youth’s disability with the Social Worker Supervisor & Program Supervisor to determine whether or not the youth meets the criteria for a SSI application.

- ❖ Priority is given to youth who are transitioning to the Department of Developmental Services (DDS) if the youth is not already in pay status. The SSI application must be submitted to Social Security, 6 months (180 days) ahead of a youth’s transition date. If a youth is transitioning to the Department of Mental Health and Addiction Services (DMHAS) an SSI application should be submitted to Social Security before the transition date.
- ❖ Refugees and Legal Aliens, who can provide proof of lawful alien status may also meet the eligibility criteria for SSI applications.

To establish eligibility for SSI, a youth must meet the following criteria:

<b>SSI ELIGIBILITY</b>	
<b>YOUTH MUST MEET EITHER ONE OF THE CRITERIA FOUND BELOW</b>	
❖	Physical or mental impairment for a continuous period more than 12 months or expected to result in death.
❖	Little or no income and resources. (Also consider family’s household income, resources and other personal information.)
❖	Childhood <a href="#">mental disorders meet criteria for SSI benefits</a> .
❖	HIV/AIDS, total blindness, total deafness, and cerebral palsy.
<b>OR</b>	
<b>YOUTH MUST MEET <u>EITHER</u> TWO OUT OF THE SIX (6) DOMAINS <u>OR</u> HAVE A SEVERE LIMITATION IN ANY ONE OF THE FOLLOWING DOMAINS</b>	
1.	Acquiring and using information
2.	Attending and completing tasks
3.	Interacting and relating to others
4.	Moving about and manipulating objects
5.	Caring for self
6.	Health and physical well-being

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### Practice Guide: Social Security

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A youth will be deemed **ineligible** for SSI if they meet any of the following status

1.	Institutionalized – Held in a correctional facility
2.	Locked facility – Held in a detention facility
3.	Albert J Solnit North – DCF facility - CCP
4.	Non-US citizens - <a href="#">Evidence of Refugee Status Exception</a>

If the youth meets the eligibility criteria, a Social Worker must complete the forms listed below and forward the package to the Social Security Liaison (SSL), who will begin the application process.

1.	Information Sheet – Social Security Liaison questionnaire
2.	If youth is over 12 years old the youth must complete <a href="#">the Authorization to Disclose Information SSA - 827.</a>
3.	The youth's caretaker, or someone who is familiar with the youth's daily functioning, should complete the function report by age. <ul style="list-style-type: none"><li>• Function Report Child Birth to 1<sup>st</sup> Birthday – <a href="#">SSA - 3375</a></li><li>• Function Report Child Age 1 to 3<sup>rd</sup> Birthday – <a href="#">SSA - 3376</a></li><li>• Function Report Child Age 3 to 6<sup>th</sup> Birthday – <a href="#">SSA - 3377</a></li><li>• Function Report Child Age 6 to 12<sup>th</sup> Birthday – <a href="#">SSA - 3378</a></li><li>• Child Age 12 to 18<sup>th</sup> Birthday – <a href="#">SSA - 3379</a></li><li>• Function Report - Adult – <a href="#">SSA - 3373</a></li></ul>
4.	Include copies of supporting documents: treatment reports, evaluations, discharge summaries, hospital records, or medical records, IEP's, non-court ordered evaluations, etc.
5.	Include a copy of the Order of Temporary Custody (OTC) and / or Commitment Order

When the package is complete it can be delivered to the SSL for processing.

### Social Security Liaison

The Social Security Liaison is responsible for being the intermediary between DCF and the Social Security Office as a youth application is submitted, reviewed, and determined.

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Title IV-E Implications:

**Title IV-E status** is checked through the Social Security Liaison for all youth in DCF care. Eligibility generally is determined approximately 90 – 120 days from the time of placement. E-mail request to [DCF.MCOS4EELIGIBILITY@ct.gov](mailto:DCF.MCOS4EELIGIBILITY@ct.gov) the Revenue Enhancement Eligibility mailbox. Requests should include youth’s name, DOB, participant #, EMS / IMPACT #, reason for request – adoption, permanency, Social Security, transfer of guardianship.

<b>IV-E YES</b>	Ineligible for SSI	If youth is transitioning to DDS an application is needed at 6 months (180 days) of their transition date. If youth is transitioning to DMHAS an application is needed before transition date.
<b>IV-E NO</b>	<u>May</u> qualify	If youth meets the SSI eligibility criteria.
<b>TBD</b>	Youth meets basic IV-E eligibility criteria	Is not presently eligible due to IV-E requirement that has been met but is fluid or can change, such as placement type, licensing issues & permanency plan findings. Because youth is expected to return to IV-E eligible placement at some point, no SSI application will be filed at this time.
<b>PENDING</b>	Eligibility has not yet been determined yet	Request status in 45 days
<b>CHANGE IN STATUS</b>	Youth is reevaluated	The IV-E eligibility should be requested when: <ul style="list-style-type: none"> <li>• New Permanency Plan is filed.</li> <li>• Youth goes home and comes back into DCF care.</li> <li>• Youth turns 18 years old – SPM cases.</li> </ul>

Social Security Liaison Begins the SSI Application Process

Apply online for youth under 18 years old disability benefits – [Child Disability Report](#)

Apply online for youth over 18 years old disability benefits – [Apply for Benefits](#)

After the Online application is completed, a phone interview is required.

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A phone interview is required within 24 hours after the online application is completed with the Hartford Social Security Office, call 1-877-619-2851. Whoever answers the phone can schedule the appointment. DCF has its own calendar for phone interviews. Phone interviews appointments are scheduled within a couple weeks of completing the online application.

<b>GUIDELINES FOR SCHEDULING PHONE INTERVIEW</b>	
Youth under 18 years old	Schedule appointment with Hartford Social Security Office
Youth over 18 years old and DCF is going to be representative payee	Schedule appointment with Hartford Social Security Office. The youth and conservator or guardian (if applicable) will need to participate. The conservator or guardian need to state their preference that DCF will be the representative payee.
Youth over 18 years old and DCF <b>is not</b> going to be the representative payee	Phone interview should be scheduled with the Social Security office closest to where the youth is currently living. The youth and conservator or guardian (if applicable) will need to participate in the phone interview. <b>At this point DCF is no longer involved with Social Security.</b>

**Social Security Liaison will add a narrative in the computer system,** recording the date the online application was submitted/SSI phone interview occurred along with any other relevant information in regard to the status of the SSI application.

Appeals must be requested within 60 days after the date noted on Social Security notification letter. The 60 days begin as of the letter's date. Youth over 18 must consent to DCF assisting with the appeal. To evidence a youth's consent and request for reconsideration the following forms must be completed.

- Request for Reconsideration – [SSA - 561](#)
- Request for [Disability Appeal](#)

If assistance is required with the appeal, DCF can contact Connecticut Legal Services within the region of the DCF office for an assessment of merit for full appeal and possible hearing.

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### Redeterminations

Periodically, the Hartford Social Security Office may contact the Social Security Liaisons to schedule a phone interview to complete a medical review. Information needed by Social Security to complete a Redetermination includes, but is not limited to:

- The SSI recipient's current address,
- IV-E eligibility and benefits received going back up to 26 months,
- Information about any hospitalizations or incarcerations over the length of 30 days, and
- Whether the individual has access to any other sources of income, assets, property or a bank account.

### SSI vs Title IV-E Reimbursement

The Social Security Liaisons receive a claiming list (quarterly) for youth that receive SSI benefits vs IV-E reimbursement.

- If DCF is not the representative payee, DCF needs to apply to become payee if the youth is going to be in care for more than 3 months.
- The Social Security Liaison will notify the Social Worker, Social Worker Supervisor and Program Manager to determine if there is an appropriate reason why SSI should NOT be terminated in favor of Title IV-E reimbursement (e.g., the youth is returning home, transitioning to DDS or DMHAS in the near future). Otherwise, reimbursement through Title IV-E is the agency's preference.
- Revenue Enhancement will notify Social Security to change the youth's status to Non-pay, and the youth's claiming code changes so DCF can receive IV-E reimbursement.
- If SSI benefits need to be reinstated within a 12-month period, the Social Security Liaison can schedule a phone interview to complete a redetermination with Social Security.
- If SSI benefits are in Non-pay status for more than 12 months, the benefits terminate. Once the benefits terminate, the only method to reactivate the benefits is to submit a new application.

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### Revenue Enhancement and SSI

If SSI benefits are in pay and DCF is not the representative payee a request should be e-mailed to Revenue Enhancement. Requests should include youth's name, DOB, participant #, EMS / IMPACT #, social security # along with the copies of Order of Temporary Custody (OTC) and / or Commitment Order. The Representative Payee Application (SSA - 11) will be completed. The original SSA - 11 will be mailed to Social Security and a scanned copy will be email to the Social Security Liaison for the record.

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### **Social Security Survivors Benefits (Survivors Benefits-referred to as SSA) are available to children of deceased, disabled, or retired parents with a work history**

#### Social Worker

Once a youth has been identified as meeting the eligibility requirement for Survivors Benefits, the Social Worker must determine the following:

#### Survivors Benefits already in pay

<b>Guidelines for Survivor Benefits Applications</b>	
Survivor Benefits-parent is deceased with a work history and youth is not pay.	Benefits are determined by Social Security if the parent has a work history. The Social Worker will need to provide:  <ol style="list-style-type: none"><li>1. Information Sheet- Social Security Liaison questionnaire</li><li>2. Child's Birth Certificate</li><li>3. Parent's Death certificate, or if father is not on birth certificate, proof of paternity is required.</li><li>4. Commitment Order</li></ol>
Survivor Benefits are based on the parent's work history, parent is retired or disabled, and youth Is not in pay.	Benefits are determined by Social Security if parent has a work history. The Social Worker will need to complete;  <ol style="list-style-type: none"><li>1. Information Sheet- Social Security Liaison questionnaire</li><li>2. Commitment Order</li></ol>

When the package is complete it can be delivered to the Social Security Liaison for processing.

#### Social Security Liaison Starts Application Process for Survivor Benefits

If not in pay - Social Security Liaison will need to schedule a phone interview with the Hartford Social Security office call 1-877-619-2851.

#### Revenue Enhancement and Survivor Benefits

If Survivors Benefits are in pay and DCF is not the representative payee a request should be emailed to Revenue Enhancement. Requests should include the youth's name, DOB, participant #, EMS / IMPACT #, social security # along with the copies



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of Order of Temporary Custody (OTC) and / or Commitment Order. The Representative Payee Application (SSA - 11) will be completed. The original SSA - 11 will be mailed to Social Security and a scanned copy will be email to the Social Security Liaison for the record.

### Revenue Enhancement and Offsetting Cost of Care

When DCF is the representative payee, the benefits offset cost of care. Once the placement is closed the Social Worker and the SSL being cc'd will receive an e-mail stating the placement is closed requesting their forwarding information (with whom they are residing with, their address and telephone #). A request will be e-mailed to the Social Worker advising them to notify the caretaker to go to their local Social Security office and apply to become representative payee. If the benefits exceed the cost of care, RED shall return the excess amount to Social Security Administration. It will take 2 - 3 months before the new representative payee receives the retro check for benefits returned.

- Survivors Benefits are applied to the previous months cost of care. (Example: Benefits dated April will offset March cost of care)
- SSI Benefits are applied to current cost of care. (Example: Benefits dated April will offset April cost of care)