
Policy

The Revenue Enhancement Division (RED) of the Department of Children and Families (DCF) shall coordinate the efforts necessary to:

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

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

The non-typical Social Security benefits that may, but are not likely to be available to children are:

- Social Security Disability Insurance (SSDI), available to children with enough work history

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 DCF.

When a child is already receiving benefits, DCF shall apply to become the representative payee for the benefits.

DCF 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.

DCF shall not use SSDI benefits to offset cost of care for the child. SSDI benefits shall be deposited and maintained in a trust account. Permissible withdrawals made to support the youth outside of standard cost of care must be approved by program managers.

If benefits have not been established, DCF 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.

(continued on next page)

Social Security Benefits

**How to
Access
Benefits**
(continued)

The Regional Social Security Liaison 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: DCF Policy 2-2, Fiscal Services Division

**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 DCF and the Social Security Administration, Disability Determination and any other organization handling Social Security benefits
- 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 DCF 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 Security Liaison for completion
- forward a copy of all approvals and/or rejections of Social Security benefits to the Social Security Liaison, for inclusion in their files
- 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 Eligibility Worker(s) shall refer cases with potential benefits to the Coordinator for appropriate action.
