

## SSI ADVOCACY PROJECT REFERRAL FORM

### STANISLAUS COUNTY Division of Children **SSI DESK GUIDE**

Families has selected MAXIMUS in the identification of 17 years of age and older who are in DCFS custody, who have severe disabilities and may be eligible for . MAXIMUS will file the application for benefits for children who appear to be eligible. If you have questions about referrals, please contact MAXIMUS at 1-800-778-1406.

**SSI Benefit Amount = \$674/month (calendar yr. 2010)**

**NOTE: Child may also be eligible for Title II (SSDI/SSB) if parent has work record and receives benefits due to disability, retirement, or is deceased**

**Is child potentially eligible for SSI?**

- Under age 18, or
- Over age 18 and a student regularly attending school, college, or training designed to prepare child for a paying job (has signed VPA)
- Child's resources do not exceed \$2,000
- Child is not already receiving SSI benefits or SSDI/SSB benefits over \$674
  - If a child is within 3 months from his/her 18<sup>th</sup> birthday, if receiving over the \$674 amount, may be considered a disabled adult off of the parental record if he/she has a medically determinable impairment
- Not working full-time or earning over \$900/month
- Has a medically determinable impairment (diagnosis) that results in "marked and severe functional limitations" for at least 12 continuous months.

**Documentation Required to Substantiate Eligibility for Benefits**

- Copy of birth certificate or naturalization certificate and/or
- Copy of Social Security card
- Copy of court order establishing DCFS as child's custodian/guardian

**What are the medical criteria used to qualify for childhood disability?**

- **SSA examples of disabilities most likely to be approved:**
  - Total blindness
  - Total deafness
  - Down syndrome
  - Amputation of leg at the hip
  - Severe mental retardation (IQ 59 or below)
  - Cerebral palsy, muscular dystrophy with marked problems walking, talking or coordination of hands or arms
  - Bed confinement or immobility requiring wheelchair, walker or crutches
  - Child age 6 months or less with a birth weight 1200 grams or less
- **Additional criteria to consider when referring a child for SSI:**
  - Child receives psychiatric hospital services
  - Child receives special education services
  - Child exhibits severe learning problems/developmental delays
  - Child receives intensive medical services/treatment
  - Child in residential placement with diagnosed mental impairment(s)

**Types of Evidence Needed to Document Disability (evidence should be dated within the last 12 months)**

- Medical reports and/or test results signed by a licensed physician, psychologist, optometrist or audiologist



- Hospital, clinic records and/or social work progress reports
- Psychological evaluations and/or psychometric testing reports
- School records, IEP, report cards, cumulative academic record, day care reports
- Psychological/psychiatric therapy treatment and/or progress notes
- Documentation related to work activity (if applicable)

**SSI Application Process**

- I. Caseworker's Role
  - Reviews eligibility criteria and refers children in caseload as appropriate by completing SSI Advocacy Project Referral form
- II. MAXIMUS SSI Advocate
  - Screens referrals, contacts caregivers and determines project eligibility
  - If case meets project criteria, obtains documentation from DCFS file, prepares application package and submits application to DCFS liaison for sign-off, forwards application package to SSA
  - Monitors progress of application
  - Reviews adverse decisions and files appeal, if appropriate
  - Applies for Title II (SSDI) benefits, if applicable

**DCFS**

Child's Name	Date of Birth	Social Security Number	
Foster Care Parents/Facility		Telephone	
Street	City	State	Zip Code
Date of Placement			

Is there a court order placing child in DCFS custody? Yes  No

Does child have a diagnosed mental/physical impairment? Yes  No

**(If "no for either of these questions," do not proceed with referral.)**

Following are some indicators that a child may qualify for the SSI program (**check all that apply**):

- Child has recently received (within last 6 mos.) or is receiving psychiatric hospital services due to diagnosed mental impairment other than substance abuse
- Child was recently discharged from or is currently in a residential facility due to diagnosed mental impairment other than substance abuse
- Child receives special education services to address severe learning problems
- Child receives **intensive** outpatient counseling and/or therapy (**must check one other indicator in addition to this one**)
- Child has moderate to severe mental retardation (IQ 70 or less)
- Child has severe developmental delays (functioning ½ or less of chronological age)
- Child receives **intensive** medical services and/or treatment for a physical illness
- Infant (less than 6 mos. old) born at a very low birth weight (1200 grams or less)

Is the child receiving any benefits based on a deceased, disabled or retired parent's account? Yes  No



Is parent deceased or disabled and the child is not receiving benefits? Yes  No   
If yes, please provide Parent's Name \_\_\_\_\_

Referred by \_\_\_\_\_ Ph. # \_\_\_\_\_ Date \_\_\_\_\_

**Send referral to:**

MAXIMUS

FAX: 1-515-284-8854

E-Mail: [iowassi@maximus.com](mailto:iowassi@maximus.com)

- **PLEASE REPORT PLACEMENT CHANGES TO MAXIMUS** Reviews and signs SSA forms
- III. **Social Security Administration**
  - Reviews application package to ensure documentation is complete
  - Reviews file for financial eligibility for SSI (if not, process ends here)
  - Forwards file to appropriate county DDS (Disability Determination Services)
- IV. **Disability Determination Services (DDS)**
  - Reviews documentation supporting disability
  - Obtains additional evidence, if necessary, and makes medical decision
  - Forwards file and decision to SSA
- V. **Social Security Administration**
  - Notifies DCFS and MAXIMUS about decision
  - If claim is approved, performs one final review of income and resources before payment input

**IMPORTANT TO REMEMBER**

- For children under age 18, disability is based on childhood disability
- For youth age 18 and older, disability is based on adult disability (the adult disability standard is more difficult to meet because ability to work is considered)
- Child/youth age 12 and older must sign release of information
- Youth age 18 and older must also sign additional documents in application package
- Children under age 18 approved for SSI will have their files reviewed by SSA every 3-7 years or upon attainment of age 18, whichever occurs first
- Upon attainment of age 18, automatic review of disability is conducted using adult disability criteria
- MAXIMUS assists with reviews if child/youth is still under DCFS care

**CHANGES IN CHILD'S/YOUTH'S DCFS STATUS AND/OR PLACEMENT SHOULD BE REPORTED TO MAXIMUS IMMEDIATELY**