



Administrative Policies and Procedures: 16.50

Subject:	Concurrent Eligibility for Supplemental Security Income (SSI) and Title IV-E Foster Care Payments
Authority:	Administration for Children, Youth and Families Policy Announcement 83-02
Standards:	COA: PA-FIN 4.05(b),(c),(d),(f)
Application:	To All DCS Employees

Policy Statement:

To maximize revenue and provide financial support which follows the child and promotes permanency.

Purpose:

To provide Child Welfare Benefits Counselors (CWBC) and Family Service Workers (FSW) with guidelines to help them assess a child's current situation and future needs to provide the maximum revenue the child is eligible for to assist in meeting their needs while in custody. Having Supplemental Security Income (SSI) in place as early as possible will help promote both permanency for children leaving care and help in the transition to adult services such as Employment and Community First (ECF Choices Program) for the intellectually and developmentally disabled.

Procedures:

A. Family Service Worker Responsibilities

1. The FSW assists in identifying custodial children with disabilities. If the FSW is unsure if a child/youth they are working with has a disability, they should consult with their supervision and CWBC to determine next steps. Some conditions that may qualify for Social Security benefits include:

- Total Blindness;
- Total Deafness;
- Cerebral Palsy;
- Down Syndrome;
- Muscular Dystrophy;
- Autism Spectrum Disorders; and
- Intellectual disability (IQ below 70)

Note: This list does not contain all qualifying conditions; please refer to <https://www.ssa.gov/pubs/EN-05-10026.pdf> for additional qualifying disabilities.

	<ol style="list-style-type: none">2. Once an FSW identifies a child/youth they are working with has a disability, they notify the CWBC as soon as possible. In some cases, CWBC identify youth who are eligible before the FSW, and if that occurs, the CWBC reaches out to the FSW.3. The FSW and CWBC consult regarding the appropriateness of applying for SSI given the child/youth's individual circumstances. If the child/ youth is sixteen (16) years or older, the Independent Living Specialist (ILS) should also be included in the consultation. If, after consultation, there is concern that applying for SSI may not be in the best interest of the child/youth, the FSW convenes a child and family team meeting (CFTM) within ten (10) calendar days to discuss and come to consensus. The CWBC and ILS attend the CFTM to share pertinent information regarding the concerns with the entire team. The child/youth should be included in long term planning if they are developmentally able. If the child/youth's team and CWBC cannot come to an agreement about applying for SSI, the case situation is reviewed by the CWB Director and Executive Director of Child Programs or designee for a final decision.4. If it is determined that applying for SSI is appropriate, the CWBC requests an application be initiated for the child/youth online by the FSW and provides instructions for the completion of the process. The FSW assists in applying for Social Security by completing the following steps.<ol style="list-style-type: none">a) Initiate and complete the online Child Disability Report to the point of submission within fourteen (14) calendar days. The FSW does not submit the application. The application can be found at: www.socialsecurity.gov/childdisabilityreport.b) Email the Re-Entry number for the application to the CWBC and copy the assigned Team Leader (TL) to the email.c) Complete Authorization to Disclose Information, (Form SSA-827)d) Request any medical records or documentation needed regarding the child/youth's disability.e) Complete the SSA Function Report.f) Participate in the SSI telephone interview with the Social Security representative.g) Provide all documentation and requested information to the CWBC as soon as possible. When the Re-Entry number is received all the SSA paperwork must be received by the CWBC and submitted to the Social Security Administration (SSA) within sixty (60) calendar days.5. The FSW consults with their (TL) and the CWB unit if the youth plans to enter the military. While applying or receiving SSI does not disqualify someone from entering the military, information related to the youth's disability may.6. The FSW also assists with SSI Redeterminations outlined in Section E of this policy SSI Redeterminations – The Social Security Administration periodically sends the Department of Children's Services a Redetermination form to
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	<p>determine if the child/youth continues to meet the disability criteria. The FSW completes the form, obtains all medical records/ documentation needed and submits to the CWBC within fifteen (15) calendar days. The CWBC forwards all documentation to SSA.</p>
<p>B. Child Welfare Benefits Counselor (CWBC) Responsibilities</p>	<p>When a child in DCS custody is identified with a possible disabling condition, the CWBC guides the FSW in the SSI application process until a determination is made, or up until age eighteen (18).</p> <ol style="list-style-type: none"> 1. After the applicable child is identified by the FSW, the CWBC sends an email to the FSW with instructions for completion of the online Child Disability Report, SSA Function Report, and the Authorization to Disclose Information (Form SSA-827). 2. The CWBC chooses SSI as the funding source in TFACTS two (2) months prior to the SSI application month. 3. The CWBC calls SSA to schedule the telephone interview within two (2) business days of receiving the Re-entry number from the FSW. The CWBC then contacts the FSW with the date and time of the SSI application telephone appointment. 4. The CWBC submits all medical records and SSA documents to the Social Security Administration within sixty (60) days from the date of the Re-Entry number. 5. The CWBC makes all required entries in the Benefits Screen in TFACTS. 6. Once the child is approved or denied, the CWBC uploads the SSA Award Letter into TFACTS under the Child Person ID. The CWB makes all the necessary funding adjustments in TFACTS, if there are any changes. 7. If a SSI case is denied, the CWBC contacts the FSW in regards to filing a Request for Reconsideration. If a Request for Reconsideration (Form SSA-561-U2), is needed, the CWBC files this information with SSA within sixty (60) days from the date of the denied SSA Award Letter. <p>Note: All disability decisions are determined by the Disability Determination Section (DDS) in Nashville.</p>
<p>C. Request to be Selected as Payee</p>	<ol style="list-style-type: none"> 1. The CWBC applies for DCS to be the payee of any Social Security Benefits (Title II or SSI) a child may be receiving at the time they enter DCS custody. It is the decision of the Social Security Administration to decide who should be appointed as the Payee. 2. If DCS is appointed as the payee of the SSI benefits, the CWBC will document TFACTS with the correct funding source. 3. If SSA selects someone else as the payee of the child's benefits, the CWBC will document TFACTS with the correct Title IV-E funding source in TFACTS. If permanency is not achieved, the CWBC may apply again at a later date. <p>Note: At age eighteen (18), DCS is no longer be the payee of the child/youth's Social Security Benefits.</p>

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<p>D. Representative Accounting</p>	<p>On Form SSA-L732, Representative Accounting the CWBC answers question one (1) regarding the child’s placements during the review period and forwards the form to DCS Fiscal within ten (10) days. DCS Fiscal completes and submits this form to SSA.</p>
<p>E. SSI Redeterminations</p>	<ol style="list-style-type: none"> 1. The Social Security Administration periodically sends the Department of Children’s Services a Redetermination form to determine if the child/youth continues to meet the disability criteria. The FSW completes the form, obtains all medical records/documentation information, and submits it to the CWBC within fifteen (15) calendar days. 2. The CWBC submits the SSI Redetermination forms to the Social Security Administration within fifteen (15) calendar days and updates information on the Client Benefits Screen in TFACTS. 3. The SSI Redetermination form must be submitted to SSA within <u>thirty (30)</u> calendar days of receipt.

<p>Forms:</p>	<p><u>Form SSA-561-U2, Request for Reconsideration</u> <u>Form SSA-827, Authorization to Disclose Information</u> <u>Form SSA-L732, Representative Accounting</u></p>
<p>Collateral documents:</p>	<p>None</p>