



*The Social Security Application Process*

## How to call the Social Security Administration (SSA)

to file an application for yourself or a child AND what can you do to prepare

### Here are some helpful hints that may assist you:

- 1 The process starts when you call 1-800-772-1213 between 7:00 AM to 7:00 PM.** Information is taken by the Call Center workers who will then set up an appointment for you to be interviewed by a Claims Representative at the SSA field office servicing your address. You can choose to file the application by phone and mail or in person at the local office.
- 2 When you go to the SSA interview, it is helpful to have your records or your child's records organized and copied.** If all available information is provided, the time for initial determination may be reduced because SSA may not have to gather additional information.



#### Hint #1

The disability determination is made on the basis of all impairments an individual may have. Include information about all mental and physical impairments.

- 3 If your initial claim is denied, then you will receive a notice stating the reason why.** The notice will explain that you have **60 days** to file an appeal or "reconsideration."
- 4 If the reconsideration is denied, you can request a hearing before an Administrative Law Judge (ALJ).** If you proceed to this level, **you are not required to have legal representation, but you may want to consider consulting with an attorney** who specializes in representing people with Social Security claims.

There are two funding programs in the Social Security Act for individuals with disabilities:

- ▶ **Title II or "Social Security Disability"** is for individuals who have worked and is basically an insurance program.
- ▶ **Title XVI or Supplemental Security Income (SSI)** is a form of federal welfare. In addition to disability, it has specific limitations for income and resources (assets). For a child under the age of 18 living with parents, the income and resources of the parents are taken into consideration when determining the child's financial eligibility for SSI. Many items do not count, such as a home, car, certain life insurance, certain types of savings, etc.



**Hint #2**

If you are applying for SSI for a child and the application is denied due to excess income or resources, a new claim can be filed at any time circumstances change.

Also, consideration of parental income and resources no longer applies the month after a person turns 18. SSI rules allow an application to be filed as of the month the child attains age 18 for eligibility beginning the following month.

**In preparing to file an application**, there are several things which you can do to simplify the application and shorten the amount of time SSA needs to make a decision:

- 1** To the extent possible, **secure copies of medical records and keep them organized by providers.** Providers are physicians, hospitals, clinics, or other professionals. This also includes early childhood treatment and Individual Education Plans (IEPs) for young children. Keep those records up-to-date and in a safe place.
- 2** If the applicant has mental or physical limitations, **keep a diary of events that limit abilities to do normal daily activities.** For example, if the person has behaviors that impact ability to do daily activities, record the cause, frequency, and duration of these episodes. Do not be afraid to say what the applicant is not able to do that other persons without a disability can do.
- 3** **If new information or evidence becomes available** from any of the other sources while the application is pending, **be sure to provide copies to SSA** or let SSA know. If you can not obtain copies, let SSA know about the date of treatment and the name, address, and phone number of the treating or diagnosing source.

**Hint #3**

For more information about Social Security benefits, there is a special page on the SSA Internet site at <http://www.ssa.gov/d&s1.htm>

If you have a child with a disability go directly to:  
<http://ssa.gov/applyfordisability/child.htm>

THIS SITE INCLUDES A SPECIAL CHILD DISABILITY STARTER KIT