CHILD AND FAMILY SERVICES AGENCY (CFSA)
2010 Quick Reference Guide
Application Process for Disability Benefits through the Social Security Administration

This quick reference guide is to assist social workers when applying for disability benefits offered by the Social Security Administration on behalf of the children on their caseloads. Social workers are strongly encouraged to also attend one of the Disability Application Process training sessions. Registration for this training is through FACES.net.

The application process for disability benefits is both a paper and online process. Staff **must** complete and submit both applications in order for a child to be considered for disability benefits.

1. Social workers may pick-up an application packet from Jessica Everett, CFSA Disability Applications Coordinator cubicle 4091 at 400 6th Street, SW, 202-715-7805.

2. Social workers will access the online disability report through the Social Security Administration website at www.ssa.gov.
   a. Click on the Applying for Disability Benefits link to access the online disability application.
   b. Select the appropriate application based on the child's age:
      - *Child Disability Report* for children under age 18 years old
      - *Adult Disability Report* for children age 18 years old and older
   c. Follow the instructions thereafter for completing the online disability report (medical record).
   d. The social worker shall print out a copy of the completed report and place it in the child's hard-copy record prior to submitting the applicable application to the Social Security Administration for processing.

3. In addition to the above documentation, social workers must also provide supplemental documents for completion of the application packet. When applicable, the following documents shall be included with the application packet:
   a. An Authorization to Disclose Information form signed by the social worker for a child under 18 years of age or signed by the child if over 18 years of age.
   b. Copy of the child's birth certificate.
   c. Copy of the most recent court order and court report.
   d. Any work history for the child, including summer youth program, part-time/full-time employment, volunteer assignment. Be sure to include the dates worked and duties performed.
   e. Any earned/unearned income the child may be receiving or could possibly receive.
   f. Any resources/assets the child may have access to or will have access to, such as bank accounts, credit cards, or trust funds that they are currently drawing a monthly check from or those that they cannot access until 21.
   g. Demographic information for any deceased, retired, and/or disabled parent.
      - If there is a retired/disabled/deceased parent, an online disability application for SSDI must be completed online as well. This will allow youth to draw benefits from a parent's account. Social workers should access the Social Security Administration's website to complete this online disability application (Follow the instructions listed).

4. The completed application must be signed by a child if over 18 years of age and by the social worker for a child under 18 years of age. For children residing in their homes, the parent is encouraged to take part in this process and sign all forms.

5. The social worker shall return the complete application packet to the Jessica Everett, CFSA Disability Applications Coordinator cubicle 4091 at 400 6th Street, SW.; 202-715-7805