

## Working with SSI / SSDI Beneficiary Overview

### Application & Eligibility / OOS:

- Identify beneficiaries prior to eligibility in Federal Requirements. Reflect SS status changes in Case Summary.
  - Complete presumptive eligibility.
- If waitlisted, discuss benefits of working with EN and send Eligibility/ OOS Referral letter which includes the [Your Free Ticket to Work Services](#) insert.

### IPE Development

- When activated from waitlist, if working with an EN, discuss the 3 options listed in the [Directive](#) for proceeding with IPE.
- Explore consumer's income/benefit needs, abilities, and employment goals leading towards greater independence and economic sufficiency.
- Discuss benefits of Ticket program, ticket being placed "In-Use" with DVR, and benefits of assigning ticket to EN after DVR case closure including CDR protection.
  - Discuss [Timely Progress Requirements](#) vs. DVR progress measures.
- Explain need for, expectations, and options for collecting wage documentation and follow along if work at [SGA](#) level.

### Employment Obtained

#### **Earning below [SGA](#)**

Proceed as would with any other case.

#### **Earning at or above [SGA](#)**

- Provide follow along minimum of 90 days only collect wage documentation if working for Federal Government, non-profit, or if self-employed.
- Talk about benefits of working with an Employment Network after file closure. If working out of state or cases listed above notify CO Ticket Specialist staff.

### Case Closure

- Again remind consumer of importance of follow along services and potential benefits of assigning ticket to an EN after DVR case closure.
- Provide consumer with appropriate SS Closure letter which includes the Your Free Ticket to Work Services insert.
- Refer consumer back to Partnership Plus EN if consumer interested.

*\*This flow chart is meant as an overview. For a detailed list of responsibilities see [Directive](#).*