

## Supplemental Security Income (SSI) Application Process:

[Supplemental Security Income \(SSI\)](#) is a federal benefit that provides monthly payments to children and adults with disabilities who have low incomes and few resources. [Social Security Disability Insurance \(SSDI\)](#) is a different disability benefit that provides monthly payments, but this one is based on how much you have paid into Social Security through your past jobs. **Bottom line:** SSI is based on need, SSDI is based on work history.

### Step One: Request an Appointment to Apply for Benefits:

- Begin by submitting a request to apply for SSI and other benefits. This process takes about 5-10 minutes. You can use the link here: <https://www.ssa.gov/ssi/start.html> or call at 1-800-772-1213.
- After you submit the online request, a Social Security representative will schedule an appointment to complete your application.
  - Social Security will send the appointment date and time by mail (and email, if provided) within **7-14 business days**. In some cases, a Social Security representative may call to schedule the appointment.

***You can reschedule if the date/time does not work for you.***

### Information to gather BEFORE your Appointment:

**Keep your appointment**, even if you do not have all of this information.

This [Child Disability Starter Kit](#) or [Adult Disability Starter Kit](#) includes all of the important forms in one place. We have listed them out below for reference.

#### ***Child's Information***

- Child's height and weight.
- Name, address, and phone number of two people (other than your doctors) who helps care for the child and can help us get information, if necessary.
- The child's illnesses, injuries, or conditions.
- When the child's conditions began.
- How your child's condition affects their day to day activities.
- An original or certified copy of the child's birth certificate. If the child was born in another country, we also need proof of U.S. citizenship or legal residency.
- Names, addresses, and phone numbers of any employers the child has had in the last 5 years.
- A list of specialized job, trade, or vocational training and dates completed.

#### ***Child's School Information (if applicable)***

- The child's current grade, if in school.

- Names, addresses, and phone numbers of any schools the child attended in the past 12 months, including the names of teachers, psychologists, counselors, and speech and other therapists who have seen or treated the child.
- Information about any school testing the child has had, such as tests for behavior or learning difficulties.
- The child's Individualized Family Service Plan (IFSP) for early intervention services or Individualized Education Program (IEP) for special education services, if the child has one; and any other school records that you may have.

### ***Medical Information***

- Name, address, and phone number of every doctor, therapist, hospital, and clinic that has seen or treated the child for at least the last year.
- Any medical records you already have, including the dates the child was seen or treated and the child's patient ID number(s), if known.
- Medication(s) the child is taking. These can be found on the medicine containers. Child's medical assistance number, if any.
- All medical tests the child had or will have for his/her/their illnesses, injuries, or conditions (for example: hearing test, vision test, IQ test, blood test, breathing test, x-rays.)

### ***Other Information***

- Names, addresses, and phone numbers of any social service programs and the name of caseworkers that have information about the child.
- Names and Social Security Numbers for all the children and adults who live in the household.
- Proof of current income for the child and family members living in the household (for example, pay stubs, self-employment tax returns, unemployment or other program benefits, child support).
- Proof of resources for the child and parents living in the household (for example, bank account statements, life insurance policies, certificates of deposit, stocks or bonds).
- Checking or savings account number, including the bank's 9-digit routing number, if you want Direct Deposit for your benefit checks.

For detailed qualifications for each document category, visit: [Click Here](#)

**Important:** You must provide enough information so that the Social Security Administration can contact the child's doctors and hospitals to get the child's medical records. It is important to provide the names, addresses, and dates of treatment for all the child's doctors and hospitals.

***You do not have to get copies of the medical records.***

### **Step Two: Complete the Disability Report**

Once you have gathered the information listed above, you can complete the child disability report. This report is estimated to take **120 minutes** to complete. The online form DOES NOT

have to be done all at once. You will be able to stop working on the report whenever you want, and then use a Reentry Number to come back to the section where you left off.

Use the [Child Disability Report](#), if your child is under 18, or the [Adult Disability Report](#), if your child is 18 or older. You can complete the Adult Disability Report online AFTER you have completed the online disability benefit application.

### Applying in Person or Over the Phone:

- If you prefer not to do this report online, you can [contact the Social Security Administration](#) to complete a Child Disability Report or Adult Disability Report and explain that you want to file an SSI application on behalf of your child/adult child.

## **Step Three: The SSI Application Appointment**

During this meeting you will:

- Review the Child Disability Report
- Review your child and family's income/resources
- Discuss if you'd like to become your child's [representative payee](#) (sometimes called rep payee), which means you will be able to manage their SSI payments for them.

After the appointment, you will be given a copy of the completed SSI benefits application and asked to sign it. Be sure to read everything carefully and keep a copy for your records. The Social Security Administration may request a [Functional Assessment form](#) or an in-person interview with an SSA-appointed psychologist to gather additional information for disability determination during the review process. Don't panic, this is normal.

It can take the agency anywhere between 6 to 9 months to review your application. You will receive a letter in the mail with their decision.

- **Ask Questions.** If you don't understand something, be sure to ask the interviewer to repeat the question or ask it in a different way.
- **Keep a copy of things.** Keep track of the dates you send information, what information you sent, and the name of the Social Security employee you worked with.
- **Update your contact information.** Be sure to update your address/phone number if it changes during the year.
- **Breathe.** This process is very long and tedious. You're doing great, so stop when you need a break.