

# Securing SSI and SSA Benefits

<b>Policy Number:</b>	OCM 36.00
<b>Subject:</b>	Securing SSI and SSA Benefits for children in OHC
<b>Previous Version:</b>	May 11, 2006
<b>Release Date:</b>	July 23, 2019
<b>Contact Div/Bur/Sec:</b>	Division of Milwaukee Child Protective Services (DMCPS)
<b>Issued By:</b>	Charmian Klyve, Division Administrator, <a href="mailto:charmian.klyve@wisconsin.gov">charmian.klyve@wisconsin.gov</a> , 414-343-5749

---

*Any information referenced within this document is considered to be a part of this policy with the exception of the “related resources” section.*

## **Summary:**

Contracted ongoing case management agencies with the Division of Milwaukee Child Protective Services (DMCPS) are required to coordinate with Maximus to ensure referrals are generated for children in out-of-home care who may be eligible for Social Security Insurance (SSI) and Social Security Auxiliary (SSA) benefits.

## **Policy:**

Maximus employees and Ongoing Case Managers (CM) will collaborate to secure SSI and SSA benefits for children in out-of-home care. The procedure below describes the referrals process, essential information needed, and clarifies roles and responsibilities.

## **Procedures:**

1. On an ongoing basis, the SSI Advocate manager will review cases entering OHC to identify children in OHC who may be eligible for SSI and SSA.
2. The assigned CM must be aware of the eligibility requirements for SSI and SSA so they can initiate referrals for children in OHC whose situations change, allowing them to qualify for new or additional SSI or SSA benefits.
  - a. If the CM determines a child may be eligible for SSI/SSA a referral must be sent to Maximus ([sarah.maley@wisconsin.gov](mailto:sarah.maley@wisconsin.gov))
3. Case Managers will be informed via email that the application process is beginning from the SSI Advocate. Once a referral is initiated the SSI Support Specialist will schedule a meeting with the CM to review the case file and copy pertinent documents that may include the following:
  - a. Court orders, if not available in eWisacwis
  - b. Medical records (psychological evaluations, therapy notes, hospital record)

- c. School records (multi-disciplinary evaluation, individual educational plan, Birth-to-Three records)
4. The CM is responsible for assisting the SSI advocate in gathering information in a timely manner (90 days) for the completion of the SSI claim. This includes obtaining the following:
  - a. Release form
  - b. Child functioning report (to be completed by the parent or someone who knows the child well)
  - c. Other necessary records (noted in bullet 3).
  - d. Ensuring the child participates in a medical exam requested by the Disability Determination Bureau, if scheduled.
5. For children already receiving SSI, the SSI advocate will contact the CM to assist in gathering information for the completion of the **Continuing Disability Review (CDR)** as requested by Social Security. Much like the initial application, this may include release forms, medical records, and school records.
6. Maximus is automatically notified via eWiSACWIS when the following changes occur related to a child in OHC:
  - a. change in address
  - b. permanency is achieved (reunifications, adoption, kinship or guardianship, including subsidized)
  - c. child is missing from care or incarcerated
  - d. child turns 18 years of age
  - e. child is deceased
7. The CM will notify the SSI advocate if a parent of a child in OHC is deceased, permanently disabled, dies, retires, or becomes permanently disabled, as this child may be eligible for SSA benefits. The following documents may be needed to process this claim:
  - a. The child's original birth certificate
  - b. Original death certificate of parent, if applicable
  - c. Parent's Social Security Number
8. The assigned case manager may request new and replacement Social Security cards from the SSI Support Specialist. The case manager will need to provide the following information:
  - a. child's full name, DOB, place of birth, mother's name, and Social Security number
  - b. When requesting a number for the first time, an original birth certificate will be needed and an additional medical or school document must accompany the application with the child's date of birth and legal name listed that is no more than two years old.
    - a. Birth certificates will be returned with the Social Security card and replacement cards will only be issued to children for purposes of verifying citizenship.

### **Responsibilities:**

Maximum SSI Advocate and Support Specialist, Ongoing Case Manager

### **Related Resources:**

SSI eligibility list (attached)

DMCPS/MAXIMUS  
**SSI Advocacy Program**

**Supplemental Security Income  
Benefits**

*What most case managers need to know:*

Supplemental Security Income, better known as SSI, is a program administered by the Social Security Administration. It provides cash assistance for children with limited income and resources who have physical, mental and emotional impairment or a combination of impairments, which significantly limits the child's ability to function in an age-appropriate manner.

The Division of Milwaukee Child Protective Services receives SSI payments, which are placed into trust accounts and used to offset the cost of care of the child. If the child is reunified, the payments go to the parent. Also, as children age out of the system, they may continue to be eligible as adults for SSI.

At times the trust may accumulate funds that can be used to meet other special needs of the child. The following are examples of special services that may be covered:

- > Personal needs assistance
- > Special Medical Equipment
- > Housing Modifications
- > Therapy or rehabilitation services
- > Educational needs
- > Transportation

**Children  
Who May  
Be eligible  
For SSI:**



- Currently receiving or have received psychiatric care;
- Are, or have been, in residential care facilities and/or specialized foster care;
- Currently receive special education services;
- Receive regular counseling/therapy;
- Received or receive services for developmental delays;
- Have severe learning, emotional, and/or behavioral problems;
- Are mentally disabled;
- Receive intensive medical services or treatment;
- Were born premature with very low birth weights;
- Display inappropriate social, personal, communicative and motor skills.

*Some foster children who have qualifying SSI disabilities are not receiving the benefits and have never been referred for SSI.*

If you think a child on your caseload may qualify, please contact Sarah Maley.

SSI Advocate Manager Sarah Maley 343-5805

[Sarah.maley@wisconsin.gov](mailto:Sarah.maley@wisconsin.gov)

SSI Advocate Benita Pickett 343-5804

[Benita.pickett@wisconsin.gov](mailto:Benita.pickett@wisconsin.gov)

Lead SSI Advocate Sabrina Krysiak 343-5806

[Sabrina.krysiak@wisconsin.gov](mailto:Sabrina.krysiak@wisconsin.gov)

SSI Support Specialist Jerusa Johnson

[Jerusa.johnson@wisconsin.gov](mailto:Jerusa.johnson@wisconsin.gov) 343-5795

## List of SSI Eligible Disabilities

*A child might be eligible if he/she has been diagnosed with the following diagnosis and/or meet the criteria mentioned below:*

- ADHD
- Anxiety Disorder
- Asthma
- Autistic Disorders
- Behavioral Disorder
- Cardiovascular System Disorders
- Cerebral Palsy
- Developmental Disorders
- Diabetes
- Down Syndrome
- Eating Disorder
- Emotional Disorder
- Enrolled in Special Education
- Failure to thrive
- Fetal Alcohol Syndrome
- Growth Impairments
- Hearing/Visual Impairments
- History of sexual abuse and/or sexually inappropriate behavior
- HIV+/ AIDS
- Hypoglycemia
- Low IQ scores - 70 and under
- Mental Disorder
- Mental Retardation
- Mood Disorder
- Motor Dysfunction
- Multiple Body Dysfunction
- Neoplastic Diseases
- Paranoia
- Personality Disorders
- Premature Birth Low Birth Weight
- Problems with concentration, persistence and pace
- Psychiatric Hospitalizations
- Schizophrenia
- Seizures
- Social isolation
- Suicidal Ideation, Depression and/or Psychosis
- Therapy- Occupational, Physical, Speech

## What information is necessary to prove a child is disabled?

As you know, any claim is not complete without proper documentation. In order to prove a disability, SSI requires current medical, therapeutic, and educational information. When submitting a referral, in order to prove a referral, it is recommended that you have the following records available. If you do not have recent records, please request them at the point of referral.

- Current Court/Disposition Order
- Current Individualized Education Plan from the child's school
- Most current report card
- Speech/Language Evaluations
- Therapy Progress reports - occupational, physical, speech
- Counseling Notes
- Mental Health Assessments - Psychological or Psychiatric Evaluations
- List of Medications
- Medical and Hospitalizations Records

## SSA Benefits & Social Security Cards

In addition to SSI claims, advocates can also apply for SSA benefits and Social Security cards for children in care of the DMCP. SSA is a benefit for children whose parents are deceased or permanently disabled but who had previously worked enough time to earn SSA benefits for their children. Just like SSI claims, documentation is needed to file an SSA claim.

### *SSA Claims Require:*

- Birth Certificate of Child
- Death Certificate of Parent
- Current Court/Dispositional Order

### *Social Security Cards Require:*

Please contact Jerusa Johnson