

# Social Security Benefits Checklist



**SSI Disability** – Initial Application for a Child in Licensed Care who may qualify based on their disability

- Application for Supplemental Security Income** (form SSA-8001-BK)
  - IEM signs the application.
  
- Disability Report-Child** (form SSA-3820-BK)
  
- Function Report-Age Specific** (forms SSA-3375-BK, SSA-3376-BK, SSA-3377-BK, SSA-3378-BK, or SSA-3379-BK)
  
- Authorization to Disclose** (form SSA-827)
  - If child is 12 or older, he/she must sign and a witness is required.
  
- Medical/School Records**
  - Records within the last 12 months supporting the child’s disability.
  
- Court Order**
  - Placing the child in Department Custody/Licensed Care

Submit packet including the **original** 827 to Information and Eligibility Manager for review and submission to local Social Security office.

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**SSA Benefit** – Initial Application for a Child in Licensed Care who may qualify for Survivor, Retirement or Disability benefits based on parent

- Application** (form SSA-4-BK)
  - IEM signs the application.
  
- Original Birth Certificate**
  - “For Official Use Only” birth certificate may be used.
  - Social Security will return original.
  
- Original Death Certificate**
  - Social Security will return original.
  
- Court Order**
  - Placing the child in Department Custody/Licensed Care

Submit packet to Information and Eligibility Manager for review and submission to local Social Security office.

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## SSI Redetermination – Application for a SSI recipient in Licensed Care who is turning 18

- Disability Report-Adult** (form SSA-3368-BK)
- Function Report-Adult** (form SSA-3373-BK)
- Authorization to Disclose** (form SSA-827)
  - Youth must sign. If unable due to disability, mark signature line with a “X” and 2 witnesses are required.
- Medical/School Records**
  - Records within the last 12 months supporting the youth’s disability.

Submit packet including the **original** 827 to Information and Eligibility Manager for review and submission to local Social Security office.

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## SSA Redetermination – Application for a SSA recipient in Licensed Care who is turning 18

- Advanced Notice of Termination of Child’s Benefits** (form SSA-1372-BK)
  - Page 1 Instructions
  - Page 2 Complete -- Youth must sign
  - Page 3 School Official must complete
  - Pages 4 and 5 Leave with School Official

Submit Pages 2 and 3 including the **original** 827 to Information and Eligibility Manager for review and submission to local Social Security office.