SSI

Case Review: How often is the client's case reviewed by Social Security Administration?

People receiving SSI because they are disabled must have their medical conditions reviewed from time to time. The review schedule depends on how severe the disability is, and the likelihood that the condition will improve. Typically, the "qualifying condition" of HRC clients will not improve, and SSI will most likely continue. Most HRC clients fall under the category of "Improvement not expected" and the case will likely be reviewed every five to seven years. Clients will receive a letter informing them that their case is up for review. The review can be done over the phone or in person at the SSA office.

Reporting Changes: How and when should a client report changes to the Social Security Administration?

When a client initially applies for SSI they provided the SSA with information that made them eligible to receive benefits. If the client's information changes at any time he/she must report it to the SSA. These changes include:

- Moving or changing of address
- Changing direct deposit accounts
- If someone moves into or out of the clients household (this does not apply for clients residing in a licensed home)
- Change in client's income
- Changes in client's resources
- Change in client's marital status
- If a client changes his/her name
- If the client becomes a parent
- If the client leaves the United States for more than 30 days (once you leave the states for more than 30 days your SSI will be suspended, and your SSI can not start again until you have been back in the states for 30 straight days)
- If the client is between the ages of 18-22 and stops attending school
- If the client dies
- If the client enters or exits a public institution (jail, hospital, SNF) (special rules apply if the client's stay in a medical institution is less than 90 days)
- If the client has an outstanding warrant for a crime that is a felony

Changes can be reported by calling 1-800-772-1213. You may also report changes by mail or in person. **If reporting by mail, be sure to include the client's name and social security number on all correspondence**. **If reporting in person, be sure to get a receipt acknowledging that the documents were received by the SSA office.**

Changes must be reported by the 10th day of the month following the month that the change occurred (e.g., if the client had a change in wages on March 20th, the change should be reported to the SSA by April 10th). Report changes even if it is late. If the client does not report changes he/she may miss out on money owed to them or they may receive too much money and will have to pay it back.

Clients who earn more than $85 per month are required to report their wages to SSA on a Monthly basis.

Related HRC Procedures: (see Toolbox/Procedures)

- Procedure # 1031 applies to clients who are earning at least $85 per month and Harbor Regional Center is the representative payee
- Procedure # 1028 is the process for informing the Clients Fund Section of Administration at Harbor Regional Center as soon as possible of changes in the client's financial or living situation.