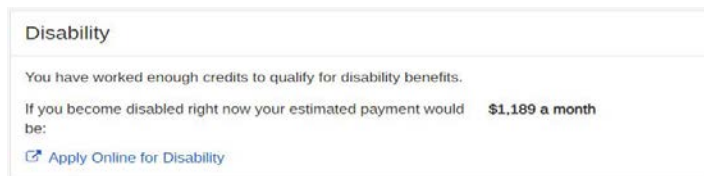


Application Tips for Applying for Social Security Disability Insurance (SSDI) Benefits

1. Make sure you are working below Substantial Gainful Activity (SGA):
 - a. 2019: \$1,220 per month gross (before taxes)
2. Get your Date Last Insured (DLI)
 - a. DLI lets you know how long you have to apply for SSDI and if you are still eligible for benefits
 - i. Future date = you are still eligible for benefits
 - ii. Past date = seek additional guidance
 - b. How to get DLI:
 - i. Call your local Social Security Field Office; **Find your local office's phone number and address here:** www.ssa.gov/locator
 - ii. Create a **my Social Security** account at <https://www.ssa.gov/myaccount/>



3. Do not wait to apply – If you think you may be eligible for SSDI, contact the Social Security Administration (SSA) right away!
4. You can complete an application online at <https://secure.ssa.gov/iClaim/dib> or call your local SSA Field Office (FO) to set up an appointment.
 - a. If you make an appointment to apply and you file an application within 60 days of the call, SSA may use the date of your call as your application filing date.
5. Alleging Disability:
 - a. **Choosing your onset date** – the date needs to reflect both when you stopped working and when you have medical evidence of your diagnosis.
 - i. Examples: Date of first right heart catheterization; Date of initial diagnosis; Date of genetic test result
 - b. Combination of Impairments:
 - i. Include all of your diagnosis on the application because Social Security is required to evaluate all of your conditions and how they impact you
 - c. Listing's to Allege based on your diagnosis can be found at: <https://www.ssa.gov/disability/professionals/bluebook/AdultListings.htm>
 - i. There may not be a specific Listing for your diagnosis so it is okay to choose a Listing that is closely related to your diagnosis - Example: Narcolepsy *equals* Listing 11.02 Epilepsy
 - ii. **Possible Listings:**
 1. 11.17 Huntington's disease
 - 11.17A HD with physical symptoms
 - 11.17B HD with cognitive decline
 2. 12.02 Neurocognitive decline
 3. 12.04 Depression
 4. 12.06 Anxiety

6. Requesting Medical Records
 - a. Make a list of any medical providers your have seen since you became disabled – not just providers for the specific condition, all providers
 - b. Contact your providers to get information on how to request records
 - i. Some might be able to send you records directly
 - ii. Some will require you to send a request to a third party processor (Ciox, Iron Mountain)
 - iii. Some allow you to access your records through online charts/portals
 - c. Keep a track of dates when you sent request
 - i. Keep copies of your requests
 - ii. Follow up on a weekly basis, make sure to keep record of those calls and request turnaround times

7. SSA requires (originals):
 - a. Social security card or number
 - b. Proof of age (ex: birth certificate)
 - c. Citizenship or alien status record (ex: birth certificate, naturalization certificate, U.S. passport, etc.)
 - d. Proof of Income
 - i. Earned income: payroll stubs, tax return from previous year
 - ii. Unearned income: award letters, bank statements, court orders, receipts show how much you receive, how often, and the source of payment
 - e. Medical Sources
 - i. Medical records, if you have them
 1. It is always better to provide copies of your medical records directly to SSA;
 - ii. Medical letters from your doctors;
 - iii. Names, addresses, and phone numbers of doctors, and the dates you were treated;
 - iv. Names of all medications that you take
 - f. Work History:
 - i. Job titles;
 - ii. Type of business;
 - iii. Names of employers;
 - iv. Dates worked;
 - v. Hours worked per day/week;
 - vi. Days worked per week;
 - vii. Rate of pay;
 - viii. Description of job duties;
 - ix. Accommodations provided by employers

8. While awaiting a determination:
 - a. See your doctor regularly
 - b. Follow-up with Social Security on the status of your case
 - i. Local Field Office
 - ii. Disability Determination Services
 - c. Complete any forms sent to you from SSA in a timely manner and be as detailed and accurate as possible.

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