

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 15: Eligibility</b>	<b>Effective Date: December 1, 2015</b>
	<b>Section 12: Social Security</b>	<b>Version: 1</b>

<b>STATEMENTS OF PURPOSE</b>
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The Indiana Department of Child Services (DCS) will facilitate the Social Security application process, as well as, monitor and maintain Social Security benefits for children in out-of-home care.

DCS will utilize the Social Security Unit (SSU) to apply for Social Security benefits for children in out-of-home care, as appropriate. The DCS SSU will also monitor the receipt of funds, request the transfer of payee when needed, and report placement changes for children receiving any type of payment from the Social Security Administration.

**Note:** If a new or duplicate Social Security card for a child is needed, the Family Case Manager (FCM) should visit the local Social Security office to obtain this.

Code References

1. [20 CFR 404.350- 20 CFR 404.368 Child's Benefits](#)
2. [20 CFR 404.370- 20 CFR 404.374 Parent's Benefits](#)
3. [20 CFR 404.390- 20 CFR 404.392 Lump-Sum Death Payment](#)
4. [20 CFR 404.730- 20 CFR 404.750 Evidence for Child's and Parent's Benefits](#)
5. [20 CFR 416.101- 20 CFR 416.998 Supplemental Security Income for the Aged, Blind, and Disabled](#)

<b>PROCEDURE</b>
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The FCM will:

1. Review eligibility criteria to identify all children on his or her case load who may be eligible for Supplemental Security Income (SSI) and/or Retirement, Survivors, Title II Disability Insurance (RSDI);
2. Email SSU about potential referrals for children who may be eligible for RSDI;
3. Complete the SSI Referral Form for all children believed to be eligible for SSI;
4. Obtain [necessary medical and non-medical documentation](#) for all applications and submit to SSU;

**Note:** Medical information may not be more than one (1) year old.

5. Contact SSU at [DCSSocialSecurity@dcs.in.gov](mailto:DCSSocialSecurity@dcs.in.gov) when a child who is already receiving SSI or RSDI is removed from the home; and
6. Notify SSU of all placement changes for children receiving SSI or RSDI by updating the case management system and KidTraks systems whenever a placement change occurs.

The SSU will:

1. Review and respond to email inquiries and requests for information about potential RSDI referrals;
2. Review the SSI Referral Form, documentation provided by the FCM, and the child's financial information;
3. Determine if the child meets initial criteria for receipt of SSI;

**Note:** If SSU believes a child is not eligible for benefits, the FCM will be notified.

4. Schedule an appointment and conduct an interview with the caregiver to obtain answers to basic Social Security application questions;

**Note:** Prior to scheduling an appointment with the caregiver, the SSU will notify the FCM that the caregiver will be contacted.

5. Submit the completed Social Security application and supporting documentation to the Social Security office;
6. Monitor the progress of the Social Security application;
7. Review the Social Security Administration's decision and file appeals as needed; and
8. Monitor the child's receipt of SSI or RSDI and make changes to the payee as needed.

#### **PRACTICE GUIDANCE**

N/A

#### **FORMS AND TOOLS**

[SSI Referral Form](#) – Available in the case management system

#### **RELATED INFORMATION**

##### **Supplemental Security Income (SSI)**

SSI is a federally funded, needs-based disability program for adults and children that provides monthly cash benefits and, in most States, automatic Medicaid eligibility.

##### **Indicators that a Child May Qualify for SSI**

A child who meets one (1) or more of the following indicators may qualify for the SSI program:

1. Child has recently (within the last six [6] months) received or is receiving psychiatric hospital services due to a diagnosed mental impairment other than substance abuse;
2. Child was recently discharged from or is currently in a residential facility due to diagnosed mental impairment other than substance abuse;
3. Child receives special education services to address severe learning problems;
4. Child receives intensive outpatient counseling and/or therapy;
5. Child has moderate to severe intellectual disability (intelligence quotient [IQ] of 70 or less);
6. Child has severe developmental delays (functioning at less than half of his or her chronological age);
7. Child receives intensive medical services and/or treatment for a physical illness; and/or
8. An infant (less than one [1] year old) who was born at a very low birth weight (1200 grams [2.64 lbs.] or less).

### **Retirement, Survivors, Disability Insurance (RSDI)**

RSDI is a federal program, which provides benefits to certain persons who are retired or disabled. The program also provides survivor benefits to certain individuals including:

1. Widows or widowers;
2. Divorced spouses;
3. Unmarried or disabled children; and
4. Dependent parties.

Children may receive RSDI benefits based on a parent's Social Security account because the parent is deceased, retired, or disabled. If a child is eligible under this program, the benefits go with them no matter where or with whom they live. The amount the child receives is based on the qualified parent's earnings and is not affected by the type of placement or income. Children have to be under the age of 18 to receive this benefit. The exception to this is being under the age of 19 and in high school full time.

The RSDI program may also pay benefits to individuals who have a disability that began before age 22. To qualify, the individual has to have an eligible parent who is deceased, retired, or disabled, and they have to be found disabled based on their own impairment(s) by meeting the disability rules for adults. These benefits may continue well into adulthood as long as the Social Security Administration determines that the individual remains disabled.

### **Documentation**

The following items are required to be sent to the SSU prior to a Social Security application being submitted:

1. Copy of the Social Security card, if available;
2. Proof of age (copy of birth certificate, naturalization certificate, US passport, certificate of citizenship, or I-551 permanent resident card);
3. DCS initial CHINS court order, most recent court order, and Termination of Parental Rights (TPR) order, if applicable;
4. Medical and/or psychological records (dated within the past 12 months) that support the diagnosis and/or suspected or reported impairments. This should include materials, such as hospital/clinic records, therapy progress notes, monthly or quarterly treatment summaries, and medication records. The medical records must contain the signature of a physician or psychologist; and
5. School records (Individualized Education Plan [IEP], report cards, cumulative academic record, teachers' notes, Head Start records/notes, etc.).