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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 93 LCM-8

Date: January 25, 1993

Division: Economic Security

TO: Local District Commissioners

SUBJECT: Centralized SSI Process

ATTACHMENTS: I. Questions and Answers (Q&A's) - Available on-line  
II. Social Security Field Office Contact Persons -  
Not available on-line  
III. Local Department of Social Services Contact Persons -  
Not available on-line

The purpose of this LCM is to provide districts with information regarding the Centralized SSI process. Questions and answers from the regional training sessions held in September are attached. Additionally, attached are listings of local district of social services' contact persons and Social Security Administration District Offices' contact persons.

Districts are reminded of the importance of using the DSS-2474 "SSI Referral and Certification of Contact" for all referrals to SSA. The accurate completion of this form, including the referring agency, agency address and name of worker fields (both printed and signature) is necessary to ensure that proper communication between agencies occurs. In particular, as emphasized at the regional training sessions, the accurate completion of the DSS-2474 and inclusion of any supporting documentation will facilitate case processing and enable SSA to provide copies of denial notices to the local social services district. As discussed at the regional sessions, obtaining timely notices of denial from SSA will enable the local social services district to track SSI applications as required, and to take appropriate appeals action within necessary time frames.

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If you or your staff should have additional questions regarding the Centralized SSI process please contact your representative in the Division of Economic Security.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Economic Security

- Q. Can an ADC parent be penalized for non-cooperation of a child's pursuit of SSI benefits?
- A. Yes. As a condition of eligibility for ADC, applicants/recipients must pursue available resources. In the instance in which a child is potentially eligible for SSI it would be the parents responsibility to pursue such eligibility for the child. By willfully failing to pursue this resource, said parent would have failed to meet a condition of eligibility for ADC and would therefore be ineligible until the non-compliance ends.
- Q. Are districts required to obtain an Interim Assistance Agreement signed by the applicant/recipient?
- A. No. The standard application for public assistance benefits (DSS-2924) includes the required interim assistance language.
- Q. In a situation when an applicant/recipient of public assistance has applied for SSI on their own initiative, when should the local social services district send the DSS-2474 to the SSA district office.
- A. If the social services district becomes aware that an applicant/recipient has applied for SSI on their own initiative, the district should immediately send a DSS-2474 to the SSA district office. If the SSI application is in its initial stages, the SSD should include any medical or medically related information pertinent to the case. The expeditious provision of the DSS-2474 will ensure that SSA is aware of the individual being in receipt of public assistance and provide for a copy of any denial notice to be sent to the SSD.
- Q. Can the local SSD substitute the DSS-1151, Disability Interview form for the Social Security Disability Report SSA-3368 to provide information on QA applicants disabling conditions when application is being made for SSI benefits.
- A. Yes. The DSS-1151 can be substituted for the SSA-3368.