

**CATEGORICAL FACTORS
SSI-RELATED****DISABILITY**

age, education and previous work experience. All A/Rs who are potentially SSI-related as disabled persons or their representatives are informed of the disability category. The information includes, but is not limited to:

- (a) The disability review process;
- (b) The need for the individual to cooperate in securing detailed medical documentation from treating sources and the possible need for the individual to have an examination(s), consultation(s) and/or diagnostic test(s);
- (c) The need for the individual to provide social and functional information, such as education and details of their past work experience;
- (d) The time frames involved in the disability process; and
- (e) The potential benefit(s) to the individual of a disability certification, such as a different budgeting methodology, an increased Food Stamp benefit and the identification of medical and/or social resources that may assist the A/R.

Each A/R who is potentially SSI-related as a disabled individual (or his/her representative) must complete a LDSS-1151 - "Disability Interview." Special emphasis is placed on the individual's education, special training if any, work experience during the past fifteen (15) years, disability related income, medical care received and the individual's functional capacity.

Districts may not require an individual to come to the district for an interview. However, districts may complete the Disability Interview form (LDSS-1151) by telephone.

To initiate the medical evidence packet, districts may mail the LDSS-1151 and the district-specific Release of Medical Information form to the applicant or they may conduct a telephone interview to complete the LDSS-1151 form. If attempting to conduct the interview by telephone districts must make three attempts to contact the individual before resorting to the mail. When the LDSS-1151 form is returned to the district, it is important that the information on the form be reviewed by the district worker for completeness and the form is signed by the worker. If the form is not complete, it is the responsibility of the worker to contact the applicant and obtain the information before submitting the packet for a disability review.

Whether the district chooses to obtain completed disability forms by mail or via the telephone, if the individual requests assistance or

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wishes to have an interview in person, the district must accommodate the request.

Medical evidence is gathered as soon as possible to meet the time frames of the application/recertification process. Medical evidence may include a completed LDSS-486: "Medical Report for Determination of Disability," from a physician, hospital admission and discharge summaries, clinic reports, diagnostic test results and reports from practitioners such as therapists, nurse practitioners, physicians' assistants, optometrists, chiropractors, psychiatric social workers and audiologists.