



SSI/SSDI Outreach, Access and Recovery

for people who are homeless

SOAR Packet 2 Clark County, WA

Packet 2: Send in the mail to the Social Security Administration

Best practice is to send packet contents in this order

- SOAR Cover Sheet**
- SSA-827** *only if not electronically signed online (See Packet 1)*
- SSA-1696** *send copy that says "File Copy"*
 - o *Claimant copy - To client*
 - o *Representative copy - Put in Client File*
 - o *ODAR copy - Keep in client file in case a hearing is needed*
- SSA-8000** The Application for Supplemental Security Income
 - a) Fill out completely and signed
 - b) Keep a copy for your client's file
- SSA-3373** The Function Report-Adult
 - a) Filled out by your client with your support.
 - b) Keep a copy for your client's file

Note: A Function Report-"Third Party" may be sent to you after Packet 2 is submitted. You should complete it and fax it back using the barcode enclosed.

- SSA-3369** The Work History Report
 - a) A good way to fill this out is to have your client bring in an old resume
 - b) Keep a copy for your client's file
 - c) If no work history then complete it and indicate "no work history"

Timeline:

- ✓ Packet 2 should be mailed or hand-delivered to SSA no later than one week after Packet 1 has been submitted online

