



## SSI/SSDI Outreach, Access and Recovery

*for people who are homeless*

### **SOAR Packet 3** Clark County, WA

**Packet 3: Send to Disability Determination Services (DDS) through Electronic Records Express or FAX.**

Note: If you do not receive a barcode document within 3-4 weeks of submitting Packet 2, call DDS and request one.

**ERE:** Upload documents in this order:

\*You will need the Barcode document to enter the ERE system.

- Medical Records Cover Sheet**
  - a) Completed with the medical sources, dates of service and dates of visit.
  - b) This document can be found on the Clark County SOAR webpage
- Medical Summary Report- *Don't forget to sign it***
- ALL medical records you received**

**FAX:** Fax documents in this order to the adjudicator:

- The Barcode Document**
  - a) This document must be on top of all faxed items.
- Medical Records Cover Sheet**
  - a) Completed with the medical sources, dates of service, and dates of visit
  - b) This document can be found on the Clark County SOAR website
- SOAR fax cover sheet**
- Medical Summary Report-*Don't forget to sign it***
- ALL medical records you received**



**Timeline:**

- After Packet 2 has been sent to SSA, begin requesting medical records within one week
- After records request(s) have been faxed, schedule time to meet with client to begin working on Summary Report (should be within one week of when medical records requests were sent)
- Begin writing Summary Report (should be started within three weeks of submitting Packet 1)
- If you have not heard from the DDS adjudicator within one month of your client's protective filing date, you will need to call DDS and ask if your client has been assigned. The number to call is 800-562-6074
- Once you've made contact with the adjudicator, request the barcode. You may have to leave a voicemail for the adjudicator asking them to send it to you
- Medical records and Summary Reports should be uploaded via ERE within a month and a half from your client's protective filing date. No later than two months from protective filing date if you haven't received all the requested records

