

Joint Access to Benefits (JAB) - SSI Continuum From Prison/Jail to Community Release Multnomah County, Oregon

**6 mos.
before Release**

TSU, ADS, CTS and Medical Staff and DOC Liaison identify offenders being released to Multnomah County who meet the criteria for Social Security benefits (reconnection and initial application).

- TSU, ADS, CTS, Medical Staff, and DOC Liaison identify offenders being released to Multnomah County who meet the criteria for Social Security benefits (reconnection and initial application).
- ADS reviews list to ascertain claim status and determine past SSA benefit eligibility of Multnomah County releases. The clients identified by ADS are not all inclusive of those who should apply for benefits.
- TSU sends out updated list of identified offenders to institutions and SSA.
- TSU creates tracking method to ensure follow-up with the institutions regarding applications for identified offenders.

ACRONYM KEY

ADS- Aging & Disability Services
ALJ Hearing- Administrative Law Judge Hearing
CTS- Centralized Treatment Services
DDS- Department of Development Services
DOC- Department of Corrections
SSA- Social Services Administration
TSU- Transition Services Unit

**5 mos.
before Release**

- DOC Liaison provides offender with SSA Forms 3368, 3369, and any appropriate questionnaires related to alleged impairment. (DOC Liaison may assist offender with completion.)
- DOC Liaison ensures that online SSA Form 3368 at www.socialsecurity.gov is completed.
- DOC Liaison completes or obtains assistance from others in the institution in completing the Pre-Release Third Party Questionnaire and any other appropriate third party questionnaires related to alleged impairment.
- DOC Liaison completes DOC Release of Information naming TSU, Mental Health Provider, and ADS has offender sign and date.
- DOC Liaison obtains medical, psychological and disciplinary records, as well as Chronos, from appropriate departments within the institution.
- **DOC Liaison e-mails list of offender names and social security numbers to:**
 SSA
 DDS
 TSU

- **SSA sends Form 827 to institution.**
- **DOC Liaison obtains inmate's signature on 827's and returns to SSA immediately.**
- **DOC Liaison places completed packet consisting of:**
 - Transmittal Sheet
 - Case Flag
 - SSA Form 3368 – File Online

TO FILE AN ONLINE SOCIAL SECURITY CLAIM:

GO TO THE INTERNET
GO TO: WWW.SOCIALSECURITY.GOV
 CLICK ON: ONLINE CLAIMS AND SERVICES
 CLICK ON: APPLY FOR BENEFITS
 CLICK ON: ADULT DISABILITY AND WORK HISTORY REPORT
 CLICK ON: OK
 CLICK ON: APPLY ONLINE
 CLICK ON: START THE ONLINE REPORT

READ ALL OF THE DIRECTIONS

CLICK ON: CONTINUE
MAKE A NOTE OF THE OMB CONTROL NUMBER AND KEEP IT.
 BEGIN COMPLETING THE FORM.
REMEMBER TO PRINT EACH PAGE AS YOU FINISH IT SO YOU WILL HAVE A COPY TO SEND TO JAB WITH THE MEDICAL RECORDS.

- SSA Form 3369
- Pre-Release Third Party Questionnaire
- SSA Form 1696
- Medical, psychological and disciplinary records for the prior 12 month period
- Chronos
- and any applicable questionnaires in an envelope and mails to:

Connie Strecker
SSA
1538 SW Yamhill Street
Portland, Oregon 97205

- **DOC Liaison schedules inmate's phone application with Social Security.**

- Prior to release, TSU staff member contacts institution staff (CTS or Corrections Counselor) regarding status of SSI Applications for Identified/Appropriate Offenders.

**4 mos.
before Release**

- DOC Liaison calls SSA (Connie Strecker, 503-326-5018, ext. 3135) at appointed time for phone application.
- Offender completes phone interview.
- DOC Liaison e-mails TSU with names, SSN's and SID #'s of offenders who completed phone applications.

- TSU (Steve Slater) receives e-mail notification from institution that offender has completed phone application with SSA.
- TSU creates tracking device to keep status of applications.
- TSU contacts institutions regarding applications for identified offenders who have not yet submitted applications in order to determine status.
- TSU contacts MH provider, Safety Net, and schedules appropriate appointments for offender upon release for mental, medical services, food stamps and medical benefits, SSA, and Safety Net.
- If needed, arrangements are made for TSU and Client to sign Form 1696 and accept appointment as representative, copies information and sets up file.
- ADS/TSU tracks status of claim.

Release

- TSU coordinates subsidy housing, notifies client when he/she is scheduled for appointments for medical or mental health providers.
- TSU coordinates with Cascadia Case Coordinator to arrange that offender visit the SSA office and/or ADS office within 24 hours after release.
- If Client did not complete packet in jail or prison. TSU will schedule an appointment with ADS for client to begin the application process by completing the following:
- ADS provides offender with SSA Forms 3368, 3369, and any appropriate questionnaires related to alleged impairment. ADS will assist offender with completion of needed materials.
- ADS ensures that online Form 3368 at WWW.SOCIALSECURITY.GOV is completed.
- ADS completes or obtains assistance from others in completing the Pre-Release Third Party Questionnaire and any other appropriate third party questionnaires related to alleged impairment.
- ADS completes appropriate Release of Information forms for TSU, Mental Health Provider other identified providers.
- ADS obtains medical and psychological records. With TSU assistance obtains disciplinary records, as well as Chronos, from appropriate departments within the institution.
- ADS e-mails offender name and social security number to:
 SSA
 DDS
 TSU

- **ADS places completed packet consisting of:**
 - SSA Form 3368 – File Online
 - ADS obtains Clients signature on SSA Form 827
 - SSA Form 3369
 - Pre-Release Third Party Questionnaire
 - SSA Form 1696
 - Medical, psychological and disciplinary records for the prior 12 month period
 - Chronos
 - And any applicable questionnaires in an envelope delivers or sends to:
 SSA
 1538 SW Yamhill Street
 Portland, Oregon 97205
- **ADS schedules an application appointment with Social Security and notifies TSU of date and time.**

As Needed

- DOC Liaison obtains and sends additional materials as requested by SSA/DDS/ADS when necessary.
- DOC Liaison coordinates with SSA/DDS/ADS for offender medical or psychological examinations as needed.
- If problems arise, TSU and DOC Liaison staff case, solve, and seek solutions as able/needed.

- TSU obtains and sends additional materials as requested by SSA/DDS/ADS when necessary.
- TSU assists SSA/DDS/ADS in obtaining updated information regarding offender as needed.
- As needed, ADS assists clients through the process and continues representation through the ALJ Hearing step in order to obtain benefits.
- If problems arise, TSU, ADS, SSA and DOC Liaison staff case, solve and seek solutions as able/needed.
- TSU provides assistance to DOC Liaisons and other community providers as necessary to insure that adequate training is provided and questions are answered in a timely manner.

CONTACT INFORMATION:

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