

# Social Security Disability Application for Young Adults

## *Comprehensive Checklist*

### ☒ 1. Application Preparation Checklist

#### A. Personal & Basic Information

- ☐ Full legal name, date of birth, Social Security number
  - ☐ Current address and phone number
  - ☐ Education history (schools, special education, IEPs, transition programs)
  - ☐ Work history (part-time, volunteer, or sheltered employment)
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#### B. Medical & Psychological Evidence

- ☐ Primary care doctor records
  - ☐ Specialist reports (neurologist, psychiatrist, developmental pediatrician, etc.)
  - ☐ Hospitalization and surgery records (past 12–24 months)
  - ☐ Therapy notes (OT, PT, speech, behavioral)
  - ☐ Psychological or neuropsychological evaluations
  - ☐ Current medication list (include dosages and side effects)
  - ☐ Documentation of assistive devices or adaptive equipment
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#### C. Functional & Daily Living Documentation

- ☐ Written examples of how disability affects daily life (self-care, routines, attention, social skills)
  - ☐ Daily logs or journals documenting fatigue, behaviors, or setbacks
  - ☐ Transition/vocational assessments
  - ☐ Reports from job coaches or support staff
  - ☐ School IEPs, 504 plans, or progress reports
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#### D. Financial Documentation

- ☐ Bank account statements (under \$2,000 for SSI eligibility)
- ☐ Pay stubs or proof of income (if applicable)
- ☐ ABLE account information (if applicable)
- ☐ Trust or benefits documentation

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## E. Supporting Statements

- ☐ Parent or caregiver statement describing daily functioning
  - ☐ Teacher, therapist, or job coach letters about limitations and accommodations
  - ☐ SSA Function Report – Adult (SSA-3373)
  - ☐ SSA Work History Report (SSA-3369)
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## 2. Typical SSA Application Timeline

Stage	What Happens	Timeframe
<input type="checkbox"/> Initial Application Filed	Submit online, by phone, or in person	—
<input type="checkbox"/> SSA Review Begins	SSA gathers medical and school records, may request exams	3–6 months
<input type="checkbox"/> Initial Decision	Approval or denial mailed	4–6 months total
<input type="checkbox"/> Reconsideration (if denied)	Must request within <b>60 days</b> of denial	3–6 months
<input type="checkbox"/> Hearing Request (if denied again)	File appeal for Administrative Law Judge (ALJ) hearing	12–18 months
<input type="checkbox"/> ALJ Hearing Decision	Approval or denial after hearing	1–3 months post-hearing
<input type="checkbox"/> Further Appeals (if needed)	Appeals Council → Federal Court	Adds 6–12+ months

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## 3. Recommended 3-Ring Binder Setup

### Front Pocket

- ☐ SSA claim number and contact list (local SSA, representative, caseworker)
  - ☐ SSA appointment schedule or call notes
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### Divider Tabs

Tab	Include These Items
<b>1. Application &amp; SSA Correspondence</b>	<input type="checkbox"/> Copies of application, SSA letters, notices
<b>2. Medical Records</b>	<input type="checkbox"/> Sorted by provider or date
<b>3. Psychological &amp; Educational Records</b>	<input type="checkbox"/> IEPs, evaluations, transition plans

Tab	Include These Items
4. Daily Functioning & Logs	<input type="checkbox"/> Journals, caregiver notes
5. Financial Information	<input type="checkbox"/> Bank statements, ABLE info
6. Supporting Statements	<input type="checkbox"/> Letters from teachers, therapists, caregivers
7. Appeals / Hearing Prep	<input type="checkbox"/> Appeal forms, notices, attorney info
8. Communication Record	<input type="checkbox"/> Notes from SSA calls and follow-ups

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## Back Pocket

- ☐ Flash drive or digital copy of all documents
  - ☐ Blank SSA forms (Function Report, Appeal Request, etc.)
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## 4. Pro Tips

- ☐ Keep copies of **everything** you submit
  - ☐ Date-stamp each submission and keep confirmation pages
  - ☐ Follow up regularly with your SSA claims representative
  - ☐ Use **specific examples** of limitations (“needs prompts,” “cannot manage money independently”)
  - ☐ If denied, **appeal immediately** — most approvals occur at the hearing stage
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## 5. Summary Timeline Snapshot

Month	Step
<input type="checkbox"/> Month 0	File SSI application
<input type="checkbox"/> Months 1–4	SSA gathers medical and school records
<input type="checkbox"/> Months 4–6	Receive initial decision
<input type="checkbox"/> Months 6–12	File reconsideration if denied
<input type="checkbox"/> Months 12–18	Reconsideration decision issued
<input type="checkbox"/> Months 18–30+	File for hearing if denied
<input type="checkbox"/> Months 30–36	Hearing decision issued