

Child SSI Disability

Comprehensive SSI Application Checklist for Parents

1. Confirm Basic Non-Financial Eligibility

Before anything else, make sure your child meets these SSA basics.

a. Age Requirements

- Child is under 18
- OR under 22 and regularly attending school

b. Residency

- Child lives in the U.S.
- Has a U.S. address
- Not living in a government-funded institution

c. Citizenship/Immigration Status

- U.S. citizen
- OR a qualified non-citizen

d. Social Security Number

- Child has an SSN
- If not, apply for one during the SSI application

e. Living Arrangement

- Child lives with a parent/responsible adult
- Not in jail or a long-term medical facility paid by Medicaid

2. Gather Parent Information for Deeming (Financial Rules)

SSA checks the family's finances because SSI is needs-based.

a. Parent Income

Collect:

- Pay stubs
- Self-employment records
- Unemployment/worker's comp
- Child support received for other children

- Other income (VA, short-term disability, etc.)

b. Parent Resources

Gather:

- Bank statements
- Investment accounts
- Life insurance cash value
- Property other than the home
- Extra vehicles (beyond one primary)

c. Child's Income & Resources

- Child support received
- Child's bank accounts
- Trusts, savings, gifts, insurance

d. Household Information

- Number of people in the home
- Number of other children
- Monthly rent/mortgage
- Utility costs

3. Prepare Disability Documentation (Medical & School Evidence)

a. List of Medical Providers

Include:

- Doctors & specialists
- Therapists (OT, PT, speech)
- Psychologists/psychiatrists
- Clinics and hospitals
- Addresses, phone numbers, dates seen

b. Gather Medical Records

- Clinic notes
- Hospital records
- Therapy evaluations
- Diagnosis reports
- Medication lists
- ER visit summaries

- Treatment plans
- School nurse notes (optional)

c. Gather School/Educational Records

- IEP
- 504 plan
- Special education evaluations
- Behavior reports
- Report cards/progress reports
- Cognitive or psychological testing

d. Document Functional Limitations

Check areas the child struggles in:

- Learning
 - Behavior
 - Attention
 - Communication
 - Mobility
 - Self-care
 - Social interaction
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4. Start the SSI Application Process

a. Begin the Application

- Start online OR
- Call SSA (1-800-772-1213) for an appointment

b. Complete the SSA Interview

- Bring all financial information
- Provide household details
- Sign medical release forms

c. Submit All Required Documents

- Parent ID
- Child's birth certificate
- Financial proofs
- Medical release forms
- Any other SSA forms requested

5. Participate in the Disability Review (DDS Stage)

a. Respond to SSA/DDS Requests Quickly

- School questionnaires
- Medical forms
- Parent behavior forms

b. Attend Consultative Exams (if scheduled)

- Bring the child
- Bring medications and medical history
- Arrive early

c. Track All Appointments

- Save letters
 - Keep a calendar
 - Follow up if you miss a call or letter
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6. Review the Decision

a. If Approved

- Review benefit amount
- Understand reporting rules
- Track when payments start
- Ask about back pay process

b. If Denied

- Read the denial letter
 - Decide whether to appeal
 - File appeal within 60 days
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7. After Approval—Ongoing Responsibilities

a. Report Monthly Changes

- Parent income
- Household size
- Living arrangements

- Child support
- Child's earnings
- Resources

b. Attend Continuing Disability Reviews

- Provide new medical updates
- Provide school info
- Respond to SSA letters

c. Keep Records Organized

- Medical updates
- School updates
- Therapy notes
- New evaluations

Additional Notes: