



## SSI/SSDI Outreach, Access and Recovery

*for people who are homeless*

### **SOAR Packet 1** Clark County, WA

#### **Packet 1: Submit Online**

These forms may all be sent in the mail, but only if necessary.

- SSA-16** The SSDI application
  - a. Secure your client's protective filing date
  - b. Can also be electronically signed if your client is **present**. If client is not present, still complete online and have client sign paper application. Send to SSA with packet 2 contents
  
- SSA-827** Authorization to Disclose Information to the Social Security Administration
  - a. Allows SSA and DDS to obtain medical records for your client.
  - b. This form can be signed electronically if your client is **present**.
    - o If your client is not present, the original copy needs to be sent to SSA in Packet 2.
  - c. Keep a copy for yourself
  
- SSA-i3368 or SSA3368** The Disability Report
  - a. Always completed online
  - b. A list of commonly used medical facilities is posted on the Clark Co. SOAR website to assist you with this form
  
- Log into OAT and enter client demographics and protective filing date**

#### ***Timeline:***

- ✓ These four steps in Packet 1 should be completed in one day

**Note:** It is always a good idea to print copies of each form once they've been submitted electronically. Don't forget to write down the application number for both the SSA-16 and the SSA i3368. You will not be able to get back into the application without this number.

