



... What should you do now??

Congratulations on your decision to work! Here are some tips about your reporting responsibilities that will make your transition to work easier.

You are responsible for keeping Social Security updated about your work and earnings. When you contact Social Security they will probably want the following:

- Your Social Security number
- Your date of birth
- The spelling of your first and last name
- Your mother's maiden name
- Name of your employer - company's name, address and phone number
- How much you make per hour
- How many hours you plan to work
- How often you get paid – weekly, every other week, twice a month, etc.

When reporting work to Social Security, the rules are different depending upon whether you receive SSDI, SSI or both.

Reporting for those on SSDI (or RSDI):

- **Every time there is a change in your work situation, report it immediately to Social Security.** Changes in work include: starting or ending a job; increases or decreases in hours; and/or increases in pay. **Report changes to 1-800-772-1213.**
- When prompted, tell the automated system you “want to make a disability work report”. You will be directed to a Social Security representative.

- **When talking with this representative, also say, “I want to make “a disability work report” and I want a receipt”.** Put these receipts in a safe place where you can easily find them.
- **Save all of your pay stubs.** Give copies to Social Security when they request them. You may have to save your pay stubs for a number of years. It is a good idea to do so. Keep your pay stubs where you can easily find them.

Reporting for those on SSI:

- **Every time there is a change in your work or living situation, report it immediately to your worker at your local Social Security office.** See the contact information for your worker below.
- Changes in work include the start and stop of any job and all changes in your hours or wages. Any changes in your address or the number of people in your household must also be reported.
- **Tell your Social Security worker that you want to make “a disability work report” and that you want a receipt.** Put these receipts in a safe place where you can easily find them.
- **Ask your SSI worker how often you should report your earnings and how you should do that**--in person, by phone, by fax or by sending copies of your paystubs into the local office. Report wages on the schedule your SSI worker requests.

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Reporting for those on SSI (continued):

- Social Security may ask you to report your monthly wages via phone to the Wage Reporting Service at 1-866-772-0953. You should receive a packet of information from Social Security on how to do this.
 - **Keep your paystubs in a safe place** where you can easily find them.
 - Your SSI contact person is:
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Reporting for those receiving both SSDI and SSI:

If you receive both SSDI and SSI you need to make two different work reports—one for SSDI and the other for SSI. Please follow the directions on page 1.

- **For SSDI**, call 1-800-772-1213 and follow the instructions on page 1. Be sure to say that you “want to make a disability work report” and that you “want a receipt”.
- **For SSI**, talk to your local SSI worker and ask how to report your monthly wages. See above for your SSI contact person.

Other information you should tell Social Security:

- Report any medical costs or other expenses you pay in order to work. These expenses must be related to a serious medical condition.

- Report any help you get from a job coach, supervisor or co-worker(s), or if you get more time to do tasks or have fewer tasks than others.
- Any of these may allow you to earn more money before your benefits are affected.

Social Security may send you a Work Activity Report form. Do not be alarmed. This is routine paperwork. Fill it out completely and send back to your Social Security worker. Keep a copy of this report for your records.

Report to all of your benefit providers:

Report changes in work, income or household circumstances to **each** of your benefit providers. Never assume that agencies share information with each other.

- **Call your County Financial Worker.** The county will want the same information as Social Security.
- **Call your Housing Manager** and report:
 - Work and earnings
 - Medical expenses you are paying. Those expenses may decrease your rent.
 - Any changes in your benefits or household size

Keep a call log. Write the date, who you talked to, what you told them, and what they told you. This is good information to have for your records. Use a special notebook and be sure to keep it in a safe place.

Keep ALL letters from your benefit providers.

Remember . . . you can ALWAYS call the MN Work Incentives Connection with questions at:

**651-632-5113 or 800-976-6728
(TTY: 651-632-5110 or MN Relay – 711)**