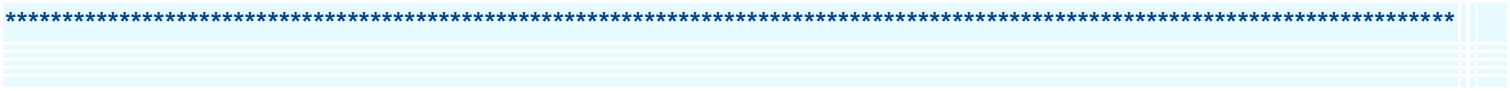


Department of Social and Health Services
Community Services Division
Social Services Manual

Revision: 207
Category: **Application**
Issued: October 1, 2024
Revision Author: Lorri Burns
Division: CSD
Mail Stop: 45440
Email: Lorri.Burns3@dshs.wa.gov

Summary

Update section from Social Services Manual as part of the Procedure Handbook Expansion project.



Revised on October 1, 2024~~August 1, 2024~~

1. The initial SSI application packet includes the following:
 - a. SSA Cover Letter;
 - b. Interim Assistance Reimbursement Authorization (DSHS form 18-235) (signed original);
 - c. SSI Application (SSA-8001) (Title 16 application);
 - d. SSDI Internet iClaim/i3368 (Title 2 application);
 - e. Work History Report (SSA-3369);
 - f. Function Report (SSA-3373);
 - g. Authorization to Disclose Information to SSA (SSA-827) (signed original, copy, or electronic signature);
 - h. Personal Observation Statement;

- i. Consent for Release of Information (SSA-3288) (signed original or copy); and
 - j. A return envelope.
2. Refer to [SSI Forms](#) for a description of documents used.
3. Refer to the SSI Facilitation- [Introduction Application](#) section for filing timelines under Worker Responsibilities Step 5.
4. Mail the completed SSI application packet to the local SSA District Office (SSADO) within five calendar days of the client's signature date.
5. Verify that the SSADO has received the application packet.