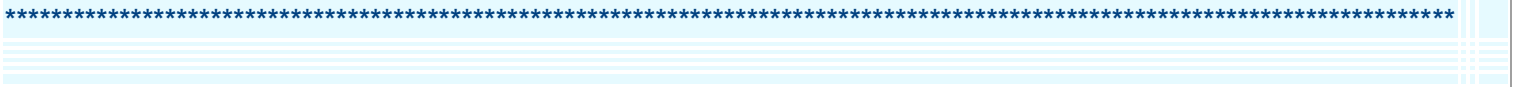


Department of Social and Health Services
Community Services Division
Social Services Manual

Revision: # [217](#)
Category: Supplemental Security Income (SSI) Facilitation Services/SSI Facilitation- Introduction/**Interview**
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Summary

Updated



Revised on ~~April 17~~[June 14, 2025](#)~~16~~

1. A face to face interview with the person is preferred and can be held:
 - a. In the office; or
 - b. In a hospital or nursing home.
 - c. When a face-to-face interview is not possible, conduct a telephone interview.
2. During the interview gather information about the person including:
 - a. A contact person or advocate, including the address and phone number. This is important for all individuals and essential for people who are homeless;
 - b. Onset date of impairment;

- c. The date the individual became unable to work;
 - d. Educational history; and
 - e. Sources of other information about the person's impairment.
3. Record all sources of medical information. Use this information to complete the i3368 (Internet Adult Disability Report).
 4. Explore employment history for each type of job the person has held in the last ~~15~~five years. Use this information to complete the i3368 (Internet Adult Disability Report) and the SSA-3369 (Work History Report).
 5. Ensure there is a signed DSHS 18-235, Interim Assistance Reimbursement Authorization on file with SSA for each ABD recipient.