

# SSA Title II Disability Desk Tool

<p><b>When are Medicaid applicants required to apply for SSA Title II Disability Benefits?</b></p>	<p>An individual is required to apply when:</p> <ul style="list-style-type: none"> <li>• the applicant has a work history,</li> <li>• a spouse has a work history, or</li> <li>• he or she is an adult child whose parents have a work history.</li> </ul> <p>The worker should not base the individual's required application on 40 quarters; it is up to SSA to determine if the appropriate work history exists to provide a full benefit upon the determination of disability. The SSA may also suggest that the individual apply for SSI, which is something Medicaid cannot require, to supplement an insufficient work history.</p> <p><b>Medicaid Eligibility Manual M0270.200 B.2</b></p>
<p><b>How long does a Medicaid applicant have to apply for SSA Title II Disability Benefits?</b></p>	<p>An applicant must apply within 45 days of the date of the Medicaid application or the application should be denied for failure to meet non-financial requirements.</p> <p><b>Medicaid Eligibility Manual M0270.300 D.</b></p>
<p><b>What verification is required as proof of application for SSA Title II Disability Benefits?</b></p>	<p>Verify the application for benefits via a systems search whenever possible. Written or verbal verification from the agency or organization issuing the benefit(s) is also acceptable. When verbal verification is provided, document the case record with the name of the individual who provided the verification and the date. Retain documentation of the application for other benefits in the case record.</p> <p><b>Medicaid Eligibility Manual M0130.200 C.2;M0270.300 D.</b></p>
<p><b>As a best practice, how often should a Medicaid worker check a member's payment status with the SSA? (In the event the member does not report.)</b></p>	<p>A special review should take place six months from the disability onset date as Title II payments to the member generally begin at this time.</p> <p><b>Medicaid Eligibility Manual M1520.100</b></p>
<p><b>If DDS finds an individual is disabled for Medicaid purposes and SSA later has an unfavorable disability finding, what action should be taken?</b></p>	<p>The decision by SSA is binding. If SSA denies disability, the disability definition is not met. If the individual has been enrolled in Medicaid as disabled and is not eligible in another covered group, send an advance notice to the enrollee and cancel Medicaid coverage.</p> <p><b>Medicaid Eligibility Manual M0310.112 K.2; M1510.104</b></p>
<p><b>As a best practice, how often should a Medicaid worker check a member's SSA appeal status?</b></p>	<p>Verify the status of a member's SSA appeal at the time of Medicaid renewal.</p> <p><b>Medicaid Eligibility Manual M0310.112 K.2</b></p>
<p><b>How does a Medicaid worker know who to contact at SSA for information regarding an individual's application status?</b></p>	<p>Refer to the attached assignment chart.</p> <p><b>Medicaid Eligibility Manual M0310, Appendix 2</b></p>

**DDS Regional Offices**

Send all expedited and non-expedited disability referrals to the DDS Regional Office to which the local DSS agency is assigned, as indicated in the table below.

DDS Regional Office	Local DSS Agency Assignments
<p>Central Regional Office Disability Determination Services 9960 Mayland Drive, Suite 200 Richmond, Virginia 23233</p> <p>Phone: 800-523-5007 804-367-4700 <i>Expedited FAX: 804-527-4518</i></p> <p><i>Professional Relations: Alvin Gritz</i> <i>Office Manager: Karry Rouse</i> <i>Regional Director: Miguel Johnson</i></p>	<p>Amelia, Brunswick, Buckingham, Charles City, Charlotte, Chesterfield, Colonial Heights, Cumberland, Danville, Dinwiddie, Emporia, Essex, Goochland, Greensville, Halifax, Hanover, Henrico, Hopewell, King and Queen, King William, Lancaster, Lunenburg, Mecklenburg, Middlesex, New Kent, Northumberland, Nottoway, Petersburg, Pittsylvania, Powhatan, Prince Edward, Prince George, Richmond County, Richmond City, South Boston, Surry, and Sussex</p>
<p>Tidewater Regional Office Disability Determination Services 5850 Lake Herbert Drive, Suite 200 Norfolk, Virginia 23502</p> <p>Phone: 800-379-4403 757-466-4300 <i>Expedited FAX: 757-455-3829</i></p> <p><i>Professional Relations: Sandy Bouldinz</i> <i>Office Manager: Heidi Dukelow</i> <i>Regional Director: Cheryl McCall</i></p>	<p>Accomack, Chesapeake, Franklin, Gloucester, Hampton, Isle of Wight, James City, Mathews, Newport News, Norfolk, Northampton, Portsmouth, Poquoson, Southampton, Suffolk, Courtland, Virginia Beach, Williamsburg, York</p>
<p>Northern Regional Office Disability Determination Services 11150 Fairfax Boulevard, Suite 200 Fairfax, Virginia 22030</p> <p>Phone: 800-379-9548 703-934-7400 <i>Expedited FAX: 703-934-7410</i></p> <p><i>Professional Relations: Tamera Hargrove</i> <i>Office Manager: Nicholas Marshal</i> <i>Regional Director: Sharon Gottovi</i></p>	<p>Albemarle, Alexandria, Arlington, Augusta, Caroline, Charlottesville, Clarke, Culpepper, Fairfax City, Fairfax County, Falls Church, Fauquier, Fluvanna, Frederick, Fredericksburg, Greene, Harrisonburg, Highland, King George, Loudoun, Louisa, Madison, Manassas City, Orange, Page, Prince William, Rappahannock, Rockingham, Shenandoah, Spotsylvania, Stafford, Staunton, Warren, Waynesboro, Westmoreland, and Winchester</p>
<p>Southwest Regional Office Disability Determination Services 612 S. Jefferson Street, Suite 300 Roanoke, Virginia 24011-2437</p> <p>Phone: 800-627-1288 540-857-7748 FAX: 866-802-5842 <i>Expedited FAX: 540-983-4799</i></p> <p><i>Professional Relations: Teresa Sizemore-Hernandez</i> <i>Office Manager: Marcia Hubbard</i> <i>Regional Director: Betsy Stone</i></p>	<p>Alleghany, Amherst, Appomattox, Bath, Bedford City, Bedford County, Bland, Botetourt, Bristol, Buchanan, Buena Vista, Campbell, Carroll, Covington, Craig, Dickenson, Floyd, Franklin, Galax, Giles, Grayson, Henry, Lee, Lexington, Lynchburg, Martinsville, Montgomery, Nelson, Patrick, Pulaski, Radford, Roanoke County, Roanoke City, Rockbridge, Russell, Salem, Scott, Smyth, Tazewell, Washington, Wise, and Wythe</p>

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