

# SSA Title II (Social Security) Disability Desk Tool

<p><b>When are Medicaid applicants required to apply for SSA Title II Disability Benefits?</b></p>	<p>Individuals are required to apply when they have a work history, a spouse has a work history, or they are an adult child whose parents have a work history. 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 to supplement an insufficient work history, which is something Medicaid cannot require..</p> <p><b>Refer to: 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 his Medicaid application or the application should be denied for failure to meet non-financial requirements.</p> <p><b>Refer to: Medicaid Eligibility Manual M0310.112 G.3</b></p>
<p><b>What verification is required as proof of application for SSA Title II Disability Benefits?</b></p>	<p>At this time the individual's declaration of application is acceptable.</p> <p><b>Refer to: Medicaid Eligibility Manual M0130.200 C.1</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 date of application and/or disability onset date as Title II payments to the member generally begin at this time.</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 to cancel Medicaid.</p> <p><b>Refer to: Medicaid Eligibility Manual M0310.112 K.2</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. The member must provide verification of the decisions made at all levels of appeal in order for Medicaid to continue during the process.</p> <p>Refer to: M0310.112 K.2</p>
<p><b>How does a Medicaid worker know who to contact at DDS for information regarding an individual's disability status?</b></p>	<p>Refer to the assignment chart in Appendix 2 of the Medicaid Manual.</p> <p><b>Refer to: 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 Phone: 800-523-5007 804-367-4700 FAX: 866-323-4810</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 Phone: 800-379-4403 757-466-4300 FAX: 866-773-0244</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 Phone: 800-379-9548 703-934-7400 FAX: 866-843-3075</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 Phone: 800-627-1288 540-857-7748 FAX: 866-802-5842</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>