

REIMBURSEMENT REQUEST FORM

2018 Amounts: Trial Work Level (TWL) - \$850 Substantial Gainful Activity (SGA) - \$1,180 (non-blind)/\$1,970 (blind)
2019 Amounts: Trial Work Level (TWL) - \$880 Substantial Gainful Activity (SGA) - \$1,220 (non-blind)/\$2,040 (blind)

Requests should be submitted within 60 days of being eligible

The following must be included with this request:

1. Pay stubs supporting evidence of gross monthly earnings over Trial Work Period or Substantial Gainful Activity must be attached. Year to Date totals are not accepted as proof of earnings.
2. Copies of entire receipts or invoice for goods and service.

Name: _____

EXPENSES APPLIED TO MONTH IN WHICH THEY INCUR

ORIGINALS RECEIPTS ARE NOT RETURNED

PURCHASE DATE MUST BE VISIBLE ON RECEIPTS/INVOICE

Work Related Expenses for the Period of _____ through _____

Vendor / Paid to	Expenses Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

****Only complete this section if you are seeking Fuel Reimbursement. GAS RECEIPTS MUST BE ATTACHED****

<p>Employer</p> <p>_____</p> <p>Actual Job Address</p> <p>_____</p> <p>_____</p>	<p>Miles to work 1 way: _____ Days worked per week: _____</p> <p>Are you still receiving Social Security Benefits?</p> <p>___ Yes ___ No</p> <p>Are you reporting earnings to Social Security?</p> <p>___ Yes ___ No</p>
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**Requests can be mailed, faxed or e-mailed with a PDF attachment.
See back for information.**

Signature: _____

Date: _____

Address Change on back

Phone: _____ - _____ - _____

The average approval time is 25-35 days from the day we submit the request.

Reimbursement Request Notifications

1. When your request has been received by our office and sent to MAXIMUS for processing you will receive an e-mail confirmation. Please allow us 3-4 business days from the time we receive your request to prepare all necessary forms required by MAXIMUS and send your email confirmation.
2. Once we receive confirmation that SSA has approved our request, you will receive another e-mail notification that your Reimbursement will be mailed within 3 business days along with another request form. Direct Deposit is not available at this time.

Status Inquiries can only be made if your request has been outstanding more than 30 days.

*****Evidence of Earnings must include the following information:*****

Gross Pay, Period End Date, Paid Date, Name or Social Security Number, Social Security Tax, Employer
If any of this information is missing please call and request an Employer-Prepared Earnings Statement.

The average approval time is 25-35 days from the day we submit the request. This is only an average. Your Ticket Dollars has no control over the approval time. We do however follow-up on all outstanding approvals over 30 days.

How to Calculate Gross Monthly Earnings

Sample Gross Earnings for November 2010

Pay Period: Bi-weekly (14 Days)

<u>Period Start</u>	<u>Period End</u>	<u>Paid Date</u>	<u>Gross Earnings</u>
10/23/10	11/05/10	11/12/10	\$651.22
11/06/10	11/19/10	11/26/10	\$555.17
11/20/10	12/03/10	12/10/10	\$794.50

SSDI Ticket-holder

Gross Earnings are calculated based on what month they were earned
When a Pay Period overlaps 2 months it must be prorated using the following formula

<u>Period End</u>	<u>Gross Earnings</u>	<u>Days in a Pay Period</u>	<u>Number of Days in the Pay Period for month</u>	<u>= Prorated Gross</u>
11/05/10	\$651.22	/ 14	* 5 days in 11/10	= \$232.58
11/19/10	\$555.17	All 14 pay period days were in 11/10		= \$555.17
12/03/10	\$794.50	/ 14	* 11 days in 11/10	= \$624.25
SSDI Gross Earnings for November				\$1,412.00

SSI Ticket-holder for Phase 1

Gross Earnings are calculated using Paid Dates

<u>Paid Date</u>	<u>Gross Earnings</u>
11/12/10	\$651.22
11/26/10	\$555.17
SSI Gross Earnings for November 2010	\$1,206.39

Mail Request to:

Address Change

Your Ticket Dollars

Payment Dept.

720 Hopmeadow St, Ste 6

Simsbury, CT 06070

Requests can be mailed, faxed or e-mailed with a PDF attachment.

Career Support Payments are made by Your Ticket Dollars based on Social Security Employment Network Payment Guidelines.