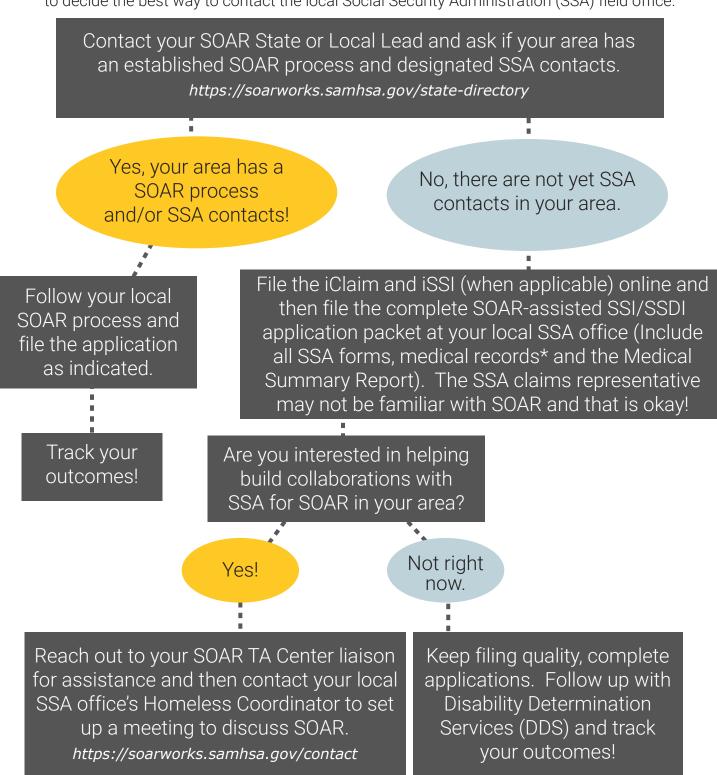# SOAR WORKS

HOW TO CONTACT SSA

You are ready to submit your first SOAR-assisted SSI/SSDI application packet. Use this tool to decide the best way to contact the local Social Security Administration (SSA) field office.

Contact your SOAR State or Local Lead and ask if your area has an established SOAR process and designated SSA contacts.
https://soarworks.samhsa.gov/state-directory

Yes, your area has a SOAR process and/or SSA contacts!

No, there are not yet SSA contacts in your area.

Follow your local SOAR process and file the application as indicated.

File the iClaim and iSSI (when applicable) online and then file the complete SOAR-assisted SSI/SSDI application packet at your local SSA office (Include all SSA forms, medical records* and the Medical Summary Report). The SSA claims representative may not be familiar with SOAR and that is okay!

Track your outcomes!

Are you interested in helping build collaborations with SSA for SOAR in your area?

Yes!

Not right now.

Reach out to your SOAR TA Center liaison for assistance and then contact your local SSA office's Homeless Coordinator to set up a meeting to discuss SOAR.
https://soarworks.samhsa.gov/contact

Keep filing quality, complete applications. Follow up with Disability Determination Services (DDS) and track your outcomes!

*If you have more than a few pages of medical records, hold on to them and submit to DDS using a bar-coded cover sheet or through Electronic Records Express (ERE). If faxing a large volume of records is not feasible, mail all medical documentation to the field office.