

Attachment A

Scope-of-Work

The Virginia Tech Institute for Policy and Governance (VTIPG) builds strategic relationships between the university and community by linking academic research and outreach efforts to address significant public policy issues.

VTIPG, a university level institute, was created to apply research and evaluation to practice by providing a variety of policy and public management related services. The institute reports to both the Director of the School of Public and International Affairs and the Vice Provost for Outreach and International Development. Since its inception, VTIPG has grown tremendously both in terms of staff and capabilities. With its diverse team of researchers and practitioners, the institute has the resources and capabilities to provide Child Advocacy Welfare Services in the following areas:

Child Welfare Advocacy for Foster Care Children with Disabilities Components

1. Screening of Individual Cases
 - Determine current payment source
 - Review Income and Resources
 - Review short SSI screening form (if completed by Agency)
 - Review case record
 - Complete long SSI screening form
 - Meet with Social Worker
2. Application-Foster Care Children under 18
 - Complete the online Child Disability Report (i3840)
 - Complete SSA-8000-Application for SSI
 - Complete SSA-3379-Function Report w/Social Worker or other authorized persons input
 - Complete SSA-11-Request to be selected as Payee
 - Complete SSA-827-Authorization to Disclose Information (5-16)
 - Complete SSA-1696- Appointment of Representative
 - Obtain signatures on all forms (SW, supervisor or director)
 - Copy all medical information
 - Copy (2) all forms
 - Compile application package
 - Hand deliver application package to SSA office
 - Update SSI Status Master File
3. Application-Adults Foster Care Children age 18
 - Meet with Applicant
 - Complete the online Adult Disability and Work History Report (i3368)
 - Complete SSA-8000-Application for SSI
 - Complete SSA-11-Request to be selected as Payee (if appropriate)

- Complete SSA-827-Authorization to Disclose Information (5-16)
 - Complete SSA-1696- Appointment of Representative
 - Complete online SSDI application (SSA-16) if child has any work history (paid into Social Security)
 - Obtain signatures on all forms (Applicant)
 - Copy all medical information
 - Copy (2) all forms
 - Compile application package
 - Hand deliver application package to SSA office
 - Update SSI Status Master File
4. Follow-up (through approval or denial)
- Receive telephone calls from SSA and DDS
 - Receive correspondence from SSA and DDS
 - Coordinate obtaining additional information-LDSS & SSA or SSI
 - Receive approval notice
 - Update SSI Status Master File
 - Provide information to LDSS on dedicated accounts
5. Reconsideration Children (if denied)
- Receive Notice of Disapproved Claim
 - Visit LDSS to review case file
 - Discuss case with Social Worker
 - Complete on line Appeal Disability Report (i3441)
 - Complete SSA-561-U2-Request for Reconsideration
 - Complete SSA-3881-Questionnaire for Children Claiming SSI Benefits
 - Complete SSA-827-Authorization to Disclose Information (4-5)
 - Copy new medical information
 - Obtain signatures on all forms (Social Worker, supervisor or director)
 - Copy all medical information
 - Copy (2) all forms
 - Compile reconsideration package
 - Hand deliver reconsideration package to SSA office
 - Update SSI Status Master File
6. Reconsideration Adults for Foster Care Children age 18 (if denied)
- Receive Notice of Disapproved Claim
 - Visit LDSS to review case file
 - Discuss case with Social Worker & Adult Applicant
 - Complete on line Appeal Disability Report (i3441)
 - Complete SSA-561-U2-Request for Reconsideration
 - Complete SSA-827-Authorization to Disclose Information (4-5)
 - Copy new medical information
 - Obtain signatures on all forms (Adult Applicant)

- Copy all medical information
 - Copy (2) all forms
 - Compile reconsideration package
 - Hand deliver reconsideration package to SSA office
 - Update SSI Status Master File
7. Administrative Law Judge (ALJ) Hearing
- Receive Notice of Reconsideration Denial
 - Visit LDSS to review case file
 - Discuss case with Social Worker
 - Complete on line Appeal Disability Report (i3441)
 - Complete SSA-HA-501-U5-Request for Hearing by Administrative Law Judge
 - Complete SSA-827-Authorization to Disclose Information (4-5)
 - Copy new medical information
 - Obtain signatures on all forms (agency authorized person or adult applicant for FC child 18 or older)
 - Copy all medical information
 - Copy (2) all forms
 - Compile ALJ package
 - Hand deliver ALJ package to SSA office
 - Update SSI Status Master File
 - Consult with SW on appropriate witnesses
 - Meet with Social Worker, Foster Parent, child, adult applicant (FC child age 18 or older)etc. prior to hearing to explain process
 - Attend Hearing and present case to Judge