**Wyoming SOAR Process**

1. The SOAR caseworker will:
	* Have the applicant complete and sign a “SOAR Consent for Release of Information.”
	* Fax the signed SOAR Consent for Release of Information to the local SSA field office.
2. The SSA field office caseworker will:
	* Disclose the applicant’s application status on the SOAR Consent for Release of Information and fax the form back to the SOAR caseworker.
3. The SOAR caseworker will either initiate the application online or contact the SSA field office caseworker and indicate the intent to file. This will serve as the establishment of the protective filing date.
4. Within a ***maximum*** of 60 days from the protective filing date, the SOAR caseworker will either fax or hand deliver the following documents to the SSA local field office. (NOTE: The online forms (SSA-16 and SSA-i3368) are submitted online concurrently with the documents delivered to the SSA field office.
* A completed SOAR Checklist (caseworker should document date and time turned in, SSA window number, and SSA rep name)
* A completed SSA-8000 (SSI paper application) along with any required documentation for non-medical criteria, e.g. birth certificate, paystubs, benefits letter from VA, etc.
* Coversheet (printed after submission of SSA-16) identifying completed submission of the online SSDI application and Internet Disability Report
* A signed SSA-827, Authorization to Disclose Information to SSA
* A completed SSA-1696 Appointment of Representative form
1. The SSA representative enters an electronic “HOMELESS” Flag and identifies this application as a “SOAR Application.” The claim will be assigned to the SOAR liaison at the local field office. (This is only if the individual meets SSA’s definition of homelessness, if not, the claim will be assigned to a representative who does not work SOAR claims)

IMPORTANT: Service providers MUST be aware that missing the 60-day deadline will result in a termination of the protective filing period and the need to start over. This can result in an individual not receiving the benefits to which she or he is entitled. During this time, SSA may send a “close-out letter” to the applicant advising him or her of the need to complete the application and notifying the individual of the possibility that the claim will be terminated if the deadline is missed. This is a routine letter and will not cancel the 60-day period.

1. Within 5-7 business days, the SOAR caseworker will contact the DDS Deputy Administrator to verify that claimant’s case has been received. If yes, the SOAR caseworker will make contact with the disability examiner assigned to the case. The SOAR caseworker will either hand deliver or mail the following documents:
	* All medical records and collateral information
	* A medical summary report documenting functional impairments
2. The SSA representative enters an electronic “HOMELESS” Flag and identifies this application as a “SOAR Application.” The claim will be assigned to the SOAR liaison at the local field office.

The SOAR caseworker should maintain continuous contact with the DDS disability examiner (every two weeks) to update the examiner on any new information, obtain claim status, get consultative exam information, etc.

1. The SOAR caseworker will receive a request from the DDS to complete a Work History Report, SSA-3369 and an Adult Function Report, SSA-3373, (The Wyoming DDS still requires these two forms). Once the caseworker receives this request, he/she will submit the reports that were completed with the claimant during the interview process. They should be faxed to DDS using the barcode sheet provided. If a barcode sheet was not provided, the caseworker should contact the examiner and request a barcode sheet.