Social Security Administration (SSA) Forms Guide

USE THIS GUIDE AS YOU GATHER INFORMATION AND COMPLETE FORMS FOR CHILD SSI APPLICATIONS

Information Needed Across All/Most Forms

It is important that these details are consistent across all forms!

- Child's name, date of birth, Social Security Number
- An address where the child can receive mail *(SOAR Tip: For children experiencing or at risk of homelessness, this may be the SOAR case worker's agency address)*

Additional Form-Specific Information

SSA-827: Authorization to Disclose Information

- If the applicant is age 12 or older, they should sign the form as the individual authorizing disclosure.
- For applicants ages 12-17, their parent or guardian should sign in the box next to the minor's signature.

SSA-1696: Appointment of Representative

- Representative's name and Representative Rep ID
- The parent/caregiver signs on behalf of the child. Exceptions to this would be for certain youth, such as an unaccompanied minor, runaway youth, or emancipated minor.
- Representative's attorney status and fee eligibility *(SOAR Tip: All fees should be waived for SOAR-assisted applications)*

SSA-8000: Application for Supplemental Security Income (SSI)

Remember that the child is the applicant for the purposes of completing the SSA-8000

- The child's parents' names, to help with identification
- The child's residence address (if different than mailing), and details about current living arrangement
- Details about the child's income and resources
- Information about the receipt of or need to apply for SNAP benefits

SSA-3820: Child Disability Report

- All the physical or mental health conditions (including emotional or learning problems) that limit the child's ability to function
- Last grade completed in school and details about any educational supports
- Details from any work the child has done, including sheltered work (if applicable)
- All brand name and generic over-the-counter or prescribed medications the child is taking *(SOAR Tip: include recent prescriptions that the child may not be consistently taking due to symptoms)*
- Details from all medical sources that have examined or treated the child for physical or mental conditions, including substance use treatment, juvenile detention, and school records

SSA-5665: Teacher Questionnaire

This form is completed by the child's teacher.

- Observations and detailed examples about the child's limitations and abilities in all six domains of functioning

Function Report – Child

This form is completed by the parent/caregiver or with the child if unaccompanied

- The form (SSA-3375, 3376, 3378, or 3379) will depend on the child's current age. Double check that you are using the correct version of the form for the child's age *at the time of application*.
- Observations and detailed examples about the child's limitations and abilities in all six domains of functioning