



Adult Disability Interview Checklist and Worksheet

We encourage you to begin the application process online. To get started, visit www.socialsecurity.gov/applyfordisability. This **Checklist** helps you know what you will need to file online and may help you get ready for your appointment. We need your personal and income information to determine if you are eligible for disability benefits. Keep your appointment even if you do not have all of the information. We will help you get any missing information. **Do not delay filing your application, even if you do not have all of the information.**

Check off the applicable items below as you get them together for your interview.

- ☐ **Medical records already in your possession.** (We will help you get the rest of your medical records. Please bring whatever medical records you have to the interview).
- ☐ Workers' compensation information, including the settlement agreement, date of injury, claim number, and proof of other disability awarded payment amounts.
- ☐ Names and dates of birth of your minor children and your spouse.
- ☐ Dates of marriages and divorces.
- ☐ Checking or savings account number, including the bank's 9-digit routing number, if you want Direct Deposit for your benefit checks.
- ☐ Name, address, and phone number of a person we can contact if we are unable to get in touch with you.
- ☐ If unable to file online, **complete** the "Medical and Job Worksheet – Adult" and **bring** to your interview.
- ☐ Bring the Checklist items and information to your appointment or have them with you if your appointment is by telephone.

What You Should Know Before You Apply for Social Security Disability Benefits

This disability benefits information is helpful to people who have requested an appointment to file for disability benefits. Additional items may be requested in a letter you may receive from Social Security that includes the date, time, and location of your appointment.

The following are answers to questions most people ask about when applying for disability benefits. Knowing the answers to these questions will help you understand the process.

What can I expect during the appointment?

A Social Security representative will interview you and complete an application for disability benefits and an Adult Disability Report. The interview will take place either in your local Social Security office or by telephone. It will take at least one hour.

What can I do to speed up the process?

You can cut your interview time in half by starting the process online. You can complete online both the **application for benefits** and the **disability report** by going to: www.socialsecurity.gov/applyfordisability.

You still need to **keep your scheduled appointment** with the local Social Security office, so a representative can review your information.

If you cannot do business with us online, you can complete the enclosed Medical and Job Worksheet and have it ready for your appointment.

You can also speed things up by bringing to your office appointment the information listed on the enclosed checklist. If you have an appointment by telephone, the representative may ask you to provide any required checklist items.

How does Social Security decide if I am disabled?

By law, Social Security has a very strict definition of disability. To be found disabled:

- You must be unable to do any substantial work because of your medical condition(s); and
- Your medical condition(s) must have lasted, or be expected to last, at least one year, or be expected to result in your death.

My doctor says I am disabled. Is that enough to qualify me for disability benefits?

No. You cannot get disability benefits solely because your doctor says you are disabled.

I am getting disability payments from my job or another agency. Can I automatically get Social Security disability benefits?

No. Social Security disability laws are different from most other programs. For example, Social Security does not pay benefits for partial disability.

How long does it take to make a decision?

Generally, it takes about three to five months to get a decision. However, the exact time depends on how long it takes to get your medical records and any other evidence needed to make a decision.

How does Social Security make the decision?

We send your application to a state agency that makes disability decisions. The state has medical and vocational experts who will contact your doctors and other places where you received treatment to get your medical records.

The state agency may send you forms to complete or ask you to have an examination or medical test. If the state does request an examination, **make sure you keep the appointment**. You will not have to pay for any examination or test you are sent for by the state agency.

If Social Security decides that I am disabled, what types of benefits can I receive?

Social Security pays disability benefits under two programs:

- Social Security Disability Insurance (SSDI) for insured workers, their disabled surviving spouses, and children (disabled before age 22) of disabled, retired, or deceased workers.
- Supplemental Security Income (SSI) for people with little or no income and resources.

Will my personal information be kept safe?

Yes. Social Security protects the privacy of each individual we serve. As a Federal agency, we are required by the Privacy Act of 1974 (5 U.S.C. 522a) to protect the information we get from you.

What if I am more comfortable speaking in a language other than English?

We provide free interpreter services to help you conduct your Social Security business.

Where can I get more information?

You can ask the interviewer during your appointment, visit our website, or call us toll-free at the numbers listed below in the Contacting Social Security section.

Contacting Social Security

There are several ways to contact Social Security, including online, by phone, and in person. We're here to answer your questions and to serve you. For more than 80 years, Social Security has helped secure today and tomorrow by providing benefits and financial protection for millions of people throughout their life's journey.

Visit our website

The most convenient way to conduct Social Security business from anywhere at any time, is to visit ***www.socialsecurity.gov***. There, you can:

- Create a *my* Social Security account to review your *Social Security Statement*, verify your earnings, print a benefit verification letter, change your direct deposit information, request a replacement Medicare card, get a replacement SSA-1099/1042S, and more;
- Apply for Extra Help with Medicare prescription drug plan costs;
- Apply for retirement, disability, and Medicare benefits;
- Find copies of our publications;
- Get answers to frequently asked questions; and
- So much more!

Call us

If you don't have access to the internet, we offer many automated services by telephone, 24 hours a day, 7 days a week. Call us toll-free at **1-800-772-1213** or at our TTY number, **1-800-325-0778**, if you're deaf or hard of hearing.

If you need to speak to a person, we can answer your calls from 7 a.m. to 7 p.m., Monday through Friday. We ask for your patience during busy periods since you may experience a higher than usual rate of busy signals and longer hold times to speak to us. We look forward to serving you.

Medical and Job Worksheet — Adult

Complete this worksheet to get ready for the appointment or when filing online. Please do **not** mail this worksheet to your local office. Did you know that you can start the application process online? Visit www.socialsecurity.gov/applyfordisability for more information!

This worksheet is not the application for Social Security disability benefits. You should bring this worksheet to your appointment or have it with you if your appointment is by telephone.

A. Medical Conditions

List all of the physical or mental conditions (including emotional or learning problems) that limit your ability to work. If you have cancer, please include the stage and type. List each condition separately.

Conditions	
1.	
2.	
3.	
4.	
5.	

B. If you are not working, when did you stop working? _____

C. Height without shoes: _____ feet _____ inches Weight without shoes: _____ pounds

D. Medical Sources

Please list any doctors, hospitals, clinics, therapists, or emergency rooms you have visited because of your conditions.

Name	Address	Phone Number (with area code)	Date First Seen or Admission Date	Date Last Seen or Discharge Date

Name	Address	Phone Number (with area code)	Date First Seen or Admission Date	Date Last Seen or Discharge Date

E. Medicines

Please list any medicines you take and why you take them. If prescribed, please provide the doctor's name.

Name of Medicine	Why You Take It	Prescribed By

F. Medical Tests

Please list any medical tests you had or are going to have in the future.

Name of Test	Provider Who Sent You	Date(s)

Name of Test	Provider Who Sent You	Date(s)

G. Job History

List the jobs (up to 5) that you have had in the 15 years before you became unable to work because of your physical or mental conditions. List your most recent job first.

Job Title <i>(e.g. cook)</i>	Type of Business <i>(e.g. restaurant)</i>	Dates Worked		Hours	Days	Rate of Pay	
		From Mo/Yr	To Mo/Yr	Per Day	Per Week	Amount	Frequency

Bring this worksheet to your appointment or have it with you if your appointment is by telephone. Do not delay filing your application, even if you do not have all of the information. We will help you get any missing information.



Securing today
and tomorrow

Social Security Administration
 Publication No. 64-110 (formerly SSA-1170) | ICN 475315 | Unit of Issue — PG of 25
 January 2018 (Recycle prior editions)
 Adult Disability Starter Kit
 Produced and published at U.S. taxpayer expense