

APOR and SSA-222 Security Awareness Certification

January 21, 2026

Thank you for joining today's webinar!
We will begin at 1 p.m. ET
You will not hear audio or see captions until we begin.

APOR and SSA-222 Security Awareness Certification

January 21, 2026

AGENDA

APOR and SSA-222 Security Awareness Certification

Logistics and Introductions

Ticket Evaluation Update

Q & A Session

Security Awareness Certification Collection Process

Q & A Session

Annual Performance Outcome Report (APOR) Process

Q & A Session

Logistics

- TPM is recording and capturing the transcript from today's meeting and will make it available on the Your Ticket to Work website at [EN Essentials Learning Events](#).
- Please feel free to ask a question in the MS Teams chat section.
- Closed Captioning is available for participants who join using the MS Teams Application or by using the closed captions link provided in the GovDelivery email announcement for today's call.
 - To turn on Closed Captions in MS Teams, go to the three ellipses at the top of the MS Teams window; click on "More"; scroll down the list to "Language and Speech" then click on "Turn on live captions."
 - When using the link option, paste the link in the browser and it will open a separate window to view closed captions.
- Per the Ticket Program Agreement (Part III, Section 11 subsection I), EN staff are not permitted to record this meeting nor capture the transcript.

Introductions

MODERATOR

Derek Shields, *Senior EN Development and Training Manager, Ticket to Work Program Manager*

PRESENTERS

Ellie Stinnett, *Economist, Employment Support, Social Security Administration*

Terry Simpson, *EN Service Support Manager, Ticket to Work Program Manager*

LaKesha Hunt, *Program Integrity Project Manager, Ticket to Work Program Manager*



Ticket Evaluation Update



Ticket to Work Survey and Interviews

- Social Security is evaluating the Ticket to Work Program to help SSA understand best practices and identify potential improvements.
- **Survey:** Mathematica will email a link to the survey to the Program Contact at each EN (\$40 check for completion).
- **Interviews:** Mathematica will contact Ticketholders by mail and phone inviting them to be interviewed (\$40 gift card for completion).
- Please complete the survey and encourage your Ticketholders to participate in the interviews, if contacted.
- **For questions:** Eleanor.Stinnett@ssa.gov and Seth.Hartig@ssa.gov

Questions

- Please feel free to ask a question in the MS Teams chat section.
- If joining via phone and you wish to ask a question:
 - Press *5 to raise your hand and we will unmute your phone.
 - Press *6 to speak.
- If joining via MS Teams and you wish to ask a question aloud:
 - Raise your hand and we will unmute your mic.
- Please limit questions to one per participant.
- **You may send additional questions to:**
Eleanor.Stinnett@ssa.gov and Seth.Hartig@ssa.gov



Security Awareness Certification Collection Process



Purpose

Security and Privacy Awareness Training

- Per the Ticket Program Agreement (TPA) Part IV Section 6.A.1: All EN employees, as well as contractors and subcontractors, and/or affiliate partner personnel who will have access to Social Security information must complete annual certification in security and privacy awareness.
- The certification involves reading, understanding, and signing the Security Awareness Form SSA-222

Form SSA-222 (08-2022)
Discontinue Prior Editions
Social Security Administration

Page 1 of 5

Security and Privacy Awareness Training Contractor / Affiliate Personnel Security Certification

Purpose:

This training document is to be signed by contractor, subcontractor, or affiliate personnel, and those acting on behalf of the Social Security Administration (SSA) who have been granted access to SSA information and information systems to certify that they have received and understand SSA Information Security and Privacy Awareness Training detailed below.

Background:

SSA is vital to the economic security of the United States. In the performance of their duties in support of SSA's mission, all contractors, subcontractors, affiliates, and those acting on behalf of SSA who have been granted access to SSA information systems, hereafter referred to as "Authorized Users(s)," are responsible for protecting such information and information systems (e.g., hardware, software/applications, federal information/data, network, people) throughout the entire information life cycle, including collection, processing, maintenance, use, sharing, dissemination, or disposition of information. Federal information includes information created, collected, processed, maintained, disseminated, disclosed, or disposed of by or for the Federal Government, in any medium or form.

Security awareness training is required for Authorized Users, per Section 44 USC 3554 of the Federal Information Security Modernization Act of 2014 (FISMA). Failure to follow prescribed rules or misuse of federal information and information systems can lead to criminal penalties, including fines and imprisonment, and disciplinary actions according to the contract and/or agreement under which I am performing work for SSA.

I understand that SSA maintains a variety of sensitive information about the agency's operations and programs, which may be information pertaining to program (e.g., information about SSA's clients) or non-program (e.g., administrative and personnel records) matters. I understand that SSA may authorize me to have access to federal information and information systems and that my access to and use of such information and information systems must be in accordance with the provisions of the contract and/or agreement under which I am performing work for SSA.

I understand that the terms in the contract and/or agreement under which I am performing work for SSA take precedence over this document. I understand that any questions I may have concerning authorization(s) to access SSA information and information systems should be directed in accordance with the terms of the contract and/or agreement. I have read, understand, and agree to the following conditions:

Insider Threat

An insider threat is someone with authorized access who uses that access, intentionally or unintentionally, to harm the security of the Agency or the Nation. The individual with authorized access may attempt to wittingly or unwittingly harm the security of the agency through espionage, terrorism, unauthorized disclosure of sensitive information, or the loss or degradation of agency resources or capabilities.

- If I observe a potential insider threat, I will report the incident to SSAITP@ssa.gov and, as appropriate, in accordance with the personally identifiable information and incident reporting requirements in the contract or agreement under which I am working.
- I will safeguard federal information and information systems from exploitation, compromise, espionage, terrorism, or other unauthorized use and disclosure.

Forms SSA-222 and Addendum

Form SSA-222

- The SSA-222 is used to certify that the signer has received and understands the SSA Information Security and Privacy Awareness Training.
- All EN employees, including contractors, subcontractors, and affiliate partner personnel, must sign and date Form SSA-222.
- All ENs must keep signed copies of Form SSA-222 for all staff on file at the EN location.

Form SSA-222 Addendum

- The SSA-222 Addendum is used to certify that the staff listed on the form have completed Form SSA-222.
- ENs with more than one staff must complete the SSA-222 Addendum.
- Only the Signatory Authority or Suitability Contact can complete and sign the SSA-222 Addendum.

How to Find the Forms

- Go to YourTicketToWork.ssa.gov.
- Choose **Resources** from the top menu.
- Choose **Forms** on the left-hand side of the screen.
- The SSA-222 Form and the Addendum are located under the **Maintenance** heading.

The screenshot displays the 'YourTicketToWork.ssa.gov' website. The top navigation bar includes links for 'About', 'Employment Networks', 'State VR Agencies', 'Program Operations', 'Training and Events', 'Resources' (highlighted), and 'Contact Us'. Below this, a breadcrumb trail shows 'Home / Resources / Forms'. On the left, a sidebar menu titled 'Forms' lists categories: 'Resource Documents', 'Red Book', 'Service Provider Outreach Toolkit' (with sub-items: Brand Guidelines, Fact Sheets, Videos, WISE Webinar Resources, Marketing Materials, Ticket to Work Tutorials, Success Stories), 'Ticket Terms A to Z', and 'Social Security Work Incentives'. The main content area is titled 'Forms' and contains a paragraph about agency requirements. Below this, the 'Maintenance' section lists several forms with links and status indicators: 'Form 1374: Ticket Program Agreement (TPA) Change Form (PDF) Updated!', 'Form 222: Security Awareness - Contractor Personnel Security Certification (PDF)', 'Form 222: Security Awareness Addendum - Contractor Personnel Security Certification (PDF)', 'Ticket Program Agreement (TPA) Termination Form (PDF)', 'Work From Home Request Form (PDF)', and 'Work From Home Request Addendum (PDF) Updated!'. The 'Suitability' section follows, listing: 'Employment Network Security and Suitability Guide (PDF) New!', 'Electronic Application Applicant Listing (XLS) Updated!', 'Declaration for Federal Employment OF-306 (PDF)', and 'Contractor Personnel Reliever Request Form (PDF)'.

Completing Form SSA-222

All EN staff must review, complete, and sign the Form SSA-222, regardless of their suitability, their portal access status, or when they last submitted the Form SSA-222.

How to Complete:

- Download the form.
- Complete the fields on page 5, the signature page.
 - Type in the information, do not complete the form by hand.
- Sign the form with an electronic or wet signature.
 - For more information on how to sign Form SSA-222 see the [Signature Instructions](#).

Form SSA-222 (08-2022)		Page 5 of 5
Contractor Employee Name (Print/Type)		Date (MM/DD/YYYY)
John Doe		01/30/2025
Contractor Employee Signature (Sign)		
Contract Number		Company Name (Print/Type)
Award Contract Number (E####)		EN Name: ABC EN
Company Point Of Contact (Print/Type)		Company Point of Contact Phone Number
Signatory Auth. or Suitability Contact		###-###-####

Security Awareness Collection Dates

- For 2026, all ENs must sign and submit the Security Awareness Form SSA-222 or the Addendum during the collection period:
 - Starting **no earlier than January 26, 2026**
 - Due **no later than February 23, 2026**
- Forms signed with a date outside the collection period will be rejected and you will need to submit a new form signed within the collection period.

IMPORTANT

**Sign and date
Form SSA-222
within the
collection
period:**

**January 26 –
February 23**

Completing the SSA-222 Addendum

ENs with more than one staff must complete the Addendum.

Only the Signatory Authority or Suitability Contact can complete and sign the Addendum.

How to Complete:

- Download the form.
- List all EN staff who have completed Form SSA-222, including the individual filling out the Addendum.
- The date column should match the signature date on each Form SSA-222 completed by the employee.
 - Type in the information, do not complete the form by hand.
- Sign the Addendum with an electronic or wet signature.
 - For more information on how to sign the Addendum see the [Signature Instructions](#).

SOCIAL SECURITY ADMINISTRATION Form SSA-222 Addendum (12-2024)

Security Awareness Contractor / Affiliate Personnel Security Certification
Employment Network (EN) Addendum

Purpose: This form is to be signed by the Signatory Authority or Suitability Contact to certify that all staff listed on this form have received, signed, and understand SSA's Security Awareness Certification requirements in Form SSA-222.

I certify that all staff listed below have read, understands, and agrees to the information contained on Form SSA-222. A signed copy of form SSA-222 will be kept on file at my organization for all staff listed on this form.

Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Add additional employees	
Name (Print/Type)	Phone Number
Signature (Sign)	Date (MM/DD/YYYY)
Contract Number	Company Name (Print/Type)

Adding pages to the SSA-222 Addendum

- The Addendum form allows ENs to add pages for listing additional employees.
- Click on “Add additional employees” on the form to add as many pages as needed to list all employees.

Add additional employees			
Name (Print/Type)		Phone Number	
Signature (Sign)		Date (MM/DD/YYYY)	
Contract Number		Company Name (Print/Type)	

[illegible]

Submission Process

- ✓ All EN staff must review, sign, and keep a copy of Form SSA-222 on file at the EN location.
- ✓ Forms must be signed and submitted during the collection period of **January 26, 2026 through February 23, 2026**.
- ✓ ENs must submit the SSA-222 Form or the Addendum to TTW222@ssa.gov.
 - For ENs with one staff: Submit only page 5 (signature page) of Form SSA-222
 - For ENs with more than one staff: Submit only the Addendum
- ✓ Send related questions to TTW222@ssa.gov.
- ✓ Include EN PID in the subject of all emails.
- ✓ Failure to complete the Security Awareness certification by February 23, 2026 is a violation of the EN TPA.
 - SSA could limit your ability to assign Tickets and receive payments or terminate your TPA.

Questions



Questions

- Please feel free to ask a question in the MS Teams chat section.
- If joining via phone and you wish to ask a question:
 - Press *5 to raise your hand and we will unmute your phone.
 - Press *6 to speak.
- If joining via MS Teams and you wish to ask a question aloud:
 - Raise your hand and we will unmute your mic.
- Please limit questions to one per participant.

You may send additional questions or comments to: TTW222@ssa.gov.

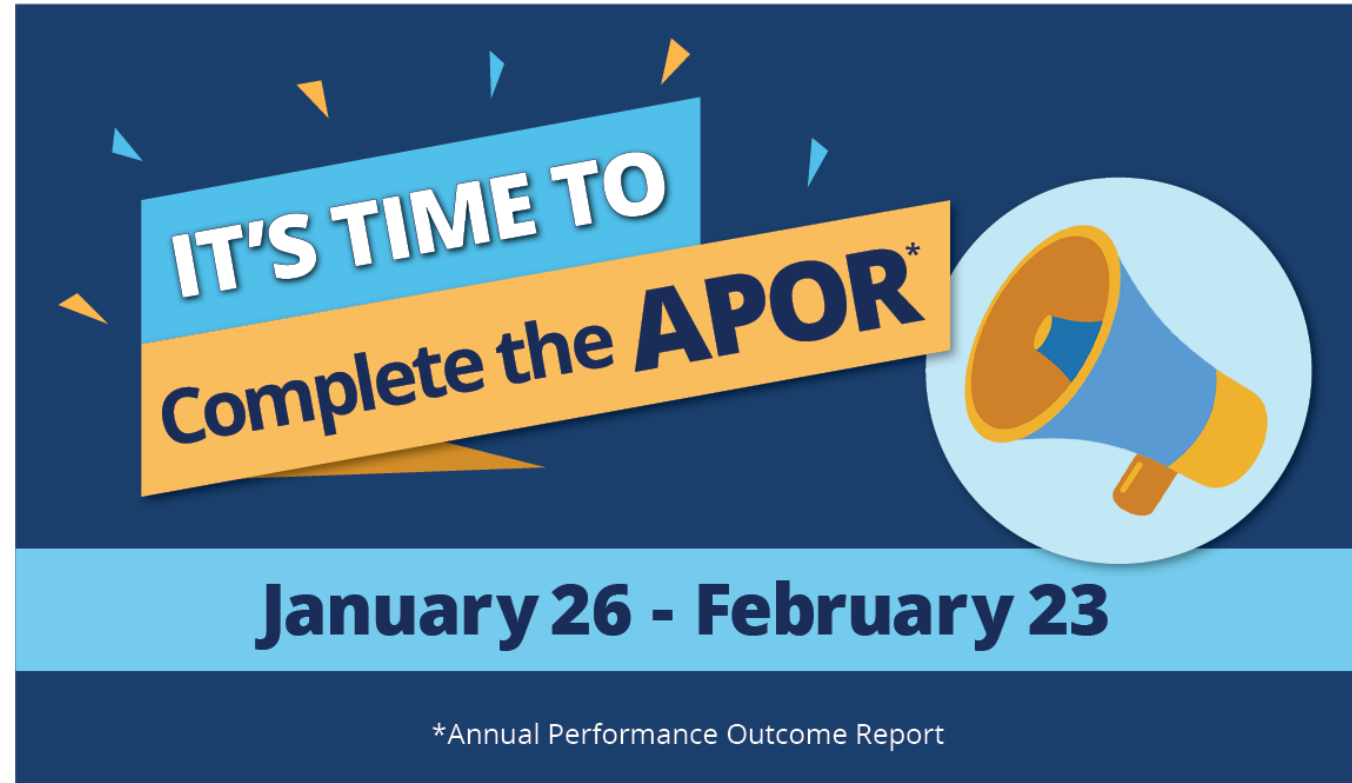


Annual Performance Outcome Report (APOR) Process



Annual Performance Outcome Report

The APOR is a report that compiles information provided annually by ENs on the outcomes achieved by the EN with respect to services the EN offers to Social Security beneficiaries under the Ticket to Work Program.



Ticket Program Agreement (TPA) Requirement

Ticket Program Agreement (TPA) Part III Section 9(B):

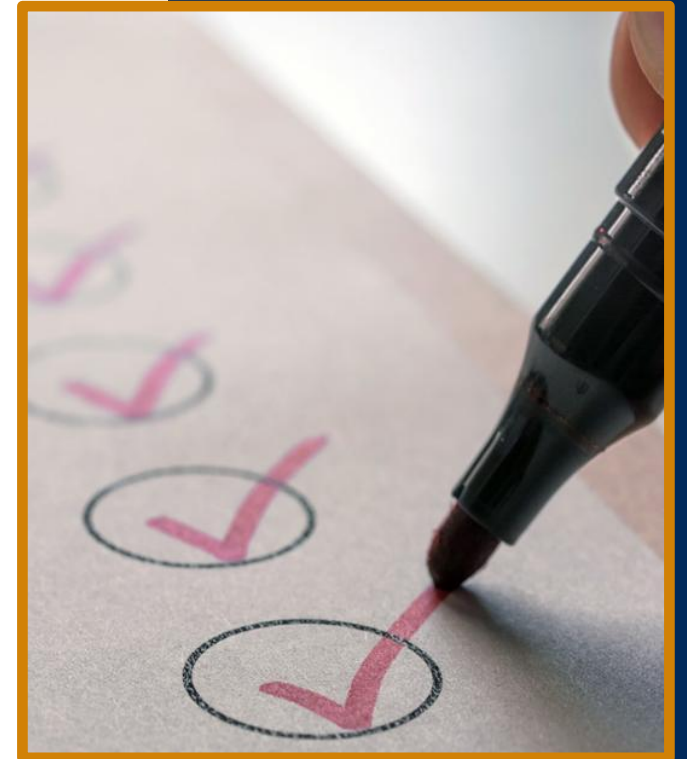
- “The EN shall provide an APOR to the TPM on an annual basis, in a format prescribed by SSA.”
- “The APOR shall provide information on outcomes achieved by the EN with respect to services offered by the EN to beneficiaries, as well as information relating to TPA administration.”

The following service providers are not required to complete the APOR:

- State Vocational Rehabilitation Agencies (VRs)
- ENs with agreement award dates in calendar year 2025 or 2026

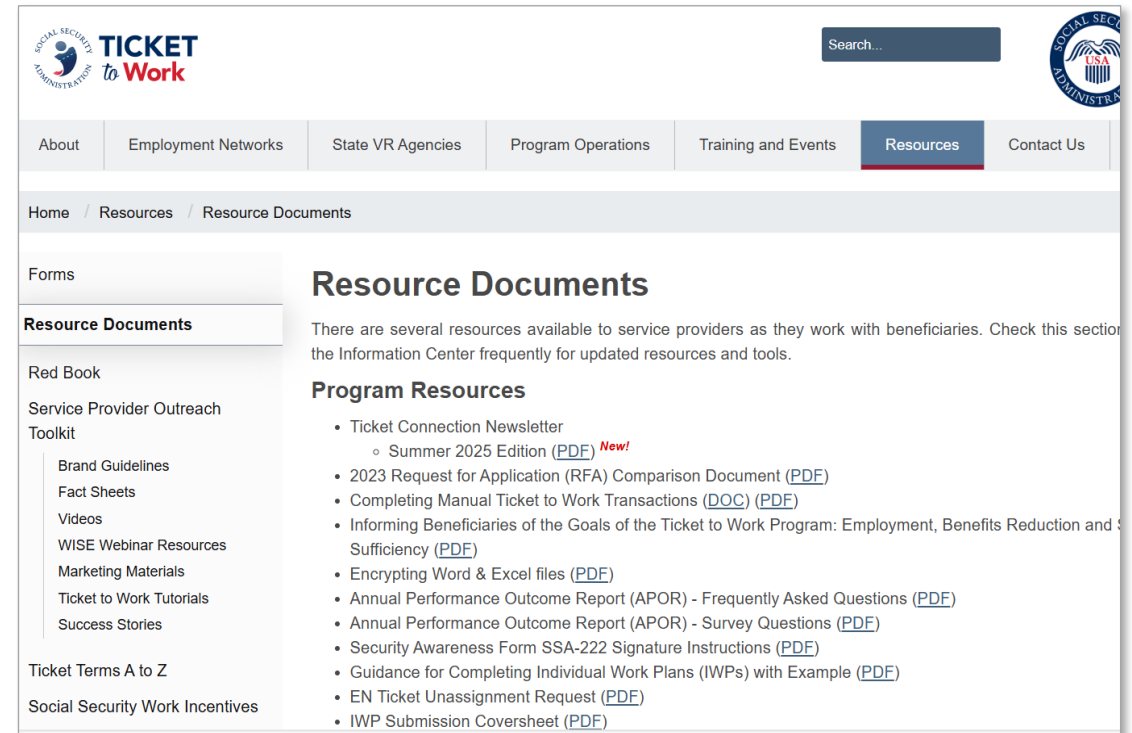
APOR Requirements

- Timeframe for completion:
 - January 26 – February 23, 2026
- ENs must submit one APOR per EN Provider Identification (PID).
 - ENs with multiple business models must submit one APOR for each EN business model/PID.
- TPM will send reminders to ENs that have not completed the APOR each Monday, except for holidays, until the deadline.
- Failure to complete the APOR by **February 23** is a violation of your TPA.
 - SSA could limit your ability to assign Tickets and receive payments or terminate your TPA.
- Please send any APOR-related questions to: enapor@ssa.gov.




How to Find APOR Online Resources

- Go to YourTicketToWork.ssa.gov.
- Choose **Resources** from the top menu.
- Choose **Resource Documents** on the left-hand side of the screen.
- The following documents are located under the **Program Resources** heading:
 - [APOR Questions](#)
 - [APOR Frequently Asked Questions](#)



APOR Survey Instructions

- Review the APOR Survey questions.
 - [APOR Questions](#)
- Review resources for assistance.
 - [APOR Frequently Asked Questions](#)
- Prepare your responses.
- Complete the APOR via SurveyMonkey.
- Submit your responses between the dates of January 26 – February 23.



2026 Annual Performance Outcome Report (APOR)


APOR Instructions

The Social Security Administration requires all Employment Networks (ENs), excluding those with award dates in 2025 or 2026, to complete the Annual Performance Outcome Report (APOR). Please review posted resources at yourtickettowork.ssa.gov before beginning the APOR. Please follow these instructions closely to ensure proper receipt of your responses.

1. Review the resources for your assistance at the yourtickettowork.ssa.gov website.
2. Review the 20 APOR questions. It is highly recommended that you review the [APOR Survey Questions](#) posted to the yourtickettowork.ssa.gov website prior to completing the APOR.
3. Prepare your responses. Preparing your responses prior to completing APOR in SurveyMonkey will allow you to research and gather the data needed to easily answer the questions on the APOR. Use the [Frequently Asked Questions](#) to assist you with preparing your responses and completing the APOR.
4. Complete the APOR. Enter your prepared responses to the APOR via SurveyMonkey and record your responses.
5. Submit your responses. Each EN is allowed to submit one complete response.

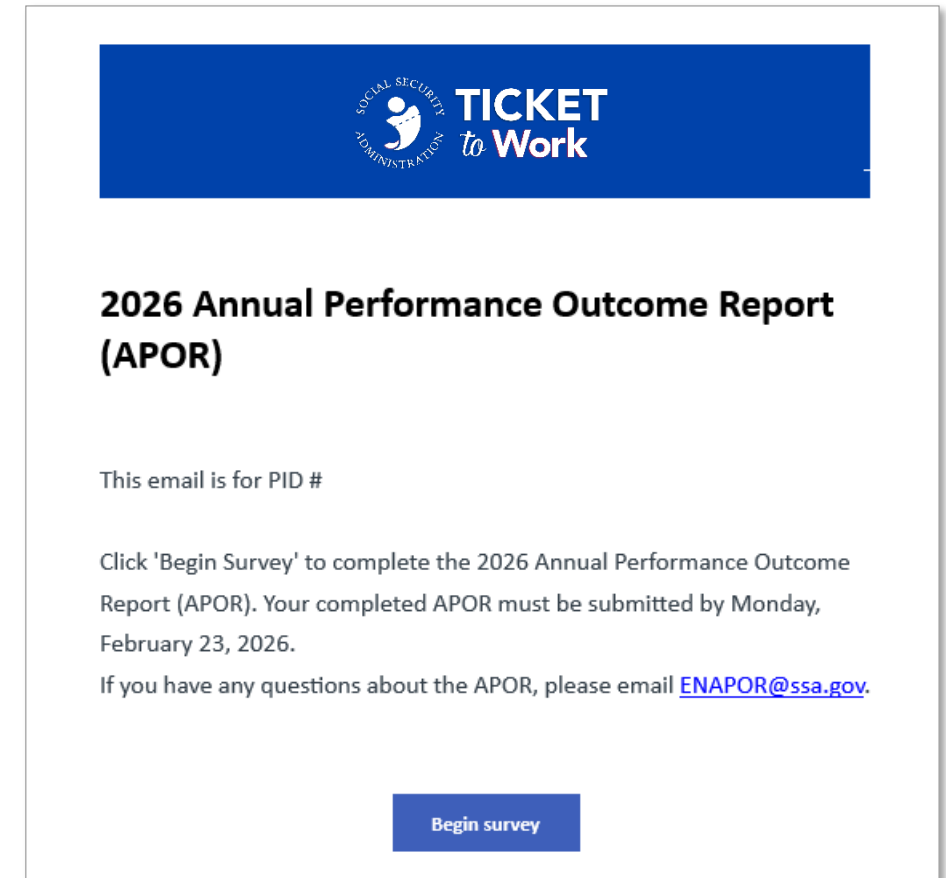
If you have questions, email ENAPOR@ssa.gov with the subject line "APOR assistance - PID".

Next

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See how easy it is to [create surveys](#) and [forms](#).

Survey Link Email

The SurveyMonkey survey link will be sent to the Signatory Authority on file.



APOR Questions




APOR Questions Outline

- The APOR contains 20 questions.
- Questions fall under three categories:
 - General
 - Staffing
 - EN Service-Related
- Reviewing the questions prior to beginning the questionnaire will allow you to research and prepare your answers as needed.

TIP:
**Review
questions
in advance
prior to
starting the
questionnaire.**

General Questions

- There are seven general questions about your EN that cover topics such as:
 - Business model
 - State Vocational Rehabilitation Agency vendor status
 - Partnership Plus agreements
 - Employer Engagement



2026 Annual Performance Outcome Report (APOR)

General Questions

* 1. Please provide your Employment Network (EN) Provider Identification (PID) number. The PID is a 9-digit number assigned to your EN at the time of Ticket Program Agreement (TPA) award.

• PID - _____

PID:

* 2. Please provide the following information concerning the individual completing the APOR for your EN:

Name:

Email Address:

Direct Contact Number:

* 3. What is your Social Security approved Ticket to Work Business Model?
NOTE: For those ENs with multiple business models, make sure you select the business model associated with the PID in Question 1 above.

☐ Traditional EN (EN that provides employment services and other support services directly to the Ticketholder)

☐ Employer EN (EN that serves as a Ticketholder's employer or an employer agent for which it has assigned Tickets)


☐ Administrative EN (EN that serves as the EN of record for a network of service providers who combine their resources to provide services to Ticketholders)
Please specify how many provider affiliates you have: _____

 | **EN**Essentials

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Staffing Questions

There are two staffing questions regarding staff suitability.



2026 Annual Performance Outcome Report (APOR)

Staffing Questions

* 8. Have all employees (including volunteers and interns) working under the TPA who access or handle Personally Identifiable Information (PII) obtained a favorable suitability determination?

☐ Yes

☐ No

* 9. Within the past year, have you notified SSA of any employees (including volunteers and interns) who received a favorable suitability determination and are no longer working under the TPA?

☐ Yes

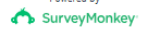
☐ No

☐ N/A, no staff changes

Prev

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EN Service-Related Questions

- There are eleven EN service-related questions that cover services offered and other topics such as:
 - Ticket assignment
 - Employment outcomes
 - Populations served
 - Self-employment
 - Timely Progress Reviews
 - Alternative formats and languages



2026 Annual Performance Outcome Report (APOR)

EN Service-Related Questions

* 10. What is the average length of time between initial one-on-one discussion with a beneficiary to discuss the program and Ticket assignment?

☐ N/A, no Ticket assignments during the reporting period

☐ Enter the number of days:

* 11. How many Ticketholders assigned to your EN obtained employment during the reporting period?

☐ N/A, no Ticket assignments during the reporting period

☐ Enter the number of Ticketholders:

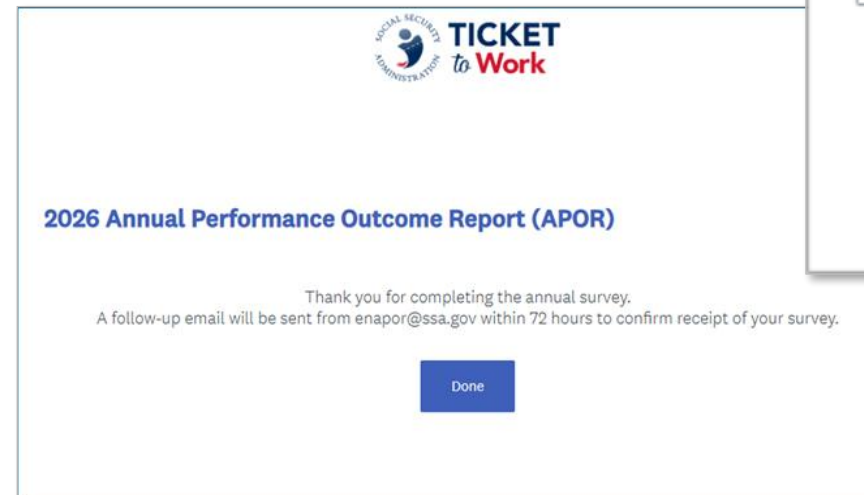
* 12. How many Ticketholders assigned to your EN retained employment for at least 6 months during the reporting period?

☐ N/A, no Ticket assignments during the reporting period

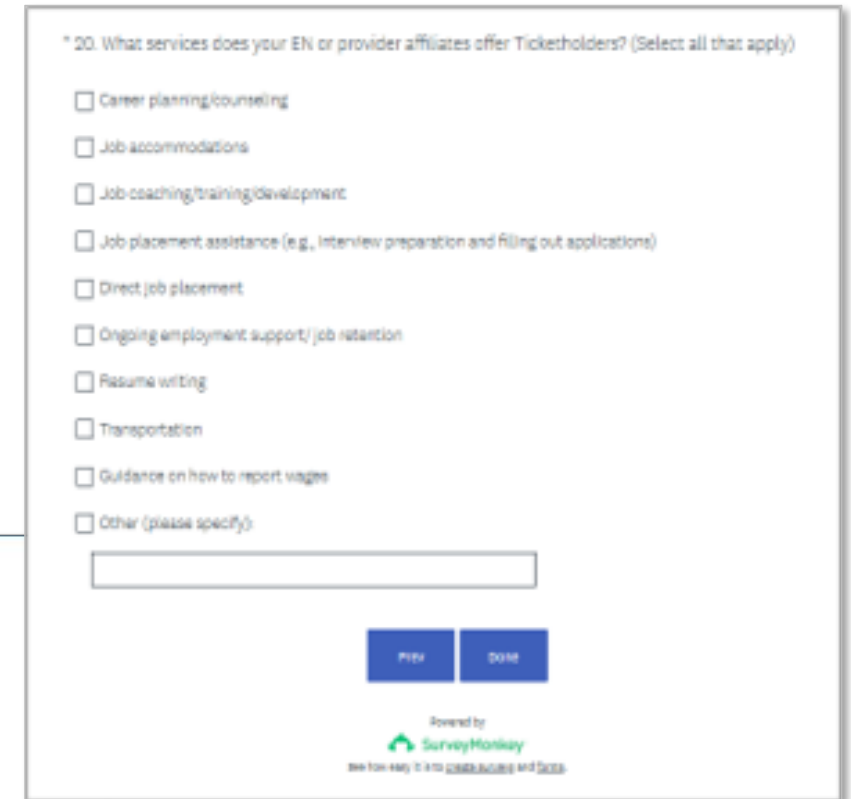
☐ Enter the number of Ticketholders:

Completing the Survey

- You may choose to print each page for your records before clicking **Done**.
- Double-check answers before clicking **Done**.
- Click **Done** to submit the APOR.
- The survey is not complete until you click **Done** on the screen.



The screenshot shows the final page of the 2026 Annual Performance Outcome Report (APOR). At the top, the Social Security Administration logo and the 'TICKET to Work' logo are displayed. The title '2026 Annual Performance Outcome Report (APOR)' is centered. Below the title, a message reads: 'Thank you for completing the annual survey. A follow-up email will be sent from enapor@ssa.gov within 72 hours to confirm receipt of your survey.' At the bottom center, there is a blue button labeled 'Done'.



The screenshot shows a survey question: '* 20. What services does your EN or provider affiliates offer Ticketholders? (Select all that apply)'. Below the question is a list of services with checkboxes: Career planning/counseling, Job accommodations, Job coaching/training/development, Job placement assistance (e.g., interview preparation and filling out applications), Direct job placement, Ongoing employment support/job retention, Resume writing, Transportation, Guidance on how to report wages, and Other (please specify). Below the list is a text input field. At the bottom right, there are two blue buttons: 'Prev' and 'Done'. Below the buttons, it says 'Powered by SurveyMonkey' with the SurveyMonkey logo and a link to 'see how easy it is to create surveys and forms'.

Questions



Questions

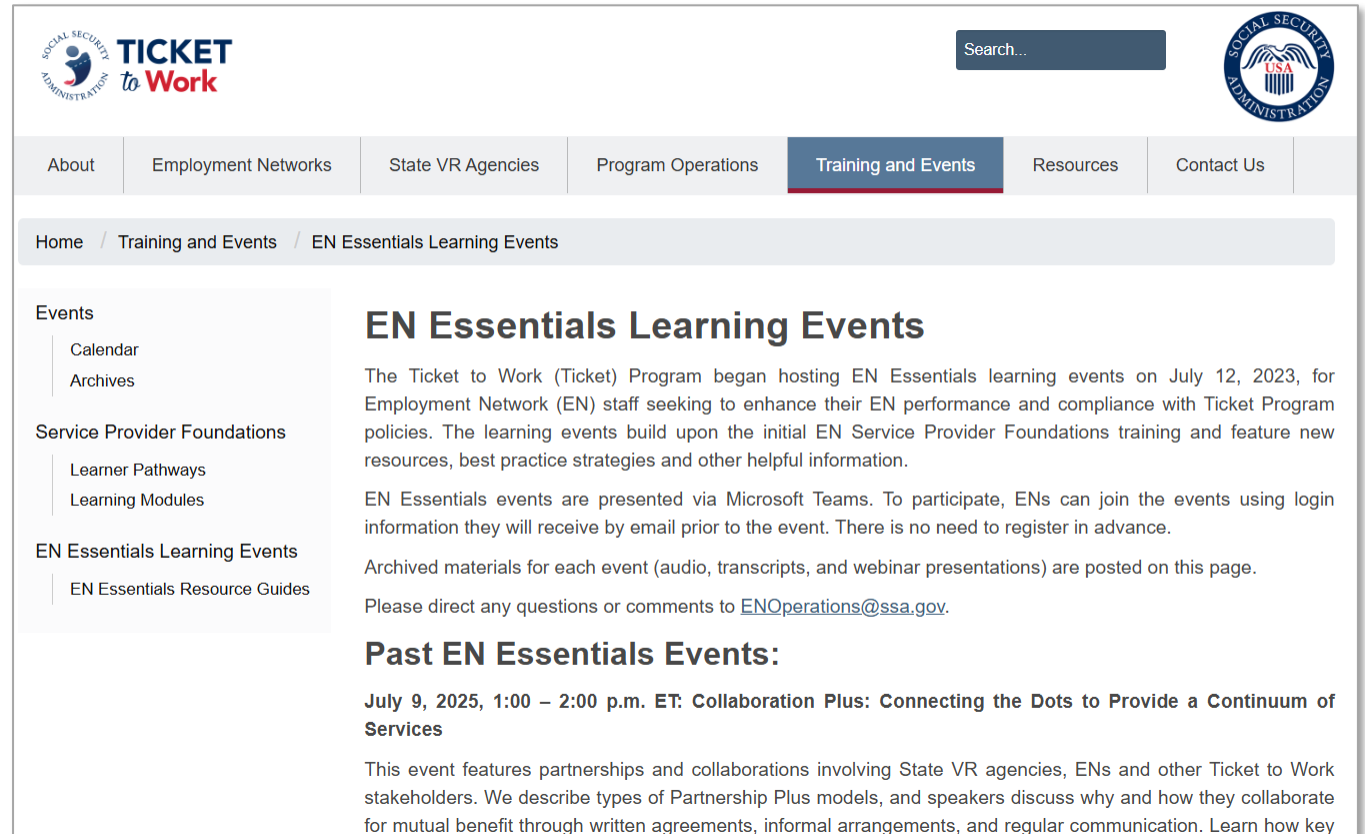
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- Please limit questions to one per participant.

You may send additional questions or comments to:
enapor@ssa.gov



Online Resources

- Go to YourTicketToWork.ssa.gov.
- Click on “Training and Events” tab.
- Find past presentations: [EN Essentials Learning Events - yourtickettowork.ssa.gov](https://YourTicketToWork.ssa.gov/EN-Essentials-Learning-Events)



The screenshot displays the 'Ticket to Work' website's 'EN Essentials Learning Events' page. The header includes the Social Security Administration logo, the 'TICKET to Work' logo, a search bar, and a navigation menu with tabs for 'About', 'Employment Networks', 'State VR Agencies', 'Program Operations', 'Training and Events' (which is highlighted), 'Resources', and 'Contact Us'. Below the navigation menu is a breadcrumb trail: 'Home / Training and Events / EN Essentials Learning Events'. The left sidebar contains a list of links: 'Events' (with sub-links for 'Calendar' and 'Archives'), 'Service Provider Foundations' (with sub-links for 'Learner Pathways' and 'Learning Modules'), and 'EN Essentials Learning Events' (with a sub-link for 'EN Essentials Resource Guides'). The main content area is titled 'EN Essentials Learning Events' and contains the following text: 'The Ticket to Work (Ticket) Program began hosting EN Essentials learning events on July 12, 2023, for Employment Network (EN) staff seeking to enhance their EN performance and compliance with Ticket Program policies. The learning events build upon the initial EN Service Provider Foundations training and feature new resources, best practice strategies and other helpful information.' It continues with 'EN Essentials events are presented via Microsoft Teams. To participate, ENs can join the events using login information they will receive by email prior to the event. There is no need to register in advance.' and 'Archived materials for each event (audio, transcripts, and webinar presentations) are posted on this page.' It concludes with 'Please direct any questions or comments to ENOperations@ssa.gov.' Below this is a section titled 'Past EN Essentials Events:' followed by the event details: 'July 9, 2025, 1:00 – 2:00 p.m. ET: Collaboration Plus: Connecting the Dots to Provide a Continuum of Services'. The final paragraph describes the event's focus on partnerships and collaborations involving State VR agencies, ENs, and other Ticket to Work stakeholders, mentioning Partnership Plus models and the importance of written agreements, informal arrangements, and regular communication.

UPCOMING EVENTS

January 28: WISE Webinar

February 3: All EN Payments Call

February 25: WISE Webinar

[2026 Calendar of Events](#)

Send an email to the EN Development and Training Department at ENOperations@ssa.gov with feedback, recommendations or ideas for future EN Essentials events.