

AGENDA

- Introduction
- Review of Ticket Operations Department forms:
 - Supplemental Earnings Statement
 - Employer-prepared Earnings Statement
 - Self Employment Income
 - Payment Request Form
- Quarterly Beneficiary Earnings Report (QBER)
- EN Payment Status Report (ENPSR)
- QUESTIONS AND ANSWERS

Aaron Aybar hosted the December 2013 call and introduced the following presenters for the call:

- Debra Tennessee, Ticket Operations Manager, Operations Support Manager (OSM)
- Danielle Armstrong, Social Security Office of Ticket Operations and Provider Support Services
- Aaron Aybar, EN Payments Help Desk Supervisor, OSM
- Charles Powell, EN Payments Help Desk Technical Assistant, OSM

SUPPLEMENTAL EARNINGS STATEMENT (Aaron Aybar)

OSM observed there is some confusion as to who should sign this form. The Supplemental Earnings Statement needs to be signed by the EN Representative only, not the Employer. This form can be used by the Employment Network (EN) to provide information that is missing from pay stubs such as the pay period beginning and ending dates, pay dates, withholding amounts, or any other information that might be incomplete or missing.

EMPLOYER PREPARED EARNINGS STATEMENT (Aaron Aybar, Debbra Tennessee)

The purpose of the Employer Prepared Earnings Statement is for the EN to provide information to OSM that the beneficiary's employer has provided to the EN. Social Security wants to make sure that appropriate taxes are being withheld (e.g., FICA or Social Security and Medicare taxes) and OSM needs to be able to identify the type of earnings (e.g., contractor or Self-Employment vs. regular earnings. Sometimes withholding information is not shown, pay periods fluctuate and other issues that requires the employer to provide clarification. This form is filled out and signed by a representative of the Employer. It would be submitted with a completed payment request form and is considered primary evidence. There is a section at the bottom of the form that has to be checked if appropriate, because OSM needs to confirm that an employer has made all the withholdings required by law.

SELF EMPLOYED INCOME (SEI) (Aaron Aybar, Debbra Tennessee)

Many employers are moving towards hiring independent contractors (Form 1099 instead of form W-2). In this circumstance the beneficiary is being paid by an employer, but no taxes are being withheld and reported to the IRS. It is the beneficiary's responsibility to file their taxes at the end of the year, provide their 1099 from their employer and pay their taxes.

If an EN submits a payment request for a SEI beneficiary for milestone claims, it will take longer to process. Because payments cannot be made to an EN until the beneficiary files income taxes with the IRS; or Social Security records show monthly earnings reported by the beneficiary and verified. SEI earnings information provided by the IRS is usually posted in the Social Security database 6 to 8 months after a beneficiary files their annual tax return (around April 15th). Outcome claims are paid based on information supplied on the Payment Request or SEI forms. However, ENs take a risk when submitting these claims. Beneficiaries may report greater dollar amounts for expense when they file income taxes to reduce their income and tax liability. When this information is later received and posted to Social Security records,

an overpayment may be assessed (i.e., reported net earnings to IRS less than earnings reported on SEI and Payment Request forms to OSM).

PAYMENT REQUEST FORM (Aaron Aybar)

OSM usually receives questions on two sections of this form.

Section 3 – Phase 1 Milestone 1 earnings: This section is only completed when requesting Phase 1 Milestone 1, and the EN needs to choose the most appropriate option from the three listed below,

Option A: The beneficiary has achieved Trial Work Level (TWL) earnings during the calendar claim month.

Option B: The beneficiary achieved less than TWL, but expects to achieve TWL within the next two months.

Option C: The beneficiary has achieved less than TWL and is not expected to reach TWL in the next two months.

A beneficiary needs to have received TWL earnings for at least one month to meet the requirement for Phase 1 Milestone 1. However, the Social Security Administration (SSA) gave some relief to ENs in the new regulations from July 2008 by allowing them to receive Phase 1 Milestone 1 payment even if the beneficiary didn't achieve full TWL on the claim month, as long as he/she would have received it had they worked the full month and if there is an expectation that there will be TWL earnings in at least one of the two following months. However, these earnings must be a rate equal or greater than 50% of TWL but less than full TWL.

Section 5: For Phase 1 Milestone 1, 2 or 3, it is a contractual requirement that every EN needs to complete this information. Payments will be delayed if ENs do not fill out this section.

QUARTERLY BENEFICIARY EARNINGS STATEMENT (QBER) (Aaron Aybar)

The QBER is available on the Secure Provider Portal (Portal). The report provides information regarding beneficiary's earnings in three month (quarter) timeframes. If a beneficiary has earned three times TWL in one quarter, the report will indicate a "T" for that quarter. An "S" indicates at least three times Substantial Gainful Activity. QBER is considered primary evidence when submitting a payment request form. However, detailed monthly earnings posted in Social Security's database supersede the report and can determine if the EN actually qualifies or not for payment on a particular month.

QUESTIONS & ANSWERS

- Section V (PRF) or EN Certification of Services (COS)

What information is expected to be provided when completing the forms? Just dates of services provided?

An EN needs to provide a description of the service(s) and dates since the last payment was received. The COS form is completed at P1M4, Outcome 11 and Outcome 22. It would include the services and dates provided since the previous COS form. This can include just quarterly contact with the beneficiary.

- Self Employed Income (SEI)

Will SEI show on the Quarterly Beneficiary Earnings Report (QBER)?

QBER earnings are reported to the Unemployment Compensation Agency by employers and the data is made available to Social Security via the Office of Child Support Enforcement (OCSE). SEI data is NOT posted to the OCSE file and therefore is omitted from the QBERs.