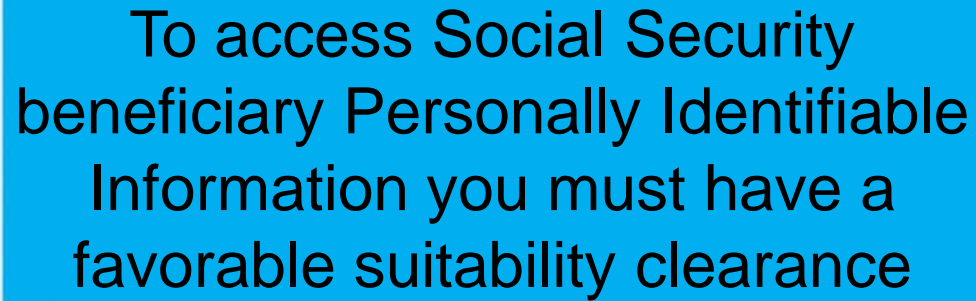


Obtaining Suitability

Operations Support Manager
Social Security's Ticket to Work Program

Mandatory



To access Social Security beneficiary Personally Identifiable Information you must have a favorable suitability clearance

Company Point of Contact (CPOC)

- Usually the Signatory Authority for ENs – signature on Form 1449, block 30a of the EN agreement award form
- Director/Commissioner for State VR agencies
- dchr.ope.css@ssa.gov
- Internal process

eQIP Fax Request

- Fax: 410.966.0640
- Organization's Name
- Blanket Purchase Agreement Number or State Code for VR agency
- Name and contact information for CPOC
- Each individual's
 - Name
 - Social Security Number (SSN)
 - Date of Birth
 - Place of Birth

Listing of Applicants

Contributor Info:
 Rehabilitation Services
 Blanket Purchase Agreement #, XXX-XXX-XXX

CPOC for use following applicants:
 Inter Line
 Rehabilitation Services
 123 Main Street
 Anywhere, VA 37245

123-456-7890
 jsmith@organization.net

Applicants

Full Name	
SSN	
Date of Birth	
Place of Birth	
Spouse	

Full Name	
SSN	
Date of Birth	
Place of Birth	
Spouse	

Full Name	
SSN	
Date of Birth	
Place of Birth	
Spouse	

Phase I: Gather Information and Complete Forms

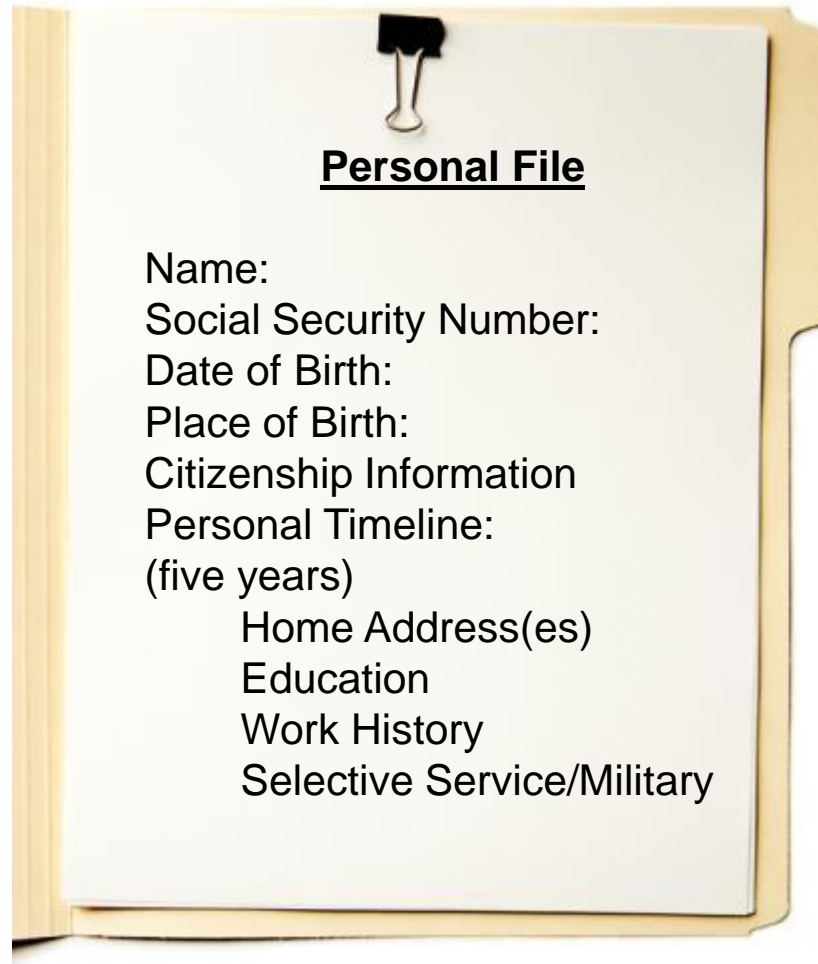
Suitability Requirements

Gather
Personal
Information

Complete
Forms

Get
Fingerprinted

Prepare Personal Information



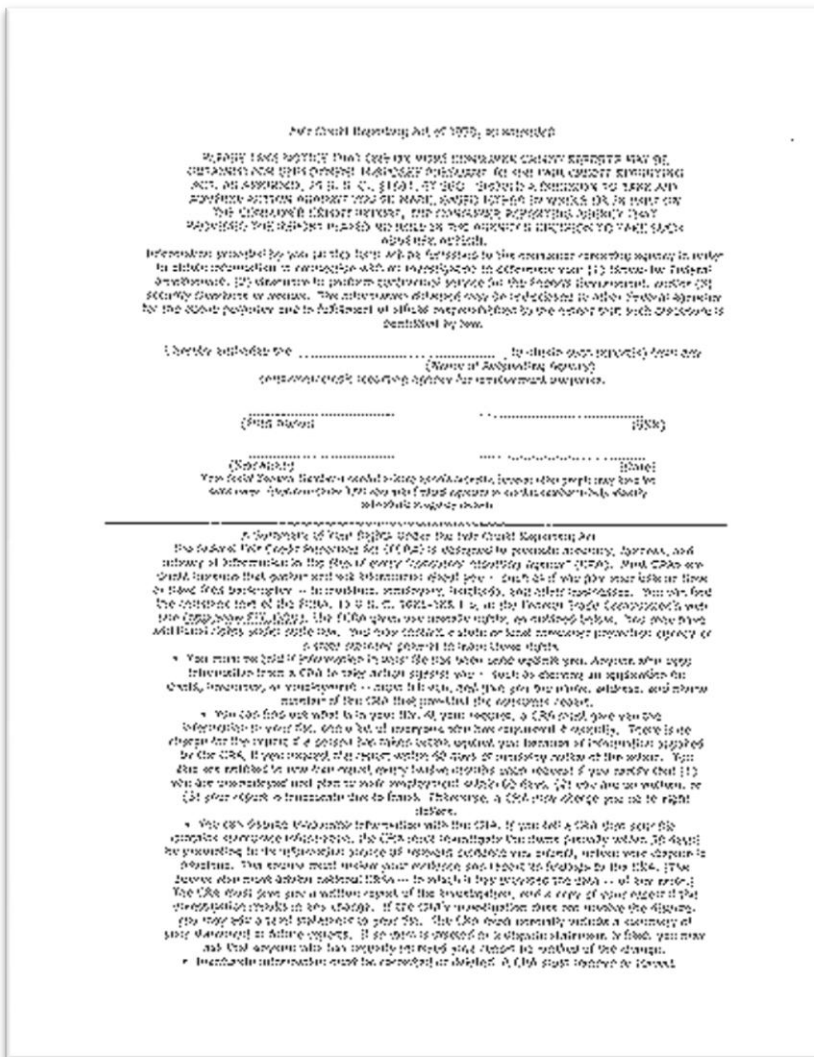
Forms

- Fair Credit Reporting Act (FCRA) form
- The Declaration for Federal Employment form (OF 306)
- The Applicant Finger Print Card (FD-258)



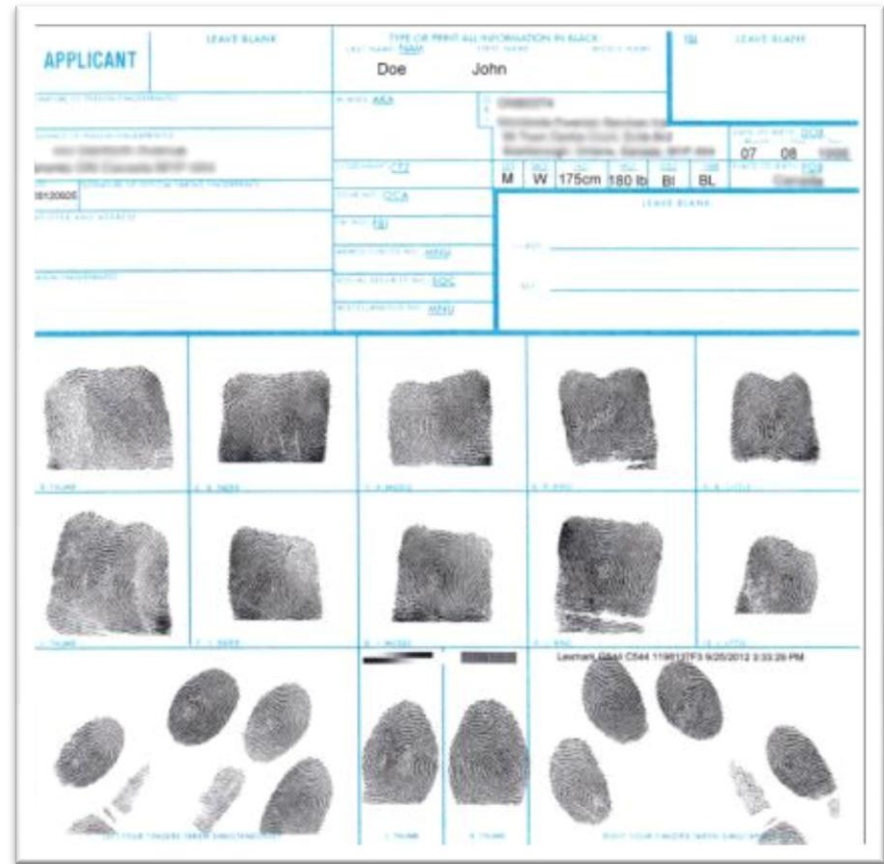
Fair Credit Reporting Act

- Authorizes Social Security to obtain credit reports
- May be re-disclosed to other Federal Agencies



Fingerprinting

- Two copies of FD-258 Card for each staff applying for suitability
- CPSPM staff will mail two cards for each applicant
- Contact SSA for additional or replacement cards



Phase One Checklist

- ✓ Prepare Personal Information
- ✓ Complete Forms
 - Fair Credit Reporting Act (FCRA)
 - Declaration of Federal Employment (OF 306)
- ✓ Get Fingerprinted – Applicant Fingerprint Card (FD-258)



Phase II: Electronic Questionnaire for Investigations Processing (eQIP)

eQIP Process

Receive eQIP
Invitation

Complete
Standard Form
85 within
Seven
Calendar Days

Submit
Completed
Suitability
Package

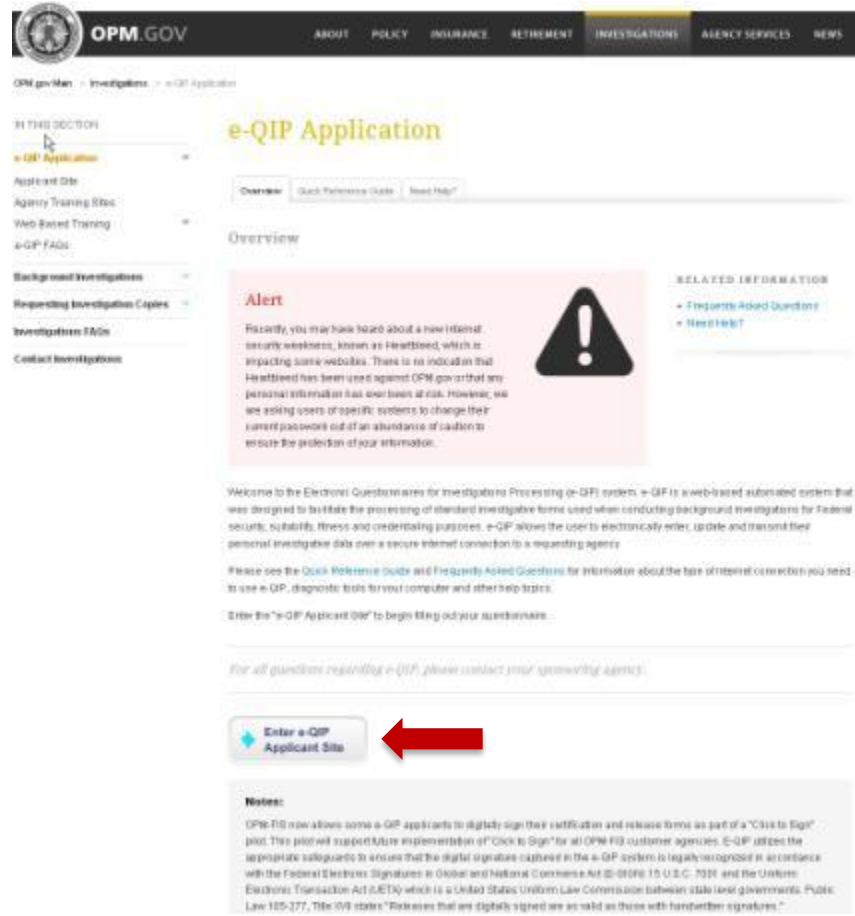
Receive eQIP

- Fax to Social Security generates invite eQIP (Applicant Listing)
- Sent from dchr.ope.css@ssa.gov
- Seven calendar days to register



Electronic Questionnaire for Investigations Processing or eQIP

- Log into eQIP (www.opm.gov/e-qip) and complete Form 85 within seven calendar days
- Print and sign two signature pages
- Provide original signature pages to office point of contact
- Print copy of completed form for applicant's personal records



Seven Calendar Day Deadline Missed

- Email enservice@ssa.gov
- State VR agencies can also contact Natalie Sendldorfer at natalie.sendldorfer@ssa.gov



Review Materials

- No questions were skipped
- Every form signed and dated
- Information on Signatory Authority/CPOC is legible
- Make a copy of everything to be kept on file

eQIP Paperwork Cover Sheet

- Contract Number (i.e., EN BPA number or three digit code for State VR agencies)
- Each applicant's full name
- Each applicant's SSN
- Each applicant's date of birth
- Each applicant's place of birth
- Company Name
- Name, phone number, and email address for Signatory Authority/CPOC

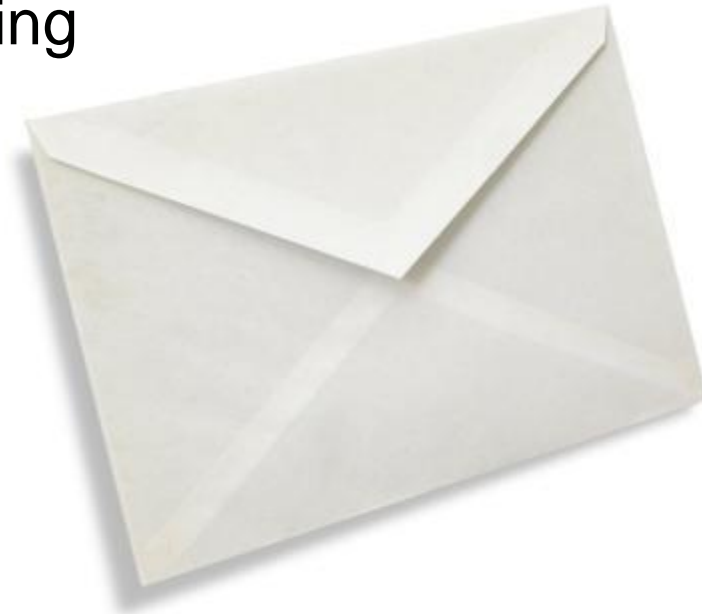
Package Contents

For each applicant listed on the coversheet, include the following:

- Original signed and dated eQIP signature pages
- Form 306 – Declaration for Federal Employment
- Two fingerprint cards – Field Division – 258 cards
- Fair Credit Reporting Act Authorization form
- If non U.S. Citizen - Work Authorization Permit and a copy of the person's Social Security card

Mail

Social Security Administration
Attn: CPSPM Suitability Program Officer
6401 Security Boulevard
Room 1260 Dunleavy Building
Baltimore, MD 21235



Phase III: Suitability Determination

Suitability Determination



15 days to several months

Phase III: Suitability Determination Elements

Delays

Suitability
Responses

Appeals

Delays

- Incomplete/Illegible information
- No EN BPA number or State Code for VR agencies
- Does not include all required information
- Fingerprint cards not formatted correctly
- Glitches with the eQIP System
- Failure to respond to requests for missing information
- Backlogs in processing packages



CPSPM Review Responses

Suitable

Prescreened Denied

Unsuitable

Denied/Incomplete

Appeals



References

- eQIP – Quick Reference Guide for the Applicant:
<http://www.opm.gov/investigations/e-qip-application/#url=Quick-Reference-Guide>
- eQIP – Frequently Asked Questions:
<http://www.opm.gov/investigations/e-qip-application/e-qip-faqs/>
- Declaration for Federal Employment Form:
<https://yourtackettowork.com/documents/10404/358179/OF306.pdf>
- Fair Credit Reporting Act Form:
<https://yourtackettowork.com/documents/10404/358179/F-CRA-Authorization.pdf>

Questions During the Process

VRs -

natalie.senddorfer@ssa.gov

enservice@ssa.gov

ENs -

- enservice@ssa.gov
- Directly contact to your EN specialist at Social Security

Questions

