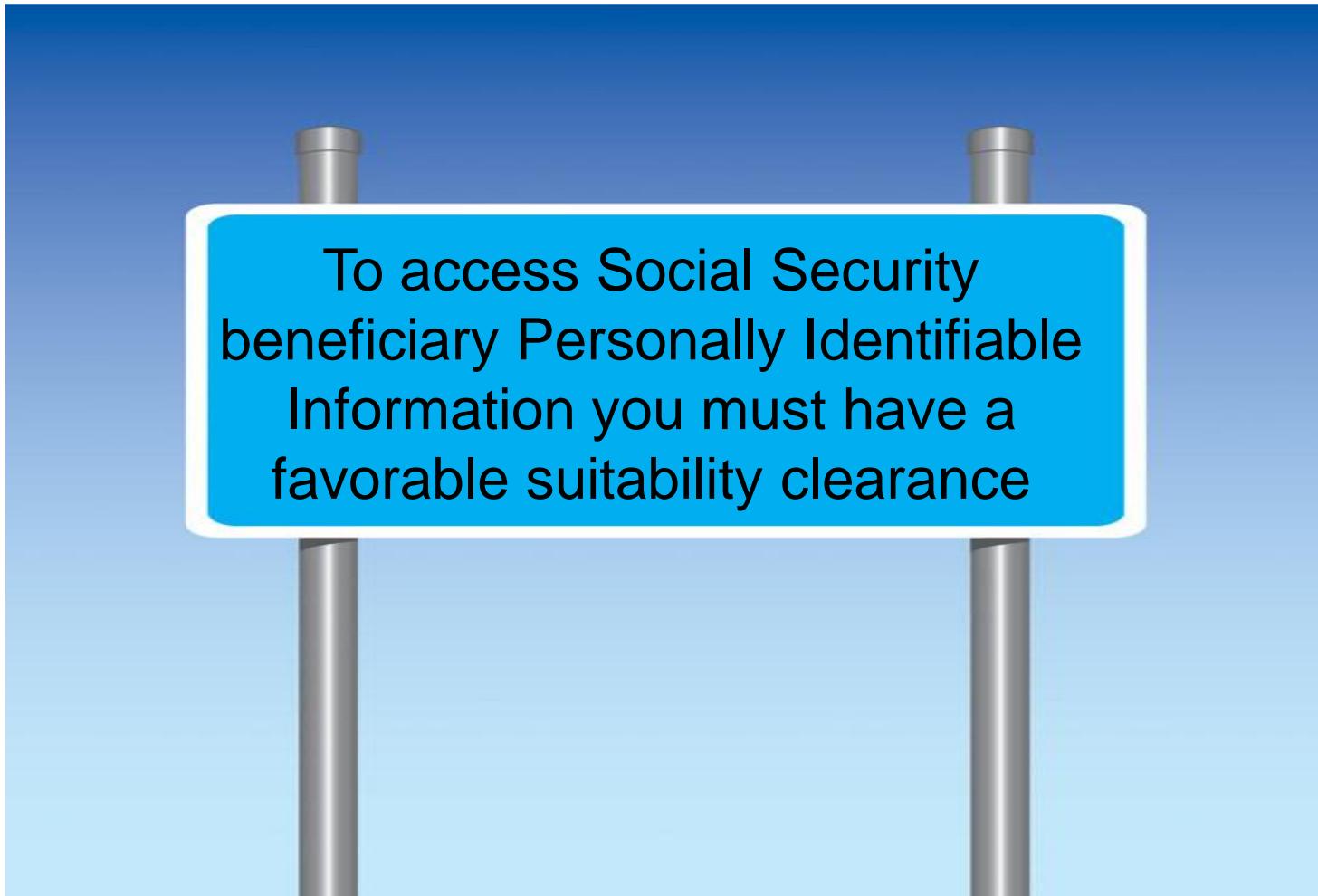




Obtaining Suitability

Operations Support Manager
Social Security's Ticket to Work Program

Mandatory



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

Contractor Info:
Rehabilitation Services
Blanket Purchase Agreement #, 20XX-XXXX-XXX

CPOC for the following applicants:
John Doe
Rehabilitation Services
123 Main Street
Anywhere, MD 33245

123-456-7890
jdoe@rehab.com

Applicants

First Name	
SSN	
Date of Birth	
Place of Birth	
Spouse	

First Name	
SSN	
Date of Birth	
Place of Birth	
Spouse	

First Name	
SSN	
Date of Birth	
Place of Birth	
Spouse	

Phase I: Gather Information and Complete Forms

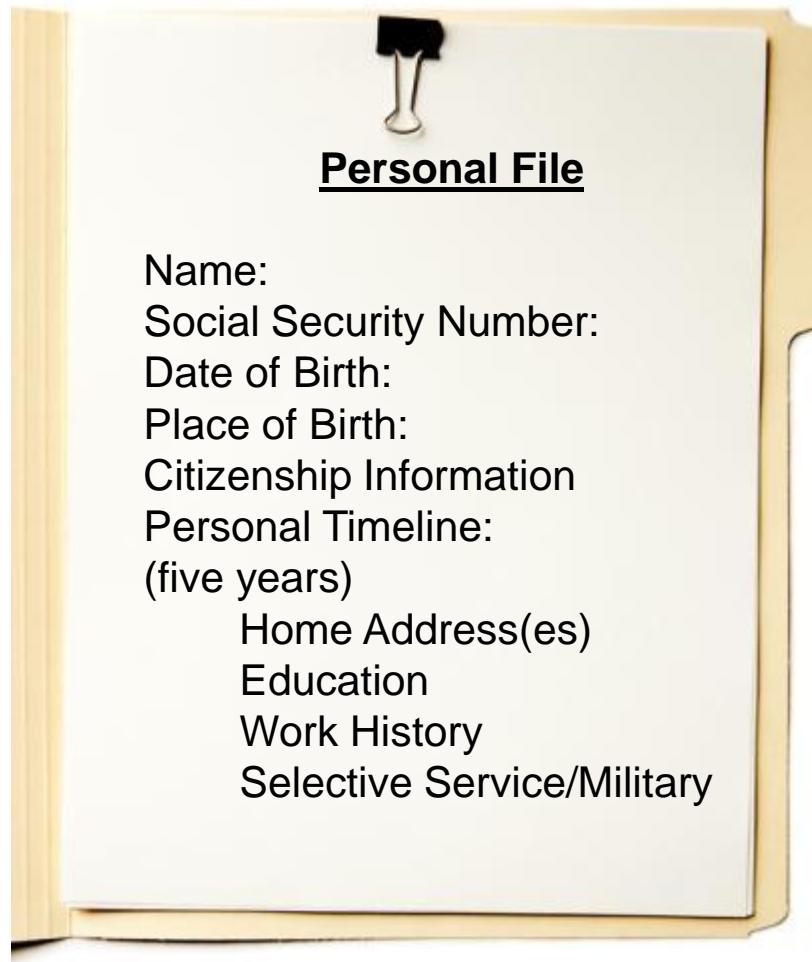
Suitability Requirements

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

Anti-Trust Reporting Act of 1975, as Amended

NOTWITHSTANDING THAT CERTAIN STATE BANKING COMMISSION REPORTS MAY BE OBTAINED FROM THE CHIEF STATE BANKING COMMISSIONER FOR THE STATE, CREDIT REPORTING ACTS, AS APPROVED, 12 U. S. C. §1691, ET SEQ., PROVIDE A MEANS TO OBTAIN AND PUBLISH CERTAIN REPORTS WHICH ARE MADE KNOWN TO WHICH OR IN WHAT WAY THE CHIEF STATE REPORTER, THE CONSUMERS REPORTING AUTHORITY THAT PREPARED THE REPORT, MADE THE REPORTS OR WHICH OR WHICH REPORTS TO WHICH SUCH REPORTS ARE MADE.

Information provided by you prior to, or in connection with, the consumer reporting agency in order to obtain information to investigate acts or practices in connection with 12 U. S. C. §1691, ET SEQ., (1) structure to perform consumer service for the financial institution, under the security disclosure or review. The information disclosed may be relied upon to make financial decisions for the same purpose and is sufficient of itself notwithstanding the extent that such disclosure is permitted by law.

Under authority of the to obtain your reported from any (Name of Reporting Agency)
consumers credit reporting agency for enforcement purposes.

(Date issued)

(Date)

(Signature) _____ (Signature) _____
Very respectfully, (Name) _____ (Name)
Date _____ (Signature) _____ (Signature)
I, the undersigned, do hereby certify that the information contained in this document is, to the best of my knowledge and belief, true and correct.

A summary of your rights under the Anti-Trust Reporting Act:
The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and efficiency of information in the files of every consumer reporting agency (CRAs). And CRAs are prohibited from gathering and using information about you - such as if you have been late on your bills before - to discriminate, manipulate, harass, and inflict unnecessary suffering. You are free to contest the contents of the CRA's 12 U. S. C. 1681-1681c, at the Federal Trade Commission's web page (www.ftc.gov/opa), the CRA's own website (www.annualcreditreport.com), or, if necessary, to file a complaint with the Federal Trade Commission or your state's consumer protection agency or a state attorney general to obtain these rights.

* You must be told if a CRA is using information about you - such as claiming an equivalence on credit, insurance, or employment - in making a decision, and you get the name, address, and other member of the CRA that made that decision report.

* You can find out what to do if you find a CRA has given you the wrong information to your CRA, which is a lot of consumers who have reported it originally. There is no charge for the report if a person has taken action against you because of information supplied by the CRA. If you suspect that report with 60 days of noticing either of the action. You also are entitled to a new free report every twelve months when you file a report if you can't tell that the information has been changed or replaced with new information. If you can't tell, or if your report is incomplete due to fraud, otherwise, a CRA may charge you no more than fifteen dollars.

* You can obtain information to file with the CRA. If you tell a CRA that you file complete consumer information, the CRA must immediately file the same, provided that it does not provide it to the information source of the report. Second, when you dispute information, The CRA must review your evidence and report its findings to the CRA. The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in its change. If the CRA's investigation does not resolve the dispute, you may file a formal complaint to the CRA. The CRA must immediately maintain a file of your complaint in future reports. If so, you are entitled to a complete statement. It is possible that your report has already increased and cannot be reduced if the change.

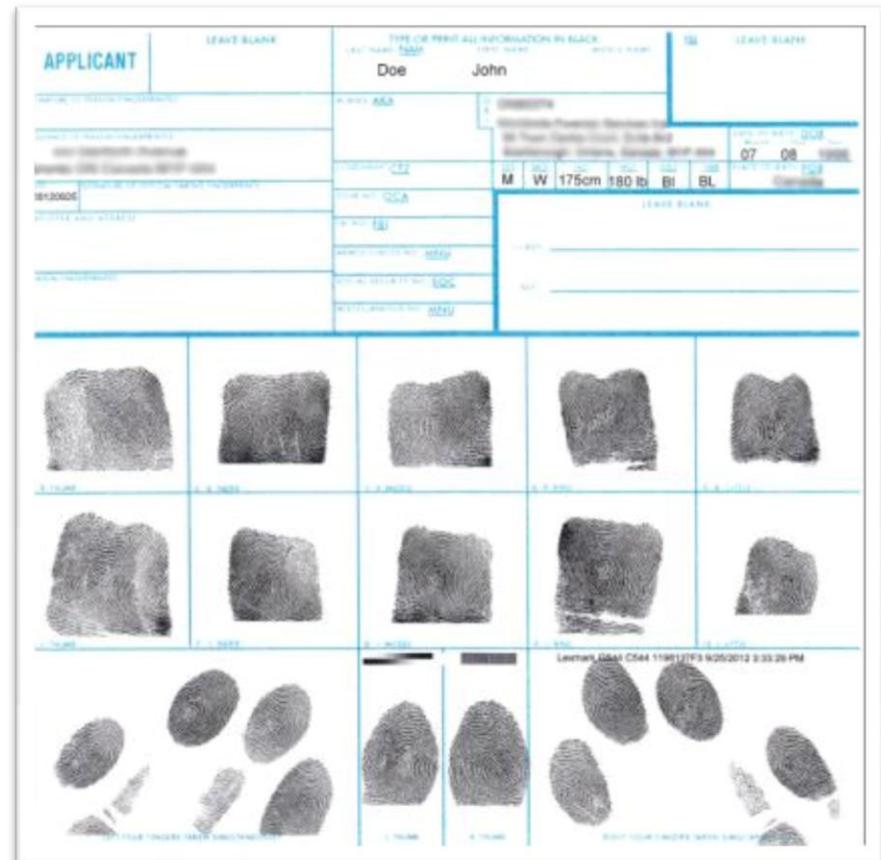
* Incomplete information must be corrected or deleted. A CRA must correct it if you tell

Declaration for Federal Employment

- Declaration for Federal Employment
- Personal information requirements
- All responses must be truthful and complete
- Every question answered, form signed and dated

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

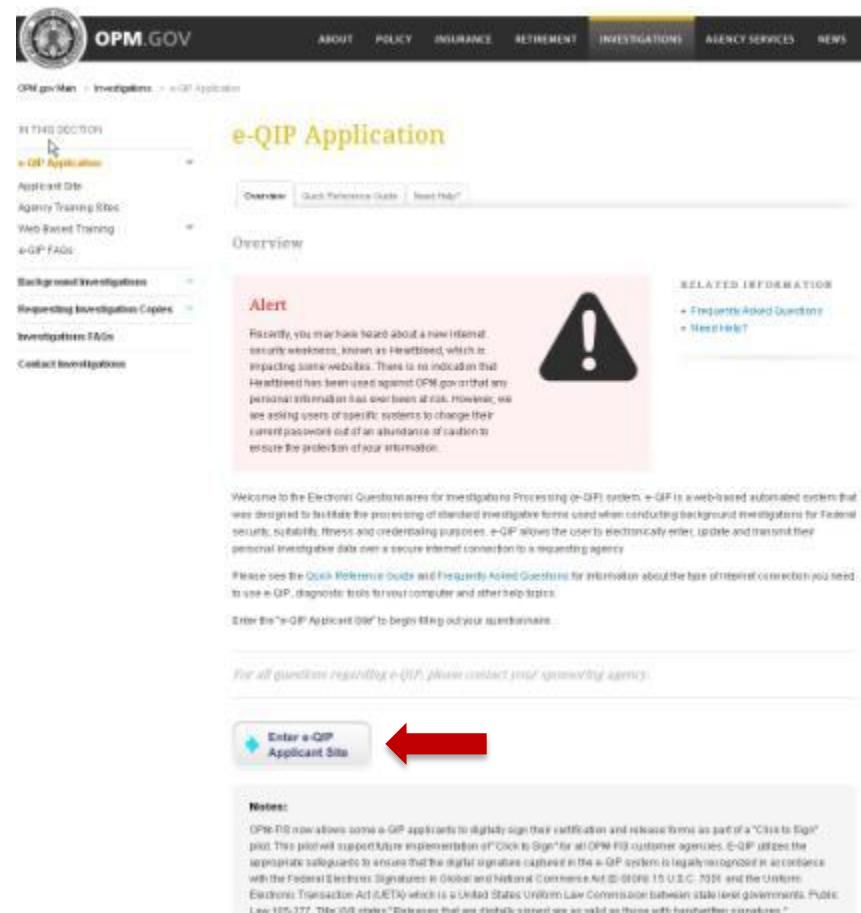
Receive eQIP

- 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://yourtickettowork.com/documents/10404/358179/OF306.pdf>
- Fair Credit Reporting Act Form:
<https://yourtickettowork.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

