

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
- <u>dchr.ope.css@ssa.gov</u>
- 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



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Phase I: Gather Information and Complete Forms



Suitability Requirements





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



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

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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

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





Electronic Questionnaire for Investigations Processing or eQIP

- Log into eQIP (<u>www.opm.gov/e-qip</u>) 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 <u>enservice@ssa.gov</u>
- State VR agencies can also contact Natalie SendIdorfer at natalie.sendIdorfer@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

- 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



Denied/Incomplete



Appeals





References

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



Questions During the Process

VRs -

natalie.sendldorfer@ssa.gov enservice@ssa.gov

ENs -

- <u>enservice@ssa.gov</u>
- Directly contact to your EN specialist at Social Security



Questions

