

Phase 1/ Phase 2 Milestones

EN Payments Checklist

➤ Benefits

Benefits must be in current pay status. If the beneficiary is a Concurrent (receiving T2/T16 benefits), at least one of the benefits must be in current pay status consistently without entering the Outcome period. The Outcome period applies when the benefit status (for any given month) changes to suspense due to work/earnings.

➤ Attainment Month

The claim months to meet Ph1/M2, Ph1/M3 or Ph1/M4, do not necessarily have to be consecutive months. However, 3, 6 or 9 months within the timeframe specified for each of these Ph1/Ms is necessary.

➤ Earnings

For beneficiaries receiving T2 benefits, the amount of earnings **must be earned within the month**, the **pay period ending date** is used to determine TWL (Ph1/Ms) or SGA Non-Blind/SGA Blind (Ph2/Ms) amount. For beneficiaries receiving T16 benefits, the amount of earnings **must be paid in the month**, the **pay date** is used to determine TWL (Ph1/Ms) or SGA Non-Blind/SGA Blind (Ph2/Ms) amount. For Concurrent Beneficiaries, the earnings need to coincide with the record (SSDI/SSI) being used. If the SSDI record meets the criteria for payment, earnings will be based on the amount earned in the month. If the SSI record meets the criteria for the payment, earnings will be based on the amount paid in the month. If both (SSDI/SSI) records meet the criteria for payment, the decision of which earnings to use will be based on whichever earnings meet the criteria of being at or above TWL/ SGA Non-Blind/SGA Blind. If it is confirmed, the Beneficiary is receiving some type of monthly pension or benefits from other entities, these will not be considered as earnings (ex.: Military pension, State benefits, Unemployment).

➤ 18 Month Look Back Rule

Applies to all Ph1/Ms with a ticket assignment date of 7/21/08 or later. Due to updates on benefits status and/or earnings verified in SSA databases, the availability of Ph1/Ms may change. **For example**, Social Security may receive notification of earnings at TWL or SGA for months prior to TAD after Phase 1 milestone payments have been issued. If this occurs, overpayments would be assessed.

➤ Starting September 1st, 2017, ENs must submit all Payment Request via the EN Portal.

➤ State Vocational Rehabilitation (VR) Agency Involvement

Some beneficiaries received services from the State VR Agencies prior to their Ticket assignment to an EN; therefore, a State VR closure code **determine the availability of the P1Ms**. If the Ticket was assigned to a State VR Agency then assigned to an EN and the **SVR closure code is successful (i.e. Beneficiary working at the closure)** on 2002 or later, no Ph1/Ms are **available to the EN**. Also, in some cases the beneficiary goes back to the State VR Agencies after they have their Ticket assigned to an EN, if so, **the assignment date to the State VR will determine the last payable month for the EN** and this will be the **month prior the assignment to the SVR agency**. If the current EN is a State VR acting as an EN (VREN) and is the **same State VR that received a Cost Reimbursement payment**, no TTW payments are available for the VREN. If the current EN is a VREN and is the **same State VR requesting a payment**, but did not receive a Cost Reimbursement payment and the closure status was successful, **only Phase 1 Milestones are unavailable**.

Ph1/M1	Ph1/M2	Ph1/M3	Ph1/M4	Ph2/Ms						
Current Pay Status Consistently without entering the Outcome period	Current Pay Status Consistently without entering the Outcome period	Current Pay Status Consistently without entering the Outcome period	Current Pay Status Consistently without entering the Outcome period	Current Pay Status Consistently without entering the Outcome period						
The 1 st Month after the Tkt. assignment date (Month) or any other month after	3 months within a 6 month period	6 months within a 12 months period	9 months within an 18 months period	Any Month after all available Ph1/Ms have been process through to completion						
At or above 50% but less than TWL and earned during the last period of the claim month requested	Each month must have gross earnings at or above TWL (if Ph1/M1 was paid with earnings at 50% but less than TWL, that month cannot be used).	Each month must have gross earnings at or above TWL	Each month must have gross earnings at or above TWL	Each month must have gross earnings at or above SGA Non-Blind/ SGA Blind						
Trial Work Level										
2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
\$670	\$700	\$720	\$720	\$720	\$750	\$770	\$780	\$810	\$840	\$850
For P1Ms, TWL earnings is the same for Non-Blind/Blind Beneficiaries										
If the Previous month of the ticket assignment month has earnings at or above TWL	If there are 3 months with earnings at or above TWL within 6 months previous the ticket assignment month, Ph1/M2 is not available	If there are 6 months with earnings at or above TWL within 12 months previous the ticket assignment month, Ph1/M3 is not available	If there are 9 months with earnings at or above TWL within 18 months previous the ticket assignment month, Ph1/M4 is not available							

Outcome

➤ Benefits

Benefits **must be in a suspended status** due to work and earnings. If the beneficiary is receiving both SSDI/SSI benefits (Concurrent), both benefits must be in a suspended status and at least one of them must be in a suspended status due to work earnings.

➤ Availability

Any month with earnings at or above SGA level. For ENs that choose the **Outcome Only** payment method, availability for payment is the first month after the month the Ticket was assigned. Example: Ticket was assigned 05/17, the first available month would be 06/17.

➤ Substantial Gainful Activity (SGA) Levels

Consider the type of benefits the beneficiary is receiving (T2, T16 or Concurrent) to make a determination whether or not to use the **pay period ending date** or the **pay date** to calculate/determine the SGA level.

2008		2009		2010		2011		2012		2013		2014		2015		2016		2017		2018	
Non-Blind	Blind																				
\$940	\$1,570	\$980	\$1,640	\$1,000	\$1,640	\$1,000	\$1,640	\$1,010	\$1,690	\$1,040	\$1,740	\$1,070	\$1,800	\$1,090	\$1,820	\$1,130	\$1,820	\$1,170	\$1,950	\$1,180	\$1,970

Additional Information for Milestones and Outcome

➤ Payment Request Submitted Via New EN Portal:

All PRs must be submitted via the New EN Portal. Only **Evidentiary** claims will be processed. ENs must submit a PR for each claim month, if selected "Proof of Earnings will be faxed in", a Cover Sheet fax with a bar code and the Work Case number will be generated automatically. This Cover Sheet fax is **for one-time use only**. However if additional information for the same payment request needs to be sent, ENs can make copies of the cover sheet fax and submit the additional information via the New EN Portal instead of submitting documentation manually. If the evidence of earnings or any other missing information is not submitted within 9 business days, your payment request will be denied with the reason "Insufficient Documentation".

➤ When to Submit a Payment Request

Verify the Ticket is assigned to your EN. The first available month for payment is the month after the Ticket assignment date. If MAXIMUS receives the Individual Work Plan (IWP) more than 14 calendar days after the EN and beneficiary sign the IWP, the first available month for payment will be determined according to the date TPM receives the IWP. Confirm the first available month for payment by contacting the **EN Payments Help Desk** (ENPaymentHelpDesk@yourtickettowork.ssa.gov).

➤ Processing Time

The normal processing time of a PR is 30 calendar days. The PR could be paid, denied or diarized. PRs are processed as they are received (first in, first out rule applies).

➤ SSI Beneficiaries (Title 16)

SSI Beneficiaries (TXVI) Phase 1 milestone payments available ONLY if beneficiary is receiving a **Federal Cash benefit**. Beneficiary may be in current pay status based solely on receipt of a State SSI supplement; but no Federal Cash benefits. In this situation, EN is not eligible to receive milestone payments even though the beneficiary is in current pay.

➤ Payment / Denial Decision

EN Payments Specialists make their payment or denial decisions based on the information they see on Social Security's databases at the time the claim is processed. This information is saved on each claim processed to support the decision made.

➤ Conditions for Receipt of Payments/Submission Timeframe

Social Security Amend-Part III - Section 5. D of the [Employment Network Ticket Program Agreement \(TPA\)](#) and the [Employment Network Request for Application \(RFA\)](#)

SSA expects ENs to provide initial and ongoing services and supports based on the IWP. After initial services, SSA requires the EN to contact the Ticketholder at least quarterly to assess whether the Ticketholder needs more services or supports. SSA may contact an EN at any time to review the EN's records certifying the services provided, including documented attempts to provide proffered services.

An EN shall be eligible for payment only for work milestones and outcomes achieved by Ticket-holders beginning the month following the month the Ticket is assigned to the EN by the TPM. An EN shall request a payment no later than 24 months following the month the Ticketholder's work and earnings met the criteria for SSA to make the payment. SSA will not accept payment requests for periods outside this 24-month window. The revised RFA will be available at <https://www.ssa.gov/work/enfa.html>. If you have questions about the changes, please contact the TPA Helpdesk via email at TPAHelp@ssa.gov.

➤ Diarized/Pending Claims and Denials

For PRs placed in **Diary**, those with the Diary reason "NEED ADDITIONAL INFORMATION" will be in Diary status for 9 business days. On the 10th day the claim will be processed through to completion (paid or denied). Any other Diary reason will continue to stay in a pending status for 30 calendar days or more.

When a PR request is **denied**, due to "NO RESPONSE TO REQUEST FOR DOCUMENTATION", resubmit the complete PR along with all supporting documentation including the information that was missing from the original PR. Do not submit only what was missing, i.e., only the evidence of earnings (pay stubs), or Supplemental Earnings Statement, etc.

➤ Split Payment

When a Ticket is assigned to more than one EN at different times, there is the possibility of a Split Payment case. Once the participant ENs received the Possible Split Payment Notice, ENs have the opportunity to contact to one another to agree to their own Split Payment allocation. If ENs do not reach an agreement, they can complete the SSA 1401 form and submit it along with their Service Record (detail list of the services provided to the Beneficiary) to the TPM to make the determination. If a Ticket is unassigned by the EN, the last payable month is the month prior the Ticket Unassignment. If the Beneficiary unassign their Ticket from a CDS EN, CDS EN will not be entitled to additional payments.