



## INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

### Chapter 15: Eligibility

### Section 12: Applying for Social Security Benefits for Children in Out-of-Home Care

**Effective Date:** February 1, 2022

**Version:** 3

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## POLICY OVERVIEW

Children in out-of-home care may be eligible to receive Supplemental Security Income (SSI) and/or Retirement, Survivors, Title II Disability Insurance (RSDI) benefits.

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## PROCEDURE

The Indiana Department of Child Services (DCS) will facilitate the Social Security application process. DCS will utilize the Social Security Unit (SSU) to apply for Social Security benefits for children in out-of-home care, as appropriate. The DCS SSU will also monitor the receipt of funds, request the transfer of payee when needed, and report placement changes for children receiving any type of payment from the Social Security Administration (SSA).

**Note:** If a new or duplicate Social Security card for a child is needed, DCS should visit the local Social Security office to obtain a new card.

The Family Case Manager (FCM) will:

1. Identify any children on their caseload with a diagnosed medical or mental health disorder, or whose biological parents are retired, deceased, or disabled;
2. Email the SSU about potential referrals for children who may be eligible for RSDI;
3. Complete the SSI Referral Form for potentially eligible children on their caseload with the items attached below;

**Note:** The following items should be submitted with the referral to SSU:

- a. Proof of age (copy of birth certificate, naturalization certificate, US passport, certificate of citizenship, or I-551 permanent resident card);
  - b. The most recent CHINS or Probation court order that contains language showing DCS/Probation has responsibility for Placement and Care of the child; and
  - c. At least one medical, mental health, or school record that documents at least one disorder for which DCS will apply for SSI disability benefits for the child. The record can be dated any time within the last three (3) years, as long as the child continues to struggle as a result of the documented disorder
4. Obtain necessary medical and non-medical documentation for all applications and submit to SSU;
  5. Contact SSU at [DCSSocialSecurity@dcs.in.gov](mailto:DCSSocialSecurity@dcs.in.gov) when a child removed from the home

- is already receiving SSI or RSDI; and
6. Notify SSU of all placement changes for children receiving SSI or RSDI by updating KidTraks and the case management system.

The SSU will:

1. Review the SSI Referral documentation provided by the FCM to confirm all necessary forms were received; and
2. Complete the associated SSA forms and submit the application to SSA.

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## RELEVANT INFORMATION

### Definitions

#### SSI

SSI is a federally funded, needs-based disability program for adults and children that provides monthly cash benefits and Medicaid eligibility.

#### RSDI

RSDI is a federal program, which provides benefits to persons who are retired or disabled.

The program also provides survivor benefits to certain individuals including:

1. Widows or widowers;
2. Divorced spouses;
3. Unmarried or disabled children; and  
Dependent parties.

### Forms and Tools

- [CEU Eligibility Binder](#)
- [Local Social Security Office](#)
- SSI Referral Form – Available in the case management system

### Related Policies

N/A

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## LEGAL REFERENCES

- [20 CFR 404.350- 20 CFR 404.368 Child's Benefits](#)
- [20 CFR 404.370- 20 CFR 404.374 Parent's Benefits](#)
- [20 CFR 404.390- 20 CFR 404.392 Lump-Sum Death Payment](#)
- [20 CFR 404.730- 20 CFR 404.750 Evidence for Child's and Parent's Benefits](#)
- [20 CFR 416.101- 20 CFR 416.998 Supplemental Security Income for the Aged, Blind, and Disabled](#)

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## PRACTICE GUIDANCE- DCS POLICY 15.12

*Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.*

N/A

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