

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 16-15</p>	<p align="center">Policy # 24.3</p>
<p>Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities</p>	<p>Related Standards & References: ACA Standards: 4-JCF-51-02 Memorandum of Understanding/Prerelease Agreement between Georgia DJJ and SSA-8.31.15</p>	
<p>Chapter 24: FEDERAL PROGRAMS</p>	<p>Effective Date: 11/22/16 Scheduled Review Date: 11/22/17</p>	
<p>Subject: Social Security Administration's Pre-Release Program</p>	<p>Replaces: 1/1/16 Division of Finance APPROVED:</p>	
<p>Attachments: A. Authorization to Disclose Information to SSA Form 827 B. Consent for Release of Information Form SSA-3288 C. Appointment of Representative Form SSA-1696-U4 D. Pre-Release Cover Sheet E. Pre-Interview Report of Contact F. Application for Supplemental Security Income Form SSA-8000-BK G. Disability Report-Child (>18), Form SSA-3820-BK H. Disability Report-Adult (18+), Form SSA-3368-BK I. Application for Disability Insurance Benefits \Form SSA-16-BK</p>	<p align="center">  <hr/> Avery D. Niles, Commissioner </p>	

I. POLICY:

The Department of Juvenile Justice has a Memorandum of Understanding with the Social Security Administration (SSA) to participate in the SSA's Pre-Release Program. This program allows individuals confined in secure facilities to submit a benefit application to SSA no earlier than 90 days prior to their anticipated date of release to allow for an expedited application process. The Office of Federal Programs manages participation in this program for the Department of Juvenile Justice. The Office of Federal Programs will assist youth leaving YDC and reentering the community with applying for, reapplying for and reactivating SSA benefits.

II. DEFINITIONS:

Social Security Administration (SSA): An independent agency of the United States federal government that administers Social Security, a social insurance program consisting of retirement, disability, and survivors benefits. To qualify for most of these benefits, most workers pay Social Security taxes on their earnings; the claimant's benefits are based on the wage earner contributions.

Supplemental Security Income (SSI): The Social Security Administration manages a program funded by general tax revenues that assists the aged, blind, and disabled people who have limited income and resources by providing monthly cash payments to meet basic needs for food, clothing, and shelter.

Social Security Disability Insurance (SSDI): The Social Security Administration manages a program that provides monthly benefits to qualified disabled individuals that are under full

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retirement age, earned required Social Security credits from earning and have a severe medical impairment (physical or mental) that's expected to prevent an individual from doing "substantial" work for a year or more or has a condition that is expected to result in death.

Retirement and Survivors Disability Insurance (RSDI): The Social Security Administration manages a program that provides monthly benefits to qualified individuals who are retired or disabled. The dependents of eligible beneficiaries, as well as the surviving dependents of deceased workers, can also receive monthly benefits.

III. PROCEDURES:

A. Youth Leaving YDC with Terminated SSA benefits eligibility:

1. The Juvenile Detention Counselor (JDC) or Facility Case Manager, Community Case Manager, Juvenile Program Manager (JPM), Operations Support Manager (OSM), Regional Treatment Services Specialist (RTSS) and Re-Entry Specialist will receive notification, when possible (except for youth whose dispositions are reduced due to credit for time served), 150 days prior to youth's release from YDC. This notification will be for youth with prior SSA benefit eligibility.
2. A subsequent email from the Office of Federal Programs will contain the SSA Pre-Release application and additional information relating to completing and submitting the application. The SSA Pre-Release Program checkbox on the Admissions page of JTS will be checked by Office of Federal Programs staff for the youth.
3. The JDC and the Community Case Manager shall work collaboratively to collect all required documentation that must be submitted as a part of the SSA Pre-Release application and report their progress in the youth's respective team meetings.
4. When prompted by the Office of Federal Programs, the Community Case Manager shall complete Consent for Release of Information Form SSA-3288 to receive notifications pertaining to the status of the youth's application and Appointment of Representative Form SSA-1696-U4 to allow DJJ to be the Representative Payee for applicable youth.
5. The Community Case Manager shall ensure the Pre-Release application is submitted to the local SSA office closest to the youth's home 90 days prior to the youth's projected release date.
6. The Community Case Manager shall notify the Office of Federal Programs via email at OFP_SSI@djj.state.ga.us when the application has been submitted to the local SSA office.

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7. The Community Case Manager shall notify the local SSA office and the Office of Federal Programs at OFP_SSI@djj.state.ga.us of the youth's anticipated date of release changes.
8. Any questions pertaining to the SSA Pre-Release Program process can be emailed to the Office of Federal Programs at OFP_SSI@djj.state.ga.us.

B. Youth Leaving YDC with Suspended SSA benefit eligibility

1. After 30 days of confinement for youth receiving SSI and after 30 days of adjudication for youth receiving all other social security benefits, the SSA will suspend benefit eligibility.
2. The JDC, Community Case Manager, JPM, OSM, RTSS and Re-Entry Specialist will receive notification, when possible (except for youth whose dispositions are reduced due to credit for time served), 150 days prior to youth's release from YDC. This notification will be for youth with prior SSA benefit eligibility.
3. The SSA Pre-Release Program checkbox on the Admissions page of JTS will be checked by Office of Federal Programs staff for the youth and a subsequent email from the Office of Federal programs will contain instructions on how to reactivate suspended SSA eligibility.
4. Individuals released from secured facilities with active Social Security benefits that are in suspense status due to incarceration less than 12 months in RYDC/YDC are required to schedule a meeting or walk-in to the local Social Security Administration (SSA) Office to reactivate their Social Security Benefits.
5. To schedule the local SSA office appointment, for individuals 18 and under, it is required that the legal guardian or the appointed representative payee PRIOR TO RELEASE initiate the call to the SSA office 1 (800) 772-1213 7am-7pm to report the anticipated community release date for re-activation of benefits. The local SSA appointment should be tentatively scheduled for a date when the individual is released to the community.
6. The SSA appointment can be initiated 90 days prior to release from confinement.
7. For individuals 18 and over, the beneficiary can independently schedule the SSA local appointment PRIOR TO RELEASE to report the anticipated community release date and request benefits reactivation. The local SSA office appointment should be tentatively scheduled for a date when the individual is

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released to the community. The SSA appointment can be initiated 90 days prior to release from confinement.

8. DJJ Community Case Manager, JPM, JDC, OSM, Re-Entry Specialist and RPS (if applicable) are provided email notifications from the Office of Federal Programs that indicates individuals benefits prior to incarceration including social security benefits that are terminated or in suspense status.
9. SSA benefits that are in suspense status for a period of 12 months or more due to incarceration will be terminated and require a new application through the SSA Pre-Release Program 90 days prior to release to the community.
10. For SSA purposes, the Authorization for Release from a Secure Facility (see DJJ Policy 17.23 Release from Secure Facilities Attachment A) will serve as documentation that the youth has been released on aftercare to the community.

Youth Leaving YDC with no Prior SSA Benefit Eligibility

1. For youth having no prior SSA benefit eligibility, no later than 150 days prior to release, the youth's designated team shall evaluate any new or existing physical or behavioral health diagnosis and consult with the Office of Federal Programs about submitting a SSA Pre-Release Program application for the youth.
2. The JDC and the Community Case Manager shall work collaboratively to collect all required documentation that must be submitted as a part of the SSA Pre-Release application and report their progress in the youth's designated team meetings.
3. When prompted by the Office of Federal Programs, the Community Case Manager shall complete Consent for Release of Information Form SSA-3288 to receive notifications pertaining to the status of the youth's application and Appointment of Representative Form SSA-1696-U4 SSA-1696 to allow DJJ to be the Representative Payee for applicable youth.
4. The Community Case Manager shall ensure the Pre-Release application is submitted to the local SSA office closest to the youth's home 90 days prior to the youth's projected release.
5. The Community Case Manager shall notify the Office of Federal Programs via email at OFP_SSI@djj.state.ga.us when the application has been submitted to the local SSA office.

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6. The Community Case Manager shall notify the local SSA office and the Office of Federal Programs at OFP_SSI@djj.state.ga.us of the youth's anticipated date of release changes.
7. Any questions pertaining to the SSA Pre-Release Program process can be emailed to the Office of Federal Programs at OFP_SSI@djj.state.ga.us.

C. Release of Information for Social Security Benefit Applications

1. When applying for social security benefits, the youth or guardian signs SSA Form 827, Authorization to Disclose Information to the Social Security Administration (SSA).
2. This form allows DJJ to release medical, behavioral health and educational records that may support the youth's claim for social security benefits.
3. When completing a Pre-Release application, ensure the youth/guardian has agreed to and signs Form 827; and then include all applicable medical, behavioral health and/or educational records with the Pre-Release application.
4. Upon receipt of a request for information from a representative from the SSA, provide the requested medical, behavioral health and/or educational records and return to the SSA. Form 827 will be attached to the request.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO