

# Disability Benefits 101

Working with a disability

## Managing Benefits Checklist

Name: \_\_\_\_\_ Month, Year: \_\_\_\_\_

Each month:

1. **Tell benefits agencies**—county, SSA, etc.—about changes in your work or living situation. Details below.
2. [Update this list](#). (Last updated: August 30, 2024)
3. Print this list.
4. When you do something on the list: check it off, write the date, and note who you talked to about it.
5. Save this checklist and all work and benefits papers in one place. Have them with you when you talk about your benefits.

This way, you'll have the information you need when you talk with eligibility worker(s).

Every month, make sure you:

- Save pay stubs.
- Read letters about your benefits and save them. If a letter says to do something, *reply quickly*.
- When you talk to someone about benefits, write down their name, the time and date, and take notes. Save your notes.
- Pay medical premiums and bills on time. Keep copies and receipts. If you can't pay on time, call the number on the bill.
- Tell your [county human services agency](#) about changes in your income or living situation within 10 days of when the change happens.
- For Supplemental Security Income (SSI), report changes in your income or living situation within the first six days of the month after the change happens. You can report changes:
  - In person or by phone with your [local Social Security office](#).
  - By mail to your [local Social Security office](#). Write "Attention: SSI" on the envelope to make sure it goes to the right place.
  - You can also check with Social Security if you can report earnings with the [SSI Telephone Wage Reporting System](#) at 1-866-772-0953, the SSI Mobile Wage Reporting App available in the [Google Play](#) or [Apple App](#) stores, or the [my Social Security](#) online wage reporting tool.
- **Tip:** Always ask Social Security for a receipt when you tell them about changes.

## My Notes

## Learn More

- [DB101's Managing Your Benefits While Working](#) article discusses what you need to report to benefits agencies.
- [DB101's Getting Past the Myths](#) article is about why work makes your overall situation better, even if you get benefits.
- [DB101's ABLE Accounts](#) article shows how to save up money without causing your assets to go over asset limits for many programs.