



GOODWILL-EASTER SEALS MINNESOTA
WORK INCENTIVES CONNECTION
1270 Energy Ln, St. Paul, MN 55108

Transition Aged Youth (ages 14-22) What to do when you begin working.

Work Incentives Connection Fact Sheet

Congratulations on your job! You, or your Representative Payee, are responsible for keeping Social Security (SSA) informed about any work you are doing. Reporting work timely will help avoid overpayments. Here are some tips to help make reporting and recordkeeping easier. Remember to report to the county too, SSA doesn't share information.

When to Report your Earnings for SSI:

Contact your local Social Security office whenever you:

- Start or stop a job
- Report each month when you are working
- Graduate, leave the Transition Program and/or turn age 22
- Ask for the Student Earned Income Exclusion.

You can sign up for email or text reminders to report your work. Sign up by going to this website:

<https://www.ssa.gov/benefits/ssi/wage-reporting.html>

Social Security may ask for the following:

- Your Social Security Number (SSN).
- Spelling of your first and last name.
- Employer information
- Hourly rate of pay
- Number of hours you work.
- How often you get paid
- A letter from your school stating how many hours a week you attend the transition program and when you are expected to graduate.

Tell Social Security:

"I'm on SSI, I am a student and I'm calling to report my new job."

Student Earned Income Exclusion (SEIE)

This provision allows a person who is under age 22 and regularly attending school to exclude earnings from income.

"Regularly attending school" means that the person takes one or more courses of study and attends classes:

- in a college or university for at least 8 hours a week under a semester or quarter system; or
- in grades 7–12, for at least 12 hours a week; or
- in a training course to prepare for employment, for at least 12 hours a week (15 hours a week if the course involves shop practice); or
- in a home school situation (grades 7-12), for at least 12 hours per week and in accordance with the home school law of the State or jurisdiction in which the student resides; or
- for less time than indicated above for reasons beyond the student's control, such as illness.

A person who is homebound because of a disability may be a student when he or she:

- studies a course or courses given by a school (grades 7–12), college, university, or government agency; and
- has a home visitor or tutor from school who directs the studying or training.

Local MN SSA Offices

Alexandria: 888.224.8869
 Austin: 866.504.5010
 Baxter/Brainerd: 866.331.9087
 Bemidji: 866.258.6345
 Bloomington: 866.964.7341
 Brooklyn Center: 866.931.0341
 Duluth: 855.863.3560

Fairmont: 877.405.0414
 Fergus Falls: 877.402.0827
 Hibbing: 866.964.4320
 Mankato: 877.457.1734
 Marshall: 855.210.0122
 Minneapolis: 855.257.0982
 Rochester: 877.405.3631
 St. Cloud: 877.405.1446

St. Paul: 866.667.7481
 Winona: 877.600.2853

**North & South Dakota
SSA Offices**

Fargo: 877.335.4114
 Grand Forks: 888.617.0456
 Sioux Falls: 877.274.5421

When to report work for SSDI:

Call Social Security toll free at 1-800-772-1213 when you:

- Start or stop a job
- Get a raise
- Significantly increase or decrease work hours
- Want to claim Work Incentives
- Are asked by Social Security to contact them

Tell Social Security:

“I am making a disability work report.” “Please mail me a receipt.

Social Security may ask for the following:

Social Security will want the following information:

- Your Social Security Number (SSN).
- Spelling of your first and last name.
- Employer information
- Hourly rate of pay
- Number of hours you work.
- How often you get paid

Recordkeeping Tips:

- Keep a phone log - write down each call you make to report work, including:
- Date you called,
- Who you talked to and their phone number,
- What you told them and
- What they told you.
- Save all your pay stubs in your permanent records. Give *copies* to Social Security when they request them.
- Keep all paystubs, phone logs, and receipts in a safe place where you can easily find them.

Other Information to Tell Social Security:

- Report any medication co-pay costs you pay out of your own pocket, any special transportation costs or mileage for a modified vehicle you take to and from work by contacting your local Social Security office.
- Save the receipts for these expenses.
- Record the amount you spend for these costs monthly.

Check List	
	Call Social Security to report work.
	Report your work to your County Financial Worker (who is responsible for this task - Representative Payee and/or Team)
	Save your paystubs and letters from SSA and the County in a safe place.
	Keep a log of all calls made to SSA and the County.

For more information, call the Work Incentives Connection:

651-632-5113 or 1-800-976-6728

www.mnworkincentives.com