

## Employment Network Payment Status Report Request Form

**EN/State VR Agency Name:** \_\_\_\_\_

**EIN:** \_\_\_\_\_

Employment Networks (ENs) have the option to receive a monthly status report of their EN Payment Requests submitted to MAXIMUS. EN Payment Status Reports are available on the 15th day of each month and reflect activity for the previous month, as well as year-to-date payment data. The report format includes the date each payment request was received by MAXIMUS, beneficiary name, payment option, dollar amount paid, date paid, claim month(s), and the status of each payment request submitted. The report is available in either printed or electronic format.

**INSTRUCTIONS:** If your organization would like to receive a monthly EN Payment Status Report, please indicate the format in which you would like to receive this report and the mailing or email address to which you would like it sent. Please sign, date, and return this form to MAXIMUS at the following address: MAXIMUS Ticket to Work, Attn: EN Payments, P.O. Box 1433, Alexandria, VA 22313-5105, or fax it to MAXIMUS, Attn: EN Payments, (703) 683-1337. [NOTE: Forms must be received by the end of the month in order for ENs to receive that month's report on the 15th of the following month.]

### EN Payment Status Report

*Please check the appropriate box to select either printed or electronic format (but not both).*

Please forward the Employment Network Payment Status Report each month in the format indicated below.

Printed      Organization Name: \_\_\_\_\_  
Attn: (Name) \_\_\_\_\_  
Street: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Electronic      Email Address: \_\_\_\_\_  
(Excel format)

**I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this information, or causes someone else to do so, commits a crime and may be sent to prison, or may face other penalties, or both.**

Please sign and date below.

\_\_\_\_\_  
EN/State VR Agency Representative Signature

\_\_\_\_\_  
Date

## Privacy Act Statement

### Collection and Use of Personal Information

Section 1148, of the Social Security Act, as amended, authorizes us to collect this information. The information is needed to permit the Social Security Administration (SSA) to verify eligibility for payment. The information you furnish on this form is voluntary. However, failure to provide all or part of the information requested on this form could prevent receipt of payment.

We rarely use the information you supply for any purpose other than verifying eligibility for payment. However, we may use it for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to: (1) to enable a third party or an agency to assist Social Security in establishing rights to Social Security benefits and/or coverage; (2) to comply with Federal laws requiring the release of information from Social Security records (e.g., to the Government Accountability Office and Department of Veteran Affairs); (3) to make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level; (4) to State agencies or Employment Networks having an approved business arrangement with SSA to perform vocational rehabilitation services for disability beneficiaries and recipients; and (5) to facilitate statistical research, audit or investigative activities necessary to assure the integrity of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, state or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for Federally funded and administered benefit programs and for repayment of payments or delinquent debts under these programs.

A complete list of routine uses for this information is available in Systems of Record Notices 60-0295 and 60-0300. The notices, additional information regarding this form, and information regarding our programs and systems, are available on-line at [www.socialsecurity.gov](http://www.socialsecurity.gov) or at your local Social Security office.

**Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 5 minutes to read the instructions, gather the facts, and answer the questions. **SEND THE COMPLETED FORM TO MAXIMUS TICKET TO WORK, PO BOX 1433, ALEXANDRIA, VA 22313, OR FAX TO 703-683-3289.** *You may send comments on our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.*