



MAXIMUS

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Request for Important Information

MAXIMUS Ticket to Work
P.O. Box 1433
Alexandria, Virginia 22313
<Insert Date>
Claim Account Number: <Insert #>

<Beneficiary Name>
<Address>
<City, State, Zip Code>

Re: <X> 12-Month Progress Review – Request for Response
Name: <Insert Beneficiary Name>

We are writing to you about your progress with work and earnings from <INSERT MONTH AND YEAR> through <INSERT MONTH AND YEAR>. After every 12 months that you actively work with an Employment Network (EN) or State vocational rehabilitation (VR) agency, we must decide if you are making the expected progress. Based on the length of time you have been active, we must now conduct your <X> 12-month Progress Review.

What You Should Do

Please complete the attached Progress Review Form and return it to us according to the instructions on the form within 30 days of the date of this letter. After 30 days, we will decide if you have met the required Timely Progress Guidelines for the <X> 12-month Progress Review. So your prompt reply is important. Please see the enclosed chart for the specific progress expected for the <X> 12-month Progress Review.

Why Progress Reviews are Important

As long as you are working with an EN or a State VR agency and making the expected progress toward your work-related goals, Social Security will not conduct a medical review to see if you are still disabled under their rules. A Progress Review is the way Social Security decides if you are making enough progress with work and education to continue to be excused from a medical review.

The Timely Progress Guidelines enclosed with this letter show how much progress you are expected to make in each 12-month period to continue to be excused from a medical review. If you aren't making the expected progress, you will not be excused from a medical review. However, you may continue to work with your EN or State VR agency toward your goals.

EIN: <Insert #>
SSN: <Insert Beneficiary SSN>

Notice Code: Q0002000



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If You Have Questions

If you have any questions regarding the Ticket to Work Program, please contact us at 1-866-968-7842 or TDD 1-866-833-2967. You may also write to us at the following address:

MAXIMUS Ticket to Work
P. O. Box 1433
Alexandria, VA 22313

For help with general questions, you may call SSA at 1-800-772-1213, or you may write or visit any Social Security office. SSA can also give you more information about other employment support policies that help people with disabilities go to work. If you visit a Social Security office, please bring this letter with you.

Sincerely,

MAXIMUS Ticket to Work Program

EIN: <Insert #>
SSN: <Insert Beneficiary SSN>

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**Timely Progress Guidelines
During Each 12-month Progress Review Period**

- 1st-12 months** (by 12th month of ticket use) – complete 3 months of work at Trial Work Level (TWL), **OR** complete GED or high school diploma, **OR** complete 60% of a full-time course load for an academic year in a college or technical/trade/vocational training program, **OR** complete a combination of this work and education requirement
- 2nd-12 months** (13th–24th month of ticket use) – complete 6 months of work at Trial Work Level (TWL), **OR** complete 75% of a full-time course load for an academic year in a college or technical/trade/vocational training program, **OR** complete a combination of this work and education requirement
- 3rd-12 months** (25th–36th month of ticket use) – complete 9 months of work at Substantial Gainful Activity (SGA) level, **OR** complete an additional full-time academic year of study, **OR** complete a 2-year or 4-year college program, **OR** complete a 2-year technical/trade/vocation training program, **OR** complete a combination of this work and education requirement
- 4th-12 months** (37th–48th month of ticket use) – complete 9 months of work at Substantial Gainful Activity (SGA) level, **OR** complete an additional academic year of full-time study, **OR** complete a combination of this work and education requirement
- 5th-12 months** (49th–60th month of ticket use) – complete 6 months of work at Substantial Gainful Activity (SGA) level with no SSDI and/or SSI cash benefits in months worked, **OR** complete an additional academic year of full-time study, **OR** complete a 4-year degree program
- 6th-12 months** (61st–72nd month of ticket use) – complete 6 months of work at Substantial Gainful Activity (SGA) level with no SSDI and/ or SSI cash benefits in months worked, **OR** complete a 4-year degree program
- 7th-12 months** (73rd– 84th month of ticket use) – complete 6 months of work at Substantial Gainful Activity (SGA) level with no SSDI and/or SSI cash benefits in months worked*

* The guidelines for any subsequent 12-month Progress Review are the same as for the 7th 12-month Progress Review.