

# Social Security Administration

Important Information

Ticket to Work  
P.O.Box 1433  
Alexandria, VA 22313  
March 21, 2012

NAME

ADDRESS

CITY, STATE, ZIP CODE

Notice Code: Q0021v00

Re: 1st 12-Month Progress Review - Request for Response

Name: NAME

Our records show that you are working with your State Vocational Rehabilitation (VR) agency or worked with them in the past to return to work. After every 12 months, even after the VR agency closes your case, we must decide if you are making progress toward your vocational goal. We look at progress such as completing certain education or getting and keeping a job. We refer to this as a "Timely Progress Review." It is now time to conduct your 1st 12-month Timely Progress Review.

## Your Timely Progress Review

Please complete the attached Progress Review Form to tell us about your progress from **March 2011 through February 2012**. Then return it to us using the enclosed postage paid envelope or by fax at 703-893-4020 within 30 days of the date of this letter. Your reply is important.

We will review your answers and decide if you have met the Timely Progress Requirements for the 1st 12-month Progress Review. We decide which review period you are in based on the length of time your Ticket to Work has been assigned. Please see the enclosed chart for the specific progress expected for each 12-month Timely Progress Review. We will not send you another letter if you have made the expected progress. However, we will write to you with our decision if the Progress Review Form does not show that you made the expected progress.

## Why Conduct a Timely Progress Review

As long as you are making the expected progress toward your vocational goal, Social Security will not conduct a medical review to see if you are still disabled under their rules. SSA uses the Timely Progress Review to decide if you are making enough progress with work and earnings, education, or technical training to continue to be excused from a medical review. We will not send you another letter if you have made the expected progress. However, we will write to you with our decision if the Progress Review Form does not show that you made the expected progress.

The Timely Progress Guidelines enclosed with this letter show how much progress you are expected to make in each 12-month period. If you are not making the expected progress, you will no longer be excused from a scheduled medical review. This does not mean you will be scheduled for a medical review right away, but that a medical review will be as normally scheduled. In addition,

if your VR case is still open, we encourage you to continue working with your State VR agency toward your vocational goals.

**If You Have Questions**

We are here to help you. If you have any questions regarding Timely Progress Reviews or the Ticket to Work program, please call us at 1-866-968-7842 or TDD 1-866-833-2967. You may also fax us at 703-893-4020 or write to us at the following address:

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

For help with general questions about Social Security benefits, 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 supports that help people with disabilities go to work. If you visit a Social Security office, please bring this letter with you.

Sincerely,

Ticket to Work Program