



Insert Date

Your POD Study ID:  
StudyID#

Beneficiary First Name Beneficiary Last Name  
Beneficiary Address 1, Beneficiary Address 2  
Beneficiary City, State Zip

Dear Beneficiary First Name Beneficiary Last Name,

You are receiving this letter because you enrolled in the Social Security Administration's Promoting Opportunity Demonstration (POD) in **POD\_RA\_MONTHANDYEAR**. Each year, the Social Security Administration compares the amount of SSDI benefits paid to beneficiaries the previous year to the amount of benefits that should have been paid, based on beneficiaries' actual earnings for that year. While your participation in POD ended on June 30, 2021, the Social Security Administration needs information from you to ensure that your SSDI benefits were paid correctly for the months in 2021 when you were enrolled in POD.

### Who Needs to Respond to this Letter?

This letter applies to you if you earned more than the \$940 POD monthly threshold for at least one month in 2021. If this letter applies to you, review the attached table on page 4 listing your reported earnings and Impairment Related Work Expenses (IRWEs) and follow the instructions below to help ensure that SSA paid your benefits correctly in 2021. You do not need to respond if you did not earn more the \$940 POD monthly threshold in any month in 2021.

### What do I Need to Submit?

The following steps will help you determine if you need to submit documentation to the POD project. Remember that earnings for a month are based on the date paid, not the date earned.

**Step 1: Review Earnings while in POD.** Review the amount listed under "Earnings" in the attachment for January 2021 – May 2021. If there were months last year that you did not report your earnings to the POD project, these months are identified in the table with "None submitted". SSA used the earnings you reported for the most recently reported prior month to calculate your benefits for these months.

- **Matches:** If the amount listed in the table for each month you were in POD equals the sum of what you were paid by each employer for that month, you do not need to submit any additional information. Proceed to Step 3.
- **Does not Match:** If the monthly amount listed in the table does not equal the amount of what you were paid by all of your employers, submit all of your paystubs for each month that the table lists incorrect earnings. If the table displays "None submitted" you will want to submit documentation for those months to ensure SSA is calculating your benefits correctly. If you are missing paystubs for an employer, submit as many paystubs as you can for the employer. Instructions for how to submit paystubs, along with how to

document \$0 earnings, are listed in the “How do I Submit Documentation?” section of this letter. Proceed to Step 2.

**Step 2: Review IRWEs while in POD.** IRWEs include medical expenses or medically-necessary transportation expenses that you pay out-of-pocket and that are required due to a disabling condition. Review the amount listed under “IRWEs” in the attachment for January 2021 – May 2021. When reviewing your IRWE expenses, note that IRWEs should only be submitted for months in POD in which your earnings exceeded \$940 and the IRWEs you paid exceeded \$940. If you have additional IRWEs to claim, you must submit receipts for these expenses. Instructions for how to submit receipts are listed in the “How do I Submit Documentation?” section of this letter.

**Step 3: Review Post-POD Earnings.** Your post-POD earnings is the total amount you were paid in 2021 after you were no longer actively participating in POD (June 2021 – December 2021.) Review the amount listed under “Earnings” in the second to last row of the attachment.

- **Matches:** If the \$**SECOND TO LAST ROW AMOUNT** amount listed in the post-POD period row equals what you were paid from all of your employers during your post-POD period, you do not need to submit any additional information to document post-POD earnings.
- **Does not Match:** If the \$**SECOND TO LAST ROW AMOUNT** amount listed in the post-POD period row does **not** match what you were paid from all of your employers during your post-POD period (June 2021 – December 2021), or if no post-POD earnings were submitted, please submit your last paystub paid to you in 2021 for each employer. Instructions for how to submit paystubs are listed in the “How do I Submit Documentation?” section of this letter.

### How do I Submit Documentation?

You have four options for how to submit any missing documentation to POD: by phone, electronically via the portal, by mail, or by fax. The following table describes when each option can be used.

	When to use each option
<b>Phone</b>	Contact the POD call center ( <b>888-771-9188</b> ) option to submit: <ul style="list-style-type: none"> <li>• Report of \$0 in earnings for one or more months.</li> </ul> <p>Note: The POD call center can only be used to report \$0 in earnings. Any earnings above \$0 must be documented through the portal, mail or fax.</p>
<b>Portal</b>	Use the portal ( <b>portal.ssapod.org</b> ) to submit: <ul style="list-style-type: none"> <li>• Paystubs to document earnings while in POD and post-POD earnings.</li> <li>• Monthly earnings of \$0. Note that no supporting documentation is required when reporting \$0 earnings.</li> <li>• IRWE documentation for the period while in POD.</li> </ul>
<b>Mail or Fax</b>	Use the enclosed <b>postage-paid envelopes</b> or the POD project’s fax number ( <b>956-217-8594, 956-603-1335, or 956-803-0106</b> ) to submit: <ul style="list-style-type: none"> <li>• Paystubs to document earnings while in POD and post-POD earnings.</li> <li>• Monthly earnings of \$0.</li> <li>• IRWE documentation for the period while in POD.</li> </ul>

	Note: Complete the monthly reporting form (enclosed) when reporting by mail or fax. A separate form is needed for each month.
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**When Should I Submit my Documentation?**

Please submit your documentation **as soon as possible** so the POD project has time to process your documentation and submit it to SSA by July 15, 2022.

**Who can Help Me with this Request?**

If you cannot locate any documentation you need to submit, or if you have questions about this request, please contact the POD call center at 888-771-9188. We encourage you to contact the POD call center if you were self-employed in 2021 for assistance identifying what documentation you need to submit. If you need additional copies of the 2021 monthly reporting form, you can make copies of the enclosed form or download the form from the POD website: **[www.podssa.org/formlibrary.html](http://www.podssa.org/formlibrary.html)**. You can also contact the POD call center to request mailed copies of the 2021 form or additional postage-paid envelopes.

Sincerely,

POD Central Operations

Encl. (2)



## ATTACHMENT

### 2021 Reported Earnings and IRWEs for <First Name Last Name>

Month	Earnings	Impairment Related Work Expenses (IRWEs)
January 2021		
February 2021		
March 2021		
April 2021		
May 2021		
June 2021 – December 2021 (Post-POD earnings)		
<b>Total Reported Earnings for 2021:</b>		