

SI 00870.000 Plans for Achieving Self-Support for Blind or Disabled People

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SI 00870.001 Plans For Achieving Self-Support — Overview

A. INTRODUCTION TO PASS

The Social Security Act authorizes the exclusion of income and resources of an individual who has a disability or is blind when the individual needs such income and resources to fulfill an approved Plan for Achieving Self-Support (PASS). The income and/or resources the individual uses to pursue the PASS will not be counted in determining his/her eligibility or payment amount for Supplemental Security Income (SSI). Any earned income set aside under a PASS does not affect the amount of earnings considered for the purposes of a substantial gainful activity determination, if needed.

The PASS provision is part of the original SSI statute. The legislative history shows that the Congress expressed a "desire to provide every opportunity and encouragement to the blind and disabled to return to gainful employment." Congress intended that the PASS provision "be liberally construed if necessary to accomplish these objectives."

Several factors make PASS an effective tool for someone wanting to work under the SSI program:

- PASS reflects individual choice. Individuals choose their own work goal.
- PASS is self-financed. Individuals use their own funds (often, their Social Security Disability Insurance (SSDI) benefits) to pursue the plan. The receipt of, or an increase in SSI benefits up to the amount of the Federal Benefit Rate (FBR), and any applicable state supplement, replaces some or all of the funds that the individual uses for the PASS.
- PASS is largely self-directed. Individuals decide what goods and services are needed to reach the work goal.

B. OVERVIEW OF PASS PROCESS

1. Field Office Responsibilities

Field office (FO) staff will check the PASS request, ideally contained on the PASS application form, SSA-545-BK, for completeness, or refer the individual for assistance in developing a PASS. FO staff forward PASS requests to the appropriate PASS expert promptly. (See [SI 00870.020](#)).

2. PASS Expert Responsibilities

Upon receipt of a PASS request, the PASS expert will review the request with respect to approving the request, if possible, and contact the individual directly as circumstances warrant. The PASS

expert may be the PASS specialist located at a PASS cadre or an Employment Support Representative servicing a particular pilot area. (See [SI 00870.025](#))

SI 00870.002 Terms Pertinent to PASS

A. GLOSSARY FOR PASS

Any of the following terms may come up in a discussion of PASS.

1. Abandonment

Abandonment occurs when the PASS participant loses the intent to pursue the occupational goal (see [SI 00870.055](#) and [SI 00870.070](#)).

2. Business Plan

A business plan is the blueprint for the business. It should show what the business will do, how it will be set up, how it will operate, and what it will need to operate. In addition, the business plan should indicate how the business will market its product or service, to whom it will sell, how it will be financed, and what the expectations are regarding profit and loss in the near future. (See [SI 00870.026](#) for more on business plans.)

3. Deferred Expense

This term refers to deferral of the decision on whether to allow a particular expense until the individual reaches a particular milestone on which the need for the expense is predicated. For a further discussion of deferred expenses, see [SI 00870.006B.11](#).

4. Extended or Follow-Along Services

These services are provided in a supported-employment program. They are services a blind or disabled individual needs in order to continue in a job after reaching stabilization. See job coach and a further discussion of job coaching expenses and supported employment in [SI 00870.006B.9](#) and [SI 00870.006B.10](#).

5. Job Coach

A job coach provides job-site training and support services to a disabled employee. These services may include analyzing job tasks and teaching the employee the elements of each task. The job coach also may act as liaison between the employee and the employee's manager and/or co-workers. See [SI 00870.006B.9](#) for a further discussion of job coaching services.

6. Milestone

A milestone is a significant and discernible step or event that marks progress toward achievement of the occupational goal. See [SI 00870.006A.4](#) for additional information regarding milestones.

7. Occupational Goal

The occupational goal of a PASS is the job or business in which the individual hopes to be employed or self-employed at the end of the PASS. In supported-employment situations, the occupational goal may be to work more independently in an existing job. See [SI00870.006A](#) for a discussion of occupational goals.

8. Stabilization

Stabilization is a supported-employment term that refers to the point at which, following intensive job coaching, the individual has reached a designated hourly work goal, but still may need some level of job coaching and/or counseling. See [SI 00870.006B.9](#) for a discussion of allowable job coaching expenses.

9. Start-Up Costs

Start-up costs are expenses related to starting a job or a business. See [SI 00870.006B.4](#) for policy regarding start-up costs and [SI 00870.026](#) for more information about business start-up costs.

10. Supported Employment

Supported employment is a way of helping an individual with a disability work in a mainstream setting rather than in the sheltered workshop environment. The individual is placed in a series of jobs, given intensive job coaching and/or counseling to reach stabilization, then given ongoing support. See [SI 00870.006A.7](#).

11. VR Appraisal

A VR appraisal is any process of measurement of an individual's level of vocational functioning. Appraisal is often used as an umbrella term that covers both vocational assessment and vocational evaluation. See [SI 00870.006A.9](#) for discussion of VR evaluation

12. VR Evaluation

VR evaluation refers to a diagnostic study of an individual by a public or private vocational rehabilitation agency to determine what services are appropriate for the individual. See [SI 00870.006A.9](#).

SI 00870.003 Applicability of PASS

A. POLICY – PASS DISCUSSION

SSA will initiate a discussion about PASS with anyone who is a likely candidate. If an individual, who is an unlikely candidate for a PASS indicates an interest, SSA staff will discuss PASS with them as well.

NOTE: Although in most cases, the PASS expert will have the discussion with the individual, other field office (FO) staff should familiarize themselves with the material in [SI 00870.003B.](#) - [SI 00870.003C.](#), [SI 00870.004.](#), and [SI 00870.005.](#)

B. LIST OF PERSONS WHO MAY BENEFIT FROM A PASS

1. Likely PASS Candidates

The most likely candidates for a PASS are individuals who are blind or disabled and:

- are already receiving rehabilitation services (training counseling, therapy) from a(n):
State vocational rehabilitation (VR) agency;
State agency for the blind;

other public agency (e.g. Department of Veterans Affairs); or
private agency (e.g. United Cerebral Palsy);
- are in school or training programs;
- are currently working or seeking work including self-employment (consider all section 1619(a) and (b) participants);
- express an interest in rehabilitation;
- express an interest in becoming self-supporting;
- would otherwise have initial eligibility denied or continued eligibility suspended or terminated solely due to excess income (including title II benefits) or resources including a person whose resources are below the SSI limits but exceed those for a state-administered supplement program and the State will recognize the PASS exclusion; or
- otherwise would have benefits reduced due to income.

2. Unlikely PASS Candidates

Individuals who, although being blind or having a disability, usually may not qualify for or benefit from a PASS include those who:

- already secured the needed items and services under a PASS and have not tried to seek employment in the work goal for which they obtained the required items or services that they

identified as being sufficient to make them employable (although such individuals might benefit from resuming the PASS per [SI 00870.080](#)) in order to secure the work goal);

- are ineligible for SSI benefits for any reason other than excess income or resources;
- are under age 15;
- do not have any income or resources to set aside and do not expect to have any;
- are unwilling to use set aside funds strictly for the PASS; or
- do not require any additional items or services to become employed.

C. PROCEDURE

1. Approach

Be sensitive to the person's situation when discussing the inappropriateness of a PASS for an individual who is not considered a likely candidate for a PASS.

2. General Work Incentive Points

Explain these general points concerning work incentives:

- The Social Security Administration (SSA) is committed to help people become self-supporting; and
- Under certain conditions blind and disabled individuals can work and still receive SSI and/or Medicaid (See [SI 00870.010](#) for a discussion of the relationship of PASS to other work incentives.)

3. Points About PASS

Explain these general points regarding PASS:

- under a PASS the individual can set aside income or resources (including deemed income and resources) which would otherwise affect eligibility and/or payment amount provided that these set aside funds are used by the person to obtain items or services needed to reach an occupational objective (i.e., a work goal);
- SSA is willing to help people develop a plan or refer them to an organization that can be of help in setting up a plan;
- the individual must decide what occupational objective to pursue;
- when setting aside income/resources sufficient funds should be retained for living expenses (including any anticipated SSI monies); and
- the individual must follow his/her plan to reach the work goal and use the set aside funds only to reach the goal.

4. Related Points

If the individual receives other benefits (not from SSA) advise the individual that:

- income and resources set aside under a PASS may be counted under assistance programs administered by other agencies. Advise the person to check with the other agency to determine the effect if any a PASS may have on the other benefit. In most cases Medicaid, food stamps and housing assistance provided through the U.S. Department of Housing and Urban Development will exclude income and resources set aside under a PASS;
- returning to work may affect other benefits. The person should check with the administering agency to determine what effect, if any, working may have on the other benefit; and
- SSI eligibility and a PASS will end if the person medically improves (see [SI 02301.200](#)).

SI 00870.004 Helping Set Up A PASS

A. POLICY -- DEVELOPING A PASS

SSA will help an individual develop a PASS. In most instances, a PASS expert will be the SSA employee who will assist the individual.

B. PROCEDURE -- DEVELOPING A PASS

1. Offer Assistance for Developing a PASS

During the PASS discussion described in [SI 00870.003](#), offer to help the individual develop a plan. If no PASS expert is available, other FO staff familiar with PASS may conduct the discussion.

Regardless of whether a PASS discussion is held, or the person accepts the offer to help develop a PASS, give (or mail) the individual a copy of the publication, "Working While Disabled--A Guide to Plans for Achieving Self-Support While Receiving Supplemental Security Income," SSA Pub. No. 05-11017.

2. Assistance to Develop a PASS Accepted

Help the person complete Form SSA-545-BK, located in [SI 00870.100](#) Exhibit 1 when the individual:

- wants help and has identified a work goal; and
- knows how to pursue the work goal; or
- the PASS precedent file located at the FO or at the site of the PASS expert contains sufficient information to advise the individual how to pursue the work goal.

Refer the individual to a rehabilitation agency or organization which assists people with disabilities per [SI 00870.005](#), when the individual:

- wants help but cannot identify a work goal; or
- has identified a work goal but does not know how to pursue it and the PASS precedent file provides little help.

As appropriate, obtain signed release forms such as Form SSA-8510 to obtain information and Form SSA-3288 located in [GN 03305.999](#) to release information to an organization other than a State VR agency. If a SSA-3288 is secured, make sure it provides the individual's consent for SSA to release information for the life of the PASS and not just for a one-time release.

Additionally, a PASS applicant or participant may authorize a third party to act on his/her behalf in matters pertaining to the PASS by submitting to SSA a signed statement that identifies the third party and the limits (including the life) of the authorization. For example, the statement, "I authorize (agency or individual) to act on my behalf in all matters pertaining to my PASS for the life of my PASS" would permit SSA to communicate openly with the third party about all matters pertaining to the PASS. This statement does not have to be on a particular form. See [GN 03305.001](#) ff. and [GN 03340.001](#) ff. for more information about the issues of consent and access.

NOTE: Do not use Form SSA-1696-U4 Appointment of Representative as a release form. This form should be used only if the individual wants a third party to represent him/her with regard to every aspect of the person's business with SSA not just PASS. (See [GN 03910.001](#) ff. for more information about representatives.)

3. Assistance to Help Develop a PASS is Declined

Suggest the following sources of information regarding job requirements/responsibilities to someone who is interested in a PASS but declines an offer either to help develop a plan or to use a referral:

- Someone already working in the occupation;
- The local unemployment insurance agency; and
- The Dictionary of Occupational Titles (available at libraries and through the internet)

SI 00870.005 Referrals To Other Agencies

A. POLICY FOR PASS REFERRALS

SSA will make referrals to appropriate public or private agencies if an individual needs assistance in developing a plan. Although all SSA staff is responsible for assisting the public, the PASS expert is principally responsible for helping individuals interested in PASS.

B. PROCEDURE -- DEVELOP LISTS OF AGENCIES

1. General Information About PASS Referrals

The PASS expert should work with FO staff, the public affairs officer and the work incentive liaisons, to develop and maintain (with the regional office assistance, as needed) a current list of public and private agencies and organizations in the general area that assist individuals in developing a PASS. List as many groups as possible to ensure that the individual has more than one option. See

[SI 00870.003B.1](#), existing advocacy lists, and the Combined Federal Campaign (CFC) publications for the types and names of possible agencies.

2. Content of PASS Referral List

Make sure that the PASS referral list contains:

- the name and address of the agency/organization;
- the name and telephone number of an agency contact person;
- the geographic area the agency services, if applicable;
- whether the agency/organization only serves people with certain disabilities, if known; and
- any information as to whether the agency is likely to charge for services, including PASS development charges.

3. Disclaimer for PASS Referral List

If the list is to be provided to potential PASS candidates, make sure it contains a disclaimer to the effect that:

- SSA does not endorse any of the listed agencies;
- the list is compiled for the convenience of the public;
- an individual is not restricted to the agencies on the list; and
- the individual is solely liable for any contract signed with the agency.

The disclaimer may read as follows: "For your convenience, we have listed below some agencies and organizations that may help you if you want to work. You are welcome to contact any of them. You may also contact agencies and organizations not on the list. We provide this list for your convenience, but we do not endorse anyone on it. If you sign a contract with an agency, you alone are liable."

C. PROCEDURE -- REFERRAL

1. Selecting an Agency

a. Prior Contact With Agency

If the individual has had prior contact with a particular agency, refer the individual to that agency, unless he/she prefers a different agency. If so, follow [SI 00870.005C.1.b](#).

b. No Prior Contact With Agency

If the individual has had no contact with any agency or does not wish to re-contact a particular agency:

- provide the individual with a copy of the list of agencies which will help develop a PASS;
- ask the individual to select an agency from the list or one of the individual's own choosing; and

- advise the individual that the referral does not constitute SSA's endorsement of the agency or its services and that fulfilling any contractual obligations will be the person's, not SSA's, responsibility.

2. Referral

Refer the individual to the agency using Form SSA-1407-U4 located at

[DI 13501.035](#) Exhibit 1. Add pertinent information to the remarks section of this form, as necessary.

If the agency is other than a State VR agency, attach a copy of the signed release form (SSA-3288) as explained in [SI 00870.004B.2.c](#).

NOTE: Use of Form SSA-1696-U4 requires the agency to include the person as the representative in every SSA-related matter, not just PASS. (See [GN 03910.001](#) ff. for more information about representatives.)

PASS: THE PLAN AND THE EXCLUSIONS

SI 00870.006 Elements Of A PASS

A. POLICY -- OCCUPATIONAL GOALS

1. Occupational Goal

Each PASS must specify and clearly describe a single occupational goal. Additionally, the occupational goal must be the earliest point on the person's chosen career path that would generate earnings sufficient to pay for the following:

- living expenses that the person has at the outset of the PASS. If the living expenses increase due to circumstances beyond the individual's control, the occupational goal can be amended to reflect a higher income point on the career path. For example, the increase in expenses could be due to a decrease in food stamps or a housing subsidy because of the person's increased earnings;
- all out-of-pocket medical expenses (including health insurance premiums) not subject to reimbursement; and
- all work-related expenses, including any outstanding PASS expenses.

The work goal should be expected to increase the individual's prospect for self-support. A person's increase prospect for self-support is measured in terms of higher earnings potential upon completion of the PASS. Higher earnings potential may exist even if the person is working in the same job. The individual may use the PASS to increase the number of work hours or reduce excludable work expenses (e.g., decrease job coach costs) and, thus, increase countable income for SSI purposes.

NOTE: A PASS may specify VR evaluation as a milestone toward choosing an occupational goal.

2. Limit of One PASS Per Occupational Goal

An individual can have only 1 PASS for a particular occupational goal. A PASS (with the same work goal) may be resumed under certain conditions. See the requirements in [SI 00870.080](#) for resuming a PASS.

A second PASS for an occupational goal, that would not meet the requirements for resuming a PASS per [SI 00870.080](#), may be approved if the prior PASS was approved prior to 12/97. See [SI 00870.025B.1.b.](#) for the special conditions for approving a second PASS for the same work goal.

3. The Goal Must Be Feasible

The individual must have a reasonable chance of performing the work associated with the occupational goal, taking into account his/her:

- impairment, and the limitations imposed by it;
- age, in some cases; and
- strengths and abilities.

4. The Plan for Achieving The Goal Must Be Viable

The plan for achieving an otherwise feasible goal must be realistic, taking into account:

- the individual's education and training needs;
- any assistive technology required;
- the interval steps (and the corresponding time frame to complete each step) necessary to actually secure employment or start a business (a detailed business plan must be submitted with any PASS that has a self-employment goal, and the business plan itself must be viable). These steps or milestones, which demonstrate the person's progress towards achieving the goal, should be described sufficiently so that completion of the steps can be readily discernible and, if appropriate, measurable;
- other needs that become apparent during evaluation of the PASS; and
- whether the person will have sufficient means to cover PASS expenses, living expenses, and other necessary expenses.

5. Earnings Requirements

a. SSDI Beneficiary Not Eligible for SSI without a PASS

Social Security Disability Insurance (SSDI) and Retirement and Survivors Insurance (RSI) beneficiaries who receive a benefit based on disability, who would not be SSI eligible without excluding some or all of their income under a PASS, must pursue a work goal with a specific earnings level. Such individuals must choose an occupational goal that will generate earnings that reflect the person's ability to engage in substantial gainful activity (SGA). An earnings level should be sought that would be sufficient to replace the benefits of the individual and any auxiliaries, residing with the individual, whose benefits eventually could be affected by the individual's work.

EXAMPLE: Thomas receives \$1,000 a month in SSDI benefits based on his work record. His wife and children, who live with him, receive an additional \$500 a month in auxiliary benefits, for a family total of \$1,500. Thomas submits a PASS with an occupational goal in which he would earn

about \$1,500 a month. The PASS expert advises Thomas that if he earns \$1,500 a month and is considered to be performing SGA, his SSDI benefit will cease and he'll receive benefits only for those months in which his earnings fall below the SGA level. As a result, Thomas and his family may end up with less money than at present, considering taxes and other work-related expenses. Thomas agrees that he needs to rethink his occupational goal. He later modifies his PASS to pursue the same field but at a more advanced level, which should permit him to earn about \$2,500 a month.

b. Individual Already Eligible for SSI

An individual, already eligible for SSI, must choose an occupational goal that will generate enough earnings to reduce the person's SSI benefit substantially. The reduction need not occur as soon as the individual begins working but within a reasonable amount of time, generally 12-18 months (e.g., the person expects periodic pay raises to substantially increase earnings).

6. Relevance of Prior Education, Training, and Work Experience

Prior education, training, or work experience is relevant to the extent that it would permit achievement of the occupational goal without a step or expense listed in the PASS. See SI 00807.006D.1. for what an individual who had an earlier PASS must demonstrate before a new PASS can be approved.

EXAMPLE: Jim Yoder, who receives SSDI and SSI benefits, submits a PASS with the occupational goal of being a pathologist. Jim has a bachelor's degree in history. He also received some medical training when he worked as an emergency medical technician (EMT). Jim's PASS includes milestones of receiving a second degree in biology in 4 years, completing medical school in 4 years, serving 1 year as an intern and 2 years as a resident in order to become a pathologist.

The PASS expert learns that Jim's degree in history exempts him from all but the required courses in the biology curriculum but Jim's EMT training has no relevance to becoming a doctor. The PASS expert discusses this with Jim. The PASS expert also advises Jim that the expected earnings of a resident appear to be sufficient to pay for his living expenses, out of pocket medical expenses and work-related expenses. Consequently, Jim modifies his PASS to list his occupational goal as a (resident) doctor and to require only 2 years for the necessary biology course work.

7. Supported-Employment Goals

An individual in a supported employment program may submit a PASS whose goal is to achieve stabilization in that job, or to work more hours, or to work with less support (fewer hours of job coaching per week, for example). Such plans should specify:

- the targeted level of performance in terms of the supports required; and
- how long it will take the individual to reach the goal.

If it subsequently appears that the targeted level of performance can be changed in order to provide additional countable income, the PASS can be amended accordingly.

8. Basic Living Skills

Basic living or homemaking skills are not an occupational goal, but training in such skills can be approved if they are needed to achieve an occupational goal.

9. VR Evaluation

A PASS may be approved with the goal of "VR evaluation" in order to help the person select a specific work goal. Until a specific goal is chosen, the PASS should only cover the costs associated with having a public or private vocational rehabilitation (VR) agency or professional perform a diagnostic study or evaluation. A VR evaluation usually takes 3 to 6 months. A request for an evaluation period of more than 6 months must be justified.

10. Self-Employment Goals

A PASS with a self-employment goal must include a detailed business plan. The lack of a business plan should not delay an individual's submittal of a request for a PASS. As with a VR Evaluation, the PASS could initially cover any costs associated with the person developing a business plan, a Business Plan Evaluation. (See [SI 00870.026](#) for more information about business plans.)

11. Achievement of the Occupational Goal

An employment goal is achieved when the individual is actually employed and the person's earnings are sufficient to cover the individual's living, uncovered-medical, and work-related expenses that existed before the PASS (or increased during the PASS due to circumstances beyond the individual's control). At this point, the PASS stops.

B. POLICY -- ALLOWABLE EXPENSES

1. Allowable Expenses - General

To be allowed, expenses must:

- be for items and services that are needed in order to achieve the occupational goal. An explanation as to why the goods and services are needed should be included with the PASS;
- not have existed before the individual began activities to achieve the occupational goal (which can predate submission of the PASS and SSI eligibility). The increased costs for a pre-existing expense that are caused by the PASS may be allowed;
- be of a reasonable cost, considering the items or services being obtained; and
- reflect start-up costs.

NOTE: See [SI 00870.025](#)B.5.g. for examples of allowable expenses.

2. Necessary Expenses

Only expenses for items and services that are needed by the individual in order to achieve the occupational goal can be allowed. The individual should provide an explanation as to why the item is needed.

3. Reasonable Cost

The cost of the item should be reasonable. The price should reflect the usual cost for the item in the market place.

4. Start-up Costs

Start-up costs refer to the expenses associated with someone getting a job or opening a business. PASS expenses are limited to the start-up costs for the particular work goal. For someone opening a business, the start-up costs include the expenses to start the business through the first 18 months, or longer if needed, of the business' operation. The use of an item as a business expense in determining net earnings from self-employment (see [SI 00820.200ff.](#)) does not preclude its use as a PASS expense during the calendar years (or fiscal years) that encompass the start-up period of a business. Also see [SI 00870.025B.5.b.](#)

5. Items of Unusual Value

An individual who wishes to purchase an item of unusual value must provide a satisfactory explanation of why a less costly alternative, such as renting or purchasing a less expensive version of the item will not suffice for achieving the occupational goal.

6. Computer Equipment

For other than obvious hardware and software needs, the PASS must explain how the particular hardware and software to be purchased serve the individual's particular needs, and why less costly alternatives will not meet these needs. Less costly alternatives may include renting and leasing a computer. For PASS users who attend a school that has computers available for the students' use, the PASS should include an explanation as to why using the school's computers would not be sufficient.

7. Vehicles

The PASS must explain why other means of transportation (paratransit, other public transportation, cab, etc.) will not serve the individual's needs. Possible reasons are that other means of transportation are not:

- available, or available at the times and locations needed;
- reliable;
- safely accessible to the individual; or
- of use to the individual (e.g., no wheelchair access).

If purchasing a vehicle is the transportation mode that meets the person's needs, the individual should select a vehicle that:

- can be expected to handle the individual's transportation requirements for the duration of the PASS; and
- meets the requirements in [SI 00870.006B.6.](#)

If the individual already owns a vehicle, an explanation should address the need to purchase another vehicle (e.g., why repairing/maintaining the current vehicle won't be sufficient).

NOTE: Some individuals with disabilities own a vehicle but cannot operate it. They have someone else drive them. An inability to operate a vehicle does not preclude the purchase of a vehicle as an allowable PASS expense.

8. Vehicle-Related Expenses

Expenses related to owning a vehicle can be allowed under a PASS. Such expenses include, but are not necessarily limited to:

- registration and licensing fees;
- fuel costs, which must relate directly to travel for activities that are necessary in order to achieve the occupational goal; and
- maintenance and insurance costs.

Expenses for fuel, maintenance, and insurance can be allowed based on:

- actual cost, if the individual provides evidence of the actual cost of these expenses; or
- the mileage allowance charts for BWE ([SI 00820.535](#)) or IRWE ([SI 00820.540](#)), whichever chart is most advantageous. Since the mileage allowances reflect insurance, fuel, and routine maintenance expenses, no additional allowances can be made for these items.

9. Job Coaching Expenses

Job coaching expenses are limited to assistance directly pertaining to completing the tasks required by the job. Attendant care or other services provided by the job coach are not job coaching expenses and must be considered separately.

A knowledgeable source, such as VR or the employer, may be contacted to verify the need for job coaching services as well as the person's prospects for reducing the hours of the services per the PASS. Generally, a reasonable charge for these services will reflect the amount the local State VR pays for similar services.

10. Supported Employment—Extended or Follow-Along Services

The level of performance that a PASS specifies as its occupational goal is a factor in determining whether the proposed expenses can be allowed. Expenses necessary to attain the specified level of performance can be allowed, even if they are still being paid once the person is working in the job. Although extended or follow-along services normally would not be allowable under a PASS, they may be allowed if the individual is trying to increase the hours he/she works or decrease his/her reliance on and costs for ongoing supports. See [SI 00870.002B](#) for definitions of extended or follow-along services and stabilization.

11. Deferred Expenses

Although a PASS may be approved, a decision on certain items or services may be deferred until a later date. This will occur only for those items the person will need after the successful completion

of one or more milestones. Deferring a decision on an expense is a way of ensuring the person's need for an item while protecting the person from the risk of prematurely contracting for item and services and being unable to fulfill the terms of the agreement if the PASS stops before the item or service has been paid.

EXAMPLE: Joe, 40, quit high school in the 10th grade and was working as a laborer when he had a heart attack in 1992. He has been on SSI since. He wants to start a business to deliver carryout orders from restaurants, and has already lined up a number of restaurants.

Joe submits a PASS that includes a detailed business plan and requests the exclusion of \$350 a month in SSDI benefits to pay for obtaining a commercial driver's license, a delivery van, and advertising. He plans to begin driver's education classes in 12/2000, to obtain his license by 6/2001, and to start his delivery service in 9/2001.

Joe's VR counselor and doctor have confirmed that Joe's goal is feasible and that his plan for achieving it is realistic. Joe also submits a letter from the local Chamber of Commerce attesting to likelihood of Joe's business succeeding.

The PASS expert approves the PASS. However, since Joe cannot achieve his goal unless he obtains a commercial driver's license, the PASS expert defers approval of the expenses for purchasing the van and advertising, and excludes only the amount of Joe's SSDI benefits needed to cover the costs of obtaining the driver's license. The expert discusses this with Joe.

Joe obtains the license in 5/2001 ahead of schedule. As a result, the PASS expert allows the deferred expenses.

12. Savings/Spending Schedule

In addition to meeting the requirements above in [SI 00870.006B.1.](#) - [SI 00870.006B.11.](#), a PASS must indicate:

- when the items and services will be used with respect to attaining the work goal;
- what income and/or resources the individual will set aside to purchase the items and services;
- whether the funds will be used for periodic payments (e.g., monthly) of expenses or saved for a future payment; and
- how the individual will keep the funds being set aside under the PASS separate and identifiable from other funds.

Ordinarily, disbursements for items and services should be made as soon as possible. For periods during which no disbursements are planned but funds are being set aside, accumulated savings will be verified at intervals determined by the PASS specialist in each case, but at least every 6 months.

13. Deducting Expenses Paid by Deemor

Funds paid or set aside by a deemor for a PASS expense are subtracted from the eligible individual's countable income after deeming. (See the example in [SI 00870.025B.5.b.](#) Also see [SI 01320.140](#) and [SI 01320.710A.](#) for related information about deeming.)

14. Job Search Expenses

A PASS can include expenses someone has to find a job, such as transportation, employment agency services, and resume development and distribution. The individual should describe the specific actions, and the timing of those actions, to find employment, taking into account the kind of work and the job market. If practical, job search activities should be conducted concurrently with other PASS-related activities.

C. POLICY -- EXPENSES THAT CANNOT BE ALLOWED

No expense can be allowed that:

- is not purchased by the individual or deemed;
- is for items or services that the individual can readily obtain from the providing agency for free;
- is for items or services for which the individual will be promptly reimbursed (e.g., health insurance);
- is for items or services purchased in connection with a prior PASS, unless a satisfactory justification is provided (e.g. the individual paid for certain college courses in connection with a prior PASS but, for medical reasons, was unable to complete them);
- reflects an outstanding debt unrelated to the current PASS or a prior PASS, or was in existence prior to the current PASS unless it was being purchased under a suspended or terminated PASS and is needed for the current PASS as well (see [SI 00870.070](#) for information about PASS suspensions and terminations). This does not apply to an expense that either began due to the current PASS but before the PASS was submitted for SSA approval or to an increase in the cost of a pre-existing expense because of the PASS; or
- is used to reduce countable income after the start-up period described in [SI 00870.006B.4](#). For example, after the start-up period for a business, that part of the cost of an item that is used as a business expense when determining net earnings from self-employment (see [SI 00820.200](#) ff.) can no longer be used as a PASS expense.

D. POLICY -- TIME CONSIDERATIONS FOR PASS

1. General PASS Time Considerations

As of January 1, 1995, the Social Security Act requires that the time limits for PASS take into account "the length of time that the individual needs to achieve the individual's employment goal. Prior to that date, a PASS could not exceed 36 months (or 48 months when a lengthy educational or training program was involved).

2. New Plans

A PASS must specify beginning and ending dates. It also must specify target dates for reaching milestones that reflect progress toward achievement of the occupational goal.

3. Extensions

The target date for reaching a milestone and/or the ending date of a PASS may be extended if circumstances beyond the individual's control have delayed achievement of the milestone or occupational goal and all other requirements continue to be met.

Until new regulations are in place, a PASS may be extended beyond 36/48 months only in intervals up to 6 months.

4. Self-Employment

A business will be given a minimum start-up period of 18 months unless the individual indicates that less time will be needed for the business to sustain its operations. A request for a start-up period of a longer duration than 18 months must be justified.

E. POLICY -- MISCELLANEOUS

1. Multiple PASSes

There is no limit to the number of PASSes an individual can have, but an individual can have only one PASS at a time. Before a subsequent PASS can be approved:

- a final accounting must be completed for the prior PASS (see [SI 00870.070A.4.](#)); and
- the individual must show that he/she can either no longer work at, or obtain work in, a prior occupational goal for which the individual obtained all of the necessary goods and services.

NOTE: An overpayment that stems from a final accounting does not preclude the evaluation of a subsequent PASS on its own merits. However, the repayment of an overpayment related to one PASS is not an allowable expense for purposes of another PASS.

2. Aged Individuals

SSA can approve a PASS for an aged individual only if the individual received SSI benefits based on blindness or disability (or State aid based on disability) for the month before turning age 65.

3. Written Plan

A PASS must be submitted in writing, preferably on form SSA-545-BK, signed by the individual and, if applicable, the representative payee.

4. Funds For Pursuing the PASS

Approval of a PASS permits income and resources to be excluded in determining eligibility for SSI. A PASS can benefit only someone who has such income and/or resources and who meets SSA's disability or blindness criteria.

5. Third Parties as PASS Representatives

A PASS applicant or participant may authorize a third party to act on his/her behalf in matters pertaining to the PASS by submitting to SSA a signed statement that identifies the third party and the limits (including the life) of the authorization.

For example, the statement, "I authorize (agency or individual) to act on my behalf in all matters pertaining to my PASS for the life of my PASS" would permit SSA to communicate openly with the third party about all matters pertaining to the PASS. This statement does not have to be on a particular form. See [GN 03305.001](#) ff. and [GN 03340.001](#) ff. for more information about the issues of consent and access.

SI 00870.007 When To Start A PASS

A. POLICY -- SELECTING THE MONTH TO START A PASS

A PASS can be made effective with any month of eligibility for SSI or any month of potential eligibility assuming approval of the PASS, subject to the rules of administrative finality in [SI 04070.001](#)ff.

B. PROCEDURE

1. Starting Month

Use the month that SSA receives the plan as the starting month for the PASS unless another month applies per [SI 00870.007B.2.](#) or [SI 00870.007B.3.](#)

2. Retroactivity

Subject to the rules of administrative finality, start a PASS with the actual month the individual, who is already eligible for SSI, began pursuing the work goal (i.e., saving, incurring expenses, or working) or any subsequent month.

3. Future Month

Start a PASS in a future month provided that:

- it is more advantageous to the individual (e.g., using the month SSA receives the plan as the starting month would provide the person with a lower SSI payment than expected due to proration); or
- the individual requests it; and
- the system is able to accept the future month.

NOTE: When no expenditures will be made until some future date 6 months or more in the future, it is more likely that the individual's situation may change. A progress review must be conducted every 6 months until spending begins.

4. RMA Adjustment

Use up to 2 months prior to the starting month to accommodate the retrospective monthly accounting (RMA) cycle for individuals already eligible for SSI, regardless of whether the individual has already saved money or incurred expenses, when:

- the exclusion of income under the PASS would not increase the SSI payment amount for 1 or 2 months due to RMA; and
- it appears that the individual may need this early exclusion to increase the SSI payment in order to provide a source of funds to set aside for the PASS.

EXAMPLE: Martha Franklin, an SSI recipient, submits a PASS in July 2000. She has been working in a sheltered workshop but has an opportunity to begin working in a supported employment setting beginning in August 2000 if she has the additional funds to begin paying her job coach. She proposes to set aside funds from her title II income to do this. Recognizing that she needs the increased SSI before she can afford to pay the job coach, input the PASS exclusion as of June 2000, so that the August 2000 SSI payment will reflect the increase.

SI 00870.008 Exclusions Under A PASS

A. POLICY -- PASS EXCLUSIONS

1. Duration of PASS Exclusion

Income and resources set aside under an approved PASS are excluded from countable income and countable resources as long as the plan is in effect. See [SI 00870.050B.3.](#) for a discussion of how an amendment to a plan may affect excluded income/resources. See [SI 00870.070](#) for a discussion about counting excluded income/resources when a plan is suspended or terminated.

2. When Income and Resources are Considered Set Aside

Income and resources are set aside when they are used to pay for an expense, including expenses already incurred (see [SI 00870.007B.2.](#)), or when they are saved for a future expense. Any set aside monies must be identifiable from other funds, particularly, when funds are being conserved for a future use. (See [SI 01130.700](#) for a discussion about commingled funds.)

3. Set Aside Income

Income may not be set aside under a PASS if resources to be set aside exceed the planned expenditures.

Earned and unearned income, including any income deemed to the individual or any in-kind support and maintenance valued under the presumed maximum value (PMV) rule, is excluded under an approved PASS when the income is set aside for planned expenditures. (See [SI 00835.300](#) for information about the PMV and [SI 01320.140](#) when deemed income is involved.)

EXCEPTION: The PASS income exclusion cannot be used to reduce the value of the one-third reduction (VTR).

4. Set Aside Resources

Resources owned by the individual or deemed to the individual are excluded when they are set aside for planned expenditures or to be used directly in the job (e.g., equipment).

B. PROCEDURE -- EXCLUDING PASS INCOME AND RESOURCES

1. Excluding PASS Resources

Apply the PASS resource exclusion if the item cannot be otherwise excluded.

2. Excluding PASS Income

Apply the PASS income exclusion last, per the specified order of exclusions in [SI 00820.500](#) (earned income) and in [SI 00830.050](#) (unearned income). Apply the exclusion against unearned income first with any remaining PASS exclusion applied to earned income.

C. POMS REFERENCES

Earned Income Exclusions, [SI 00820.500](#) ff.

Unearned Income Exclusions, [SI 00830.001](#) ff.

Resource Exclusions, [SI 01130.510](#)

Systems Input of PASS Exclusion, SM 01005.170 for initial claims and SM 01305.105 for posteligibility situations

SI 00870.010 Related Work Incentive Policies

A. OVERVIEW -- PASS AND OTHER WORK INCENTIVES

PASS is part of a comprehensive work incentive "package." This section discusses the interrelationship of other work-related provisions with PASS.

B. POLICY -- RELATIONSHIP OF PASS TO OTHER WORK-RELATED PROVISIONS

1. Impairment-Related and Blind Work Expenses

The impairment-related work expense (IRWE) provision allows for the exclusion of earned income used to pay for work expenses incurred because of the person's disability. (See [SI 00820.540](#) for more information on IRWE.)

The blind work expense (BWE) provision allows a blind individual to exclude earnings used to pay for work related expenses (i.e. not necessarily incurred because of the individual's blindness). (See [SI00820.535](#) for more information on BWE.)

Unlike PASS neither IRWE nor BWE may be used to reduce countable unearned income or resources.

Income used to pay for a particular work-related item may not be excluded from countable income under a PASS and under the IRWE or BWE provisions simultaneously. An expense excludable under a PASS for countable income purposes may also be excludable as an IRWE for an SGA determination since these are separate determinations.

When both PASS and IRWE or BWE apply, use the exclusion most advantageous to the individual.

2. Property Essential to Self-Support

The property essential to self-support (PESS) provision provides for the total or partial exclusion of property needed for self-support under certain conditions. (See [SI 01130.500](#) ff. for more information on PESS.)

3. Sections 1619(a) and (b)

Earned income set aside under a PASS is deducted from gross earnings when performing a 1619(a) payment computation or an individualized 1619(b) threshold calculation. (For more information about section 1619, see [SI 02302.001](#) ff.)

4. Substantial Gainful Activity

SGA provisions do not affect or limit the applicability of the PASS exclusions in any way. The PASS income exclusion is not applied when determining average monthly earnings for SGA purposes.

NOTE: In an initial claim, a determination that SGA is being performed precludes the need for a PASS determination since the person would not meet the disability criteria for eligibility.

IMPLEMENTING AND MAINTAINING A PASS

SI 00870.020 PASS Procedure—Field Offices

A. PROCEDURE -- HANDLING INQUIRIES ABOUT PASS

Provide an overview of PASS to an individual who inquires about PASS or is likely candidate for a PASS per [SI 00870.003B.1](#). Also explain role of the PASS expert to the individual and give the person the expert's toll-free number if the person would like additional information. If the person would like to pursue a PASS, follow the appropriate instructions in [SI 00870.004](#) and [SI 00870.005](#).

B. PROCEDURE -- INDIVIDUAL SUBMITS A PASS

Follow the procedures below when an individual submits a PASS request:

Step	Action
1	Thoroughly review the material submitted. If a SSA-545-BK is received, ensure that it is properly completed (see SI 00870.023 regarding completion of the SSA-545-BK).
2	Accept any appropriate documentation presented at the time of the interview.
3	If the individual does not already receive SSI, obtain an SSI application (the SSA-545-BK is a protective writing). Be sure to advise the PASS expert that an application was taken.
4	Request any additional documentation you know is needed (e.g., a business plan for a PASS involving a self-employment goal).
5	Tell the individual that the documentation can be copied and forwarded to the PASS expert by the FO, or that the person can mail it directly to the PASS expert. Give the individual a postage-paid envelope addressed to the servicing site.
6	Give the individual the toll-free telephone number for the servicing PASS expert(s).
7	Photocopy the SSA-545-BK (or other written PASS request) and any accompanying PASS material.

Step	Action
8	You may use Exhibit 2 in SI 00870.100 , the FO PASS Transmittal Sheet, to forward the PASS material to the PASS expert. Unless you fax the material to the PASS expert servicing your field office, forward the SSA-545-BK and any accompanying material to the PASS expert on the day it is received or the next working day. If you request additional documentation from the individual, let the PASS expert know what was requested. Keep the photocopy (or the original if faxed) on file for future reference or in case the individual calls at the office regarding the PASS.

C. PROCEDURE -- RECONSIDERATION REQUEST

1. Case Review

Forward a request for a reconsideration that involves a case review of a PASS decision, along with any material submitted, to the servicing PASS expert for the individual. Advise the individual that a PASS expert, other than the person who made the initial determination, will review the case.

2. Request for a Conference

If the individual requests an informal conference, ascertain whether a teleconference would be acceptable to the individual. If acceptable, determine the best time and phone number to contact the individual. Forward this information, along with the reconsideration request and any material submitted, to the servicing PASS expert for the individual, using Exhibit 2 in [SI 00870.100](#). Advise the individual that a PASS expert, other than the one who made the initial determination, will be contacting the individual by telephone.

If the individual has pertinent material to submit, the expert may ask the person to bring or mail the material to the servicing FO. If the person comes or mails the material to the FO, fax or mail the material to the expert. (See [SI 00870.045](#) for instructions pertaining to the PASS expert's role.)

If the individual insists that the conference be conducted in person and no PASS expert is available locally, refer the case to the manager of the servicing FO for handling. The manager may delegate the handling of the case to a FO employee at least equal in grade to the employee who made the initial determination. This FO employee:

- conducts the conference;
- makes the decision;
- makes any corresponding changes to the SSR; and
issues the notice to the individual and sends a copy of the notice and any other materials to the PASS expert;
- performs all of the above in consultation with the servicing PASS expert.

NOTE: The FO manager may designate a lower-graded employee to assist with these activities, but this employee may not make the decision.

SI 00870.023 Completion Of PASS Application Form SSA-545-BK

A. OVERVIEW OF SSA-545-BK

The SSA-545-BK captures most of the information SSA needs to make an informed decision about a PASS that does not have a self-employment goal.

B. POLICY -- USE OF SSA-545-BK

A PASS should be submitted on a SSA-545-BK. If a PASS is submitted on other than a SSA-545-BK, and does not completely address all the items on the SSA-545-BK, a SSA-545-BK should be completed for the missing items only, and annotated as a "Supplement."

A business plan must accompany a PASS that involves a self-employment goal (see [SI 00870.026](#) for more information about business plans), but submitting the PASS to SSA should not be delayed to await the business plan.

A SSA-545-BK may be used for amendments to a PASS. Only those items of the form being amended need be completed.

NOTE: Although the SSA-545-BK is not designed to capture progress-review information, it may be useful to complete Parts III and IV to update the PASS to accurately reflect the person's progress and the remaining steps in the plan.

C. PROCEDURE -- COMPLETING THE SSA-545-BK

1. Part I

a. Item A

Record the occupational goal. As explained in [SI 00870.006D](#), the goal must be the either the specific job (e.g. carpenter, mainframe computer programmer) the individual plans to have after completing the PASS or "VR Evaluation." "Getting a degree" or "obtaining transportation to work/school" are not occupational goals (although they may be allowable expenses if they are necessary to achieve the goal).

Include as much detail about the job as possible. For example, a goal shown as "secondary level English teacher" is more descriptive than simply saying "teacher."

If supported employment is involved, show the number of hours of job coaching expected at the beginning of the PASS and at the end of the PASS.

b. Item B

Describe the duties the individual expects to perform in the job in sufficient detail (as described in [SI 00870.006D.](#)) to assist in the feasibility evaluation of the goal and to help determine when the individual has attained the goal. A written job description may be attached in lieu of completing this item.

c. Item C

Record the reasons the person decided to pursue the particular work goal.

d. Item D

Record information about current and expected earnings levels. This information is needed to ensure that the PASS is expected to result in increased earnings.

e. Item E

Record the individual's explanation as to why a self-employment goal is preferable to working for someone else. The explanation should include any information not contained elsewhere in the PASS material, including any discussions about the business venture the individual has had with a knowledgeable third party. To increase the chances for success, given the overall failure rate of new small businesses, a self-employment goal requires additional time and dedication on the part of the person than is required by working in a similar occupation as an employee. Further, an individual seeking to set up a business will have numerous startup expenses that someone who is an employee would not have.

NOTE: In addition to the information provided in this item, the PASS must include a detailed business plan as described in [SI 00870.026.](#))

f. Item F

Include in this item information about any additional source of information that may prove beneficial when SSA evaluates the PASS.

NOTE: If the individual gives SSA permission to contact the third party that helped prepare the PASS for information or to furnish that party with a copy of the notice, a separate SSA-3288 is not required.

g. Item G

Include the person's explanation as to why a prior PASS didn't work out as planned. Attach a copy of the prior PASS, if readily available.

2. Part II

a. Item A

Include all disabling or contributing conditions not just those impairments considered by SSA for the disability determination. The person's impairments are a factor in determining the feasibility of the goal and the necessity of proposed expenditures.

EXAMPLE: A person who was awarded benefits due to a mental impairment, but who also has a back ailment, should list both conditions as both conditions may affect the decision.

b. Item B

Record the effect of the person's impairments. Include additional information about the person's abilities as they pertain to the job duties noted in Item I.B, as well as any information as to how person expects to carry out the duties in spite of the limitations. If the items and services in Part IV are expected to help, be sure the SSA-545-BK includes an explanation as to how the items and services are expected to help the person overcome the limitations.

c. Items C, D, and E

Include information about the person's vocational and educational background that will be useful in evaluating the feasibility of the goal, the viability of the plan, and the necessity of proposed expenses.

d. Item F

Include information about any individualized written rehabilitation plan or individualized employment plan prepared for the person. Such items, if available, can provide valuable information or a contact with respect to evaluating the work goal, plan and expenditures.

3. Part III

Record the individual's step-by-step plan to reach his/her goal. This information will be used to evaluate the viability of the plan and the appropriateness of the timetable, and to determine the appropriate point(s) for following up on the person's progress with the plan.

Include as much detail as possible about each sequential action the person will take including the purchase of goods and services identified in Part IV. This item has intentionally been placed before the list of expenditures in order to direct the person's focus on the plan itself rather than on the expenditures.

Be sure to include a step that describes how the individual intends to find employment once all the goods and services the person needs are in place (e.g. registering with an employment agency mailing resumes). See [SI 00870.006A.4.](#) for more information on interval steps.

4. Part IV

a. Items A and B

Collect information in these items about proposed expenditures involving vehicles and computers. Be as descriptive as possible about the type or model being sought. If specific models are undecided,

include as much information as possible about the features needed and the relationship of the proposed expenditure to the goal. Only those expenses incurred because of a PASS can be approved.

b. Item C

Record detailed information about the items and services the person proposes to purchase with the excluded income and/or resources. Provide as much detail as possible about the proposed expenditures and their relationship to the goal to help evaluate the necessity and reasonableness of the items as required by [SI 00870.006E](#).

A general statement such as "tool" is not sufficient to evaluate the necessity of an item and the reasonableness of its cost. Provide as much specific information about each item as possible. If known, list the specific brand and model number for an item and an explanation as to why that particular model was chosen. If a specific model has not been selected, try to identify as many of the details and features of the item needed (e.g. computer with sufficient memory to run a word processing program). If a particular vendor has been selected, enter the vendor's name, address, and phone number.

c. Item D

Record person's explanation as to why additional training or education is needed in light of the person's educational background, particularly if that background already includes a college degree or specialized training.

5. Part V

a. Items A and B

Identify in these items the existing resources that the person will use towards the goal. Be specific about the nature and value of each resource. This information is used in determining the appropriate amount of income that needs to be excluded for the proposed expenses after accounting for the person's use of the identified resources to attain the work goal.

b. Items C through G

Record in these items information that provides a financial perspective of the plan. List:

- what funds, other than those already listed in items A and B, are to be used to pay for the proposed expenditures;
- the ongoing living expenses of the person;
- how the funds used for the PASS will be kept separate from other funds; and
- any expected reimbursements for the proposed expenses.

Altogether, these items should provide sufficient information to answer the following question, Will the individual have sufficient income to pay for the expenses noted in Part IV and still meet his/her ongoing living expenses?

NOTE: Item D refers to the income listed in C. The response to item E should include all living expenses. Use the SSA-632 as a guide to ensure that all expenses are considered.

6. Part VI

This part is self-explanatory.

7. Part VII

a. Explain Responsibilities for a PASS

Make sure the individual understands his/her responsibilities under the PASS. (See [SI 00870.025B](#), Step 2 if the individual has an authorized representative.) Have the individual and the representative payee sign the form even if the form is being used as a supplement to other material submitted.

If the individual or representative payee refuses to sign the agreement advise the individual that the PASS will not be approved if the form is not signed. Document the refusal on a report of contact.

b. Receipt for PASS Request

Give the individual the last page of the form as a receipt. Complete the fill-ins to indicate when the plan was received and to give the person the toll-free phone number of the servicing PASS cadre site.

Remind the individual about the reporting responsibilities and the need to keep receipts for all expenses until the next progress review.

c. FO Comments

Complete a Report of Contact and forward it with the completed SSA-545-BK if it would be helpful to the PASS expert.

SI 00870.025 Documenting And Reviewing A PASS—PASS Expert

A. PROCEDURE -- GENERAL PASS REVIEW REQUIREMENTS

1. Discuss PASS with the Individual

Contact the individual as soon as possible after receiving the PASS, even if you have not reviewed it. Give the individual an overview of the PASS process. Make sure that the person understands how it works, what can be expected of SSA, and what will be expected of him/her, particularly with respect to adhering to the savings/spending schedule of the PASS and reaching the plan's milestones.

If the individual still wishes to pursue the PASS, proceed with [SI 00870.025A.2](#). If the individual no longer wishes to pursue the PASS, document the file and see [SI 00870.025A.7](#).

2. Review the PASS

Review the PASS as soon as possible. Remember that a delay can result in loss of a job or training opportunity for the individual. Take a common sense approach when evaluating a PASS. Make sure the necessary release forms have been obtained per [SI 00870.004B.2.c](#).

Determine whether all elements of a PASS are present and addressed per [SI 00870.006](#). You may use available aides, such as the VR assessment software and the internet, to help you with this evaluation. You may allow a PASS in which you have confidence, despite all of the elements of a PASS not being present or adequately addressed, provided that your approval reflects the congressional intent for the PASS provision mentioned in [SI00870.001A](#). Be sure to document the PASS your rationale in such instances.

3. Modify the PASS

If a modification is needed, follow the instructions in [SI 00870.030](#). Be sure to explain to the person why the PASS can't be approved as submitted.

4. Determine the Starting Month

Determine the starting month per [SI 00870.007](#).

5. Determine the Exclusion

Compute the income and/or resources exclusion as follows:

- Determine total estimated PASS expenditures.
- From this total, subtract the value of current resources to be used for the PASS. The remainder is the amount that must be paid with income that will be excluded under the PASS.
- Determine the income exclusion that is most advantageous to the individual, considering countable income (including any known SSDI COLA, interest on excluded resources, etc.), fluctuations in income (seasonal or otherwise), and the schedule of planned expenditures.
NOTE: If SSDI benefits or RSI benefits based on a disability will be excluded, you may need to estimate when they might cease due to a finding of SGA. Check the TWP on the MBR. Also be sensitive to the need to amend a PASS due to changes in expenditures or income (including COLAs). (See [SI 00870.050](#).)
- Determine the highest amount of excluded resources expected to accumulate in any month prior to the first progress review. This is the amount of resources to be excluded under the PASS until it is amended, extended, reviewed, terminated, or completed.

6. Making Systems Input

a. PASS Approved

If the individual is receiving SSI, follow the instructions in SM 01005.170, SM 01305.105, and SM 01301.820 and input in the EN field of the SSR as type "D" income:

- the amount of income to be excluded (earned and/or unearned); or
- \$.01 (1 cent) with a "C" frequency code when only resources are being excluded.

If an SSI application is pending, advise the FO of the appropriate inputs to make. See MSOM section 137-A for instructions on inputting PASS information onto MSSICS.

b. PASS Not Approved

Input type "D" income of \$.01 (1 cent) with an "N" frequency code for the month the denial notice is dated.

7. Issuing Notices

a. Individual Receiving SSI

Send a manual notice of approval or disapproval per [SI 00870.040](#). For approvals, enclose a PASS Expenditure/Savings Record (see [SI00870.100](#) Exhibit7) and an SSI Recordkeeper folder (see [SI 00604.110ff.](#)), if available.

b. SSI Application Pending

Provide the FO with language it should use when it sends the notice about SSI benefits to the person. If the PASS is approved and the person will receive SSI benefits, remind the FO to send the materials identified in [SI 00870.025A.7.a.](#) to the person and to send a copy of the notice to you.

8. Scheduling Reviews

a. Progress Checks

Schedule a progress check within 30-60 days of approval, or the first milestone, if earlier. A brief telephone call to see how things are going can be sufficient. Set up a schedule of subsequent progress checks between progress reviews based on the circumstances of each PASS. Experience shows that PASS participants frequently run into problems when starting out. (See [SI 00870.055.](#))

b. Progress Reviews

Schedule progress reviews (see [SI 00870.055](#)) on the basis of:

- the end of the time allowed for "VR evaluation;"
- critical milestones;
- 6-month intervals during which funds will be accumulated for PASS expenses but not disbursed;
- when the individual files a self-employment tax return;
- when achievement of the occupational goal is expected;

- any other factor you consider appropriate.

B. PROCEDURE -- SPECIAL CONSIDERATIONS

1. Prior PASS

Advise the person that a new PASS may not be considered until an explanation is provided as to why he/she is not working in the occupational goal of a previously completed PASS. Before a new PASS can be allowed, the individual must provide evidence that he/she is unable to work in the prior occupational goal. This might be evidence that his/her condition has worsened to the point that the prior goal is no longer feasible, or that the person was unable to find employment. Allow a reasonable period of time for the individual to provide such evidence.

If the individual cannot provide the evidence and the prior PASS was allowed before 12/97, review the prior PASS. If the prior PASS is unavailable or, upon review, the approval did not mandate any milestones necessary for achieving the goal, and the individual wishes to pursue the same work goal, you may approve a new PASS with the same goal.

2. Earnings Requirements

Determine whether the occupational goal satisfies the earnings requirements in [SI 00870.006A.5](#). If it does not, follow the instructions in [SI 00870.030](#) for modifying the PASS. If the individual won't modify the plan, deny per [SI 00870.025A.6.b.](#) and [SI 00870.025A.7.](#)

3. Feasibility of Goal and Viability of Plan

a. Assuming Feasibility and Viability

Absent evidence to the contrary, assume that an occupational goal is feasible and the plan for achieving it is viable per [SI00870.006A.3](#) and [SI 00870.006A.4](#), if the goal is "VR evaluation," or if the PASS was prepared by any of the following:

- a State VR counselor;
- a public or private vocational counselor, case manager, social worker, or other individual who is licensed or certified by: (1) a government agency, (2) the Commission on Rehabilitation Counselor Certification (CRCC), or (3) the Certification of Insurance Rehabilitation Specialists Commission (CIRSC); or
- an individual acting on behalf of an agency that has been certified by the above or accredited by an appropriate but unrelated local or nationally recognized organization such as the American Association for Counseling and Development or the National Rehabilitation Association.

If in doubt, ask for evidence of the preparer's credentials or those of the organization for which the preparer works and create a precedent file.

b. Evidence to The Contrary

Do not apply the assumption in [SI00870.025B.3.a.](#) if there is evidence to the contrary. Some examples of such evidence are:

- an obvious mistake or oversight on the part of the preparer that could jeopardize successful completion of the PASS;
- a history of problems with PASSes developed by the preparer; **and**
- the individual would have insufficient income and/or resources to pay for usual living and PASS expenses if PASS is approved.

c. Evaluating Feasibility of the Goal

If the assumption in [SI 00870.025B.3.a.](#) does not apply, consider the work goal in terms of:

- the nature of the individual's impairment and the limitations imposed by it, based on available evidence, including medical evidence in the FO or the diagnostic code on the SSR or MBR;
- the individual's age (extreme youth or advanced age may contribute to making some occupational goals unrealistic);
- the individual's strengths and abilities, based on available indicators; and
- any observations made by the CR who conducted the initial PASS interview.

If the person has had 2 or more unsuccessful PASSes, follow the instructions in [SI 00870.025B.3.e.](#)

d. Evaluating Viability of the Plan

Do not routinely question the feasibility of a work goal or the viability of a plan if the assumption in [SI 00870.025B.3.a.](#) does not apply. Evaluate the viability of the plan based on consideration of the factors in [SI 00870.025B.3.c.](#) and:

- the person's prior work history, education, and training;
- how milestones, and target dates for completing them, relate to the occupational goal; and
- the individual's familiarity with the requirements and duties of the occupational goal.

For a self-employment goal evaluating the viability of the plan includes evaluating the business plan. See [SI 00870.026](#) for more information about business plans and examples of knowledgeable third parties that might help you evaluate the business plan.

e. Feasibility or Viability is Questionable

If you doubt the feasibility of the occupational goal or the viability of a plan, or the individual has had 2 or more unsuccessful PASSes, proceed as follows:

- Discuss your concerns with the individual and/or the preparer, if the individual has given permission to contact the third party. If you continue to believe that the PASS should not be approved as it is at present, discuss possible modifications.
- If the individual is unwilling to modify the PASS, ask his/her permission to have a knowledgeable third party evaluate the PASS.
- With the individual's permission, contact a rehabilitation agency, preferably one that has worked with the individual in the past, or another knowledgeable source (e.g., a therapist or

the individual's physician) to evaluate the PASS. Provide the third party with all pertinent information including your concerns.

NOTE: Any cost for this "second opinion" can be included as a PASS expense if the PASS is approved. If the individual will not agree to either a third-party evaluation or necessary modifications, explain why the PASS application cannot be allowed before issuing a denial notice.

4. Timetable

Make sure that the plan specifies when:

- all PASS activities began or will begin;
- each milestone that marks progress toward the goal is to begin and be completed;
- the goods and services will be obtained; and
- the individual expects to begin working in the goal.

If no disbursements will be made within the first 6 months and the reason is not obvious, obtain an explanation for the delay. If warranted, ask the individual to submit any readily available documentation that supports the explanation.

Decide whether the timetable is acceptable. If the timetable is not acceptable, follow the instructions in [SI 00870.030](#) for modifying a PASS.

EXAMPLE: Acceptable Timetable

FACTS: John Myers is a 16-year-old 11th grader who receives SSI. His only source of income is the income deemed from his parents. John wants to become a computer programmer and plans to take a 2-year programming course at a community college after high school. His career counselor submits a letter indicating that he can handle a college curriculum.

CONCLUSION: You help John set up a PASS under which he can save money for his college tuition and the purchase of a computer after his graduation from high school. Under the PASS, John's parents will set aside money in a separate bank account to save for John's college expenses. The amount set aside will be deducted from John's deemed income.

When deeming stops, John's parents intend to give the money directly to him and have him put it in the separate account. John expects to begin using the funds for his college expenses beginning with his first semester.

Because John may change his college plans, this PASS should be monitored closely. A progress review (with an accounting) should be conducted every 6 months until disbursements begin.

5. Expenses

a. General

Make sure the PASS contains the following:

- a list and, if necessary, description of the items and services to be purchased (broad categories or groupings as listed in g. below are sufficient unless you question the expense);
- an estimate of the cost for each article on the list (if the estimate seems unreasonable, obtain verification per d. below);
- an explanation of why each article is needed to achieve the occupational goal (unless the reason is obvious);

- an indication that SSI and the individual's other income and resources will cover both the individual's PASS expenses; and
- living expenses (documenting living expenses on an SSA-632, or SSA-8006-F4 or SSA-8011-F3, per [SI 00835.600](#) or [SI 00835.625](#), respectively, may be helpful).

NOTE: Because forms SSA-8006-F4 and SSA-8011-F3 reflect a limited definition of shelter under the in-kind support and maintenance rules, the individual's ordinary living expenses may include expenses not listed on these forms.

b. Business Start-up Costs

Treat all expenses, including ongoing costs, to be incurred during the first 18 months, or longer if warranted, of a PASS that involves starting a business as excludable start-up costs if the expenses meet the necessary and reasonable criteria. You may approve expenses the person incurs after the start-up period if the individual would not otherwise have sufficient remaining income and resources to cover living expenses, medical expenses, and work expenses as described in [SI 00870.006A.1](#).

EXAMPLE: In 8/2000 a State VR counselor contacts a PASS expert about setting up a PASS for Joan King. Joan is a blind SSI recipient who has a private insurance benefit of \$425 a month and plans to open a candy shop in 12/2000.

To open the shop, Joan will need: \$15,000 worth of stock and counter supplies; \$350 for the first year's liability, fire, and theft insurance; \$150 for utilities hook-up; \$250 for the first month's rent; and a security deposit of \$500. Thereafter, costs will be an estimated \$1,000 a month for stock, \$350 a year for insurance, \$250 a month for rent, and \$125 for utilities.

The counselor says that VR will provide the initial stock and counter supplies, and that the PASS will be to help with the other items.

You advise Joan that she can set aside funds under her PASS to cover, at a minimum, the first 18 months of the business' operation, 12/2000 – 5/2002, that are not otherwise paid by VR. Her start-up costs include:

- the \$350 for the first year's insurance plus any additional insurance premiums for coverage due through 5/2002;
- the \$750 for the security deposit and rent due through 5/2002 (\$250 a month);
- the \$150 for utilities hook-up plus the cost for utilities through 5/2002; and
- re-stocking of inventory at \$1,000 a month through 5/2002.

You advise Joan that you will exclude \$405 of her insurance benefit, since \$20 would be otherwise excluded, and any earnings from the store she chooses to set aside for her PASS until either:

- she has paid for all of the start-up costs; or
- beginning 6/2002 or later, she earns a sufficient income from the store to cover her living, medical, and work expenses (see [SI 00870.006A.1](#)).

c. Relation of Expenses to Occupational Goal

Determine whether each of the planned expenditures is needed to achieve the goal. Allow only those, or that part of the cost of the expense, that did not exist before the individual began actively pursuing the goal (which may have been before the individual submitted the PASS itself). See [SI 00870.006B.11](#) for when it may be appropriate to defer the decision on a particular expense.

If you doubt the need for a particular expense, contact any provider or agency involved for an explanation. If no provider or agency is involved, obtain an explanation and any available related documentation from the individual.

d. Reasonable Cost

Determine whether a less expensive alternative would meet the individual's needs. If not, check the precedent file for the cost of similar items. If the cost is excessive by comparison, or you can find no similar item, determine the item's current market value (CMV) per [SI 01110.400](#).

Fees for services must be based on actual time spent providing the services. If the PASS indicates that necessary services were provided before the PASS was submitted, document the file with the individual's signed statement (e.g., on an SSA-795 or on the SSA-545-BK) confirming that the services were provided. If the individual has already paid for these services, obtain proof of payment.

For items rented or leased by the hour, day, etc., allow only charges for units of time related to the PASS unless:

- the charge reflects a minimum rental period; or
- a longer rental period is more economical or practical than frequent shorter periods.

EXAMPLE: An individual who runs a cleaning service uses a floor buffer two days a month. The daily rental rate is \$40, which equates to \$960 a year. The individual could buy the buffer for \$600. You may allow the cost of buying the buffer. If the individual cannot afford to buy it, or wishes to rent until he/she is better established, you may allow the expense for renting it.

e. PASS Preparation Fees

In conjunction with d. above, document the file as to whether the fee (or some portion of it) for preparing a PASS is reasonable. In assessing the reasonableness of the fee, consider the overall involvement the preparer had in the development of the PASS, such as aptitude testing, counseling, and any other pertinent services.

If the preparer has filed an SSA-1696-U4 to serve as the individual's representative, be sure that no part of the preparation fee is for services performed as the representative. Payments to a representative involve a specific SSA billing process (see [GN 03920.001](#) ff.).

If a PASS must be modified, do not allow charges for preparing the modification. Do not allow fees for monitoring the person's progress towards an approved work goal.

EXAMPLE: A PASS includes a \$1,000 expense for a local private VR agency's assistance with the PASS. The PASS expert contacts the agency to determine whether the expense is reasonable.

The PASS expert learns that the agency has been certified by the State, worked closely with the individual in developing the PASS, and conducted an assessment of the individual's interests and abilities to help identify an appropriate occupational goal. The agency also plans to monitor the PASS to ensure that the individual complies with all requirements.

The agency estimates that a counselor spent 12 hours assessing the individual's vocational abilities and an additional 8 hours developing the PASS. It values this assistance at \$35 per hour, for a total of \$700. The rest of the fee is for the planned monitoring services.

You determine that \$420 (12 hrs. @ \$35/hr.) is reasonable for a vocational assessment by a State-certified private VR agency. You also determine that \$280 (8 hrs. @ \$35/hr.) is a reasonable fee for preparing the PASS itself. However, you inform the VR agency and the individual that fees for monitoring a PASS are not allowable expenses, and that the PASS will have to be modified to remove the \$300 portion of the overall fee that is for monitoring.

f. Items of Unusual Value

Per [SI 00870.025B.5.a](#), if the PASS calls for the purchase of an item of unusual value, such as a vehicle or a computer, the individual must explain why the item is necessary in order to reach the goal. The individual also must justify the cost of the item if it does not appear to be reasonable. If the PASS does not contain this information, ask for it. If necessary, explain that the expense cannot be allowed without this information.

Determine whether the item is necessary, and whether the cost is reasonable. (See [SI 00870.006B.2.](#) and [SI 00870.006B.3.](#) for the criteria to use in making this determination.) If you need assistance in evaluating the individual's explanation of why the item is necessary, or justification of the cost (see [SI 00870.025B.5.a.](#)), consult an objective, knowledgeable third party (a professional in the field of vocational rehabilitation and employment, someone in computer sales, RO systems staff, etc.).

If the individual cannot justify the need for the item, or can justify the need but not the stated cost, but the PASS can still be allowed, advise the individual that the PASS can be amended to include the item (or revised cost for the item) at such time as satisfactory justification is provided.

When considering whether to defer your decision on an expense pending completion of a particular milestone, take into account any effect that deferral would have on other types of assistance being received, such as Food Stamps. Discuss your reasoning with the individual and explain why deferral may be in his/her best interest. Consider a short-term rental or lease as an appropriate alternative until the individual reaches one or more milestones under the PASS.

g. Examples of Allowable Expenses

The following list, which is not all-inclusive, contains examples of items and services for which expenses can be allowed under a PASS, provided that they satisfy the criteria in [SI 00870.006B](#):

- attendant care
- basic living skills training (see [SI 00870.006A.8.](#))
- child care
- dues and subscription costs for publications for academic or professional purposes
- equipment, supplies, operating capital, and inventory required to establish and carry on a trade or business (see [SI 00870.026](#))
- equipment and tools, including safety equipment, whether specific to the individual's condition or designed for use by a non-disabled person
- finance and service charges connected with obtaining any of the above, including finance and service charges related to a bank account that is set up solely for the purpose of keeping PASS funds separate and identifiable

- food and shelter while temporarily absent from one's permanent residence to attend educational, training, employment, trade, or business activities, if there is also a cost associated with maintaining the permanent residence
- job coaching/counseling services
- job search or relocation expenses
- meals consumed during work hours (including job-training and school)
- modifications to buildings, vehicles, etc., for operational or access purposes for persons with disabilities
- PASS preparation fees
- taxes and government-imposed user fees (e.g., permits and licenses) connected with obtaining any item on this list, except that income taxes or government-imposed penalties or fines are not allowable
- transportation—hire of private or commercial carriers, or hire of person to drive the individual's vehicle
- transportation—lease, rental, or purchase of a vehicle, plus associated costs for fuel, insurance, maintenance, registration, taxes, etc. (see [SI 00870.006B.7.](#) and [SI 00870.006B.8.](#))
- transportation—public transportation and common carriers
- tuition, books, supplies, and all fees and costs imposed by or in connection with an educational or occupational training facility, including fees for tutoring, testing, counseling, etc.
- uniforms, specialized clothing, safety equipment, and appropriate attire (e.g., suits, dresses) needed for job interviews or to begin working in an office or professional setting

C. PROCEDURE -- MAINTAIN PASS LIBRARY

Notwithstanding paper retention instructions, maintain a library of approved and disapproved PASS cases. Use the material in this library for reviews of PASS changes, progress checks and reviews, expense evaluations, and as models for new plans.

SI 00870.026 Business Plans

A. BACKGROUND -- NEED FOR A BUSINESS PLAN

Self-employment can be a way for people with disabilities to circumvent some of the barriers they encounter when trying to work. Being self-employed can be extremely demanding for the person and requires the ability to plan, coordinate, communicate, raise funds and manage. Putting together a business plan helps the person address these issues very early in the process of starting a business.

B. POLICY -- BUSINESS PLAN REQUIRED

A PASS that has an occupational goal in self-employment must include a detailed business plan that covers, at a minimum, the items shown on the outline in C. below. If not explained elsewhere in the PASS application, the business plan should address how and when enough income can be generated for the individual by the business to meet the applicable criteria in [SI 00870.006A](#) once the start-up period discussed in [SI 00870.006B.4](#) is completed.

C. OUTLINE OF A BUSINESS PLAN

1. Overview of the Outline

The items at [SI 00870.026C.2](#) - [SI 00870.026C.7](#), follow an outline of a business plan, and identify the kinds of information that, at a minimum, a business plan must contain.

2. Title Page

The business plan should start with a title page. The title page should provide the following:

- The words, "Business Plan"
- Name of business and owner's name
- Owner's address and telephone number

3. Table of Contents

The business plan should have a table of contents listing the various parts of the plan. The pages should be numbered.

4. General description of business

This part of the business plan should describe the business the person is interested in starting. It should answer the following questions:

- What services or products will be offered?
- What name will the business go by?
- Where will the business be located?
- Why was this business chosen?
- What skills and experiences does the individual bring to this business?
- What are the person's goals for this business?
- What is the action plan to achieve these goals?

5. Marketing the Business

a. Product and Service Description

This section should answer the following:

- What is the product or service of the business?

- What demand is there for that product or service?

b. Description of Market

This section of the business plan should provide information about the businesses or people who will be buying the goods or services produced by the business. This section should provide answers to questions such as:

- Who is the customer?
- How does the individual know?
- Is the business involved in a fad or part of a trend?
- How does the individual expect the market to grow or change over the next few years?

Additionally, the section should describe any market research studies by industry experts or research the individual has done.

c. Competition

This section should list the business' competitors and identify their strengths and weaknesses. It should compare prices, product quality, etc., and explain the advantages the business will have over the competitors.

d. Selling Strategy

This section of the plan should provide information as to how the business will go about pricing and selling the goods or services. It should provide information to questions such as the following:

- How will the business deliver the product or service?
- How will the product or service be priced? Based on what?
- What advertising will the business do?
- What marketing promotions will the business do?

6. Organization

This section should provide information about the operation, including the management, of the business.

a. Production

This section should provide details concerning how the product will be made or how the service will be performed. It also should clarify who will make the product or perform the service by answering questions such as:

- Who will do the work?
- How many people will be involved?
- What relationship, if any, do the people have to the individual owner?
- Where will the work be done?
- When will business begin making product or providing service?

- What is expected rate of production or frequency of service?

b. Quality Control

This section should provide information regarding the process to ensure the quality of the goods or services by providing answers to questions such as:

- How will the business assure quality?
- What is the industry standard? (Describe it.)
- How will the business be competitive if it can't match or better the industry standard?

c. Legal Structure

This section should provide the particulars about the legal form of the business; i.e., whether it is to be a sole proprietorship, partnership, or incorporation. It should identify whether more than one person owns the business and include any agreements. It also should identify any permits or licenses needed.

d. Management

This section should identify the people involved in running the business by providing answers to questions such as:

- How will the business be managed day-to-day?
- Who will be responsible for monthly financial records? Will an accountant be involved?
- How will management change in the future?
- How will the business records be maintained?
- Will an attorney be involved?
- Are there other people to turn to for good advice? Who are they and what is their relationship to individual?

e. Other Issues

This section should include any other issues that are pertinent to the business, such as the type and amount of insurance to be carried by the business.

7. Financial Plan

a. Costs

This section should provide details regarding the expected costs for the business. It should provide answers to questions such as:

- How much will the worker earn? Will production be timed and priced by unit or task completed per hour?
- What equipment and supplies will the business need?
- What resources does the business have available?

- What financing will be needed for the business? See e. below if the business plan is part of a request for a loan.

b. Cash Flow Projections

This section should include monthly projections. These projections should include the individual's "best guess," giving "high side" and "low side" numbers.

c. Operating Budget

This section should provide a monthly budget for the first year. It also should include profit and cost estimates for the duration of the PASS and at least a year beyond its expected completion.

d. Supporting material

This section should include any documentation to support the prior statements made about the business. Although not all inclusive, it should include such items as: brochures, business cards, summaries of market research studies, and references from people who know the individual or the business.

e. Purpose and Amount of Loan

- If a loan is to be sought, this section should provide information relative to the following:
- How much money is the business looking to borrow from a third party? How will the money be used?
- Does the individual have any credit problems? If yes, the problem should be described and an explanation included as to how the problem has been or will be resolved.

NOTE: If there have been any discussions with the third party, the PASS should describe the outcome of the discussions.

D. PROCEDURE -- EVALUATING A BUSINESS PLAN

Do not deny a PASS because the business plan does not cover required elements. If the individual is willing to work on the business plan, provide assistance or direction as needed. For example, in some cases, this may involve asking a few questions which the individual may know or quickly determine. Remember, the costs associated with developing a business plan may be included in the PASS. Treat the development of a business plan in the same fashion as a VR Evaluation.

If appropriate, refer the individual to a third party who can help the person develop a detailed business plan. Such sources include the U.S. Small Business Administration and its sponsored organizations, the Service Corps of Retired Executives (SCORE) and Small Business Development Centers (SBDCs), State VR agencies, local chambers of commerce, local banks, and appropriate staff at local colleges and universities.

SI 00870.030 Modification Of A PASS

A. POLICY -- MODIFYING A PASS

SSA will offer the individual an opportunity to modify the plan before disapproving a PASS.

B. PROCEDURE -- MODIFYING A PASS

Follow the procedures below when offering an individual the opportunity to modify a PASS.

Step	Action
1	Identify any unresolved issue in the proposed plan as submitted per SI 00870.025 .
2	Advise the individual (or payee or representative) and agency, if one is involved and the individual has signed an SSA-3288, of the need to modify the plan. If appropriate, mail out the proposed revision for the individual's signature. Document the file and follow up in 15 days as needed.
3	If the individual makes the requested changes, go to SI 00870.025B. , step 5. If no response is received, make a follow up request. Follow up in 15 days.
4	If the individual or agency responds by asking for additional time, follow up accordingly. If the individual neither modifies the plan nor requests additional time, go to SI 00870.025B. , step 5. Be sure to document all contacts in file; retain as plan addenda.

SI 00870.040 Initial PASS Notices

A. POLICY -- INITIAL PASS NOTICE

SSA must mail a notice to each individual who submits a PASS advising whether the PASS is approved or disapproved. A copy of the notice is sent to the agency, if any, that is assisting the individual with his/her plan provided the individual has consented to release of information about his/her PASS per [SI 00870.004B.2](#). The PASS expert normally prepares the notice or directs its preparation.

B. PROCEDURE -- PASS EXPERT PREPARES INITIAL PASS NOTICE

1. General Directions When Preparing Initial Notice

Use the PASS approval and disapproval notices on the Field Office Notice Software (FONS) if available. If not, follow the instructions in [NL 00801.010](#) ff. and [NL 00802.001](#) ff. for preparing a manual notice and [NL 00804.100](#) ff. for the appropriate notice.

2. Notice of Approval

Prepare a notice of approval on an SSA-L8166-C1 located in [NL00802.035](#). Be sure the notice provides the criteria relative to the approval of the PASS request including the individual's continued responsibilities to:

- report any changes in circumstances that require changes in the PASS;
- keep resources and income set aside under the plan separate and identifiable;
- keep complete records of expenditures (enclose another PASS Expenditure/Savings Record and an SSI Recordkeeper Folder if warranted); and
- follow the plan.

3. Notice of Disapproval

Prepare a notice of disapproval on an SSA-L8030 ([NL 00802.020](#)) or an SSA-L8155 ([NL 00803.015](#)), or an SSA-L8166 ([NL 00802.035](#)) as appropriate. Be sure the notice explains the reason(s) for disapproval.

4. Notice Distribution and File Documentation

As soon as the notice is prepared, distribute and file it as follows:

- Send the original notice and a copy of the plan to the individual.
- Send a copy of the plan and notice to the individual's representative payee, authorized representative or any other third party designated by the individual and, if appropriate, include a copy of the release that was signed by the individual.
- File a copy of the notice and an original of the plan and any SSA-553, Reports of Contact, Accounting Sheets and other correspondence in the PASS library you maintain (see [SI 00870.025D.](#)). Ask the servicing FO, if located elsewhere, to file a copy of the notice in its PASS library for future reference.

SI 00870.045 Processing PASS Reconsiderations

A. POLICY -- GENERAL INFORMATION ABOUT PROCESSING PASS RECONSIDERATION REQUESTS

Current regulations provide individuals with the option of having an informal conference as part of the reconsideration process. The regulations further state that the conference is to be conducted by the person who will make the decision on the case. The PASS experts will handle most reconsideration requests. Thus, the instructions that follow are principally directed to them.

B. PROCEDURE -- PROCESSING PASS RECONSIDERATION REQUESTS

1. Individual Requests Case Review

If the individual requests a case review rather than an informal conference, make sure that the case is reviewed by a PASS expert other than the one who made the initial determination.

2. Individual Requests Conference

If the individual, who requests an informal conference, is agreeable to it being handled by telephone, contact the person to ascertain the best time to conduct the teleconference if such information has not been obtained previously. Review the case and be prepared to discuss the issue(s) with the person when you conduct the teleconference. If the individual has pertinent material to submit, ask the person either to mail the material to you, or to take or mail the material to the servicing FO to be mailed or faxed to you. After the teleconference, write your decision and issue the notice to the individual or provide the FO with language to be used in the notice, as appropriate. If the latter, remind the FO to send a copy of the notice to you. Also, make corresponding system's inputs or, if appropriate, advise the FO as to the required inputs.

If the individual insists on the conference being conducted in person, ask your supervisor whether you can travel. If you can't travel, refer the reconsideration request to the manager of the servicing FO, if not already referred. Advise the FO to follow the instructions in [SI 00870.020C](#).

SI 00870.050 PASS Amendments

A. INTRODUCTION TO PASS AMENDMENTS

The need to amend an existing PASS can arise from information reported by the individual or other source at any time.

B. POLICY --- PASS AMENDMENTS

1. Changes Requiring Amendment

The types of changes that require plan amendment include the following:

- changes in the amounts of income/resources to be set aside, i.e., the amount excluded;
- a change in planned expenditures;
- a change in the scheduled attainment date for the occupational objective or the milestones leading to that work goal;
- a modification of the work goal regarding the level of independent performance from that originally anticipated (e.g. in a supported employment situation) (See [SI 00870.006A.7.](#)); or
- a modification of the goal from "VR Evaluation" to a specific job goal.

NOTE: Any other substantive change in the occupational objective (i.e. a different job than stated in the original plan) requires a new plan.

2. SSA Approval

SSA's PASS experts must approve any amendments to an existing plan.

3. Reconciliation and Adjustments to Excluded Amounts

An accounting is done in order to reconcile the amount of funds excluded under the PASS with the planned expenditures per [SI 00870.070A.4.](#)

When the PASS has sufficient time remaining in which to reconcile the funds excluded with the planned expenditures, any adjustments to the amount of the set aside income and resources will be made prospectively.

When the PASS has insufficient time remaining in which to reconcile the funds excluded with the planned expenditures, adjustments may be retroactive, subject to administrative finality, to the initial month of the PASS if needed. However, retroactive adjustments will only be made when the plan is being suspended or terminated. Follow the directions for reconciling a PASS in [SI 00870.070.](#)

Income may no longer be set aside under the plan if:

- all of the expenses are paid; or
- set-aside resources exceed the remaining planned expenditures and adding this excess to any other countable resources would cause the applicable resource limit to be exceeded.

4. Notice

SSA sends a notice to the individual advising whether the amendment is approved, disapproved or modified. A copy of the notice is sent to any assisting agency provided the individual has consented to the release of information about his/her PASS.

C. PROCEDURE

PASS experts follow the procedures below:

Step	Action
1	Review plan amendments in the context of the entire plan according to the instructions in SI 00870.006 and SI 00870.025C .
2	Request any necessary modifications to the amendments (see SI 00870.030).
3	Reconcile the record per SI 00870.050B.3 .
4	Transmit any systems changes to adjust the amount of income excluded due to the amendment and reconciliation.
5	<p>Use form SSA-L8166-C1 in NL 00802.035 and issue a PASS Revision Notice available on the FONS to notify the individual and assisting agency if so authorized that the amendment request is approved. If not available, follow the instructions for preparing a manual SSA-8166-C1 in NL 00801.010 ff. and NL 00802.001 ff. Use the appropriate notice paragraphs in NL 00804.100 ff. Be sure to describe the changes approved on the notice and to remind the individual of his/her continued responsibility to:</p> <ul style="list-style-type: none">• report any changes in circumstances that require changes in the PASS;• keep resources and income set aside under the plan separate and identifiable;• keep complete records of expenditures (enclose another PASS Expenditure/Savings Record and an SSI Recordkeeper Folder if warranted); and• follow the plan. <p>Follow the instructions in SI 00870.040B, if you deny the amendment request.</p>
6	Follow the instructions in SI 00870.040B.4 , regarding file documentation and notice distribution.

PROGRESS REVIEW

SI 00870.055 Monitoring PASS Progress

A. POLICY -- TYPES OF MONITORING

1. Progress Check by PASS Expert

Use the progress check to quickly see how things are going. Help the individual as appropriate to avoid or quickly remedy a potential problem and improve the individual's chances for success. Document the contact for the record. Conduct additional progress checks as you believe are warranted by the circumstances of the PASS.

2. Progress Review by PASS Expert

Use a progress review to determine whether the PASS should continue as is, be amended, suspended or terminated. Take into account:

- changes in income or other circumstances that have occurred that might affect the PASS;
- whether the individual has met plan milestones on schedule and, if not, why not; and
- whether funds excluded under the PASS have been set aside and/or spent as agreed and, if not, why not.

Create and control a schedule of progress reviews based on the relevant circumstances of each PASS, including:

- key milestones. Revise the schedule as circumstances dictate (e.g., a change in income, work activity, resources, living arrangements, etc., or when a PASS is otherwise amended); and
- periods of 6 months or more during which funds are being set aside but not spent.

Although a progress review need not follow every milestone, conduct one at least annually.

NOTE: No longer use the "SU" diary as the means to schedule a redetermination and PASS review. If a SU diary exists for a PASS case, delete it by transmitting DASU000000 in the diary code and date fields (SM 01301.230).

B. POLICY -- CONDUCTING THE REVIEW—PASS EXPERTS

Follow the procedures below:

Step	Action
1	Ask the individual to submit evidence of savings and spending under the PASS, e.g., bank account records, bills, receipt, cancelled checks--and to organize the evidence before submitting it.
2	Ask the individual to obtain any missing required evidence from the appropriate third party, or obtain a signed authorization and contact the third party directly.
3	Reconcile, as of the most recent full month, the amount of funds excluded under the PASS

Step	Action
	with the amount of funds saved and spent under the PASS. Verify that savings are accruing as planned and not being used for other purposes.
4	Obtain the individual's signed explanation if the individual is not following the savings/spending schedule of the PASS.
5	Confirm with the individual that services (e.g., case management services in conjunction with a PASS preparation fee) were actually received. If not, document the file as to why the services were not received.
6	Determine whether the individual received reimbursement for expenses related to items and services obtained under the PASS, or whether any such items or services were provided free of cost or paid for by someone else. If so, adjust the savings/spending schedule accordingly.
7	Obtain either evidence that scheduled milestones have been reached, or a signed statement as to why the milestones were not reached.

C. PROCEDURE -- PASS EXPERT ACTIONS BASED ON THE REVIEW

1. Pre 4/96 PASS Not Previously Reviewed by Specialist

a. Individual Following Plan

If the person is following a PASS that was approved prior to 4/96, but does not meet one or more of the requirements in effect since 4/96, explain the requirement(s) to the individual and amend the PASS accordingly. Apply the requirement(s) prospectively. See [SI 00870.055C.1.c](#). Schedule a progress check to see that the person is following the amended PASS.

If the PASS can't be amended, suspend the PASS prospectively. Conduct a final accounting **only** if the PASS file is readily available at the PASS expert cadre site or from the FO. Suggest the possibility of a new PASS with a more suitable work goal. Consider whether alternate exclusions (e.g., IRWE) are appropriate.

b. Individual Not Following Plan

If the person is not following a PASS that was approved prior to 4/96, explain to the person that not following the plan will cause the PASS to be suspended. A suspension may derail the person's work effort as well as lead to the loss of PASS goods being purchased (e.g., repossession of a vehicle for non-payment of a loan) and SSI monies and/or eligibility. Make every effort to work with the person to amend the PASS, particularly if failure to follow the PASS is due to circumstances beyond the

person's control. Be sure that any amendment meets the current requirements in effect. Schedule a progress check to see that the person is following the amended PASS.

If, after your efforts, the PASS can't be amended, or the individual is no longer interested in pursuing the work goal, suspend the PASS prospectively. Conduct a final accounting **only** if the PASS file is readily available at the cadre site or the FO. Suggest the possibility of a new PASS with a more suitable work goal. Consider whether alternate exclusions (e.g., IRWE) are appropriate.

c. Expense No Longer Allowed

Help the individual to amend the PASS to remove any expense approved prior to 4/96 and to make any corresponding changes prospectively in the amount of excluded income or resources provided the **expense is not:**

- allowable per [SI 00870.006B.](#); and
- already purchased; or
- part of a contractual agreement.

2. All Other PASSes

a. Individual Working in Goal

If the person is working in the occupational goal and the PASS expenses are paid, suspend the PASS per [SI 00870.070](#). Consider the appropriateness of alternate exclusions, such as an IRWE.

If the individual is working in the occupational goal but the expenses are not all paid, extend the PASS to pay for unpaid items and services per [SI 00870.055D.1](#). If the person is unable to pay for the remaining PASS expenses as well as his/her living, unpaid medical, and other work expenses per [SI 00870.006A.1](#). If the person can afford to pay for all of the expenses, suspend the PASS per [SI 00870.070](#). Consider the appropriateness of alternate exclusions, such as an IRWE.

b. VR Evaluation Completed

If an amendment has been submitted, process the request per [SI00870.050](#).

If the evaluation does not identify any feasible work goals, but the individual submits an amendment, process the request per [SI 00870.050](#). Evaluate the feasibility of the amended work goal and the viability of the amended plan using the criteria in [SI 00870.025B.3](#). The VR evaluation carries considerable weight, but is not controlling.

If the individual declines to submit an amendment, document the record and suspend the PASS per [SI 00870.070](#). Consider the appropriateness of alternate exclusions, such as IRWE.

c. Individual Not Working in Goal As Scheduled

If the individual is actively pursuing the occupational goal and additional time and/or the exclusion of additional income and/or resources are justified, work with the individual to amend the PASS to reflect the additional time or expenses required. Extend the PASS per [SI 00870.055D.1](#).

If the person is not following the plan, explain that the PASS may be suspended which may derail the person's work effort and lead to the loss of PASS goods being purchased (e.g., repossession of a

vehicle for non-payment of a loan) and SSI monies and/or eligibility. Make every effort to work with the person to amend the PASS, particularly if failure to follow the PASS is due to circumstances beyond the person's control. Schedule a progress check to see that the person is following the amended PASS.

If, after your efforts, the PASS can't be amended, or the individual has abandoned pursuit of the PASS, suspend the PASS per [SI 00870.070](#). Suggest the possibility of a new PASS with a more suitable work goal. Consider whether alternate exclusions (e.g., IRWE) are appropriate.

D. PROCEDURE -- RELATED ACTIONS WHEN PASS EXTENDED

1. Duration of Extension

You may extend the PASS up to an additional 12 months provided disbursements are being made and the PASS has been in existence for less than 36 months (or 48 months if a lengthy educational or training program is involved).

If no disbursement for items and services has been made, or the PASS has been active longer than 36/48 months, you may extend the PASS up to 6 months before conducting another progress review and deciding whether the PASS should be extended for another 6-month period.

2. Adjustment of Exclusion Needed

Follow the instructions in [SI 00870.050B.3](#).

3. Progress Review Notice

Follow the instructions in [SI 00870.060](#).

4. Future Progress Checks and Review

Schedule your future progress review when a milestone should be reached or the extension ends. Conduct progress checks in the future as warranted.

SI 00870.060 Progress Review Notice

PROCEDURE

1. General Directions for Completing Progress Review Notice

Notify the individual of the results of the progress review as well as what was reviewed. Follow instructions in [NL 00801.010](#) ff. and [NL 00803.001](#) ff. Use the PASS notices on the FONS, if available.

Send a copy of the notice to the assisting agency, if any, provided that the individual has consented to the release of information about the PASS.

2. Plan Will Continue

Notify the individual that the plan will continue using an SSA-L8166-C1 in [NL 00802.035](#), using the PASS notices on the FONS, if available. Include the individual's continued responsibility to:

- report any changes in circumstances that require changes in the PASS;
- keep resources and income set aside under the plan separate and identifiable;
- keep complete records of expenditures (enclose another PASS Expenditure/Savings Record and an SSI Recordkeeper Folder if warranted); and
- follow the plan.

3. Plan Will Not Continue

See [SI 00870.070E](#), regarding notices for suspended or terminated plans when the PASS will not continue.

CLOSING OUT A PASS

SI 00870.070 Suspension Or Termination Of A PASS

A. POLICY -- SUSPENSION

SSA will suspend a PASS when the individual's PASS is not terminated per [SI 00870.070B](#), and the criteria for extending the PASS in [SI 00870.055C.2](#) are not met. A PASS will be suspended when a new PASS with a new work goal is requested.

A PASS may be suspended for up to 12 consecutive months when, if it has not been resumed per [SI 00870.080](#), it will be terminated per SI 008670.070B.

B. POLICY -- TERMINATION

A PASS terminates when one of the following events occurs:

- the individual's eligibility for SSI benefits terminates; or

- twelve consecutive months have elapsed from the date of the PASS suspension decision without the plan being resumed.

C. POLICY -- EFFECTIVE DATES

1. Income Excluded Under PASS

A PASS, under which income was set aside, is suspended or terminated effective with the month, if known, in which the suspension or termination event occurred. The set aside income is counted as of the suspension/termination month.

The date of the suspension/termination decision is used as the month of the suspension or termination event when no earlier month is determinable. The set aside income is counted as of the month of the decision.

2. Resources Only Excluded Under PASS

A PASS, under which only resources were set aside, is suspended or terminated effective with the month after the month, if known, in which the suspension or termination event occurred. The set-aside resources are counted as of the first moment of the month following the suspension/termination event unless otherwise excluded (see [SI 01130.000](#) ff.). It is immaterial whether the individual intends to disburse these funds for the planned expenditures after SSA suspends or terminates the plan.

The date of the suspension/termination decision is used as the month of the suspension or termination event when no earlier month is determinable. The set-aside resources are counted as of the first moment of the month following the month of decision unless otherwise excluded (see [SI 01130.000](#) ff.).

D. POLICY -- FINAL ACCOUNTING

1. General Directions for the Final Accounting

A final accounting will be done when the PASS is suspended or terminated by comparing the monies spent with the monies excluded to determine whether the excluded funds and the approved expenditures are "equal" to each other. When the excluded funds equal the approved expenditures, no further action is necessary. When the amount of the excluded funds are not equal to the amount spent on the approved expenditures, a retroactive adjustment to the record will be made, subject to administrative finality, to reflect the fact that less funds were needed for the PASS, and that less funds should have been excluded.

2. Excluded Funds Equal Approved Expenditures

Expenditures will be considered to "equal" the excluded income and resources if the total for the excluded funds exceeds the total for expenditures (including items still planned to be purchased) by

any tolerance amount (or less) provided in [SI02260.030](#). As long as these figures are considered equal, no overpayment can arise for periods during which the PASS was in effect.

NOTE: This "equals" computation incorporates the instructions in [SI 02260.030](#) to waive an overpayment up to a "tolerance amount" if the individual protests the overpayment. (This policy presumes that any individual with a PASS would request a waiver.)

3. Examples of a Final Accounting

After determining that Mr. Johnson reached his goal as of 7/00, you reconcile the expenditures under the PASS and the amount of income excluded. Mr. Johnson submits receipts totaling 5,350. The total amount of income excluded under the PASS was \$5,700. Since the difference is less than the tolerance (\$500 for 7/00) provided in [SI 02260.030](#), no overpayment exists. If the difference had been more than \$500, you would adjust the type "D" earned income retroactively, subject to administrative finality.

During a progress review for a PASS that has been in existence for less than 12 months, the individual advises you that she is no longer pursuing the goal. She has conserved \$1,200 of her SSDI benefit as explained in her plan. Although she saved the funds as required by the plan, the funds were not used as planned. You advise her that unless an amendment is approved with a timetable and milestone(s) for using the saved funds, the PASS will be suspended. She doesn't wish to submit an amendment. You offer to help her pursue a different work goal under a new PASS. She declines your offer. Because the expenditures do not equal the excluded income administrative finality is not a factor, you adjust the type "D" earned income back to the first month of the PASS.

E. PROCEDURE -- NOTICE PREPARATION

1. General Directions for Suspension and Termination Notice

Prepare a manual notice per [NL 00801.010](#) ff., [NL00803.001](#) ff. and 2. or 3., below. Use Form SSA-L8166-C1 in [NL 00802.035](#). Send the notice to the individual, any representatives, and the assisting agency, if any, provided a release from the individual has been signed and is with the file.

2. Content of Suspension Notice

Include the following in the suspension notice:

- the reason for the suspension (e.g., abandonment of plan, no plan submitted at end of VR Evaluation, etc.);
- the month in which you will count the income and/or resources previously excluded under the plan;
- an explanation of other exclusions (see [SI 00820.500](#) ff., [SI 00830.050](#) ff. and [SI 01130.000](#) ff.);
- an explanation that a separate notice will explain any effects on the individual's SSI eligibility or payment amount;

- the PASS may be resumed at any time within 12 months of the date of this notice if the individual resolves the reason for the suspension or if the person reached the occupational objective, evidence that outstanding debts remain for approved expenses;
- whether SSA is sending a copy of the notice to a third party (if authorized by the individual); and
- standard referral paragraph (see [NL 00804.240](#)).

3. Content of Termination Notice

Use the PASS Termination Notice on the FONS when the PASS is being terminated. If unavailable, provide a clear explanation as to the reason for the termination.

4. Notice Distribution and File Documentation

Follow instructions in [SI 00870.040B.4](#).

5. PROCEDURE -- SYSTEMS INPUT

Terminate the "D" type income exclusion in the EN field on the SSR per SM 01305.105. Make any other changes as needed, such as inputs for other exclusions (e.g., IRWE).

Adjust the "D" type income retroactively as appropriate and subject to administrative finality when the excluded funds exceed and do not "equal" the approved expenditures under the criteria in [SI 00870.070D.2](#). Do not make any retroactive input until you have contacted the person and completed a final accounting for the PASS.

SI 00870.080 Resumption Of A PASS

A. POLICY-- RESUMING A PASS

A suspended PASS (as described in [SI 00870.070](#)) may resume (and SSA will exclude the income and resources) when the individual resolves the reason for the suspension and the PASS expert approves the individual's request, including any amendment, to pursue the PASS. At the PASS expert's discretion, an individual may be allowed to resume a PASS that was suspended for more than 12 months as long as the individual was not terminated for SSI benefits.

B. PROCEDURE -- RESUMING A PASS

Resume the PASS as of the month you determine to be appropriate; i.e., the individual began to re-pursue the plan or an approved amendment (see [SI 00870.050](#) for amending a plan). If the PASS was erroneously suspended because the person was considered to have sufficient earnings for all

expenses, or amends the plan to include additional expenses, resume the PASS as of the month of suspension. Take the appropriate actions per [SI 00870.080C.](#) - [SI 00870.080E.](#)

C. PROCEDURE -- NOTICE PREPARATION

1. PASS Being Resumed

Send a manual notice using form SSA-L8166-C1 in [NL 00802.035](#) and include the following:

- the month the plan is resumed and through which you approve the plan for extension (per [SI 00870.055D.1.](#)) and you will next review the plan and consider any further extension;
- any changes in the previous set-aside income/resources and the reasons for these changes;
- a separate notice will explain any changes in benefit due to any changes in the set-aside income;
- any changes in the scheduled completion date of the PASS or the approved goods and services;
- any third party who will receive a copy of the notice pursuant to the individual's authorization; and
- the individual's continued responsibility to:
 - report any changes in circumstances that require changes in the PASS;
 - keep complete records of expenditures (enclose another PASS Expenditure/Savings Record and an SSI Recordkeeper Folder if warranted); and
 - keep resources and income set aside under the plan separate and identifiable; follow the plan.

In addition make sure that the notice also complies with instructions for processing a reconsideration request (see [SI 04020.030](#)) or revised determination (see [SI 04070.050](#)) as appropriate.

2. PASS Not Being Resumed

Send a manual notice explaining your decision. Follow the instructions in [NL 00803.000](#) ff. and [NL 00804.240](#). Be sure that the notice also adheres to the instructions pertaining to requests for a reconsideration (see [SI 04020.030](#)) or reopening (see [SI 04070.050](#)), as appropriate.

D. REFERENCES -- SYSTEMS INPUTS

Systems Inputs, [SI 00870.055B.3.](#)

File Documentation and Notice Distribution, [SI 00870.040](#)b.4.

SI 00870.100 Exhibits

Exhibit 1 - SSA-545-BK (PLAN FOR ACHIEVING SELF-SUPPORT)

Exhibit 2 - ROUTE SLIP FROM FO: ROUTE PASS APPLICATION or REQUEST FOR INFORMATION TO PASS CADRE/ESR

Exhibit 3 - ROUTE SLIP TO OHA FOR DECISION ON PASS APPEAL

Exhibit 4 - PASS EXPENDITURE/SAVINGS RECORD

Exhibit 2 - ROUTE SLIP FROM FO: ROUTE PASS APPLICATION OR REQUEST FOR INFORMATION TO PASS CADRE/ESR

DATE: _____

TO (PASS Cadre/FO): _____

FROM (Name): _____

FO: _____

Phone: _____

NH/EI: _____

SSN: _____

Address: _____

Phone: _____

Annotate the following as appropriate (individual must be filing for or receiving SSI benefits):

- _____ PASS Application (Initial PASS request)
- _____ Additional evidence for a pending PASS application
- _____ Status/Questions about a specific PASS
- _____ General questions about PASS.
- _____ SSI Applicant/Recipient is filing a PASS

Be sure to include a copy of any documentation, the MDW, MBR, SSID (as appropriate). Don't forget to give the individual the phone number of the PASS Cadre.)

REMARKS:

**Exhibit 3 - ROUTE SLIP TO OHA FOR DECISION ON PASS APPEAL
PASS--REQUEST FOR OHA HEARING/REVIEW**

TO OHA HO (Office code): _____

Address: _____

(NOTE: The ESR or PASS Cadre member effectuates the OHA decision.)

The attached is an appeal on a Plan for Achieving Self-Support (PASS).

This case involves a Title XVI non-disability issue. A hearing decision must be issued within 90 days from the date of the Request for Hearing in accordance with 20 CFR 416.1453 (see HALLEX I-2-155 D. 6.)

After your actions, please forward a copy of the OHA decision to the FO (ESR) or PASS Cadre at the address below for effectuation of the PASS:

Social Security Administration (Office code) _____

ADDRESS:

Phone: _____

FAX: _____

REMARKS:

Exhibit 4 - PASS Expenditure/Savings Record

Month: __/__/__

I PASS Savings

Amount deposited in PASS Account: \$ _____

Account balance at the end of the month \$ _____

II PASS Expenses

Expense	Date Spent	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

III Notes

Added to this file 07/09/2001

Last Updated: 07/14/2000