



### Expectations of Participation and Certification in SOAR Ohio:

- Serve as appointed representative for the purpose of applying for SSI/SSDI. Representation includes “standing in” for the applicant, responding to questions, receiving copies of all mail sent to the applicant, and communicating back and forth with the Social Security Administration (SSA) and the Division of Disability Determination (DDD).
- Adhere to all of SAMHSA SOAR TA Center and COHHIO policies to promote equity, reduce the impact of implicit bias, and ensure that diverse groups are equitably accessing SOAR services.
- Complete and submit the application and all needed forms for both SSI and SSDI.
- Collect medical records from providers who have treated the applicant over the last two years.
- Submit a comprehensive SSA-3373: Function Report based on the training of the SOAR Medical Summary Report that includes psychosocial, treatment, and functional information.
- Conduct ongoing outreach and engagement with the individual to stay connected throughout the process and to work with the individual to obtain other needed services and treatment such as housing, physical and mental health care, other support services, food, and clothing.
- Track applications and outcomes, including the number of applications completed, approvals/denials, and time to decision from application submission to receipt of SSA’s decision. This data is recorded using the Online Application Tracking (OAT) database.
- Report outcomes on at least an annual basis within the stated timeframes as requested.
- No fees will be collected for the completion of the application.
- Actively collaborate with local SOAR Leads.
- Participate in refresher courses, quarterly meetings and other trainings offered both by the SOAR SAMHSA TA Center and SOAR Ohio.
- Complete the SOAR Ohio two-step process:
  - Successfully completion on the National SOAR Online Course.
  - Completion of the SOAR Ohio Certification training. Training is by invitation and currently is offered virtually four times a year.
  - Upcoming dates:
    - July 6, 2022
    - October 5, 2022
    - January 4, 2023
    - April 5, 2023

### Please reach out to the SOAR Ohio State Lead Team with any questions:

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[Soar Ohio Program](#)  
[Housing Now For Homeless Families Program](#)