**Benefits to Work**

**(*A Program of the Tennessee Disability Coalition*)**

**Work Incentives Planning and Assistance (WIPA) Service Model**

How to determine whether to refer an individual to the Benefits to Work Program for Intensive Work Incentives Planning and Assistance (WIPA) Services

**Step One: Determining eligibility for WIPA Services**

* At least age 14, but not yet full retirement age, **and**
* Receiving (or approved to receive) Social Security benefits **based on disability** (SSI or Title II DI benefits such as SSDI, CDB or DWB)

**and**

**Step Two: Consider whether eligible individuals are of high priority**

* **Priority Group 1** – Currently working or engaging in self-employment **and** have both a need for **and** interest in receiving individualized work incentives planning and assistance services,

 **or**

* **Priority Group 2** – Actively pursuing employment or self-employment **and** who are interested in receiving work related benefits counseling.

**Must have** a clear employment goal demonstrated by:

* Conducting an active and regular job search on at least a weekly basis
* Submitting applications or resumes and participating in job interviews
* Taking active steps to prepare for employment or self-employment including:
* Participating in an education or training program related to an employment goal
* Ticket assigned (or “in use”) with the State Vocation Rehabilitation Agency or an Employment Network (EN) with a signed Individualized Plan for Employment (IPE)or
* Individualized Work Plan (IWP) actively engaged in the services stipulated in the plan

**OR**

**Help Line Services**: If you determine the criteria listed above is inapplicable, individuals should be referred to the Social Security Administration "Help Line" at (866) 968-7842 for general information/Basic Benefits Counseling. These professionals are authorized and qualified to refer callers back to the Benefits to Work staff for assistance where deemed appropriate.

Benefits to Work (BTW) is Tennessee’s WIPA program selected by Social Security Administration (SSA) to perform these services. BTW contact information is (615) 383-9442 or Toll Free at (866) 839-5333