

What Do I Need to Report When Working?

A resource for people on SSDI, DAC, or DWB only



Department of Vocational Services

For Social Security

- ☐ **You are required to tell Social Security when you start or stop working.** This can be done by phone, fax, in writing, or in person. If you report in person, ask for a receipt. Provide your name, social security number, employer, start date, hourly rate, and hours worked per week.
- ☐ **We recommend reporting your earnings to Social Security every month.** This can be done by mail, fax, in person, or online if you have a “my Social Security” account*. To create a new account, or access a current account, go to www.ssa.gov/myaccount/. ***Note:** You must report your new job to Social Security before you can report wages in my Social Security. Whichever method you choose, keep copies of your paystubs, receipts, and Social Security letters together. If giving copies of your paystubs, write your social security number on at least one paystub.
- ☐ **SSDI, DAC, and DWB count earnings the month it was earned.** But if Social Security is unable to verify the month it is earned, it will count in the month it was paid. If there is a month you earn close to the Trial Work Period or Substantial Gainful Activity (SGA) amount, give Social Security proof of when your income was earned along with your paystubs. For example, a timesheet or printout signed by your employer.
- ☐ **Important:** Social Security *does not* decrease your payment when working. You either get **all** or **none** of your monthly Social Security payment depending on how much your job income is each month.

For DHHS

If you get MaineCare, Food Stamps, TANF, or Medicare Buy-in (QMB, SLMB, QI):

- ☐ You have **10 days** to tell DHHS that **you started or stopped working**. This can be done by phone, fax, email, in writing, in person, or online at www.maine.gov/mymaineconnection.
- ☐ If you cannot talk directly with a DHHS worker, leave a voicemail stating: when you started (or stopped) working, where you are working, hours per week, and hourly pay.
- ☐ You must also send **4 weeks of paystubs** so DHHS can verify how much you are earning. Once you submit 4 weeks of paystubs, you do not need to contact DHHS until you have another change that needs to be reported (e.g. you get a raise, hours increase/decrease, stop working, marital status, new address, assets).

For Other Benefits

Inform any other agency you get benefits from that you started or stopped working. Examples of other benefits include: subsidized housing, unemployment, worker’s compensation, Veterans benefits, and private long-term and short-term disability benefits.

Benefits Counseling Services • Maine Medical Center Department of Vocational Services

A free service that helps Maine people on Social Security disability benefits understand how *working* impacts benefits

1-888-208-8700 • www.benefitsandworkinme.org

Other Tips for Managing Your Benefits When Working

- All benefit agencies count your GROSS pay before taxes (or profit if you are self-employed).
- Social Security and DHHS *do not* automatically know you are working or stopped working.
- Don't panic if you get a "Work Activity Report" from Social Security. This is a form they use to determine if you have used Trial Work Period months or if you are earning Substantial Gainful Activity. Simply fill it out, make a copy, and send it back. A Community Work Incentives Coordinator (CWIC) can help you fill it out.
- You have 10 days to tell all benefit agencies if there is any change in your living situation, assets, marital status, earned income, and unearned income. Examples of unearned income: unemployment, SSDI, Veterans benefits, Worker's Compensation.
- Overpayments happen when you receive more from Social Security or Food Stamps than you should have. They are a debt that must be paid back or forgiven. You can help prevent overpayments by reporting all changes quickly and not spending benefits you think you should not have received.
- If you stop working, we recommend getting a letter from the employer that says when your job ended and giving a copy to each agency. This saves time verifying and you get benefits back sooner.
- Save copies of all paperwork you get from (and send to) all benefit agencies. Open mail from benefit agencies right away. Ask someone to help if you do not understand what the mail says.
- **If you lose any benefits *because you are working* and think it is a mistake, contact Benefits Counseling Services right away at 1-888-208-8700. A CWIC can help you to figure out why you lost the benefit and help you get it back if a mistake was made.**

Social Security Contact Information

Auburn: 600 Turner Street Suite 5 • Auburn, ME 04210 • Phone: 1-833-388-6432 • Fax: 1-833-950-3581

Augusta: 330 Civic Center Drive Suite 4 • Augusta, ME 04330 • Phone: 1-866-882-5422 • Fax: 1-833-950-3579

Bangor: 202 Harlow Street Room 10307 • Bangor, ME 04401 • Phone: 1-877-405-1448 • Fax: 1-833-950-3577

Portland: 1355 Congress Street Floor 2 • Portland, ME 04102 • Phone: 1-877-319-3076 • Fax: 1-833-950-3575

Portsmouth: 215 Commerce Way • Portsmouth, NH 03801 • Phone: 1-888-397-9796 • Fax: 1-833-950-3589

Presque Isle: 365 Main Street • Presque Isle, ME 04769 • Phone: 1-866-837-2719 • Fax: 1-833-950-3583

Rockland: 169 Camden Street • Rockland, ME 04841 • Phone: 1-855-269-9179 • Fax: 1-833-950-3585

Saco: 110 Main Street Suite 1450 • Saco, ME 04072 • Phone: 1-877-253-4715 • Fax: 1-833-950-3248

Waterville: 14 Colby Street • Waterville, ME 04901 • Phone: 1-866-931-9169 • Fax: 1-833-950-3258

DHHS Contact Information

Statewide Mailing Address: 114 Corn Shop Lane • Farmington, ME 04938

Email address: Farmington.DHHS@maine.gov

Statewide Phone Number: 1-855-797-4357 • Statewide Fax Number: 207-778-8429