

# What to Do When You Are Working

Congratulations, You're Working!

## A FEW FACTS

The DRN WIPA Program is designed to help you, the beneficiary, plan for your future. Make sure you let your Community Work Incentives Coordinator know that you are employed so that we can congratulate you, answer any other questions about your work incentives and remind you about the importance of reporting your earnings to Social Security at the end of every month. Did you know that as an employed beneficiary you are responsible to report your earnings?

The Social Security 2008 Red Book says, "You must promptly report changes that could affect your benefits. You must tell us [Social Security Administration] right away if: you return to work, you already reported your work, but your duties or pay have changed or you start paying for work expenses related to your disability. When you report to us about changes in your work activity, we will give you a receipt to verify that you have properly fulfilled your obligation to report. Keep this receipt with all of your other important papers from Social Security." Pg. 20

CHECKLIST Regardless of what benefit(s) you are receiving - reporting is important and easier than you think. If you need to find the location of your local Social Security Administration office, please call 1-800-772-1213 (V) or 1-800-325-0778 (TTY).

- After one month of employment go to your local Social Security Office with your pay stubs.
- Meet with a Social Security Representative to report your earnings.
- Make sure to write down the name of the Social Security Representative with whom you speak and their phone number so that if you need to meet with them at a later date, you can set up an appointment.
- At the end of every month, copy your pay stubs, mark the date on the top and send the originals to Social Security. Put the copied pay stub in the folder/box/envelope with all of your other Social Security information.
- Once Social Security receives your stubs in the mail they will enter the information into their computer system and mail you back your originals with a receipt.
- Put the original pay stubs and the receipts in the folder/box/envelope with all of your other Social Security Information.

Please call your Community Work Incentives Coordinator at any time with any questions. Thank you!

## DRN WIPA Program

Work Incentives Planning and Assistance Program  
Disability Rights Network of Pennsylvania ([www.drnpa.org](http://www.drnpa.org))  
1414 N. Cameron Street, 2<sup>nd</sup> Floor, Harrisburg, PA 17103  
1 -800-692-7443 Ext. 309 or call your CWIC's direct number