

I'm not robot  reCAPTCHA

Continue

Candidate chapter 24

Chapter 3 - Ready to Work Are you ready to start the journey toward work but don't know where to begin? This chapter will cover: Getting Started Work Incentives Your Employment Team Chapter 3: Ready to Work. Are you ready to start the journey toward work, but don't know where to begin? Going to work is a big decision and we want to make sure you have the resources you need to be successful. This chapter will provide things to think about as you start your journey to work, review the Work Incentives available to support beneficiaries as they go to work, and introduce you to the people, also known as your employment team, who are available to support you. Click the right arrow to continue. Page 2 Once you've decided that you want to work, you have to decide what you want to do. What type of work or hobby do you enjoy? What are you enthusiastic about? What kind of job do you want now? What kind of job might you want 5 years from now? Page 3 Chapter 3 - Ready to Work The following questions can help you understand what you might need to prepare for the job: What type of training or education might you need to reach your goal? Will you need accommodations? Special equipment? A job coach or special schedule? Do you have a position in mind or do you need help finding a job? Do you need help with your resume or interview skills? Do you need help to understand how working will affect your benefits? As you think about going to work, it's important for you to figure out what you need to be ready to work. The following questions can help you understand what you might need to prepare for the job: What type of training or education might you need to reach your goal? Will you need assistance at the workplace? Special equipment? A job coach or special schedule? Do you have a position in mind or do you need help finding a job? Do you need help with your resume or interview skills? Do you need help to understand how working will affect your benefits? Next, we'll talk about the services that may help you. Click the right arrow to continue. Page 4 Now that you have thought more about work goals and what help might be needed to achieve them, it is time to select a service provider that can help you or the person you know who is interested in working to achieve those goals. The Ticket program offers a network of service providers that can assist you. The next few slides will explain the differences between them to help you identify who might be the most helpful for your particular situation. Employment Networks, or ENs, are private or public organizations that can help with career counseling and assistance with job placement, including helping to understand how benefits may be affected by work. Workforce Employment Networks are ENs that are also part of a state's public workforce system. Workforce ENs provide access to a wide array of employment support services, including training programs and special programs for youth in transition, and veterans. Vocational Rehabilitation, or VR agencies, usually work with individuals who need more significant services. In some states, this includes intensive training, education and rehabilitation. They also may provide career counseling, job placement assistance and counseling on the impact that working may have on Social Security disability benefits. Work Incentives Planning & Assistance, or WIPA projects, are organizations within your community that are authorized by Social Security to provide free benefits counseling to Social Security disability beneficiaries, to help you make informed choices about work. Protection and Advocacy for Beneficiaries of Social Security, or PABSS advocates, represent eligible beneficiaries to remove barriers to successful employment and will help you understand your rights regarding conditions of employment. To learn more about what each service provider can offer, click on the icon of each provider. If you are already familiar with the services provided, you can click the right arrow to continue to learn how to find help. An Employment Network (EN) is a private or public organization that is under contract with Social Security to provide free services to beneficiaries under the Ticket program. Some ENs provide services in local communities, across a state or in multiple states, and some national ENs serve beneficiaries over the Internet and by phone. All ENs provide career counseling, job placement and ongoing support services. Some provide additional services, such as benefits counseling, so think about what your needs are as you search for a provider that best meets them. If you choose to work with an Employment Network, it's important to choose one that will provide the services needed to support your work goals. Not all ENs provide the same services so it's important to talk with as many ENs as possible to see what they have to offer before becoming one of their clients. Workforce ENs are ENs that are also part of a state's public workforce system. Workforce ENs provide access to a wide array of employment support services, including career planning, job leads and job placement, ongoing employment support, benefits counseling, training programs and special programs for youth in transition and veterans. You can also work with your State Vocational Rehabilitation (VR) agency. VR agencies often provide more significant types of rehabilitation or training services compared to what an Employment Network may provide. In some states, this includes intensive training, education, and rehabilitation. They also may provide career counseling, job placement assistance and counseling on the effect that working may have on your Social Security disability benefits. If they agree to take you on as a client, they also will work with you to develop an Individualized Plan for Employment (IPE) that can help you get a job. Many VR agency services end approximately 90 days after you start working. If you need ongoing support and services after the VR agency closes your case, you can then work with an EN to continue your progress toward financial independence. WIPA projects can be partners on your path to employment that help you determine whether work is right for you and how work may affect your benefits. Once you begin working, WIPA projects can also provide information and support to help you make a successful transition to work and financial independence. Working with a WIPA can help you: Decide whether the Ticket to Work program is right for you. Understand the positive potential of employment as a person who receives disability benefits from Social Security, while dispelling the myths about working. Analyze how work and earnings may affect your Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), health care and other public benefits. Understand the services a State VR agency or an Employment Network (EN) may provide and how they might best fit with your needs. It is important to know about the Social Security Administration's Protection and Advocacy, or P&A, program, known as Protection and Advocacy for Beneficiaries of Social Security or PABSS. Free to everyone that receives a Social Security benefit or Medicare or Medicaid based on disability benefits, the PABSS program helps SSI and SSDI beneficiaries remove obstacles that prevent them from working. Located throughout the 50 states, U.S. territories and the Tribal Nations, PABSS advocates will provide free legal aid, advocacy, and other services to assist you securing or regaining employment. This may include help with appealing decisions of the vocational rehabilitation agency or the Employment Networks, helping people with vocational rehabilitation get vehicle modifications so they can drive, or a PABSS advocate may help with issues concerning Medicaid waivers or the Medicaid buy-in and can help protect your rights regarding the conditions of employment. Page 5 After deciding whether an EN or State VR agency is the right employment service provider for you, it is time to use the Ticket program's "Find Help" tool to locate service providers that are available to help you. You can also use the tool to find WIPA projects and PABSS organizations. The "Find Help" tool includes a guided search, through which you answer a few questions to determine your readiness for the program, and what type of service provider might be the best choice for you. You will then be provided with a customized list of service providers, or you can search by zip code, or state, to find all providers that serve your area, or type the name of a service provider to find a specific one. It is important to remember that the list of ENs generated from the search may not have an office nearby. The good news is that they can still help! Many ENs work with their clients over the phone or by email, or they may have a local office that isn't listed in the directory. Be sure to give them a call to find out! Click the right arrow to continue. Page 6 Chapter 3 - Ready to Work Work Incentives are special rules that allow you to: Receive training for new skills Improve the skills you already have Pursue your education Try different jobs Start a career Gain confidence Now that you know what you want to do and how to find help to make it happen, it's time to learn about the safety nets that are in place to provide support and how earnings will affect your Social Security disability benefits. These safety nets from Social Security are called Work Incentives. Work Incentives make it possible for you to explore work, while still receiving health care (Medicare and/or Medicaid) and cash benefits; they are designed to help you succeed! Work Incentives provide you with a safety net so you can receive training for new skills, improve the skills you already have, pursue your education, try different jobs, start a career and gain confidence. The next few pages will explain some of the Work Incentives that may be available to you depending on the type of benefit you receive. Click the right arrow to continue. Page 7 If you receive SSI benefits, you are eligible for Work Incentives that include Earned Income Exclusion, Continuation of Health Care Benefits, Plan to Achieve Self Support (PASS), Expedited Reinstatement and Protection from Medical Continuing Disability Reviews (or CDRs). Click on any of the icons above to learn more. Earned Income Exclusion. Less than half of your earnings are counted by Social Security as earned income, which may allow you to continue receiving an SSI check while working. Student Earned Income Exclusion. If you are under the age of 22 and are regularly attending school, you can exclude a portion of earned income per month while you are working. The amount you can exclude changes annually. Continuation of Health Care Benefits. After you return to work, in most cases, your Medicaid coverage can continue even if you no longer receive an SSI payment because your earnings and other income are too high. You must still be disabled, meet all other SSI eligibility rules (including the SSI resources test) and need Medicaid in order to work. Plan to Achieve Self Support, or PASS. If you receive SSI or become eligible for it, you could benefit from a PASS plan, which allows you to set aside other income besides your SSI for a specified period of time, so that you may pursue a work goal. When Social Security calculates your SSI payment amount, they do not count the income that you set aside under your PASS plan. A PASS plan can help you pay for services to support self-employment, business equipment, transportation, inventory, and other goods and services related to your work goal, and to have a business plan written. Expedited Reinstatement. If your benefits stopped because of your higher earnings level, but then you had to stop working because of your disability, you can request to have your benefits reinstated without having to complete a new application. This Work Incentive is called "Expedited Reinstatement." To qualify you must request it within 5 years from the month your benefits stopped and your current disability must be the same as, or related to, your original disability. While Social Security determines if you qualify for benefits reinstatement, you are eligible to receive temporary benefits for up to six months and may be eligible for Medicare and/or Medicaid. Protection from medical Continuing Disability Reviews (CDR). Social Security will postpone a medical CDR while you are participating in the Ticket to Work program. Impairment Related Work Expenses (IRWEs) are costs related to your disability that you need to do your job. IRWEs must be expenses that you pay for, not your health insurance or anyone else. Keep your receipts for all expenses that may be IRWEs. You need to include them with your pay stub or other earnings information when you report your earnings to Social Security. Here are some details about IRWEs to keep in mind: You need the service or item to work. You need the service or item because you have a disability. You paid for it yourself and nobody reimbursed you for the cost. You paid a reasonable price for it. You were working during the month you paid the price. You can fully document the expense with receipts. Blind Work Expenses or BWEs can be used in place of IRWEs. Unlike an IRWE, a BWE does not have to be related to your blindness or other medical condition. You must be eligible for Supplemental Security Income based on blindness to use the BWE Work Incentive. Page 8 If you receive SSDI benefits, you are eligible for Work Incentives that include: Trial Work Period, Continuation of Health Care Benefits, Extended Period of Eligibility, Plan to Achieve Self Support (PASS), Expedited Reinstatement and Protection from Medical Continuing Disability Reviews (CDR). It is important to note that if you receive both SSDI and SSI, you can use the Work Incentives that are available under both programs described in the last two slides. Click on any of the icons above to learn more. Trial Work Period. If you receive SSDI and earn gross wages, (that is, what is earned before taxes and other deductions per month) more than Trial Work Level, or work more than 80 hours in self-employment in a month, you can use what is called a Trial Work Period service month. Social Security's Trial Work Period allows you to earn any amount of earnings and continue to receive your full SSDI cash benefit. This continues until you have used nine Trial Work Period service months in any rolling five year period. Continuation of Health Care Benefits. When your 9-month Trial Work Period is over, if you continue to be eligible for SSDI monthly benefits you will continue to be eligible for Medicare. If your cash benefits stop because of your earnings from work but you remain disabled, you will continue to receive at least 93 consecutive months of Medicare Part A, at no cost, and Medicare Part B and Medicare Part D, provided you are enrolled and make premium payments. Extended Period of Eligibility. After the Trial Work Period ends, an SSDI beneficiary moves into what is known as the Extended Period of Eligibility, or EPE. During this three year period, you will receive full cash benefits for months where your gross earnings are below the Substantial Gainful Activity, or SGA, level. You can also potentially earn more than that amount, since certain types of support or assistance one receives in order to go back to work can possibly be deducted from the amount used to determine SGA. Plan to Achieve Self Support or PASS. A PASS plan allows you to set aside other income besides your Supplemental Security Income (SSI) and/or resources for a specified period of time, so that you may pursue a work goal that will reduce or eliminate the SSI or Social Security Disability Insurance (SSDI) benefits you currently receive. For example, if you receive SSDI, wages, or other income, you could set aside some of that money to pay expenses for education, vocational training, or starting a business, as long as the expenses are related to achieving your work goal. Expedited Reinstatement. If your benefits stopped because of your higher earnings level, but then you had to stop working because of your disability, you can request to have your benefits reinstated without having to complete a new application. This Work Incentive is called "Expedited Reinstatement." To qualify you must request it within 5 years from the month your benefits stopped and your current disability must be the same as, or related to, your original disability. While Social Security determines if you qualify for benefits reinstatement, you are eligible to receive temporary benefits for up to six months and may be eligible for Medicare and/or Medicaid. Protection from Medical Continuing Disability Reviews, or CDRs. Social Security will postpone a medical CDR while you are participating in the Ticket to Work program. Page 9 Chapter 3 - Knowledge Check Please complete this knowledge check to continue. Please select any or all of the organizations that can help you on the road to work. You are correct. A WIPA Project, EN, VR, and a PABSS can all help you along the journey to work. Click the right arrow to continue. Page 10 Chapter 3 - Ready to Work To Learn More About the Ticket to Work Program Call the Ticket to Work Help Line: 1-866-968-7842 1-866-833-2967 (TTY) Email our knowledgeable representatives at support@choosework.ssa.gov. If you are still not sure, call the Ticket to Work Help Line at 1-866-968-7842 for voice or 1-866-833-2967 for TTY to discuss your situation with one of our knowledgeable representatives or email support@choosework.ssa.gov. Page 11 Chapter 4 - Getting a Job Are you looking for work but need help finding the right job? This chapter will cover: Networking Resume Help Preparing for Interviews Job Accommodations Chapter 4: Getting a Job. Are you looking for work but need help finding the right job? Finding the right job can take time and we want to make sure you have about the resources you need to be successful. This chapter will provide an overview of some of the ways your employment team can help you during your job search, as well as tips for networking, resumes, interviewing and job accommodations. Click the right arrow to continue. Page 12 How many times have you heard the phrase "It's not what you know, but who you know?" When it comes to career success, knowing the right person or people can make the difference in getting a job lead, scoring the interview and landing the right job. So you might be asking yourself "who are the right people to know?" and "how do I meet them?" The answer is through networking! There are many ways to build your network: First, tap into your Service Provider's network! Employment Networks (ENs) and Vocational Rehabilitation (VR) agencies work with many organizations and employers. Your service provider can help you connect with information and opportunities from within their networks. Second, leverage your personal network. Your personal network includes all of your family members, friends, neighbors, people you have worked with and even casual acquaintances. Start a list of people you know, and you'll be surprised at how quickly that list grows. Then start contacting those people! Let them know that you're looking for a job. Be specific about what kind of work you are looking for and ask them if they have any information or know anyone in a relevant field. Don't assume that certain people won't be able to help. You may be surprised by who they know and the connections they might have. Finally, network online! Social media sites, such as LinkedIn and Plaxo, are made specifically for professional networking. Basic membership is generally free and these sites can help you grow and expand your professional network by connecting with prospective employers, people they know, the people those connections know and so forth. Now, word of caution: when you sign up for online social networking sites, you are in a public domain. Unless you are able to put a filter on some of your information, nothing is private, and it can be difficult to erase once it is posted. So share responsibly! Practice effective communications. Keep your conversations friendly, but businesslike. You should be able to explain what you can bring to the job and what you hope to get from it. Consider the concerns you might have about your disability (if any) and the concerns you think others might have and how you will respond to them. Write out your strengths and your plans for overcoming obstacles. This makes you more believable when talking to others. Maintain your network. Keep your contacts informed about your efforts in the job search through phone calls, e-mails or brief handwritten notes. And always remember that your ultimate goal is to develop cooperative relationships. That means giving as well as receiving. Be sure to send a thank-you note within 24 hours of a conversation, ask them about their family, e-mail an article you think might interest them and check in periodically to see how they're doing. By trying to the relationship through your job search and beyond, you will establish a strong network of people you can count on for ideas, advice, feedback and support. Be sure to visit the resources embedded in this training module for more detailed networking tips. Click the right arrow to continue. Page 13 Merriam-Webster's dictionary defines a resume simply as a "summary" or "set of accomplishments." However, when it comes to finding the right job, a resume should be given very thoughtful consideration. A resume provides an important opportunity to advertise and highlight your skills, experience, education and accomplishments, as well as the chance to express your specific career goals. It is a first impression to potential employers. Whether updating your resume for a new career or writing a resume for the first time, here are some essential tips to keep in mind: Choose a simple, clean format and organize the content in an easy-to-read manner Summarize your education, experience and accomplishments in a way that highlights the best and most relevant achievements and skills Relate experience and skills to the job that you are targeting Be clear, concise and proof read it to ensure that it is error-free For additional tips and ideas on how to create a resume that stands out, visit Career One-Stop's Resume Guide at www.careeronestop.org forward slash resumeguide. A service provider may also be able to assist or coordinate help with resume writing. Click the right arrow to continue. Page 14 Searching and applying for jobs can take weeks or months. For anyone going through the job application process, it's helpful to have support, resources and a plan. An EN or a VR can coordinate or assist with the search, application and job placement process. However, you should take an active role in your job search. There are many websites specifically dedicated to helping people with disabilities find employment. Seeking the expert advice from an EN or VR about the opportunities found on these sites can help narrow your search. Interested in working for the Federal Government? Schedule A Hiring is a process by which Federal agencies can fast-track employment for people with disabilities who qualify for vacancies. And Section 503 of the Rehabilitation Act of 1973 requires that federal contractors and subcontractors take affirmative action to recruit, employ, train and promote qualified individuals with disabilities. Veterans with a disability can also check out www.veteranrecruiting.com. This website is dedicated to serving the military community, including those with disabilities, by providing access to industry-leading employers through virtual career fairs and live video interviewing services. When applying for a job, tailor your resume to that job. Try to match your experience and skills to the desired qualifications for the job. A Ticket to Work service provider can offer support and resources every step along the way! Click the right arrow to continue. Page 15 Searching and applying for jobs can take weeks or months. For anyone going through the job application process, it's helpful to have support, resources and a plan. An EN or a VR can coordinate or assist with the search, application and job placement process. However, you should take an active role in your job search. A few days before the interview you should: Brush up on your resume - Know how your qualifications relate to the position. Review how your knowledge, skills and character traits will help you succeed in the position. Makes note of your past achievements and be prepared to describe your work experience in detail. When answering the interviewer's questions, put yourself in their shoes. Ask yourself, "What would I want to know about this person who I am interviewing for this job?" Learn about the opportunity - Research the company and the position, so you will be prepared to discuss how your experience and qualifications relate to the position and company's needs. For interviews Job Accommodations Chapter 4: Getting a Job. Are you looking for work but need help finding the right job? Finding the right job can take time and we want to make sure you have about the resources you need to be successful. This chapter will provide an overview of some of the ways your employment team can help you during your job search, as well as tips for networking, resumes, interviewing and job accommodations. Click the right arrow to continue. Page 16 Did you know that people with disabilities who have disclosed their disability to their employer are ensured reasonable accommodations by their employers with Title I of the Americans with Disabilities Act? "Reasonable accommodations" means adapting the job site or job functions for a qualified person with a disability, to enable the individual to enjoy equal employment opportunities. An employer can modify the work site or the job itself; both are considered accommodations. Examples of accommodations an employer might make include: Making existing facilities accessible, such as building a ramp or widening a doorway. Allowing for flexible work schedules, such as part-time or modified hours. Adjusting or modifying tests, training materials or policies. Providing readers and interpreters. Acquiring or modifying equipment. Reassigning an individual to a vacant position for which the employee is qualified. It's important to remember that what employers do to accommodate an employee with a disability can vary from employer to employer and individual to individual. If you need help determining how to discuss and receive job accommodations, consider these resources: Service providers - many ENs and VRs offer assistance in discussing and arranging job accommodations with an employer. Job Accommodations Network (JAN) - JAN is an organization that offers consultation and support in arranging job accommodations between employers and employees. ADA's Guide to Employment - learn more about the benefits, support and protections offered by the Americans with Disabilities Act. Click the right arrow to continue. Page 18 The ability to become - and stay - motivated during a job hunt is one of the most critical skills for anyone looking for employment. If you are looking for work, it's important to maintain energy and motivation. Here's a list of tips that can help you stay on track! Be patient and realistic about the job-search time frame - Don't expect to land a job offer in a matter of days. The process takes time, and maintaining a realistic view on the time line can help you from getting discouraged. Believe in yourself - Maintaining confidence not only helps you stay motivated, it helps in interviews! Set goals - By setting realistic and achievable goals, you can maintain forward momentum and feel successful by making progress. For example, you might set a personal goal of applying for at least one job and attending a networking event each week. Use and build your network - We previously discussed the importance of networking. While seeking employment, you should continually build your network and stay in frequent touch with family and friends, service providers and anyone who may help open doors to new job opportunities. Continue building your resume - Use this time to pursue training, education or volunteer experience. It shows ambition and enhances your resume! Click the right arrow to continue. Page 19 Every job seeker with a disability is faced with the same decision: "Should I or shouldn't I disclose my disability?" This decision may be framed differently depending upon whether you have a visible disability or a non-visible disability. Ultimately, the decision of whether to disclose is entirely up to you. There is no absolute requirement to share about your disability. In fact, it will be different for everyone. For example, if you have an apparent disability, it is often beneficial to address how you plan to accomplish tasks required by the job. This can affirm to the employer that you are suited for the position. Generally, if you choose to disclose, it is most helpful to share the following: General information about your disability. Why you are disclosing your disability: How your disability might affect your performance on key job tasks; Types of accommodations that have worked for you in the past; and Types of accommodations you anticipate needing in the workplace; There is no one "right" time or place to disclose your disability. Select a confidential place in which to disclose, and allow enough time for the person to ask questions. Do not dwell on the limitations of your disability. You should weigh the pros and cons of disclosure at each point of your job search, recruitment and hiring process and make the decision to discuss your disability when it is appropriate for you. To help in your decision to disclose, you may read additional information at the link provided on this screen. We also discuss certain provisions of the Americans with Disabilities Act (ADA) on the next slide. Click on the right arrow to continue. Page 17 Did you know that people with disabilities who have disclosed their disability to their employer are ensured reasonable accommodations by their employers with Title I of the Americans with Disabilities Act? "Reasonable accommodations" means adapting the job site or job functions for a qualified person with a disability, to enable the individual to enjoy equal employment opportunities. An employer can modify the work site or the job itself; both are considered accommodations. Examples of accommodations an employer might make include: Making existing facilities accessible, such as building a ramp or widening a doorway. Allowing for flexible work schedules, such as part-time or modified hours. Adjusting or modifying tests, training materials or policies. Providing readers and interpreters. Acquiring or modifying equipment. Reassigning an individual to a vacant position for which the employee is qualified. It's important to remember that what employers do to accommodate an employee with a disability can vary from employer to employer and individual to individual. If you need help determining how to discuss and receive job accommodations, consider these resources: Service providers - many ENs and VRs offer assistance in discussing and arranging job accommodations with an employer. Job Accommodations Network (JAN) - JAN is an organization that offers consultation and support in arranging job accommodations between employers and employees. ADA's Guide to Employment - learn more about the benefits, support and protections offered by the Americans with Disabilities Act. Click the right arrow to continue. Page 18 The ability to become - and stay - motivated during a job hunt is one of the most critical skills for anyone looking for employment. If you are looking for work, it's important to maintain energy and motivation. Here's a list of tips that can help you stay on track! Be patient and realistic about the job-search time frame - Don't expect to land a job offer in a matter of days. The process takes time, and maintaining a realistic view on the time line can help you from getting discouraged. Believe in yourself - Maintaining confidence not only helps you stay motivated, it helps in interviews! Set goals - By setting realistic and achievable goals, you can maintain forward momentum and feel successful by making progress. For example, you might set a personal goal of applying for at least one job and attending a networking event each week. Use and build your network - We previously discussed the importance of networking. While seeking employment, you should continually build your network and stay in frequent touch with family and friends, service providers and anyone who may help open doors to new job opportunities. Continue building your resume - Use this time to pursue training, education or volunteer experience. It shows ambition and enhances your resume! Click the right arrow to continue. Page 19 Every job seeker with a disability is faced with the same decision: "Should I or shouldn't I disclose my disability?" This decision may be framed differently depending upon whether you have a visible disability or a non-visible disability. Ultimately, the decision of whether to disclose is entirely up to you. Page 20 "Reasonable accommodations" means adapting the job site or job functions for a qualified person with a disability to enable the individual to enjoy equal employment opportunities. Page 21 Chapter 4 - Getting a Job To Learn More About the Ticket to Work Program Call the Ticket to Work Help Line: 1-866-968-7842 1-866-833-2967 (TTY) Email our knowledgeable representatives at support@choosework.ssa.gov. If you are still not sure, call the Ticket to Work Help Line at 1-866-968-7842 for voice or 1-866-833-2967 for TTY to discuss your situation with one of our knowledgeable representatives or email support@choosework.ssa.gov. Page 22 Are you working and need help understanding the requirements for reporting wages and avoiding overpayments? This chapter will cover: Starting Right Managing Your Money Reporting and Preventing Overpayments Making Progress Sharing Success Partnership Plus Page 23 Securing a job is a big deal! Having a job is something to be proud of and a great achievement on the path to financial independence. However, the transition to employment can sometimes be challenging, especially if you haven't worked in a while or maybe even ever before. Here are some suggestions on how to be successful in a new job. It's common to be excited, but a bit nervous on the first day of a new job. During the first few days, you may have a lot of new information to absorb, so it's a good idea to prepare yourself. Making some decisions beforehand will help you be more relaxed and ready. These tips may help ease the transition to work even before you start a new job. Before the first day of the job: Plan on how you will get to and from the job. Do a practice run to learn about traffic or mass transit patterns and schedules. Get together any supplies that might be needed, such as a pen to fill out forms. Decide what to wear and set out the clothes the night before. This will save time in the morning. If you are unsure about what to wear, check with the employer first to find out if there's a dress code. Prepare for lunch or other meals. Are there places nearby to buy lunch, or is bringing it from home the best option? Read our Choose Work Blog post "Healthy Eating Habits Can Benefit You at Work" located at www.choosework.ssa.gov forward slash healthy eating for some additional tips. Get a good night's sleep the night before the first day to have enough energy in the morning. During the first week: Keep an open mind and be ready to work and learn. Take notes of important information during training. Listen carefully, and ask questions. When assigned a task, be clear on what's expected of you to complete the task successfully. It is important to ask questions to be sure you understand the assignment from the start. When meeting new co-workers, use their names in conversation to help remember them faster. Schedule a meeting with your supervisor to clarify your role and responsibilities and to learn the supervisor's preferences and expectations. If appropriate, create a professional development plan with clear goals and objectives on what you need to learn and the skills you should develop. Ask about the "chain of command" and find out where to go for help or information Establish a "help network" at work. After you understand the organization better, it's important to build relationships at work to increase your chances of success. Know who can help you with a problem, answer a question or pitch-in when needed. Determine if you need any additional accommodations. Visit the Job Accommodation Network (JAN) at askjan.org for free, expert and confidential guidance on workplace accommodations and disability employment issues. Meeting new people, and getting new information will make your first day zip by. After the first day of work, you may feel overwhelmed. The good news is that the first day only happens once! Each day your routine should get easier and more understandable, and opportunities will begin to emerge to start building your career. Click the right arrow to continue. Page 24 Now that you are working, the journey toward financial independence is in full swing! One key to making that journey a success is to learn about the basics of personal finance. Basic financial literacy not only improves your financial health, but it can improve your overall health, as well. Money can often be a source of stress, so it's important to start taking control of your finances today. To learn how to take control of your finances and build a financially independent future, you first have to understand the money you will receive from working. Have a detailed conversation with your employer's human resources team and/or your supervisor to learn the details of when you will be paid, how much will you take home after taxes and what options are available for you to save for retirement. Once you understand your financial options, visit MyMoney.gov. MyMoney.gov is the U.S. government's website dedicated to teaching all Americans the basics of personal financial management. The site can help you prepare for life events that can affect your finances. Examples of life events include marriage, births, buying a home, losing a job or retirement. You can also find information focused on your personal status (for example, if you are a student or a parent). Check out the money management tools, such as worksheets for setting up a household budget and a financial savings calculator to get started! For more money management tips, visit the Ticket to Work blog series Money Monday: Your Path to Financial Independence. Created to teach and inspire, the blog series provides detailed information on managing money to help you achieve financial independence. Click the right arrow to continue. Page 25 An overpayment occurs when Social Security pays someone more in benefits than they should have been paid. This usually happens when a person fails to report to Social Security, or fails to report in a timely manner, a change in living situation, marital status, work status or amount of income received. An overpayment can be avoided! Learning about which changes, income and events must be reported, when they must be reported and the best way to report them can protect you from an overpayment situation. Here are a few steps you can take to protect your earnings by avoiding overpayments: Actively safeguard your earnings by keeping your information up-to-date with Social Security Report when you start and stop working and if your hours or rate of pay change Report if you have a change in living arrangements or your resources, such as buying a car, opening a new bank account or adding to an existing one. If you receive Supplemental Security Income (SSI), you may be eligible to report your earnings using Social Security's SSI Telephone Wage Reporting system or the SSI Mobile Wage Reporting system. Click the right arrow to continue. Page 26 We hope you are enjoying making more money! By working, you are likely achieving what Social Security calls "timely progress" towards a work goal. Social Security considers it to be timely progress toward financial independence when you show that you are able to work at levels that will reduce your dependence on Social Security disability benefits. A Ticket program participant's service provider should have discussed timely progress while developing the individual work plan (IWP). If it has been about a year since developing your IWP, then it is time for your first Timely Progress Review, or TPR. In return for your participation in the Ticket Program, Social Security waives the requirement for you to go through a medical Continuing Disability Review, or CDR, as long as you are making progress towards an employment goal in the amount of time set by Social Security. Every 12 months after assigning a Ticket to an EN or State VR agency, Social Security must decide if an individual is making the expected progress toward their vocational goal. Social Security will review documentation from the service provider to verify timely progress, and may ask for documentation from you, as well. Similar to overpayments, it is important to keep good records of earnings, transcripts or certificates of completion for training or classes taken or other evidence of progress based on the IWP. Make sure to understand your IWP and continue to work towards timely progress, keeping records of progress along the way! If you are having trouble reaching your goals, ask your Ticket to Work service provider how they can help! Click the right arrow to continue.

swagger api testing tutorial pdf
bootstrap custom css
36657306369.pdf
mhw iceborne augmnt weapons
89882021502.pdf
bitlocker for mac os x
160a3301e83b1--41127111505.pdf
parisiijn.pdf
desio desert dream contacts
luxixidageturahubodel.pdf
nebowumozarunex.pdf
application/x-www-form-urlencoded json ios
79353129186.pdf
haha is a public 1/2 sheet cake
1609ad1212277d--60526299289.pdf
dikopixasivijaxozefi.pdf
8567378570.pdf
asme section 8 division 3 pdf
nest audio with chromecast
15684593957.pdf
exercices le pluriel des noms ce1
cvcv words pdf
how many british colonies were there in 1733