**PASS PLANS**

**What is a PASS?**

* A **plan for achieving** self-support (PASS) is a **plan** for your future.
* A PASS is an SSI work incentive that lets you use your own income or assets to help you reach your work goals. For example, you could set aside money to go to school to get specialized training for a job or to start a business. A plan is meant to help you get items, services, or skills you need to reach your goals.
* PASS lets individual with disability set aside money and/or things he or she owns to pay for items or services needed to achieve a specific work goal without substantial impact to SSI resource allowance.

**How does PASS work?**

* Applicant finds out what training, items or services needed to reach work goal.
  + Can include supplies to start business, school expenses, equipment and tools, transportation and uniform requests.
* Applicant finds out how much these items and services will cost.
* PASS can help person save to pay these costs.
* PASS lets person set aside money for installment payments as well as a down payment for things like a vehicle, wheelchair or computer if needed to reach work goal.

**How do you set up a PASS?**

* Decide on work goal and determining items and services necessary to achieve.
* Can get help in setting up plan from a vocational rehabilitation (VR) counselor; an organization that helps people with disabilities; Benefits Specialists or Protection and Advocacy organizations who have contracts with SSA; Employment Networks involved in the Ticket to Work program; the local Social Security office or anyone else willing to help him or her.
* Contact local SSA office; SSA work site or some third parties shown above to get a [PASS form (SSA-545-BK https://www.ssa.gov/forms/ssa-545.pdf )](https://thearcofgreaterhouston387-my.sharepoint.com/personal/michelleh_aogh_org/Documents/Didlake/WISA/PASS%20form%20(SSA-545-BK%20%20https:/www.ssa.gov/forms/ssa-545.pdf%20)) to complete.
* Bring or mail it to the Social Security office.
* SSA usually approves plans prepared by VR
* If goal is self-employment, there must also be a business plan

**What happens to the PASS?**

* SSA sends PASS to SSA employees who are trained to work with PASS.
* PASS expert works directly with the applicant. PASS expert looks over the plan to see if work goal is reasonable
* SSA reviews plan to make sure that items and services listed on PASS needed to achieve the work goal and reasonably priced.
* If changes needed, the PASS expert discusses with the applicant.
* If PASS not approved, can appeal the decision.

List of SSA PASS experts: <https://www.ssa.gov/disabilityresearch/wi/passcadre.htm>

Online PASS development: <http://www.passonline.org/>

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**The Arc promotes & protects the human rights of people with intellectual & developmental disabilities & actively supports their full inclusion & participation in the community throughout their lifetimes.**