



SOAR Packet 4
Clark County, WA

Packet 4: For your use as needed

Note: All letters should be printed on your own agency letter head and signed with your credentials

- Medical Records Request Letter**
- Authorization for Release of Information (ROI)**
 - a. This ROI is used along with your agency ROI to request medical records
- Letter to SSA to request electronic file (e-file)**
- Medical Summary Report Worksheet and Worksheets 4, 6 & 7**
Sample questions to gather information for the Medical Summary Report
 - a. To help assist in writing the medical summary report only
 - b. Do not turn into SSA
- Worksheet 3-Applicant Tracking**
 - a. Helpful for client's file to have all their vital information on hand when calling SSA
 - b. You will also need to know client's place of birth, mother's maiden name, and father's name when calling SSA for information about current SOAR applicant status
- SSA-3288**
 - a. Used only if you are requesting information from the Social Security Administration about your client's current or past application status **before SOAR involvement**
 - b. Must include a return address for the agency requesting information (no information can be released without it)