

## Completing the SSA-3369 Work History Form for SOAR applicants

Completion of the Work History Form (SSA-3369) is required on SSI/SSDI claims prior to case closure at NC DDS. This is especially important for claimants aged 55 and older, as work history can often times make a decisional difference on a claim. When initially filing for benefits with SSA, the Field Office is responsible for completing the SSA-3369 per [POMS DI 22515.003 A1](#) and [DI 11005.025](#). POMS directs that if a claimant is homeless, special efforts must be made to complete vocational documentation. If a SSA Field Office is unsuccessful in completing the SSA-3369, NC DDS examiners are responsible for assisting with the completion of this document.

Completing the SSA-3369 can be particularly challenging for homeless claimants. Below is some information that may be helpful when obtaining SSA-3369 information from your SOAR clients:

- As SOAR Reps, your assistance in completing the SSA-3369 Work History form is very important, as you are in face-to-face contact with the claimant. Please complete as much of this form as possible when applying for your client. This will help reduce case processing time on the claim.
- Complete the form as best you can, but don't worry if it's not perfect! NC DDS Examiners have access to queries that provide additional information needed to complete details of the SSA-3369 if needed. Examiners will work with claimants and SOAR caseworkers to sufficiently complete the SSA-3369 as directed by POMS.
- NC DDS closed 465 SOAR cases in 2018. Of those claims, only one was denied because the SSA-3369 was not completed. In this particular case, attempts to reach the claimant by both NC DDS and the SOAR caseworker were unsuccessful. In short, we will not routinely close claims due to SSA-3369 completion issues.
- As you describe each job on the SSA-3369, be sure the exertional activities (walking, standing, crouching, etc.) add up to an 8-hour workday. For example, someone would not reasonably sit *and* stand for 8 hours each on a job. They would most likely sit for a portion of the day and stand/walk for another portion of the day.
- Use the page "Section 3 – REMARKS" on the form to describe any special accommodations received on the job, affects the impairment(s) had on the job, etc. Be sure to focus on function and limitation.

Thank you for your assistance in this effort to complete the SSA-3369 Work History Form for your SOAR clients. Please contact the NC DDS with any questions.