



Illinois DCFS Children's SSI Project

Case Worker Desk Guide Process Flow

DCFS

- Case Worker may refer children in their caseload to Sequoia Consulting Group (SCG) by email or phone (1-217-535-2295)
- Send referrals to SCG Disability Eligibility Specialists – Elizabeth Rosen at Elizabeth.Rosen@Illinois.gov
- DCFS provides SCG referral lists for onsite reviews

SCG

- Screens referral, contacts caregivers and determines project eligibility
- If case meets criteria, Eligibility Specialist's review file and obtains relevant documentation to prepare application package
- Monitors progress of applications at SSA & DDS
- Reviews denials and files appeal if appropriate
- Applies for Title II (RSDI) benefits if applicable

SSA

- Reviews application package to ensure documentation is complete

DDS

- Obtains additional evidence if necessary and makes medical decision
- Forwards decision to SSA

SCG

- Provides DCFS and Case Worker with final decision



If you have cases you believe may be eligible for SSI benefits, please contact SCG to refer them immediately.

Call your local Eligibility Specialist:
Elizabeth Rosen: 1-312-224-8072

Elizabeth.Rosen@Illinois.gov

What makes a great referral?

- Child has physical limitations or is deaf/blind.
- Child has interfering mental illness and is cooperating with/receiving psychiatric services (psychotropic medications).
- Child is three or more grade levels behind same aged peers due to learning disability or cognitive delays.
- Child is receiving services for developmental delays of 30% or more.
- Child has severe behavior problems.
- Child has a cognitive or intellectual disability.
- Child will require assistance with daily living upon emancipation.

What type of supporting documentation will SCG be requesting?

- Medical reports and/or test results signed by a licensed physician, psychologist, optometrist or audiologist.
- Hospital, clinic records and/or social work progress reports.
- Psychological evaluations and/or psychometric testing.
- School records, ISP, report cards, cumulative academic records, day care reports.
- Psychological/psychiatric therapy treatment and/or progress notes.
- Documentation related to work activity (if applicable),
- Copy of birth certificate or naturalization certificate
- Copy of Social Security card.