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

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.