



Special Condition Letter Example

What is a Special Condition:

A “Special Condition” is a job support funded by a third party. For example, this could be a job coach funded by a VR agency which assists you in completing you to assist you in completing some of your tasks at work.

The value of the special condition can be deducted from your countable gross monthly earnings. This deduction can bring your countable earnings below [Substantial Gainful Activity \(SGA\)](#) and can impact whether you get a SSDI / SSCDB check for the month!

When Developing a Subsidy:

Consider speaking with a benefits planner as you go through the process of submitting a work incentive on what may be most helpful to submit in your situation. If you are currently working with a job coach it is advisable to reach out to your supported employment agency for assistance on what details to include in your submission to Social Security.

You generally want to consider including the following information:

1. A statement that identifies the individual who is receiving Social Security benefits – including full name, Social Security number, current employer’s name, and the individual’s job title.
2. A statement about how many hours the individual works each week and rate of pay.
3. Details about the supports received by the individual which constitute the special condition. Give specific examples of supports or assistance in body of letter.
4. The letter writer’s signature, title, and contact information.

NOTE: This letter is sometimes submitted on letterhead from the supported employment agency, depending upon who is writing the letter.

A special condition assessment is not the same as your value to your employer and co-workers. We all bring a variety of skills and experience that goes beyond how quickly we complete a tasks or job. It is helpful for your employer to understand how work incentives impact your Social Security as they assist you with your paperwork. Again, how much you produce and the value you bring to the workplace are not necessarily the same thing.



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Below is a sample Special Condition request letter. Please be sure to customize Special Condition requests to accurately represent your needs and situation.

To Whom It May Concern:

I am submitting documentation on behalf of **[Employee's Full Name]** his/her SSN is **[###-##-####]**. **[Employee first name]** is currently employed 10 hours a week as a **[job title]** at **[Employers name]** and he/she receives on-site job coaching support. I am reaching out with this information to help establish that a special condition is currently ongoing, as **[Employee's first name]**'s services are paid for directly by County **[or other third party]** funds.

[Employee's first name] receives 10 hours per week of direct on-site job coaching support. This includes assistance for tasks including **[detail some specifics of the on-site support given by the job coach which supports the employee in being successful in their position]**.

Current gross earnings each month before Special Condition:

20hrs/wk. * \$20/hr. * 4.33 wks./month = \$1,732.00

Countable income then becomes:

Special Condition Exclusion: 10hrs/wk. * \$20/hr. * 4.33 wks./month = \$866

\$1,732.00 – \$866.00 = \$866.00 in countable gross income after Special Condition applied.

Thank you for your consideration. If you have any questions, please feel free to contact me.

Thank you,

Letter writer's name

Title

Phone number

Email address