



# Subsidy Letter Example

## What is a Subsidy:

A “**Subsidy**” is an on the job support provided by your **employer**. A couple examples of this are allowing extra breaks during your shift, allowing more time to complete tasks, or even reducing or changing some of your workload compared to your co-workers performing the same job.

The amount of the subsidy is determined by comparing your work in the amounts of time, skills, and responsibilities with that of non-disabled individuals doing similar work.

The value of the subsidy 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 Subsidy request to ensure it accurately represent your or your customer’s needs and situation clearly to Social Security. If you are currently working with a job coach it is advisable to include them in the conversation about what details to include in your submission to Social Security.

### ***When submitting a subsidy request 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, modifications made to position requirements, and/or production level as compared to others performing the same job by the individual which constitute the subsidy. 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 subsidy amount 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.*



# Subsidy Letter Example

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

To Whom It May Concern:

This letter is to submit documentation that **[Employee's Full Name]**, his/her SSN is **[###-##-####]**. **[Employee first name]** is currently employed 25 hours a week as a [job title] at [Employers name] and he/she is receiving support to perform their job. Job duties have been modified for [Employee first name] and I am reaching out to establish that supports are in place which demonstrate a subsidy is currently ongoing.

**[Employee first name]**'s employer has also completed a Work Activity Questionnaire which has been sent back to Social Security. They estimate that the extra breaks and extra time it takes for **[Employee first name]** to complete his/her tasks is about 60% longer than his/her coworkers.

Modifications include:

***[Detail some specifics of how job was changed by the employer to support the employee. This can be job tasks that might have been subtracted, extra breaks, or other modifications compared to coworkers].***

Countable income then becomes:

**[Employee first name]**'s gross earnings each month are \$2,000.00.

Countable income then becomes:

60% of \$2,000.00 = \$1,200.00.

Countable earnings after the subsidy is applied is \$2,000.00 – the \$1,200.00 subsidy, which = \$800.00 in countable gross wages.

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