

Age 18 Redetermination Prep Checklist

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Instructions

Use this checklist to prepare for your child's SSI age-18 redetermination. Start 12 months before their 18th birthday and work through each phase. Check items off as you complete them. Bring this checklist and all gathered documents to every SSA appointment.

The age-18 redetermination reviews your child under ADULT disability criteria. About 1 in 3 young adults lose SSI. Preparation makes the difference.

Phase 1: 12 Months Before (Age 17)

- Make a list of every doctor, therapist, and specialist your child sees
- Request medical records from all treating providers (last 2 years)
- Request current IEP or 504 Plan from school
- Request school records (report cards, attendance, disciplinary)
- Start a daily log of functional limitations (what your child needs help with)
- Check if any evaluations are more than 12 months old - request updates
- Research guardianship/conservatorship options in your state
- Research your state's Medicaid pathways for adults with disabilities

Phase 2: 6 Months Before (Age 17.5)

- Schedule updated evaluations with all treating providers
- Ask each provider to write a letter about functional limitations
- Request a psychological evaluation if not done in the last year
- Get a current medication list from prescribing doctor(s)
- Contact your local SSA office to understand their timeline
- Research disability attorneys/advocates in your area (many offer free consults)
- If applicable, document any failed work attempts and why they failed
- Begin writing your parent statement about daily care needs

Phase 3: 3 Months Before

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- Organize all documentation into a packet (use table of contents)
 - Finalize your parent/caregiver statement
 - Make 2 copies of everything (one for SSA, one for your records)
 - Check if your child qualifies for Section 301 protection (in school/VR program)
 - Confirm representative payee status and whether it needs renewal
 - File for guardianship if needed (process takes time)
 - Prepare a list of all treating sources with addresses and phone numbers

Phase 4: When the Notice Arrives

- Note the deadline on the form - respond ASAP, do not wait
- Complete all SSA forms thoroughly - leave nothing blank
- Submit your prepared documentation packet with the forms
- Include the treating source list so SSA can request records
- Keep copies of everything you submit
- Send via certified mail or deliver in person (get a receipt)
- Note the date you submitted everything

Phase 5: After the Decision

- Read the decision letter carefully - note the reasons
- If APPROVED: confirm benefit amount and representative payee status
- If DENIED: file Request for Reconsideration within 60 days
- If DENIED: request continued benefits within 10 DAYS of denial letter
- If DENIED: gather additional evidence that addresses the denial reasons
- If DENIED: consult a disability attorney (most work on contingency)
- Review Medicaid status regardless of SSI decision

Key Contacts

Local SSA Office Phone: _____

Disability Attorney/Advocate: _____

Primary Care Doctor: _____

Psychiatrist/Psychologist: _____

Therapist(s): _____

School Contact (IEP Coordinator): _____

State Medicaid Office: _____

Important Dates

Child's 18th Birthday: _____

Redetermination Notice Received: _____

Response Deadline: _____

Decision Received Date: _____

Appeal Deadline (60 days from decision): _____

Continued Benefits Request Deadline (10 days): _____

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