

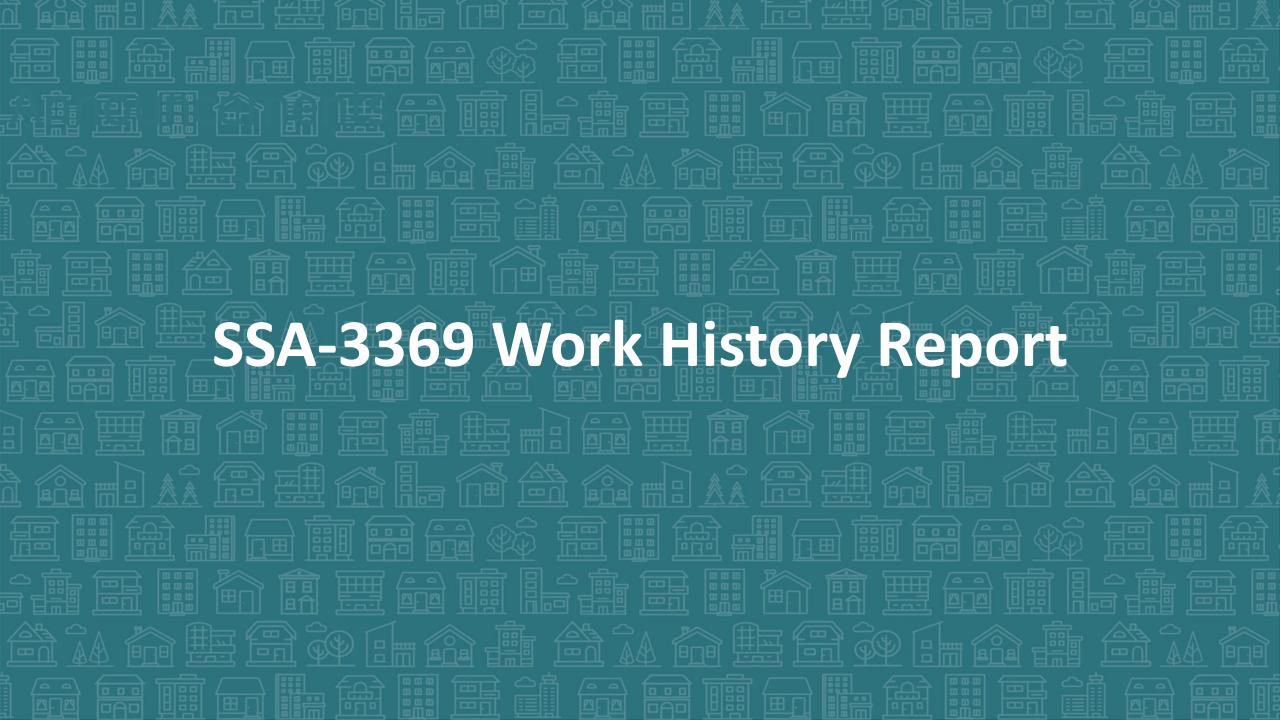




Why It's Important

- Show how impairment has impacted ability to work throughout work history
- Show how an emerging impairment or incident impacted ability to work after a formerly steady work history
- Show a pattern where applicant can hold job for a period of time but is unable to sustain due to functioning





Completing the Form

- Required for all claims
- Should be submitted to FO with SOAR packet
- Do your best in completing
 - Often challenging with our clients
- FO rep can assist, as well as DDS examiner
 - Access to queries we do not



3369 Tips

- Be sure exertional activities (walking, standing, etc) add up to an 8 hour day
 - Some activities can overlap (e.g. standing and reaching) but not sitting and standing

In **this job**, how many total hours each day did you:

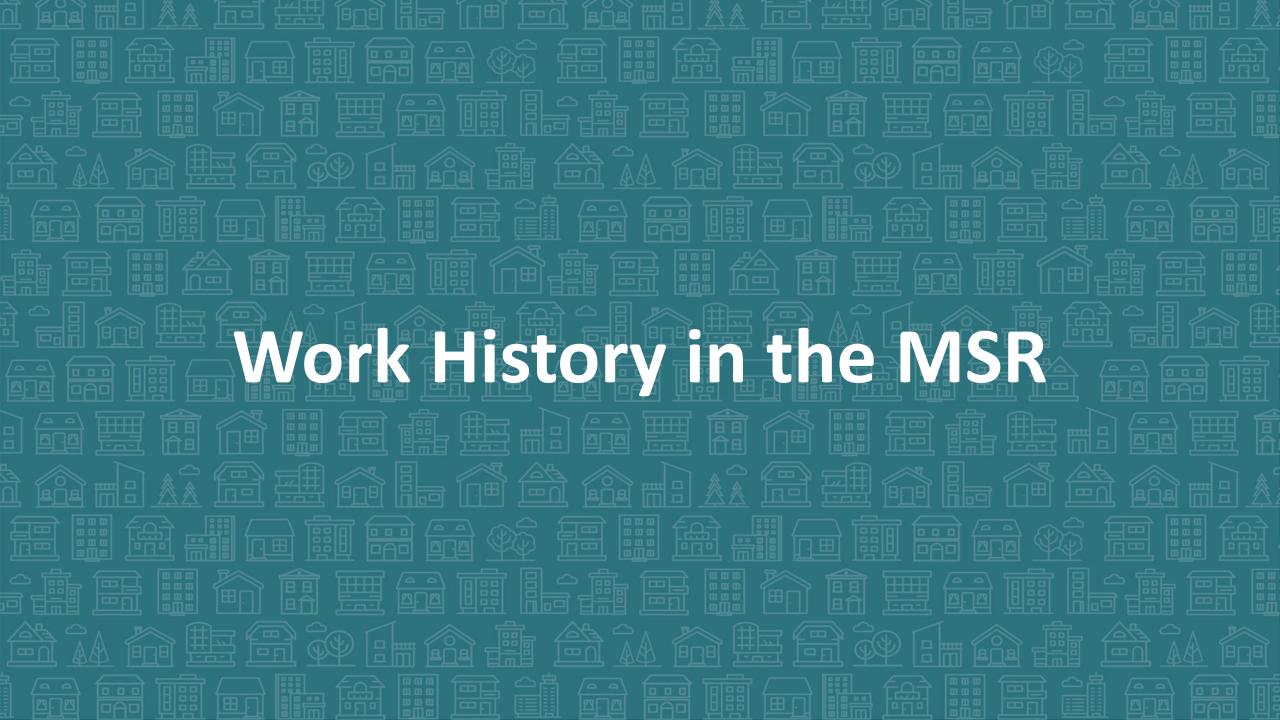
Walk?	Kneel? (Bend legs to rest on knees)
Stand?	Crouch? (Bend legs & back down & forward)
Sit?	Crawl? (Move on hands & knees)
Climb?	Handle, grab, or grasp big objects?
Stoop? (Bend down and forward at waist)	Reach?
	Write, type, or handle small objects?



3369 Tips

- Use remarks section
 - State all issues applicant has in providing work history so DDS knows it is a best guess
 - Detail additional information about jobs such as supports or modifications received

SECTION 3 - REMARKS Use this section to add any information you did not have space for in other parts of the form. Show the page number of the part you are continuing. BE SURE TO COMPLETE THE BOTTOM OF THIS PAGE.



Information for Each Position

- Tasks and duties
- Challenges on the job and what made them a challenge
- Why did they leave job
- Other info you would add?



If applicant has never worked

- Look at school and educational history
 - Did they leave school early? Why?
 - Were they in special education classes or have a learning disability?
- How have you supported yourself over the years?
- Other questions you would ask?





For applicants who remember work history

What questions do you make sure to ask in interviews?



For applicants who do not remember work history

How do you get this information?



Under the table work

- You can report self-employment
- IRS will not penalize applicant
- Ask why they needed to work under the table
 - May reveal functioning issues



