



Finding an EN and Assigning Your Ticket Worksheet

Did you receive a list of service providers from the Ticket to Work Help Line or the Choose Work website's Find Help tool? If so, this worksheet may help you call, email, or visit Employment Networks (EN) to find one that is right for you. This worksheet gives you a list of questions to ask and space to write your answers, which may help you with your decision to assign your Ticket.

The list of service providers that you received may also list your local **Vocational Rehabilitation (VR) Agency** and **Protection and Advocacy for Beneficiaries of Social Security (PABSS)**. A **Work Incentive Planning and Assistance (WIPA)** project may also be listed, along with **Employment Networks (ENs)** that serve your area. See the glossary on the last page to learn more about these providers, also known as *your employment team*.

Take the time you need to feel confident about the choice you are making. Before you assign your Ticket, make sure you understand the changes that working will have on your benefits. To learn how work can affect your Social Security disability benefits, housing assistance, and Medicare or Medicaid, talk to an EN that offers benefits counseling services, or contact a WIPA project. Benefits counseling can help you understand the rewards and risks that go with employment.

It may be helpful to talk to several prospective ENs about your employment goals, work history and other needs before you assign your Ticket.



About Ticket to Work

Social Security's Ticket to Work (Ticket) Program supports career development for people ages 18 through 64 who receive Social Security disability benefits (SSDI/SSI) and want to work. The Ticket Program is free and voluntary. It helps people with disabilities move toward financial independence and connects them with the services and support they need to succeed in the workforce.

It's Time to Get Started

Complete the worksheet on the following pages so you can refer to it to help you remember the details of your conversations as you make your decision.

You'll also find a helpful glossary of terms and descriptions of the different types of service providers on the last page.

WORKSHEET

Save this PDF to type in the fillable form fields, or print the pages to write your answers.

Name of Employment Network: _____

Phone Number: _____ Website: _____

Email: _____ Hours of Operation: _____

Name of Person Who Assisted You: _____

How did you contact the EN? ☐ Email ☐ In Person ☐ Phone

Does the EN offer guidance on participating in the Ticket program? (Ask the EN which services they offer and check all that apply.) A glossary of these terms is included on the last page.

☐ Career Planning ☐ Job Leads Job Placement ☐ Benefits Counseling ☐ Job Training

☐ Post-Employment Support ☐ Career Counseling ☐ Employment Support ☐ Job Accommodations

What are you looking for help with? (Consider asking about services the EN may offer, like resume writing, interview skill development, benefits counseling, or other services you would like to receive.)

Why are you looking for help with these services? (Explain what you want to learn from this conversation and the kind of help you want to receive as you prepare to assign your ticket.) Can this EN help you achieve your goals?

If you assign your Ticket to this EN, what kind of help can you expect to receive? Will the EN and you work together in-person or virtually?

Does the EN serve beneficiaries who also have your disability? ☐ Yes ☐ No

What types of jobs has the EN found for other people with experiences/skill sets similar to yours?

Who will work with you? Will it be the person you are speaking with or someone else within the EN?

Is the person you are speaking with a vocational counselor? What are their certifications? Have they worked with other people who have employment needs like yours?

Will you get help from the same person or will different people help you whenever you need assistance? Depending on your needs, will the person who helps you seek support outside their organization? If so, where are they getting this help and what are their qualifications?

If you decide to assign your Ticket to this EN, what happens next? What is a typical timeline for someone like you to get a job?

Next Steps

Use the space below to add any additional questions you would like to ask, and what your next steps should be after this conversation. Write down how you felt after you met with the EN and if you think they are right for you.

Keep these questions in mind as you search for the EN that is right for you:

- Do you want to assign your Ticket to this EN?
- Did the staff seem friendly and willing to work with you?
- Does this EN provide all of the services you need?
- How does this EN compare to other Employment Networks that you are considering?
- Do you know anyone who has used this EN?
- What did they think?

Here Are the Types of Service Providers That Can Assist You



Employment Networks (EN) are private or public organizations that can help with career counseling and assistance with job placement, including helping you understand how working may affect your benefits. Many ENs serve the communities and states in which they are located. However, others provide services to people in multiple states. Working with an EN depends on the specific organization, but can be done in person, over the phone, or even virtually. ENs can also provide long-term support to help you find, keep, and advance in a job. If you decide to receive services from a particular EN and they agree to work with you, you will work with that provider to complete an **Individual Work Plan (IWP)**. Then you sign the IWP and “assign” your Ticket to that EN for the time that you are receiving services from them.



Vocational Rehabilitation (VR) agencies usually work with individuals who need more significant services to return to work or to work for the first time. In some states, this includes intensive training, education (sometimes including college courses), medical treatment and rehabilitation services, durable medical equipment, or vehicle modification or repair. They may also provide career counseling, job placement assistance, and counseling on how working may affect benefits. If you want to receive services from your State VR agency, you work with the agency to complete an **Individualized Plan for Employment (IPE)**. When you sign the IPE, this puts your Ticket “in use” with the VR.



Work Incentives Planning & Assistance (WIPA) projects are organizations familiar with programs in your community. These organizations are authorized by Social Security to provide free benefits counseling to eligible Social Security disability beneficiaries to help you make informed choices about work.



Protection and Advocacy for Beneficiaries of Social Security (PABSS) organizations represent eligible beneficiaries to remove barriers to successful employment and will help you understand your rights regarding conditions of employment.

Glossary of Terms

Benefits Counseling – a free service offered to job seekers to know how working will affect their benefits, including Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI), housing assistance, SNAP/food stamps, etc.

Career Planning – review of skills and interests to develop a plan on work options available to you.

Career Counseling – a service to help you know your job options, to make choices about education, life and employment.

Employment Support – helps you enter, return, or remain on the job by protecting your benefits until you reach your goal.

Job Accommodations – changes to a work setting that allow you to perform your job tasks.

Job Leads – information about job openings from the employer on the positions they are trying to fill and the skills needed for the job.

Job Placement – a combination of support, such as counseling and skill assessment, used to find and secure a job.

Job Training – support to help you get ready for a job by giving you information about the position and allowing you to perform some activities that you will do on a daily basis as part of the job.

Post-Employment Support – support services and continued access to resources, such as job training and counseling, after you are working.

For more information about the Ticket Program, call the Ticket to Work Help Line at **1-866-968-7842** or **1-866-833-2967 (TTY)**, Monday through Friday, 8 a.m. – 8 p.m. ET, or visit [ChooseWork.ssa.gov](https://www.choosework.ssa.gov).