



**SOAR Packet 4**  
Clark County, WA

**Packet 4: For your use as needed**

Note: All letters should be printed on your own agency letter head and signed with your credentials

- Authorization for Release of Information (ROI)**
  - a. This ROI is used along with your agency ROI to request medical records
- Letter to SSA to request electronic file (e-file)**
- Personal History Report Worksheets**
  - a. To help assist in writing the Personal History Report only
  - b. Do not turn into SSA
- Applicant Tracking Worksheet**
  - a. Helpful for client's file to have all their vital information on hand when calling SSA
  - b. You will also need to know client's place of birth, mother's maiden name, and father's name when calling SSA for information about current SOAR applicant status
- SSA-3288**
  - a. Used only if you are requesting information from the Social Security Administration about your client's current or past application status **before SOAR involvement**
  - b. Must include a return address for the agency requesting information (no information can be released without it)