



# EN Payment Request Options

	<b>Option 1: Monthly EN Evidentiary Payment Request Process</b>	<b>Option 2: Quarterly EN Certification Payment Request Process</b>	<b>Option 3: Monthly EN Certification Payment Request Process</b>	<b>Option 4 (a): Monthly Payment fol- lowed by Quarterly EN Certification Payment Request Process...</b>	<b>Option 4 (b): Quarterly EN Certification Payment Request Process</b>
<b>EN Submits</b>	Payment Request Form and evidence of a Ticket-holder's earnings	Letter to MAXIMUS (sample letter on Ticket to Work web site)	Letter to MAXIMUS (sample letter on Ticket to Work web site)	Letter to MAXIMUS (sample letter on Ticket to Work web site)	Letter to MAXIMUS (sample letter on Ticket to Work web site)
<b>EN Knowledge Required</b>	EN knowledge based on evidence from Ticket-holder or employer	<b>EN's best knowledge</b>	EN has <b>first-hand specific knowledge</b> <sup>1</sup>	EN has <b>first-hand specific knowledge</b> <sup>1</sup>	EN has <b>first-hand specific knowledge</b> <sup>1</sup>
<b>Time Period of Earnings</b>	Earnings during <b>each month</b>	Earnings during <b>each of the last three months</b> <sup>2</sup>	Earnings during the <b>past month</b> <sup>2</sup>	Earnings are <b>now</b> at the level <sup>2</sup>	Earnings during <b>each of the last three months</b> <sup>2</sup>
<b>Contact Required</b>	Contact necessary to obtain evidence of earnings from Ticket-holder or employer	Recent contact with Ticket-holder or employer	Recent contact with Ticket-holder or employer, <b>including dates and description of contact</b>	Recent contact with Ticket-holder or employer, <b>including dates and description of contact</b>	Recent contact with Ticket-holder or employer, <b>including dates and description of contact</b>
<b>Request Submitted</b>	End of each earnings month or at least quarterly	After three months of earnings	After each earnings month	<b>During month before</b> a 3-month certification payment quarter begins	<b>Between 1st and 15th</b> of the month following the close of a 3-month certification payment quarter
<b>EN Can Receive</b>	Outcome or Milestone payment for the payment period requested	Outcome payments for the last three months <sup>3</sup>	Outcome payment for the last month <sup>3</sup>	Outcome payments after each of the next three months <sup>3</sup>	Outcome payments after each of the next three months <sup>3</sup>
<b>Best Used When</b>	Ticket-holder is supplying the EN with monthly payment documentation. Using Option 1 will result in the most expedient payment.	EN does not have payment documentation but has maintained communication with the Ticket-holder and/or employer, and the EN prefers quarterly payments	EN does not have payment documentation but has maintained communication with the Ticket-holder and/or employer, and the EN prefers monthly payments	EN does not have payment documentation but has maintained communication with the Ticket-holder and/or employer, and the EN prefers to request quarterly payments at the beginning of an earnings period	

<sup>1</sup> First-hand specific knowledge may consist of a dated discussion with the Ticket-holder, a dated discussion with the Ticket-holder's employer, or documentation from the Ticket-holder or employer

<sup>2</sup> Earnings at a level that would preclude the payment of Federal cash disability-based payments by the Social Security Administration

<sup>3</sup> Provided that the Social Security Administration's records contain no information that would suggest that a Federal cash disability-based payment was due