



MAXIMUS  
Important Information

MAXIMUS Ticket to Work  
P.O. Box 1433  
Alexandria, Virginia 22313  
[August 8, 2005](#)  
Claim Account Number: [222-22-2222 A](#)

[JANE DOUGH](#)  
[ABC EMPLOYMENT NETWORK](#)  
[123 MAIN STREET](#)  
[ANY TOWN, USA 12345](#)  
Notice Code: [G0p02000](#)

Re: First 12-Month Timely Progress Review – Favorable  
Name: [SAM SAMPLE](#) SSN: [222-22-2222](#)

We have reviewed your client's progress under the Ticket to Work Program and found that he has met the requirements for the first 12-month timely progress review. This means that effective [May 1, 2005](#) your client passed his first 12-month timely progress review and we consider him to be using his ticket.

We assume that your client will continue to use his ticket by following his employment plan unless your client or a member of your organization reports a change to us.

### **About Your Client's Progress**

Your client has demonstrated that he has worked and earned at or above the substantial gainful activity level for at least 3 months out of the 36 months that he was using his ticket and his ticket was assigned. Additionally, your client is expected to have at least 6 months of work at or above the substantial gainful activity level by the time of his second 12-month timely progress review.

### **The Next Review**

When your client decides to participate in the Ticket to Work Program, he is given 24 months to show progress toward self-supporting employment. We review your client's progress toward self-supporting employment after the first 24-month period that he uses his ticket and every 12 months after that first period.

We will conduct your client's second 12-month timely progress review on [May 1, 2006](#), if his ticket remains assigned. Your client will pass his timely progress review when he demonstrates that he had worked and earned at or above the substantial gainful activity



level for at least 6 out of the 12-months that his ticket was assigned beginning [May 1, 2005](#).

The substantial gainful activity level changes each year. Your client's earnings must be at or above the substantial gainful activity level that applies for the year earnings are reported.

### **If You Have Questions**

As our valued partner in the Ticket to Work Program, we appreciate your interest and commitment. We look forward to working with you to serve your needs. We invite you to visit the [www.yourtickettowork.com](http://www.yourtickettowork.com) and [www.ssa.gov/work](http://www.ssa.gov/work) websites regularly for program updates, general information, and training opportunities.

If you have any questions regarding the Ticket to Work Program, please contact us at 1-866-968-7842 or TDD 1-866-833-2967. You can also write to us at the following address:

MAXIMUS Ticket to Work  
P.O. Box 1433  
Alexandria, VA 22313

Sincerely,

MAXIMUS Ticket to Work Program