

# Supplemental to Modified Illinois SOAR Process:

## Function Reports & Work History Reports

### Purpose of Supplemental

The Disability Determination Service (DDS) will often require certain forms that are not covered in the traditional SOAR Process. After a completed SOAR Packet is turned in to your local Social Security Administration (SSA) Field Office the DDS will send out forms to collect more information. While the Medical Summary Review (MSR) was designed to take the place of these forms, some common forms are still required in Illinois.

The Illinois SOAR Team and DDS are now suggesting that a few forms be completed and turned in with the initial SOAR Packet in order to streamline and simplify the process for both you and your clients. These forms include the following:

- Work History Report—[Form SSA-3369-BK](#)
- Function Report—Adult—[Form SSA-3373-BK](#)
- Function Report—Adult—[Third Party Form SSA-3380-BK](#)

We will give a brief overview of these forms.

### Work History Report

The Work History Report is your opportunity to explain your client's past work. It asks for specifics about your clients work history and how it relates to your clients disability. It should be noted that this form focuses more on the physical nature of the labor, so it can be difficult to demonstrate how a client's mental disabilities impacted their previous employment. Your MSR and/or Function Reports are helpful in those cases that predominantly involve a mental disability.

### Function Report—Client Version

This is the non-third party Function Report. The Function Report is designed to allow your client to explain how their disability impacts their life and ability to work. It asks a variety of questions about daily activities and social functioning.

You can help your client fill out this report, but you cannot tell the client what they should write. If your client reports an inaccurate view of their current abilities on the Function Report, that is alright. You will use your Third Party Function Report to explain how and why your client's Function Report is inaccurate.

### Function Report—Third Party Version

The third party version of the Function Report asks all the same questions as the client version, but it is from the perspective of the SOAR Provider and/or people close to the client. It is especially important to fill out this form if your client—due to their disability or other issues—inaccurately fills out their own function report. However, even when the third party and client versions report the same limitations, a third party Function Report works to strengthen the client's claims.