

Certification Criteria for Kansas SOAR Specialists

1. Successful completion of the [SOAR Online Course](#) with proof of certificate or attendance of an approved "in-person" SOAR training provided by a Kansas SOAR trainer.
 - Successful completion of the SOAR Online Course includes the submission and approval of the mock application submitted to the SOARTA Center
2. Submission of SOAR outcomes in [SOAR OAT](#) or the creation of a profile in SOAR OAT by new SOAR specialists
3. Utilization of SOAR Critical Components
 - Serve as the applicant's representative through the [SSA-1696](#)
 - Collection and submission of medical records
 - Submission of the [Medical Summary Report](#)
 - Co-signature on the Medical Summary Report by an [acceptable medical source](#) (M.D., Ph.D., APRN, Physician Assistant, or audiologist)
 - Completion of a self-review of the application before submission, using the [SOAR Quality Review Checklist](#)
4. SOAR applications are submitted following the national SOAR process including the online submission of the SSA-16 and SSA-3368, 24 – 48 hours prior to submitting the completed packet to SSA (unless otherwise noted by the local SSA office)
A [complete SOAR application](#) includes:
 - A completed SOAR Checklist (to be used as a cover sheet)
 - A completed SSA-8000 (SSI application) along with any needed supportive documentation
 - Online submission of the SSA-16 (SSDI application) and the SSA-3368 (Adult Disability Report), within 24 -48 hours of submission
 - Submission of online medical release form (SSA-827) ; and a printed/signed copy
 - A completed SSA-1696 (Appointment of Representative form)
 - Medical records and collateral information
 - A Medical Summary Report documenting functional impairments (co-signed by an acceptable medical source, if possible)
5. Submission of a minimum of two complete SOAR applications to SSA every 12 months*
 - **An exception may be granted if the community is building their infrastructure for SOAR*
6. Annual completion of at least one of the continuing education opportunities listed below
 - Participation in a [SOAR webinar](#); or
 - Participation of refresher training or fundamentals training (if available); or
 - Submission of a Medical Summary report to SOARTA Center for quality review.