

Step 1

You call Social Security and File for SSDI benefits or SSI benefits, or both.
Local # is Port Orange
866-210-8089 DeLand 866-964-7396

Social Security determines if you are eligible. Then, they transfer your file to DDS

Step 2

DDS will assign your file to an advocate. This can take several weeks. You can call DDS at 904-390-4600 to find out when your case has been assigned and to whom.

DDS documents have this logo



DDS will send you questionnaires in the mail, return them PROMPTLY and complete!

When you have the DDS advocates extension you can call them at 800-821-8122 and dial their extension to leave messages to keep them informed about changes to your case or ask for an update.

You may get a DENIAL letter quickly after you apply. DO NOT PANIC. This is only a denial for ONE program, the other program is continuing to gather medical records and work your case.

Step 3

They will spend 1-3 months requesting your medical records from all the sources you provided them. You must give them accurate and relevant medical dates/places for tests.

If they do not have enough medical records they will send you to their doctor. This is called a Consultative Exam (CE) it is NOT better than your own records but it is the only option if you do not provide enough records.

Approximately 30 days after your CE exam or after last medical record is provided to DDS, they will transfer your file back to SSA.

Step 4

SSA notifies you if you have been approved or not.