

**^CPRF Work Incentive Planning & Assistance (WIPA)**

5111 E. 21st Street  
Wichita, Kansas 67208  
(316) 688-1888

**WIPA-Client Agreement**

The CPRF WIPA project is not an Employment Network.

**Responsibilities of Beneficiary Receiving Full Services:**

- Provide the WIPA project with a BPQY from Social Security
- Provide the most accurate information about SSA benefits and other governmental supports to the WIPA project
- Provide household information that affects the governmental supports to the total household unit
- Actively seek and/or maintain employment
- Report changes as required to Social Security and governmental supports as advised which includes address, marital status, employment, disability, etc
- Keep a record of pay stubs and report them monthly to SSA office that administers the benefit
- Meet with the WIPA CWIC as arranged or at the following intervals:
  - 1) Before or right after employment starts
  - 2) At times recommended by CWIC
  - 3) Notification received from SSA concerning benefit changes

**Responsibilities of CPRF WIPA project:**

- Provide information about the SSA Disability Benefits Work Incentives via a Benefits Summary & Advisement (BS&A)
- Provide Beneficiary with a list of all area/state Employment Networks
- Meet with WIPA client(s) at agreed upon transition points in the mutually developed Work Incentive Plan (WIP)
- Provide referral information regarding other governmental benefits not supported by WIPA

**I understand the expectations of me under the WIPA project and services**

**I have been given a list of all area/state Employment Networks and Vocational Rehabilitation**

**I have been given the privacy statement from Social Security**

\_\_\_\_\_  
Beneficiary Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CWIC

\_\_\_\_\_  
Date