

# Service & Support Administration

## What is an SSA?

- A service and support administrator (SSA) is a person who is assigned to act as the primary, or main point of coordination for an individual's services and supports. An SSA is a trouble shooter, problem-solver, and an advocate for the individual.
- An SSA will provide resources and support to ensure an individual with a disability receives services that are essential to their well-being.

## What does an SSA do?

- Is the main point of coordination for services and supports
- Assist with accessing benefits
- Develop an Individual Service Plan that defines desired outcomes, services, and supports important to and for the individual
- Assist with transition planning between preschool, school age, and employment
- Help to coordinate the provider selection process
- Attend meetings, such as IEP and ISP meetings, with families to help them advocate for needed services

## How do I apply for SSA services?

- Contact the Community & Support Services Department at (937) 497-8155 Monday through Friday from 8:00 a.m. to 4:00 pm.
- Every individual eligible for County Board Services will be assigned to an SSA. Although SSA services are voluntary, there is never a waiting list for SSA services.

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