



SOCIAL SECURITY

Office of the Regional Commissioner

Date of Letter

Governor Name
Office of the Governor
Street Address
City, State Zip Code

Dear Governor Name:

I am writing to offer my support, and that of my staff, in assisting the (Name of State) State Social Security Administrator with Social Security and Medicare coverage issues as they relate to your State's Section 218 Agreement. I cannot overly stress the importance of the Administrator's function to your State and local government employees—whether their services are covered for Social Security or not.

Strong State support for the State Administrator's position ensures that your State and local employees' interests are protected, and that any Social Security coverage the State desires for those employees is properly effectuated under the law. Therefore, I am providing the following information as a way to assist you in developing or strengthening the role of the State Social Security Administrator in your State.

By way of background, for more than 50 years, State and local employees in (Name of State) have benefited from a Federal/State agreement, authorized under Section 218 of the Social Security Act, by which voluntary Social Security coverage is available to their employees who elect such coverage. These "Section 218 Agreements" represent a mutual Federal/State commitment to ensure that Social Security coverage is available to employees of your State and political subdivisions.

Social Security regulations require any State that enters into a Section 218 Agreement to support administration of its agreement by designating a State Administrator. The State Administrator serves several critical functions by:

- Conducting referendums to obtain authorization from employees in positions already under a retirement system to extend Social Security coverage to those positions;
- Preparing modifications to the original 218 agreement, including adding covered groups, correcting errors, and identifying additional political subdivisions that join a covered retirement system;
- Providing guidance to political subdivision employers on issues related to Section 218 coverage;
- Notifying the Social Security Administration of the legal dissolution of covered State and political subdivision entities;
- Resolving coverage and taxation questions with the Social Security Administration and the Internal Revenue Service; and
- Maintaining custody of the State's Section 218 agreements and modifications.

Furthermore, for your State and local employees, the State Administrator is the main resource for information about their Social Security coverage, taxation, and wage reporting obligations.

SOCIAL SECURITY ADMINISTRATION

Social Security's ten Regional Offices are important resources for State Social Security Administrators. Each Regional Commissioner and his/her staff provide leadership and technical direction for the program, including the administrative review and processing of Section 218 agreements and modifications, interpretation of such agreements and modifications, and resolving issues related to Social Security coverage and benefits. Your State Social Security Administrator should not hesitate to contact (Name of Regional Office Section 218 Specialist) in the (Name of Region) Regional Office when advice or assistance is needed. You can also refer to <http://www.socialsecurity.gov/slge/> for detailed information regarding the Section 218 process.

The State Social Security Administrator is responsible for managing complex State and local Social Security coverage and taxation issues and protecting the interests of the employees of your State. We remain committed to providing the State Administrator with the support they need to ensure these responsibilities are met, and I hope that the State of (Name of State) will provide full support for the State Administrator to protect your State and local employees.

If you have questions concerning any State Social Security Administrator functions, please do not hesitate to contact me. Staff with questions may contact (Name of RO Specialist) at (Phone Number of RO Specialist), or (Email of RO Specialist).

Sincerely,

(Name of Regional Commissioner)

Regional Commissioner

cc: (Name of State Social Security Administrator), State Social Security Administrator