

SOCIAL SECURITY ADMINISTRATION TRANSPORTATION

Before you go: Please make sure clients bring their **original** travel letters (letter from USCIS with color pictures of family members) to their appointments as copies will not be accepted. As a volunteer, you are also responsible for bringing two documents: a copy of the I-94 document and a completed Social Security card application. The caseworker will prepare these documents, which will either be given to the client or available for pickup at the World Relief office located at 420 Winton Rd N, Rochester, NY 14610. If you have any questions about obtaining the documents, please contact Elisabeth at 585.622.4336.

Location: 4050 W Ridge Rd, Rochester, NY 14626

Note: while there is a Social Security office downtown, we have found the process to be easier at the Greece location. However, if the downtown location is more convenient for you, feel free to go there instead.

Parking: Parking is available outside of the office. After you park, enter the building and go to the 2nd floor.



Checking In: When you reach the second floor, you'll see a ticket machine on your left. Select the option for checking in on behalf of someone else, and choose the "No" option. The machine will also ask for your Social Security number, but you can select the "Don't know" option. The machine will then print a ticket for you. Find a seat with the clients and wait for the assigned ticket number to be called.



When called: Accompany the clients to the designated cubicle. Give the original travel letter, I-94, and Social Security card application to the worker for processing.

What to do with documentation at the end of the appointment: Please take pictures of the confirmation documentation for each individual and send them to Elisabeth at estojkovic@wr.org. The client should keep their travel letter, I94's and the confirmation documentation.