

**Grand Rapids Community Mental Health
1234 Michigan Ave., Suite A
Grand Rapids, MI 49501
(616) 333-4444**

October 10, 2018

Social Security Administration
3045 Knapp Street NE
Grand Rapids, Michigan 49525

Re: Gladys Knight, SS# 123-45-6789

Dear Sir or Madam:

I am writing to document a special condition for Ms. Gladys Knight. Ms. Knight is employed by Grand Rapids Colon Irrigation, Inc. She works 32 hours per week and earns \$11.25 per hour. She started the job on October 1, 2018.

Ms. Knight receives job coaching from our agency, Grand Rapids Community Mental Health. She receives an average of 4 hours per week of job coaching, which equals 17 hours per month (4 hours/week x 4.33 weeks/month).

I understand that the value of her special condition is \$191 per month (17 hours/month job coaching x \$11.25/hour (Ms. Knight's wage)).

Ms. Knight needs job coaching because her disability requires more intensive instruction to learn job duties, frequent repetition of instructions and assistance to interact appropriately with supervisors and coworkers.

Please contact me if you need additional information.

Sincerely,

Ima Pip
Benefit to Work Coach