

## **ADDENDUM TO SUPPORTING STATEMENT**

The collection has been revised to include letters notifying the beneficiary of review and to request an appointment time for a face-to-face interview or telephone interview with the beneficiary.

The letters include an attachment requesting information for a current telephone number or address where the interview will be held.

The letters are:

SSA-L8550-U3 (Appointment Letter – Sample Individual)

SSA-L8551-U3 (Appointment Letter – Sample Family)

SSA-L8552-U3 (Appointment Letter – Rep Payee)

SSA-L8553-U4 (Beneficiary Telephone Contact)

SSA-L8554-U3 (Rep Payee Telephone Contact)

An SSA-85 (Information Needed to Review Your Social Security Claim) is sent to notify the beneficiary of items needed for the interview.

An SSA-8552 (Interview Confirmation) is sent to obtain a confirmation from the beneficiary for the scheduled visit/phone call, or to reschedule the visit/phone call at a time more convenient to the beneficiary.

An SSA-2935 (Authorization to the Social Security Administration to Obtain Personal Information) is sent to the beneficiary so that if necessary SSA will be able to obtain information from other agency to verify the correctness of the payment to the beneficiary.

These items will be implemented once approval is given for use. Prior letters were used in the Index of Dollar Accuracy and the language within those letters is not appropriate for the current review. Any existing stock will be made obsolete and destroyed upon approval of these new letters and forms.

Upon approval, all of the new letters and forms listed above will be reformatted by SSA's Forms Management Team so that they will be standardized as are all of our public use forms.