

**Addendum to the Supporting Statement for Forms SSA-8125 and SSA-L8125-F6
and Automating of the Interim Assistance Reimbursement (IAR) Process
20 CFR 416.1901, .1902, .1904, .1906, .1908, .1910, .1920, .1922
OMB Control No. 0960-0546**

Within this addendum the phrase “IAR agency” refers to either a state or a local agency that receives Interim Assistance Reimbursement (IAR).

Revisions to the Collection Instrument

SSA is making several revisions to the ICR for OMB Control No. 0960-0546. These revisions are for the clearance of the new eIAR process as well as the clearance of those reporting requirements, recordkeeping requirements, disclosure requirements and the periodic review of the process which we inadvertently did not clear previously.

As mentioned in #3 of the Supporting Statement, SSA is currently in the process of automating the IAR process with the Phase 2 creation of the eIAR which will eliminate the need for IAR agencies to use the paper process of sending and returning the SSA-8125 and SSA-L8125-F6. Rather, SSA will receive and send exchanges of information through electronic mail (email) and a secure Internet site. The eIAR process will store state accounting and SSA payment data for use by Regional Office staff for auditing the State or local agency IAR records. The IAR agency will have access to IAR information (past and present) for whatever use they determine is necessary.

The eIAR process is broken into three areas: online notifications from SSA, IAR payment reporting; and query capabilities. The attached screens reflect the electronic process:

Online notifications from SSA

- Screen 1 – allows registered individual to log in to the Government to Government Services Online (GSO)
- Screen 2 – allows registered individual to acknowledge he/she has access to GSO by entering the user ID and password.
- Screen 3 – confirms that individual has access to the eIAR process.
- Screen 4 – allows the individual to select one of the three areas within the eIAR process needed for processing a particular case.
- Screen 5 – transmits a list of cases that have the particular IAR agency Grant Reimbursement (GR) code with status information from SSA. The individual can select some or all of the cases to submit an acknowledgement to SSA. Any cases not acknowledged will remain on the list until the State or agency submits an

acknowledgement. Separate from the screens, we have attached a list of all the possible recorded event descriptions for screen 5.

Report IAR Payments

- Screen 6 – (step 1) (same as screen 4, but shows a different area selected) – shows the individual has selected the area for submitting payment information to SSA. This screen is the first step for submitting IAR payment amounts to SSA.
- Screen 7 (step 2) – used by SSA to transmit approved SSI cases, with the individual’s name and SSN, the IAR agency’s GR code, and the expiration date which is the last day the IAR agency has to send the IAR accounting information before SSA releases the retroactive payments to the recipient. The date is the 25th working day from the date SSA transmitted the information on screen 7. SSA also includes a yellow caution sign to show the case has been pending more than 10 days. The yellow caution sign replaces the follow-up notice to the agency in the paper process. The IAR agency must submit the information within 10 working days of the date SSA transmitted the information on screen 7. If the IAR agency does not submit the information within 15 days after the 10th working day of the original request, SSA will send the entire retroactive amount to the individual unless the case involves the installment or dedicated account process, or an authorized representative is eligible for direct pay. When SSA sends the retroactive amount to the recipient, the IAR agency has the option of requesting the money from the recipient. SSA will not assist the IAR agency with the request. If the IAR agency does not acknowledge any of the cases on screen 7, as first required on screen 5, the IAR agency cannot post any IA amounts for reimbursement by SSA for a particular case. To open more information about a particular case, the individual can click on the person’s name. This action leads to screen 8.
- Screen 8 – using this screen, the IAR agency must acknowledge receipt of a case on the screen before reporting IAR payments to SSA. SSA gives the IAR agency a brief status for each case on this screen.
- Screen 9 (step 3) – using this screen, the IAR agency submits monthly IAR payment amounts made to the recipient for the months SSA submits.
- Screen 10 – provides SSA’s guidelines for the IAR agencies. This language is on the paper SSA-8125 and the SSA-L8125-F6 sent to the IAR agencies. The only changes made to accommodate the eIAR process are as follows: the first heading will read “Required State Action”; we will delete the current heading and add the new heading shortly. Additional changes appear under the first heading to accommodate the eIAR process. Bullet 5 will change to 25 working days. We have shortened the amount of working days because of the improved process. We will delete the form number from the eIAR.

- Screen 11 (step 4) – used by the IAR agency to review and submit IA payment amounts for a recipient.
- Screen 12 (step 5) – is the receipt SSA sends when the IAR agency submits the IAR payment amounts for a recipient.

Queries for State/Local IAR Workers

- Screen 13 – (same as screen 4) – shows the individual has selected the area for the IAR agency to select the different types of queries.
- Screen 14 – shows the four different types of queries an IAR agency can request. Allows the individual to select which query he/she wants and provides space for the individual to enter the criteria.
- Screen 15 – shows the first screen received from query 1. This screen shows the IA reimbursements from SSA for the time frame selected by the individual.
- Screen 16 – shows the second screen received from query 1. This screen shows the IA reimbursement for one recipient that the individual chose from screen 15 by clicking on the SSN.
- Screen 17 – (same as screen 14)– shows the individual can select query 2 for IAR payments submitted during a specific time frame but not yet reimbursed by SSA.
- Screen 18 – shows the first screen received from query 2. This screen shows a list of cases where the IAR agency submitted IAR information, but SSA has not sent the reimbursement amount.
- Screen 19 – shows the second screen received from query 2. This screen show the IA payments made by the IAR agency for one recipient that the individual chose from screen 18 by clicking on the SSN.
- Screen 20 – shows confirmation from SSA that we will delete all IA payments reported for this particular recipient.
- Screen 21 – shows that SSA has completed the deletion of IA payments for this particular recipient and will return the case to the list of IA payments not reimbursed (screen 18).
- Screen 22 – (same as screen 14) shows the individual can select query 3 for case history of a particular recipient.
- Screen 23 – shows the case history of the recipient that the individual chooses.
- Screen 24 – (same as screen 14) shows the individual can select query 4.

- Screen 25 – shows the cases pending for which SSA has not made a determination.

We believe that the implementation of these screens will eventually save time and money for the IAR agencies involved in the process.

SSA is also clearing those portions of the IAR process which OMB has not previously approved. We are requesting OMB approval for the following requirements which IAR agencies who wish to enter into an IAR agreement with SSA must meet:

- a) **Reporting Requirements.** Each IAR agency agrees to: (1) notify SSA of receipt of authorization for new IAR claims and submit a copy of that authorization; (2) inform SSA of the amount of reimbursement; (3) submit a written request for dispute resolution on a determination; (4) notify SSA of interim assistance rendered (through the SSA-8125 and SSA-L8125-F6, previously cleared under OMB Control No. 0960-0546); (5) inform SSA of any deceased claimants who participate in the IAR program; and (6) review and sign an agreement with SSA.
- b) **Recordkeeping Requirements:** The IAR agencies agree to retain all notices, agreement, authorizations and accounting forms for the period defined in the IAR agreement for the purposes of SSA verifying transactions covered under the agreement.
- c) **Third Party Disclosure Requirements:** Each participating IAR agency must agree to send written notices from the IAR agency to the recipient regarding payment amounts and appeal rights under the IAR agency rules.
- d) **Periodic Review of Agency Accounting Process:** The IAR agency must make available for SSA review and verification the IAR accounting records of paid cases. SSA conducts an onsite review of the authorization forms, notices to the claimant and accounting forms. Upon completion of the review, SSA provides a written report of findings to the IAR agency director.

In clearing these requirements through this ICR, SSA is bringing into compliance those portions of the IAR process which are in use without OMB approval.

We have attached the agreement model language used by the regional IAR coordinators when SSA negotiates the specific language with a state. We have also attached the current version of the IAR Handbook used by the states. SSA is in the process of updating the Handbook to include the new eIAR process as well as to include updated language.

SSA is also revising the Privacy Act Statements on the SSA-8125 and SSA-L8126-F6. During a current reassessment of the Privacy Act Statements, SSA noticed that the Privacy Act Statements on these forms required updates. We are making those changes now.