



# SOCIAL SECURITY ADMINISTRATION

REGIONAL OFFICE OF QUALITY ASSURANCE  
Assistance and Insurance Program Quality Branch P.O. Box 31208 Oakland, CA 94604  
(800) 521-3365 FAX (510) 970-0041

Form Approved  
OMB NO. 0960-0189

Date: February 21, 2008

Claim Number:  
Beneficiary:

for

Dear \_\_\_\_\_,

Every month the Social Security Administration asks a few people who get benefit checks to help us make sure that we pay everyone the right amount of money. This month, we picked \_\_\_\_\_, for whom you are representative payee by chance, **NOT** because of any other reason.

To make sure the amount you are receiving is correct; **I would like to visit you and at your home on:**

## What Will Happen When I Visit You

- I will show you a badge with my picture on it to prove that I am from Social Security.
- I will ask you some questions about \_\_\_\_\_'s benefits. Enclosed with this letter is an explanation of the Social Security law that allows me to visit and ask you questions.

## How You Can Get Ready For My Visit

I will need to look at some of \_\_\_\_\_'s papers. The enclosed page shows the kinds of papers I need to look at when I visit people. I have checked the things I would like you to show me when I visit you.

Also enclosed with this letter is a copy of the earnings record for the account on which \_\_\_\_\_ filed. Please review the earnings with \_\_\_\_\_ and compare them with any available records. I will discuss this with you when I visit.

**Please Return The Enclosed Form To Me**

Please complete the enclosed form and mail it back to me in the envelope I have provided. You do not need to put a stamp on the envelope. The form is to let me know that you received this letter and whether or not you will be available for my visit.

If you have any questions, you may call me at my office between \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m. My telephone number is (800) 521-3365 ext. \_\_\_\_\_. Thank you for your help.

Sincerely,

Quality Reviewer

Enclosures:

## THE EARNINGS RECORD

Benefits are computed by giving credit for any earnings, since 1937, that were covered under the Social Security Act. As part of our review, we check the record for accuracy.

The earnings record shows yearly amounts for 1951 through recent years. In the years not shown, no earnings were reported to Social Security. Earnings during 1937 -- 1950 are shown as a separate total.

Please compare the earnings amounts to any records you have. Pay particular attention to:

- Years with no earnings
- Years with earnings much higher than the ones before and after them
- Years with earnings much lower than the ones before and after them

**If you disagree with any of these earnings, please have your records available at the time of the interview. W2 forms are the best evidence of wages. Tax returns and proof of payment of the taxes are the best evidence of self-employment earnings.**

## Privacy Act Statement

[See Revised Privacy Act Statement](#)

### Collection And Use Of Information

The Social Security Administration is authorized by law to collect the information in these reviews. The authorization is in sections 205(a) and 1631(d)(1) and (e) of the Social Security Act. Giving us the information is voluntary. However, your cooperation will make the review go more smoothly.

### How The Information Is Used

Information you give us, along with the information we get from other people we interview, helps us to know where there are problems in the programs for which the Social Security Administration is responsible. It also helps us to resolve these problems and recommend changes in the law.

Information we obtain about changes in your situation will be sent to your Social Security office. The people there will decide if your payments will be affected. We may routinely give out the information we obtain without your consent if:

1. We need to get more information to decide eligibility for benefits;
2. An agency needs this information to decide eligibility for a health or income program such as Supplemental Security Income (SSI), State supplementary payments, food stamps, Medicaid, emergency assistance, Veterans benefits, railroad unemployment insurance, or Basic Educational Opportunity Grants;
3. A Federal law requires that we give out this information;
4. Your congressman or the President's Office needs this information to answer questions you ask them;
5. Someone needs this information to do statistical research or audit reports for us related to the Social Security programs; or,
6. The Department of Justice needs the information to represent the Federal Government in a court suit related to the SSI program.

These and other reasons why information about you may be used or given out are explained in the Federal Register. If you would like more information about this, get in touch with any Social Security office.

**Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 40-50 minutes to read the instructions, gather the facts, and answer the questions. **SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. The office is listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213 (TTY 1-800-325-0778).** You may send comments on our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. **Send only comments relating to our time estimate to this address, not the completed form.**

*SSA will insert the following revised PRA Statement into the form at its next scheduled reprinting:*

**Privacy Act Statement  
Collection and Use of Personal Information**

Sections 205(a) and 1631(d)(1) and (e) of the Social Security Act, as amended, authorize us to collect this information. We will use the information you provide, along with the information we obtain from other people we interview, to help us identify problems in the programs for which the Social Security Administration (SSA) is responsible. It also helps us to resolve these problems and recommend changes in the law.

Providing us this information is voluntary; however, your cooperation will aid in the review process.

Information we obtain about possible changes in your situation will be sent to your Social Security office. The people at your local Social Security office will decide if your payments will be affected. However, we may also use this information for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following:

1. To enable a third party or an agency to assist Social Security in establishing rights to Social Security benefits and/or coverage;
2. To comply with Federal laws requiring the release of information from Social Security records (e.g., to the Government Accountability Office and Department of Veterans' Affairs);
3. To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level; and,
4. To facilitate statistical research, audit, or investigative activities necessary to assure the integrity and improvement of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for Federally-funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.

Complete lists of routine uses for this information is available in our System of Record Notice entitled, the Quality Review Case Files (60-0042). The notice, additional information regarding this form, routine uses of information, and our programs and

systems is available on-line at [www.socialsecurity.gov](http://www.socialsecurity.gov) or at your local Social Security office.