

Supporting Statement for Form SSA-4-BK
Application for Child's Insurance Benefits
20 CFR 404.350 – 404.368 and 404.603, CFR 416.350
OMB No. 0960-0010

A. Justification

1. Introduction/Authoring Laws and Regulations

Title II of the *Social Security Act* (the *Act*) provides for the payment of monthly benefits to the children of an insured retired, disabled, or deceased worker. Section 202(d) of the *Act* contains the conditions and requirements the applicant must meet when filing an application.

20 CFR 404.350 – 404.368 and 20 CFR 404.603 of the *Code of Federal Regulations* set forth the eligibility criteria for child's benefits, and require the filing of an application so that SSA can make a determination on the applicant's eligibility for such benefits. In order for such a determination to be made, it is necessary to elicit from the applicant information such as date and place of birth, relationship, residence, etc.

Section 20 CFR 416.350 of the Code of Federal Regulations, requires the Social Security Administration (SSA) to discuss the Supplemental Security Income (SSI) program with every Title II applicant who is within two months of age 65 or older, or might qualify as a blind or disabled person and give the person a chance to file an application. If the individual does not file an SSI application when we discuss SSI, the filing of the Title II application is an oral inquiry for SSI. The question on the Title II application that asks if the individual wants to file for SSI serves as documentation of the Claimant's intent. It also eliminates the need for manually documenting the claimant's intent to file in the remarks portion of the application.

2. Description of Collection

SSA uses the information on Form SSA-4-BK to determine entitlement for children of living and deceased workers to monthly Social Security payments. Respondents are guardians completing the form on behalf of the children of living or deceased workers, or the children of living or deceased workers.

The respondent can complete Form SSA-4-BK, and mails it back to SSA, or an SSA employee can fill out the form over the phone or a face-to-face interview.

3. Use of Information Technology to Collect the Information

In accordance with the agency's Government Paperwork Elimination Act plan, SSA created an electronic version of Form SSA-4-BK. Based on our data, we estimate approximately 95% of respondents under this OMB number use the electronic version. SSA collects answer to the SSA-4-BK interviews through our Modernized Claims System (MCS) and the remaining 5% of interviews are

collected on the paper Form SSA-4-BK.

4. Why We Cannot Use Duplicate Information

The nature of the information we are collecting and the manner in which we are collecting it preclude duplication. SSA does not use another collection instrument to obtain similar data.

5. Minimizing Burden on Small Respondents

This collection does not affect small businesses or other small entities.

6. Consequence of Not Collecting Information or Collecting it Less Frequently

If we did not use Form SSA-4-BK, we would not be able to entitle children of living and deceased workers to monthly Social Security payments. Because we collect this information on an as needed basis, we cannot collect it less frequently.

There are no technical or legal obstacles to burden reduction.

7. Special Circumstances

There are no special circumstances that would cause SSA to conduct this information collection in a manner inconsistent with 5 CFR 1320.5.

8. Solicitation of Public Comment and Other Consultations with the Public

The 60-day advance Federal Register Notice published on May 30, 2013, at 78 FR 32527, and we received no public comments. The 30-day FRN published on August 14, 2013 at 78 FRE 49592. If we receive any comments in response to this Notice, we will forward them to OMB.

We did not consult with the public on the revision of this form.

9. Payment or Gifts to Respondents

SSA does not provide payments or gifts to the respondents.

10. Assurances of Confidentiality

SSA protects and holds confidential the information it collects in accordance with 42 U.S.C. 1306, 20 CFR 401 and 402, 5 U.S.C. 552 (Freedom of Information Act), 5 U.S.C. 552a (Privacy Act of 1974), and OMB Circular No. A-130.

11. Justification for Sensitive Questions

The information collection does not contain any questions of a sensitive nature.

12. Estimates of Public Reporting Burden

Modality of Completion	Number of Respondents	Frequency of Response	Average Burden Per Response (minutes)	Estimated Total Annual Burden (hours)
Life Claims (paper)	18,500	1	12	3,700
Life Claims (MCS)	351,500	1	12	70,300
Life Claims-Signature Proxy	351,500	1	11	64,442
Death Claims (paper)	6,000	1	12	1,200
Death Claims (MCS)	114,000	1	12	22,800
Death Claims-Signature Proxy	114,000	1	11	20,900
Totals	955,500			183,342

The total burden for this ICR is 183,342 hours. This figure represents burden hours, and we did not calculate a separate cost burden.

13. Annual Cost to the Respondents (Other)

This collection does not impose a known cost burden on the respondents.

14. Annual Cost To Federal Government

The annual cost to the Federal Government is approximately \$83,658.00. This estimate is a projection of the costs for printing and distributing the form, collecting the information, keying the information from a paper form, and processing the collection instrument.

15. Program Changes or Adjustments to the Information Collection Request

There has been a decrease in burden hours. This change stems from a decrease in the number of respondents.

16. Plans for Publication Information Collection Results

SSA will not publish the results of the information collection.

17. Displaying the OMB Approval Expiration Date

OMB granted SSA an exemption from the requirement to print the OMB expiration date on its program forms. SSA produces millions of public-use forms with life cycles exceeding those of an OMB approval. Since SSA does not periodically revise and reprint its public-use forms (e.g., on an annual basis), OMB granted this exemption so SSA would not have to destroy stocks of otherwise useable forms with expired OMB approval dates, avoiding Government waste.

18. Exceptions to Certification Statement

SSA is not requesting an exception to the certification requirements at 5 CFR 1320.9 and related provisions at 5 CFR 1320.8(b)(3).

B. Collections of Information Employing Statistical Methods

SSA does not use statistical methods for this information collection.