

FORM HA-520 (REQUEST FOR REVIEW OF HEARING DECISION/ORDER)

OMB No. 0960-0277

Justification for Non-Substantive Change

Background

The Office of Management and Budget (OMB) renewed the approval of the HA-520 in June 2014.

The Social Security Administration (SSA) published regulations clarifying the submission of evidence on April 20, 2015, at 80 FR 1482, RIN 0960-AH53, Docket Number SSA-2012-0068. This regulation change requires language updates on the HA-520. We additionally updated the format of the HA-520 to be more in line with that of the HA-501 (Request for Hearing by an Administrative Law Judge), which was renewed in October 2014.

We will implement the changes to the HA-520 upon OMB approval. SSA was not able to add these changes to the clearance package for the previous submission to OMB because the new regulations regarding submission of evidence was not yet in effect. The changes are needed immediately to ensure claimants and representatives are given proper notice regarding regulatory requirements for submission of evidence in disability claims.

Description of HA-520

SSA made the following changes to the HA-520:

Change 1: We delete the following field: 2. WAGE EARNER NAME, IF DIFFERENT

Justification 1: We are removing this field because we do not use it to process appeals.

Change 2: We renumber the following field as indicated: “2. Claimant SSN.”

Justification 2: We are adding numbers to the major fields on the paper form to make the paper form more uniform.

Change 3: We deleted “ - - “ from field #2.

Justification 3: We are making the form more in line with the HA-501.

Change 4: We rename field #3 “Claim Number (if different from SSN).”

Justification 4: We are simplifying the language on the form.

Change 5: We deleted “ - - “ from field #3.

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Justification 5: We are making the form more in line with the HA-501.

Change 6: We moved field #3 to the same line as field #1 and field #2.

Justification 6: We are realigning these fields to account for the deletion of other fields.

Change 7: We revised the block paragraph under ADDITIONAL EVIDENCE as follows:

- **Current Language:**

If you have additional evidence submit it with this request for review. If you need additional time to submit evidence or legal argument, you must request an extension of time in writing now. This will ensure that the Appeals Council has the opportunity to consider the additional evidence before taking its action. If you request an extension of time, you should explain the reason(s) you are unable to submit the evidence or legal argument now. If you neither submit evidence or legal argument now nor within any extension of time the Appeals Council grants, the Appeals Council will take its action based on the evidence of record.

- **Revised Language:**

If you have additional evidence that relates to the period on or before the date of the hearing decision, you must inform the Appeals Council about it or submit it. If you have a representative, then your representative must help you obtain the evidence unless the evidence falls under an exception. You may also submit any other additional evidence to the Appeals Council. If you need additional time to submit evidence or legal argument, you must request an extension of time in writing now. This will ensure that the Appeals Council has the opportunity to consider the additional evidence before taking its action. If you submit neither evidence nor legal argument now or within any extension of time the Appeals Council grants, the Appeals Council will take its action based on the evidence currently in your file.

Justification 7: We are revising this paragraph to conform to new regulations on submission of evidence in disability claims.

Burden Information:

The HA-520 last cleared in 2014 and reported 171,000 responses with a burden of 28,500 hours.