

**Justification for Non-Substantive Changes for Form SSA-16-BK  
Application for Disability Insurance Benefits  
20 CFR 404.310-404.311, 404.315-404.322, 404.330-404.333,  
404.601-404.603, and 404.1501-404.1512**

**OMB No. 0960-0618**

**Background**

The Social Security Administration (SSA) provides Disability benefits to members of the public who meet the required eligibility criteria and who file an application (as per Sections 223 (a) of the *Social Security Act* and Sections 20 CFR 404.315-.322, .601-.603, and .1501-.1512 of the *Code of Federal Regulations*). The respondents can apply using one of three modalities: 1) a paper application (form SSA-16); 2) a field office interview, during which SSA employees enter applicant data directly into the Modernized Claims System (MCS); or 3) iClaim, an online system that allows members of the public to apply electronically.

Currently, the respondent can print the form SSA-16 PDF and fill it out by hand. The non-fillable version of the form is inefficient and ineffective because some handwriting is difficult to read, or illegible. SSA employees who cannot read the submitted form must re-contact the respondent prior to processing.

SSA developed a fillable, printable version of the SSA-16-BK to facilitate its use. The fillable version allows the respondents to complete the form electronically, print the completed form, and submit it to SSA. The fillable version improves our communication with the respondent and remains in compliance with the requirements of 45 CFR 85.51 of the Code of Federal Regulations and section 504 of the Rehabilitation Act of 1973. We propose the fillable PDF version as a more accessible modality.

**Revisions to the Information Collection**

SSA intends to provide Form SSA-16-BK in a fillable PDF file on our website in place of the non-fillable PDF version we currently provide. We propose to make all form entries fillable. This change will allow the respondents to continue to print and complete the form by hand, or, alternatively, complete the form using a computing device, such as a personal computer or handheld (mobile) device, print, and submit to SSA for processing.

After OMB approves the addition of the new fillable version of the form, SSA will phase out the standard PDF versions from our Internet and Intranet websites and replace them with the fillable PDF file.

This action does not affect the public reporting burden.