

**Justification for Non-Substantive Changes to
The Ticket to Work and Self-Sufficiency Program
20 CFR 411**

OMB No. 0960-0644

Background

The Social Security Administration (SSA) is requesting approval for a non-substantive change to the information collection Ticket to Work and Self-Sufficiency Program (Ticket Program), authorized under Section 1148 of the *Social Security Act*. The Ticket Program provides Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) recipients with expanded options for access to employment services, vocational rehabilitation services, and other employment-related support as they work to decrease dependence on Federal cash payments.

SSA is implementing a campaign that positions the Ticket to Work program to take advantage of increased employment opportunities for individuals with disabilities - specifically among Federal contractors and subcontractors responding to the regulatory changes to Section 503 of the Rehabilitation Act of 1973. One component of that campaign is a series of virtual job fairs (VJFs) to connect beneficiaries who are participating in the Ticket program with jobs available through Federal contractors and subcontractors.

This change request will allow us to collect information already being collected, via approved collection instrument, Form SSA-1370, (Individual Work Plan or IWP), in an additional format, and adds four new questions to facilitate a positive user experience for the events.

Summary of the Non-Substantive Changes

Additional Format

The current collection instrument is a paper-based form (SSA-1370). We will continue to use the paper-based form. To collect the information in a format that supports the VJFs, we will use a web-based registration form.

In addition, the current paper-based form asks for current work status and work history. The online VJF registration page will ask for this information via a link to upload a resume. The VJF Profile Page shows the profile form and resume upload link (see collection instrument PDF).

Additional Questions

To support the VJF registration process, we will add four brief questions to the web-based collection instrument:

1. By registering for this Ticket to Work Virtual Job Fair, I am confirming that I am one of the following:
 - A current Social Security disability beneficiary, and I have assigned my Ticket to an Employment Network or State Vocational Rehabilitation agency.
 - A representative of an Employment Network or State Vocational Rehabilitation agency.
 - A representative of a WIPA or PABSS.

2. I have signed and submitted the Consent for Release of Information form (SSA-3288) to my service provider (Employment Network or State Vocational Rehabilitation agency).
 - Yes
 - No

3. In addition to agreeing to SSA’s policies about the collection and use of my personal information, I understand that by registering and participating in the Virtual Job Fair I am agreeing to the INXPO, the platform provider, Terms of Use and Privacy Policy, which may differ from SSA’s policies. Links to INXPO’s Terms of Use and Privacy Policy are found after the Yes/No response options.
 - Yes
 - No

4. I will be using screen reader technology to participate in the Virtual Job Fair.
 - Yes
 - No

Change in Estimates of Public Reporting Burden

We expect the VJFs to increase the burden only on individuals who voluntarily choose to participate in the VJF events. Our expectation is that no more than 9,500 total participants will participate annually.

Estimates of Public Reporting Burden

a. Establishing Ticket Assignments and Ticket Use

ENs in the private sector use the SSA-1370, the Ticket Portal, or VJF Registration Page.

Modality of Completion	Number of Respondents	Frequency of Response	Average Burden Per Response (minutes)	Estimated Total Annual Burden (hours)
20 CFR 411.140(d)(3); 411.325(a); 411.150(b)(3); VJF Registration	500	1	10	83

c. Tracking Progress

Request for Certification of Work and Educational Progress: Individuals – Respondents fill out the VJF Registration Page.

Modality of Completion	Number of Respondents	Frequency of Response	Average Burden Per Response (minutes)	Estimated Total Annual Burden (hours)
20 CFR 411.200(b); VJF Registration	9,000	1	10	1,500

ICR Summary of Burden

	Number of Respondents	Frequency of Response	Average Burden Per Response (minutes)	Estimated Total Annual Burden (hours)
Totals	9,500		10	1,583

Burden :	Responses	Hours	Cost
Current :	360,414	55,833	0
New :	369,914	57,416	0
Difference			
Change due to Agency Adjustment:	+9,500	+1,583	0