

**Addendum to the Supporting Statement for  
Request for Accommodation in Communication Method  
Form SSA-9000-F6  
45 CFR 85.51  
OMB No. 0960-0777**

**Revisions to the Collection Instruments**

- **Change #1:** We replaced The Section 504 SharePoint Tracker, used for accommodation information collection from February 2014 to July 28, 2014 with the iAccommodate Intranet application.

**Justification #1:** The iAccommodate intranet application offers improved information collection and usability (*detailed in the non-substantive change to the SSA-9000 F6 approved by OMB in June of 2014*). Initially we used both the SharePoint Tracker and iAccommodate simultaneously; however, now are exclusively using the iAccommodate Intranet application.

**Enhancements to the iAccommodate application include:**

- **Change #2:** As of September 2015, SSA expanded the scope for this information collection to capture every instance of the provision of an accommodation to a member of the public that visits SSA offices using a “Provided” checkbox. Previously the iAccommodate application was only able to record the initial request for an accommodation from a member of the public.
- **Justification #2:** The ability to record and track every instance of an accommodation provided to members of the public allows for more accurate and complete data collection. This improved functionality also allows for a greater understanding of needs and trends across SSA’s ten regions.
- **Change #3:** We moved the “Accommodation Referred to 504 Center” section from the bottom of the “Requests for Reasonable Accommodation” screen onto its own separate page, which we can access by clicking on a “Request Non-Standard Accommodation” button at the bottom of the “Requests for Reasonable Accommodation” screen.

**Justification #3:** Before moving “Accommodation Referred to 504 Center” section to a separate page, we received a number of incorrectly or erroneously entered requests for non-standard accommodations. By moving the option to request non-standard accommodations to a separate screen, we hope to decrease the number of incorrect or erroneously entered requests for non-standard accommodations.

- **Change #4:** We are revising the Privacy Act Statement on this form.

**Justification #4:** SSA’s Office of the General Counsel is conducting a systematic review of SSA’s Privacy Act Statements on agency forms. As a result, SSA is updating the Privacy Act Statement on the form.