

Justification for Non-Substantive Changes for Form SSA-3385
REPORT OF ADULT FUNCTIONING – EMPLOYER
20 CFR 404.1512 and 20 CFR 416.912
OMB No. 0960-0805

Background

The Social Security Administration (SSA) uses Form SSA-3385 to provide SSA with information about the employee's day-to-day function in the work setting. The respondents are claimants' past employers. Currently, the respondent completes a paper Form SSA-3385 and mails it back to SSA.

SSA developed a fillable, printable version of the SSA-3385, as some individuals may find it easier to use. The fillable version allows the respondents to complete the form electronically using a personal computer, or other computing device, print the completed form, and submit it to SSA. We developed this fillable version, as we want to ensure SSA provides effective communication 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. In addition, the new fillable modality will enhance our electronic services and recordkeeping efforts.

Revisions to the Information Collection

- **Change #1:** SSA intends to provide Form SSA-3385 in a fillable PDF file on our website, in place of the paper version we currently provide. We propose to make all form entries fillable.

Justification #1: This change will allow the respondents 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 the form to SSA for processing.

After OMB approves the addition of the new fillable PDF version of the form, SSA will phase out the paper version and replace it with the fillable PDF file on our Internet and Intranet websites.

This action does not affect the public reporting burden.