

**Addendum to Supporting Statement for
Consent Based Social Security Number Verification
20 CFR 401.100
OMB No. 0960-0760**

Revisions to the Collection Instruments

We made the following revisions to Form SSA-88:

- **Change #1:** We are revising the PRA statement on this form.

Justification #1: We are revising the PRA statement to reflect our current boilerplate language. The current language, which dates back to the last reprint of the form, is now outdated.

- **Change #2:** We are revising the Privacy Act Statement on this form.

- **Justification #2:** 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 Notice on the form.

We made the following revisions to Form SSA-89:

- **Change #1:** We consolidated the form to one page.

Justification #1: This change will facilitate storage and processing for both CBSV and eCBSV.

- **Change #2:** We expanded the reasons from using the form from six to eight and made the reasons more specific.

Justification #2: This change will better accommodate both the CBSV and eCBSV services.

- **Change #3:** We removed the authorizing individual's contact information (full address and phone number).

Justification #3: We removed this information because the Privacy Act does not require SSA to collect this information.

- **Change #4:** We are revising the PRA statement on this form.

Justification #4: We are revising the PRA statement to reflect our current boilerplate language. The current language, which dates back to the last reprint of the form, is now outdated.

- **Change #5:** We are revising the Privacy Act Statement on this form.

- **Justification #5:** 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.

We made the following revisions to the CBSV User Agreement:

- **Change #1:** We updated the Office of Data Exchange and Policy Publications to the Office of Data Exchange, Policy Publications, and International Negotiations.

Justification #1: The Office of Data Exchange and Policy Publications changed its name to the Office of Data Exchange, Policy Publications, and International Negotiations in 2018.

- **Change #2:** We made grammatical changes throughout the document.

Justification #2: We brought the document in line with the Social Security Administration's Quality Initiative for Commissioner's Correspondence handbook. We also removed instances of passive voice and replaced them with active voice. We made these changes to bring the document in-line with the Agency's Plain Language initiatives.

- **Change #3:** We updated formatting throughout the document.

Justification #3: We made several changes to font and bulleting throughout the document to make it easier to read. We also added acronyms to shorten the document and added hyperlinks and references to make it easier to navigate.

- **Change #4:** We updated the SSA executive authorizing signature and title.

Justification #4: The Office of Data Exchange, Policy Publications and, International Negotiations has a new Associate Commissioner. We updated the CBSV User Agreement to reflect this change.

- **Change #5:** We updated attachments to the document.

Justification #5: The CBSV User Agreement contained outdated attachments. We added new versions of the SSA-89 and SSA-89 SP consent forms and SSA-1235 Agreement Covering Reimbursable Services.

- **Change #6:** We clarified program rules.

Justification #6: The CBSV User Agreement contained confusing and conflicting language about employer identification number (EIN) and name changes. We clarified these rules to make the document easier to understand. We also updated instructions for how to complete the SSA-88 Pre-Approval Form for CBSV to make completing the form clearer. We added a statement to associate employees with the appropriate service channel. We added a sentence to ensure the requesting party does not conduct testing in the production environment.

- **Change #7:** We updated the Compliance Review section.

Justification #7: The CBSV User Agreement contained a numbering mistake in Section X. We updated and corrected the Roman Numeral for section IX, Compliance Reviews.

- **Change #8:** We updated the Office of Budget, Finance, and Management.

Justification #8: The CBSV User Agreement contained outdated an outdated name for an Agency office. The Office of Budget, Finance, Quality and Management changed its name to the Office of Budget, Finance and Management in 2017.

- **Change #9:** We updated contact information.

Justification #9: We updated the email address for the CBSV staff to make it easier to contact the them.

We will implement these changes upon OMB approval.

These changes do not affect the public reporting burden.