



Fall 2021

<<b-name>>  
<<address1>>  
<<address2>>  
<<city>>, <<state>> <<zip>>-<<zip4>>

Study ID No: <<studyID#>>

Dear <BENEFICIARY>:

I am writing to invite you to take part in the Social Security Administration's (SSA) Work Disability Functional Assessment Battery (WD-FAB) Research Study. Westat, a survey research company located in Rockville, MD, will contact current Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) beneficiaries and invite them to take part in the study.

Your name was selected from a large group of SSA beneficiaries. The purpose of the study is to test a new set of questions that could improve SSA's continuing disability review process.

In the next few days, an interviewer from Westat will call you. If you would like to make an appointment to be called on a specific day/time, please call Westat at [1-800-XXX-XXXX]. If you are interested, the interviewer will ask you a few questions to make sure you are able to take part in the study. If you are able to take part in the study, then we will ask you to complete two surveys.

1. Survey 1 can be completed on the same day that you speak to the Westat interviewer or at a time that is more convenient. You may decide to do Survey 1 by phone or over the internet. After you complete Survey 1, you will receive a Visa pre-paid debit card for \$50.
2. Survey 2 will be completed 6 months after you complete Survey 1. You may also decide to do Survey 2 by phone or over the internet. After you complete Survey 2, you will receive another Visa pre-paid debit card, this time for \$75.

Once you are determined to be eligible for the study, you may download the [INSERT NAME OF APP] app to stay in touch with Westat and schedule an appointment for your survey. You will receive an additional \$5 for downloading the app. The [INSERT NAME OF APP] is a smartphone app available in the Apple App Store and Google Play. Please see the enclosed materials for instructions on how to download and use the app.

Your decision to take part in the study is voluntary. It will not affect your benefits. The information we collect is for research purposes only.

You may also contact Westat with questions about the study by calling [1-800-XXX-XXXX].

Thank you again for your assistance.

Sincerely,

[INSERT SIGNATURE OF SSA SIGNATORY]

Please see the backside of this letter for the Privacy Act statement.

## ATTACHMENT A6. STUDY INVITATION LETTER

### Privacy Act Statement Collection and Use of Personal Information

Section 1110(a) of the Social Security Act, as amended, allows us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may only affect your eligibility to receive the study participation reimbursement amount.

We will use the information you provide for research purposes. We may also share the information for the following purposes, called routine uses:

- To a contractor under contract to the SSA, or under contract to another agency with funds provided by SSA, for the performance of research and statistical activities directly related to the Extramural Surveys (Statistics) system of records; and
- To the General Services Administration and the National Archives Records Administration (NARA) under 44 U.S.C. 2904 and 2906, as amended by the NARA Act of 1984, information which is not restricted from disclosure by Federal law for the use of those agencies in conducting records management studies.

In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notice (SORN) 60-0199, entitled Extramural Surveys (Statistics), as published in the Federal Register (FR) on January 11, 2006, at 71 FR 1835. Additional information, and a full listing of all of our SORNs, is available on our website at [www.ssa.gov/privacy](http://www.ssa.gov/privacy).