

eCBSV SSA-157 User Guide

For the initial rollout for eCBSV, we will be collecting information using the SSA-157. In order to collect the necessary information, we have created an example for assistance. Please use the following example as a guide to complete the SSA-157 for eCBSV purposes.

Data Exchange Request Form (DXRF) Request for Information from SSA

Data Request

1. Name of organization requesting the data exchange.	Include Company name, Doing Business As (DBA) Name												
2. Indicate what type of organization you are.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Government</td> <td style="width: 50%;">Non-Government</td> <td style="width: 50%;"></td> </tr> <tr> <td><input type="checkbox"/> Federal</td> <td><input checked="" type="checkbox"/> Commercial Entity</td> <td rowspan="5" style="font-size: small; vertical-align: top;"><i>Indicate if you are a financial institution in accordance with P.L. 115-174 or other</i></td> </tr> <tr> <td><input type="checkbox"/> State & Local</td> <td><input type="checkbox"/> Educational Institution</td> </tr> <tr> <td><input type="checkbox"/> Foreign</td> <td><input type="checkbox"/> Other (Please specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Tribal</td> <td></td> </tr> </table>	Government	Non-Government		<input type="checkbox"/> Federal	<input checked="" type="checkbox"/> Commercial Entity	<i>Indicate if you are a financial institution in accordance with P.L. 115-174 or other</i>	<input type="checkbox"/> State & Local	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Foreign	<input type="checkbox"/> Other (Please specify) _____	<input type="checkbox"/> Tribal	
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3. Briefly state the purpose for requesting this information and tell us how your organization will use the data.	Identify Reason: Mortgage service, banking service, credit check, background check, licensing requirement, or other (specify).												
4. What specific information are you requesting from SSA? (Social Security number verification, benefit verification, disability payments, data elements, etc.).	Foreign requesters can only request date and fact of death. eCBSV												
5. What data elements will you send to support your request (e.g., SSN, name, date of birth), if applicable?	SSN, name, date of birth												
6. Is your organization currently receiving this information by another means (e.g., paper reports, etc.)?	<input type="checkbox"/> Yes - Tell us how your organization identifies and collects this data; be specific. <div style="text-align: center; margin: 5px 0;">N/A</div> <input type="checkbox"/> No												
7. Describe the benefit to your organization of receiving this data.	N/A												
8. Is there any benefit to SSA? For foreign requesters - is your organization willing to enter into a reciprocal arrangement with SSA to provide the same information we provide to you?	<input type="checkbox"/> Yes - Explain. <div style="text-align: center; margin: 5px 0;">N/A</div> <input type="checkbox"/> No												
9. What is the impact to your organization if it does not receive this data?	N/A												
10. SSA generally requires that you pay for our services. Are you willing to incur costs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No												
11. Provide your legal authority allowing the collection of this data from SSA. (Legal authorities may include statutes, regulations, and/or Executive Orders that explicitly require or permit your agency to use SSNs in your program(s) and request them from SSA, or get other data from SSA as authorized by law.) If you are a Federal agency, include information related to applicable Privacy Act systems of records in which you will maintain the requested data.	N/A												

12. List the organization and job functions/titles within the organization(s) that will have access to SSA-provided information.	List any permitted entities you will service
13. Do you plan to share the data with anyone other than those listed in question 12?	<input type="checkbox"/> Yes - List the organization that you will be sharing the data with, job functions/titles, the form (identifiable, aggregate) in which you intend to disclose information, and the authority for a third party disclosure. <input checked="" type="checkbox"/> No
14. How frequently do you want to receive the data?	<input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Yearly <input type="checkbox"/> Other (Explain)
15. Based on the frequency selected above, provide an estimate of the number of records you will submit for processing.	Provide annual estimated volume
16. How will we exchange the data?	<input type="checkbox"/> Batch <input type="checkbox"/> Online <input type="checkbox"/> Both (Explain) <input type="checkbox"/> Other (Explain)
17. When do you expect this data exchange to begin? (A typical data exchange takes 12 months or more to fully implement.)	N/A

Security

18. If you are a federal agency , does your organization have documented information security policies and procedures to safeguard SSA-provided information from unauthorized access and improper disclosure?	<input type="checkbox"/> Yes - Skip to question 20. <input checked="" type="checkbox"/> No - Skip to question 20. <input type="checkbox"/> Not Applicable - Non-Federal Agency
19. If you are not a federal agency , does your organization have documented information security policies and procedures to reduce information technology security risks to an acceptable level in accordance with the Federal Information Security Management Act (FISMA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable - Federal Agency
20. Will the information SSA provides be stored or processed in an external commercial cloud? a. What is the name of the Cloud Service Provider (CSP)? b. Is the CSP FedRAMP authorized? (www.fedramp.gov)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - Skip to question 22. N/A <hr/> <input type="checkbox"/> Yes <input type="checkbox"/> No
21. Is the cloud provider contractually required to enforce security policies and procedures that will safeguard the information SSA provides from unauthorized access and improper disclosure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Will the information SSA provides be stored off-shore: i.e., in a foreign country?	<input type="checkbox"/> Yes <input type="checkbox"/> No

23. List any current or previous data exchanges your organization has with SSA (i.e., by SSA agreement number or description).	Identify if you are a current CBSV user.
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Only complete questions 24-29 if you are a state agency.

24. If your agency already has an existing agreement with SSA to receive SSA data, are there any other programs or purposes for requesting SSA data that you wish to add to the current agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Name the programs your agency administers for which you are requesting SSA data.	
26. Indicate whether the programs are federally-funded (either fully or partially) or state-funded. (If the program is not state funded but locally funded, i.e., at the city or county level, please specify.)	
27. List the benefits or services provided under these programs.	
28. Does your staff take applications or determine eligibility for TANF, Medicaid, or SNAP for any of the programs listed in question 25?	<input type="checkbox"/> Yes - Name the program. <input type="checkbox"/> No
29. How is the requested SSA data relevant to determining entitlement/eligibility to benefits or services under the programs your agency administers?	

Only complete questions 30-35 if your request is for research and statistical purposes only.

30. Indicate if this is a request for a new project within a current agreement.	
31. Indicate the form of data needed to accomplish the purposes of your study. Options include tabulations, statistical outputs, micro data from SSA's program records for individuals, and SSA data for individuals that have been linked to other sources of data.	<p style="color: red;">Reminder: We normally release information in the form of tabulations, statistical outputs or individual data that cannot be associated with an individual, and only in rare instances do we release micro data.</p>
32. Describe other sources of data to which you will be linking SSA data (if applicable).	
33. Describe any plans to publish or release the research results including whether any supporting documentation will be made available in identifiable form.	
34. Include the length of time you need to retain the data in and the location where the data will be housed.	

35. Include your planned final disposition of the SSA data to include the date when the data will be destroyed.

36. Additional comments:

Provide your Employer Identification Number (EIN) here.

Provide your Dun & Bradstreet (D-U-N-S) Number here.

In accordance with (PL)115-174, 215(b), I certify, as the approving authority for (ENTER PERMITTED ENTITY NAME) that:

a. (ENTER PERMITTED ENTITY NAME) is a permitted entity.

b. (ENTER PERMITTED ENTITY NAME) is in compliance with (PL)115-174, section 215.

c. (ENTER PERMITTED ENTITY NAME) is, and will remain, in compliance with its privacy and data security requirements, as described in title V of the Gramm-Leach-Bliley Act (15 U.S.C. 6801 et seq.), with respect to information the entity receives from the Commissioner pursuant to this section.

d. (ENTER PERMITTED ENTITY NAME) will retain sufficient records to demonstrate its compliance with its certification and this section for a period of not less than 2 years.

Points of Contact

37. Approving authority contact information for the person signing the agreement for the agency requesting the data.

Name: _____

Title: _____

Address: _____

Phone #1: _____

Phone #2: _____

Email address: _____

38. Requester contact information for the agency.

Name: _____

Title: _____

Address: _____

Phone #1: _____

Phone #2: _____

Email address: _____

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the *Paperwork Reduction Act of 1995*. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. We estimate that it will take about 30 minutes to read the instructions, gather the facts, and answer the questions. **Send only comments relating to our time estimate above to:** SSA, 6401 Security Blvd, Baltimore, MD 21235-6401.
