

**Justification for Non-Substantive Changes for SSA-4547
Advance Designation of Representative Payee
OMB No. 0960-0814**

Background

As mandated by Section 201 of Public Law 115-165 (the Strengthening Protections for Social Security Act of 2018), SSA sends the Advance Designation of Representative Payee (ADRP) Notice annually to current beneficiaries with no representative payees as a reminder of their advance designations. SSA issues an ADRP Receipt to every claimant or beneficiary who submits, updates, waives, or withdraws an advance designation.

We are making the non-substantive changes within a year of the OMB approval, because as part of the central print effort. We are making the revisions immediately instead of waiting for the renewal time, because the next ADRP Annual Notice mailing is in March 2022.

Revisions to the collection instrument:

ADRP Annual Notice

- **Change #1:** We are adding a reference to updating the advance designation using mySSA and included the website URL

Justification #1: We are adding mySSA to enable eligible individuals to provide advance designation or make changes on their own through their personal mySSA account to lessen the customer service workload in the Field Office and the Teleservice Center.

- **Change #2:** We are moving the SSA header from top left to the top right and moved the FO address block from top right to the top left of the notice.

Justification #2: As part of the central print effort, the central printing of ADRP Annual Notice requires changes to the formatting location of Notice Field Office address and SSA heading.

ADRP Beneficiaries and Applicants Receipts

- **Change #3:** We are adding a reference to updating the advance designation using mySSA and included the website URL

Justification #3: We are adding mySSA to enable eligible individuals to provide advance designation or make changes on their own through their personal mySSA account will lessen the customer service workload in the Field Office and the Teleservice Center.

- **Change #4:** We are moving the SSA header from top left to the top right and moved the FO address block from top right to the top left of the receipt.

Justification #4: As part of the central print effort, the advance designation receipt will move from locally printed to centrally printed. This requires changes to the receipt and Intranet screens.

- **Change #5:** We are changing the date criteria for the ADRP Receipts to calculate using normal date rules instead of current date.

Justification #5: As part of the central print effort, the advance designation receipt will move from locally printed to centrally printed. This requires changes to the receipt and Intranet screens.

ADRP Intranet Screens

- **Change #6:** We are removing the informational messages “Print the required receipt after selecting Next” that currently appear only on the Intranet screens (see pages 8 and 11) informing technicians to print the ADRP receipt.

Justification #6: As part of the central print effort, the advance designation receipt will move from locally printed to centrally printed. SSA technicians no longer need the printing informational messages.

These actions do not affect the public reporting burden.

We will implement these changes upon OMB approval.