

Social Security Administration  
**Supplemental Security Income**

Notice of Planned Action

Social Security  
0123 Roadway  
Anytown, MD 20000  
November 14, 2020  
BNC: XXAXXXXAXXXXX

John Doe  
123 Address  
Anytown, MD 20001

Dear Mr. Doe:

**The SSI Payment Will Be Changed – If You Disagree With This Change, Appeal As Soon As Possible To Keep Getting The Same Payment**

We plan to lower your monthly Supplemental Security Income (SSI) payment from \$600.00 to \$0.00 beginning December 2020. The amount will change because you have countable resources worth more than \$2,000.

We are also changing the amounts you were due for October 2020 through November 2020. Your amounts changed because you had countable resources worth more than \$2,000.

<b>From</b>	<b>Through</b>	<b>Previous Monthly Amount</b>	<b>Corrected Monthly Amount</b>
October 2020	November 2020	\$600.00	\$0.00

**Information About Your Back Payments**

We may be in touch with you later about any payments we previously made.

**If You Disagree**

If you disagree with the decision, you have the right to appeal. We will review your case again and consider any new facts you have. A person who did not make the first decision will decide your case.

- You have 60 days to ask for an appeal.
- The 60 days start the day after you get this letter. We assume you got this letter 5 days after the date on it unless you show us that you did not get it within the 5-day period.
- You must have a good reason if you wait more than 60 days to ask for an appeal.
- You have to ask for an appeal in writing. We will ask you to sign a form SSA-561-U2, called "Request for Reconsideration." Contact one of our offices if you want help.

## **If You Want To Appeal And Keep Getting The Same Payment, Appeal As Soon As Possible**

- If you appeal within 10 days, your payment amount will not change until we decide your appeal. The 10 days start the day after you get this letter.
- If you appeal after 10 days, but within 60 days, your payment may be reduced temporarily. We will restart the previous payment amount once we receive and enter the appeal. You will get the same payment amount until we decide your appeal. The 60 days start the day after you get this letter.
- If you do not want to keep getting the same payment amount while we decide your appeal, you will need to complete a form called the SSA-263. The form is available at [www.ssa.gov/forms/](http://www.ssa.gov/forms/) online. You should submit the form to us along with the appeal only if you do not want to keep getting the same payment amount while we decide your appeal.
- If you lose your appeal, you might have to pay back some or all of this money.

However, even if you appeal, we may reduce the payment shown above if both of the following are true:

- Our new decision is the same as the one you appealed, and
- We send or give you a letter with our new decision in time to reduce the payment for July 2021.

## **How To Appeal**

There are three ways to appeal. You can pick the one you want. If you meet with us in person, it may help us decide your case.

- **Case Review:** You have the right to review the facts in your file. You can give us more facts to add to your file. Then we will decide your case again. You will not meet with the person who decides your case.
- **Informal Conference:** You will meet with the person who decides your case. You can tell that person why you think you are right. You can give us more facts to help prove you are right. You can bring other people to help explain your case.
- **Formal Conference:** This is a meeting like an informal conference. The difference is we can make people come to prove you are right. We can make them bring important papers about your case, even if they do not want to help you. You can question these people at your meeting.

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