



SOCIAL SECURITY ADMINISTRATION

Refer To: [Claimant Name]
[BNC Number]

Office of Hearings Operations
[Local Office Address]
Tel: [Local Office Phone]/ Fax: [Local office
Fax]

[Notice Date]

<if OBO> [OBO Name] on behalf of
[ClaimantFirstName][ClaimantLastName]
[OBO Address]
<else>
[ClaimantFirstName][ClaimantLastName]
[ClaimantAddress]
<endif>

Notice of Ways to Attend a Hearing

We may schedule you to attend your hearing in one of four ways: (1) in person at one of our offices; (2) by audio using a telephone in a private location you choose; (3) by agency video using our video equipment at one of our offices; or (4) by online video using a personal electronic device, such as a smartphone, tablet, or computer with an internet connection, in a private location you choose. For audio and online video, the private location you choose must be located within the 50 states, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, the Commonwealth of Puerto Rico, or the United States Virgin Islands. You can object to attending your hearing by audio or agency video. We will only schedule you to attend by online video if you agree.

Attend in person: If we schedule you to attend in person, you must travel to one of our offices, such as a hearing office or a permanent remote site. You and the Administrative Law Judge (ALJ) will be in the same room. You cannot object to attending in person.

Attend by audio: If we schedule you to attend by audio, you will attend the hearing using your telephone in a private location of your choice. Although you and the ALJ will be in different locations, you and the ALJ will still be able to hear and speak to each other. At the time of the hearing, the hearing office will call you at the telephone number you provided. Generally, we may schedule you to attend your hearing by audio unless you object to attending that way.

In limited circumstances, we may schedule you to attend by audio even if you tell us that you object to attending that way. For example, we will schedule you to attend by audio when we cannot schedule you to attend by agency video or online video and extraordinary circumstances prevent you from attending in person.

Attend by agency video: If we schedule you to attend by agency video, you must travel to one of our offices and we will provide the video equipment. You will be able to see, hear, and speak to the ALJ, who will be in a different location, just as if you were in the same room. The hearing will occur using our secure network, and someone will make sure the video equipment is connected and working properly. We may schedule you to attend your hearing by agency video unless you object to attending that way.

If you change your residence while your request for hearing is pending, we may schedule you to attend by agency video, even if you objected to attending in that way.

Attend by online video: If we schedule you to attend by online video, you will attend at a private location of your choice using a personal electronic device, such as a smartphone, tablet, or computer with an internet connection. The hearing will occur over the internet using Microsoft Teams. You will be able to see, hear, and speak to the ALJ, who will be in a different location. We will not supply a smartphone, tablet, or computer or an internet connection for the hearing. Examples of a private location where you could attend the hearing include your home or your representative's office if you are represented. To attend your hearing by online video, you must have access to email. The smartphone, tablet, or computer that you use for the hearing must have a camera, microphone, and a speaker. We may schedule you to attend by online video only if you agree to attend that way.

Privacy Notice: Please note that Microsoft Teams is a non-government third party application. This application is not under control of the Social Security Administration (SSA) and may not follow SSA's privacy, security, or accessibility policies located on SSA's official website at <https://www.ssa.gov/agency/privacy.html>. Once you access this application, you are subject to the policies of Microsoft, and you may be asked to agree to Microsoft's terms of use and privacy policies, which SSA does not control. As such, by using this application, you may be providing non-government third parties access to your personally identifiable information (PII).

What to Do If You Do Not Want to Attend Your Hearing by Audio or Agency Video

If you do not want to attend by audio or agency video, you must tell us in writing within 30 days after the date you receive this notice. We assume you received this notice 5 days after the date on the notice unless you show us that you did not get it within the 5-day period. We may extend the 30-day period if you show you had good cause for missing the deadline. **Please let us know by completing and returning the attached form in the envelope we sent** **<if Rep=true>your representative<else>you<endif>.**

What to Do If You Agree to Attend Your Hearing by Online Video

If you are willing to attend your hearing by online video, you must tell us that in writing within 30 days after the date you receive this notice. We assume you received this notice 5 days after the date on the top of the notice unless you show us that you did not get it within the 5-day period. We may extend the 30-day period if you show you had good cause for missing the deadline. We will not schedule you to attend your hearing by online video unless you agree to attend in that way. **Please let us know by completing and returning the attached form in the envelope we sent** **<if Rep=true>your representative<else>you<endif>.**

Reviewing Evidence When You Attend by Audio, Agency Video, or Online Video

You will have a chance to review the evidence in your claim before the hearing. If you have a *my* Social Security account, we can send you a copy of your claim file electronically through the *my* Social Security Message Center. Please make sure that you have turned on notifications so that

you will receive an alert from the *my* Social Security Message Center when the file is ready for your review. If you do not have a *my* Social Security account, you can create one at www.ssa.gov/myaccount/ by selecting the “Create an Account” button. In addition to allowing you to view the evidence in your file, a *my* Social Security account allows you to check the status of your application, and the date and time of your hearing, after we have scheduled it. Please note that you must be at least 18 years of age to create a *my* Social Security account, and you may not create an account for another person, including a child under age 18.

<if Rep=true>Additionally, your representative may be able to access the evidence electronically for you.

If you do not have a personal *my* Social Security account, and your representative does not have electronic access to the evidence, we can email you a copy of the claim file in an encrypted email attachment. You may also review your claim file in the hearing office closest to you. Please call us at the telephone number at the top of this notice if you would like us to send you a copy of the claim file by email or if you would like to review your claim file in the hearing office.<endif>

<if Rep=false> If you do not have a *my* Social Security account, we can email you a copy of your claim file in an encrypted email attachment or you may review your claim file in the hearing office closest to you. Please call us at the telephone number at the top of this notice if you would like us to send you a copy of the claim file by email or if you would like to review your claim file in the hearing office.<endif>

Protecting Your Privacy

We will collect and maintain personally identifiable information you share with us during the hearing to make a decision on your claim. If you attend your hearing by audio, agency video, or online video, an ALJ will conduct the hearing from a private location. The ALJ and other agency employees will safeguard your personal information by using the agency’s secure network and hardware. If you attend your hearing by audio or online video, you must attend from a private location. We also recommend that you use a private internet connection if you attend the hearing by online video.

If You Have Any Questions

If you have any questions, or if you require an accommodation to participate in a hearing, please contact us at [Local Office Phone].

Sincerely yours,

<If ALJ name exist then>

[ALJ Name]

Administrative Law Judge

<else>

Social Security Administration

<endif>

Enclosures:

HA-55 (Objection to Appearing by Audio or Agency Video)

HA-56 (Agreement to Appearing by Online Video)

SSA Publication No. 80-102 (How to Attend Your Hearing)

Return Envelope

cc:

[Representative of Record]

[On Behalf Of Claimant]