

**Supporting Statement for Form SSA-783**  
**Statement Regarding Contributions**  
**20 CFR 404.360 - 404.366 and 404.736**  
**OMB No. 0960-0020**

**A. Justification**

**1. Introduction/Authoring Laws and Regulations**

Per Sections 202(d), (h), and 216(e) of the *Social Security Act (Act)* as well as 20 CFR 404.360-404.366 and 404.736 of the *Code of Federal Regulations*, the Social Security Administration (SSA) must collect information about a child's support and other regular or substantial contributions when determining if child applicants for Social Security benefits are entitled to payments.

**2. Description of Collection**

When an insured worker receives Social Security retirement or disability benefits, their children may also receive benefits. Children of an insured worker may also receive benefits when the worker dies. To be eligible for child's benefits, the child must be dependent on the insured worker. In certain limited circumstances, SSA may need to conduct additional factfinding to confirm a child's dependency under SSA's rules. SSA uses Form SSA-783 to collect information regarding a child's sources of support when determining the child's entitlement to Social Security benefits. We request this information from adults acting on behalf of child claimants who can provide SSA with any sources of support or substantial contributions for the child. In most circumstances, the SSA claims specialist will identify the need to collect this information during the initial benefits application process and will conduct the collection via an in-person interview. The claims specialist records the information in the remarks section of the application. If the person being interviewed cannot provide the information during the initial interview, the claims specialist gives the SSA-783 to the individual to complete and return to the SSA office. If the individual capable of providing the information is not present during the initial application, we mail the SSA-783 to the individual for completion, or if the person has access to a computer, we refer them to SSA's website to download, complete, print, and mail in the form. SSA stores a copy of the completed SSA-783 in the electronic claims folder. The respondents are individuals providing information about a child's sources of support.

**3. Use of Information Technology to Collect the Information**

A PDF version of Form SSA-783 is available on SSA's website for respondents to download, complete, and send to SSA for processing. This collection does not currently have a fully public-facing Internet version, as we prioritized other information collections for full electronic conversions. This information collection does not currently allow for electronic submission as described under GPEA. However, as mentioned above in #2, field office staff collect the information from Form SSA-783 via personal interview either in a field office or

via telephone. The claims specialists who conduct this information collection record the information in the remarks section of the SSA System in which they take the claim (i.e., the SSI Claims System; Modernized Claims System; or Electronic Disability Collect System). In addition, the agency is currently in the process of assessing all agency forms for conversion to submittable PDFs. We intend to assess this form for submittable PDF implementation after we receive OMB approval. Our current plan is to implement a submittable PDF of this form within the next 3-6 years.

4. **Why We Cannot Use Duplicate Information**

The nature of the information we collect and the manner in which we collect it precludes duplication. SSA does not use another collection instrument to obtain similar data.

5. **Minimizing Burden on Small Respondents**

This collection does not significantly affect small businesses or other small entities.

6. **Consequence of Not Collecting Information or Collecting it Less Frequently**

If we did not use Form SSA-783, we would have no way of confirming sources of support for child applicants who must meet certain requirements for entitlement to Social Security benefits. Because we only collect the information once, we cannot collect it less frequently. There are no technical or legal obstacles to prevent burden reduction.

7. **Special Circumstances**

There are no special circumstances that would cause SSA to conduct this information collection in a manner inconsistent with 5 *CFR* 1320.5.

8. **Solicitation of Public Comment and Other Consultations with the Public**

The 60-day advance Federal Register Notice published on August 20, 2020, at 85 FR 51536, and we received no public comments. The 30-day FRN published on November 4, 2020 at 85 FR 70216. If we receive any comments in response to this Notice, we will forward them to OMB.

9. **Payment or Gifts to Respondents**

SSA does not provide payments or gifts to the respondents.

10. **Assurances of Confidentiality**

SSA protects and holds confidential the information it collects in accordance with 42 *U.S.C.* 1306, 20 *CFR* 401 and 402, 5 *U.S.C.* 552 (Freedom of Information Act), 5 *U.S.C.* 552a (Privacy Act of 1974), and OMB Circular No. A-130.

11. **Justification for Sensitive Questions**

The information collection does not contain any questions of a sensitive nature.

12. **Estimates of Public Reporting Burden**

We estimate approximately 2,352 respondents take about 15 minutes each to gather the facts, read the instructions, and complete the SSA-783, as per the data in the chart below:

Modality of Completion	Number of Respondents	Frequency of Response	Average Burden Per Response (minutes)	Estimated Total Annual Burden (hours)	Average Theoretical Hourly Cost Amount (dollars)*	Average Wait Time in Field Office (minutes)**	Total Annual Opportunity Cost (dollars)***
SSA-783	2,352	1	15	588	\$31.48*	24**	\$48,133***

\* We based this figure on the average hourly wage for all occupations in May 2024 as reported by the U.S. Bureau of Labor Statistics ([https://www.bls.gov/oes/current/oes\\_nat.htm#00-0000](https://www.bls.gov/oes/current/oes_nat.htm#00-0000)).

\*\* We based this figure on the average FY 2024 wait times for field offices, based on SSA’s current management information data.

\*\*\* This figure does not represent actual costs that SSA is imposing on recipients of Social Security payments to complete this application; rather, these are theoretical opportunity costs for the additional time respondents will spend to complete the application. **There is no actual charge to respondents to complete the application.**

In addition, OMB’s Office of Information and Regulatory Affairs is requiring SSA to use a rough estimate of a 30-minute, one-way, drive time in our calculations of the time burden for this collection. OIRA based their estimation on a spatial analysis of SSA’s current field office locations and the location of the average population centers based on census tract information, which likely represents a 13.97 mile driving distance for one-way travel. We depict this on the chart below:

Total Number of Respondents Who Visit a Field Office	Frequency of Response	Average One-Way Travel Time to a Field Office (minutes)	Estimated Total Travel Time to a Field Office (hours)	Total Annual Opportunity Cost for Travel Time (dollars)****
2,352	1	30	1,176	\$37,020****

\*\*\*\*We based this dollar amount on the Average Theoretical Hourly Cost Amount in dollars shown on the burden chart above.

Per OIRA, we include this travel time burden estimate under the 5 CFR 1320.8(a) (4), which requires us to provide “time, effort, or financial resources expended by persons [for]...transmitting, or otherwise disclosing the information,” as well as 5

CFR 1320.8(b)(3)(iii) which requires us to estimate “the average burden collection...to the extent practicable.” SSA notes that we do not obtain or maintain any data on travel times to a field office, nor do we have any data which shows that the average respondent drives to a field office, rather than using any other mode of transport. SSA also acknowledges that respondents’ mode of travel and, therefore, travel times vary widely dependent on region, mode of travel, and actual proximity to a field office.

NOTE: We included the total opportunity cost estimate from this chart in our calculations when showing the total time and opportunity cost estimates in the paragraph below.

We base our burden estimates on current management information data, which includes data from actual interviews, as well as from years of conducting this information collection. Per our management information data, we believe that 15 minutes accurately shows the average burden per response for reading the instructions, gathering the facts, and answering the questions. Based on our current management information data, the current burden information we provided is accurate. The total burden for this collection instrument is **588** burden hours (reflecting SSA management information data), which results in an associated theoretical (not actual) opportunity cost financial burden of **\$58,153**. SSA does not charge respondents to complete our applications.

**13. Annual Cost to the Respondents (Other)**

This collection does not impose a known cost burden on the respondents.

**14. Annual Cost to Federal Government**

The annual cost to the Federal Government is approximately \$29,568. This estimate accounts for costs from the following areas:

<b>Description of Cost Factor</b>	<b>Methodology for Estimating Cost</b>	<b>Cost in Dollars*</b>
Designing and Printing the Form	Design cost and uploading into inForms; Systems to store form in InForm and make it available on our website	\$3,861
Distributing, Shipping, and Material Costs for the Form	Distribution + Shipping + Material Cost (we no longer distribute or ship this form)	\$0
SSA Employee (e.g., field office, 800 number, DDS staff) Information Collection and Processing Time	Number of respondents x processing time in minutes ÷ by 60 x hourly rate for SSA employee processing form (GS-9 step 1)  2,352 x 30 minutes ÷ 60 x \$21.86 = \$25,707.	\$25,707

Full-Time Equivalent Costs	Out of pocket costs + Other expenses for providing this service	\$0
Systems Development, Updating, and Maintenance	GS-9 employee x man hours for development, updating, maintenance	\$0
Quantifiable IT Costs	Any additional IT costs	\$0
<b>Total</b>		<b>\$29,568</b>

\* We have inserted a \$0 amount for cost factors that do not apply to this collection.

SSA is unable to break down the costs to the Federal government further than we already have. First, it is difficult for us to break down the cost for processing a single form, as field office and State Disability Determination Services staff often help respondents fill out several forms at once, and the time it takes to do so can vary greatly per respondent. In addition, because so many employees have a hand in each aspect of our forms, we use an estimated average hourly wage, based on the wage of our average field office employee (GS-9) for these calculations. However, we have calculated these costs as accurately as possible based on the information we collect for creating, updating, and maintaining these information collections.

15. **Program Changes or Adjustments to the Information Collection Request**  
When we last cleared this information collection in 2017, the burden was 8,500 hours; however, we are currently reporting a burden of 588 hours. In the prior clearance package, we estimated 30,000 responses. We are updating the burden based on current management information data showing the number of annual responses for a recent twelve-month period was 2,352. There is no change to the burden time per response. Although the number of responses changed, SSA did not take any actions to cause this change. These figures represent current management information data.

\* Note: The total burden reflected in ROCIS is **2,705**, while the burden cited in #12 of the Supporting Statement is **588**. This discrepancy is because the ROCIS burden reflects the following components: field office waiting time + a rough estimate of a 30-minute, one-way, drive burden. In contrast, the chart in #12 of the Supporting Statement reflects actual burden.

16. **Plans for Publication Information Collection Results**  
SSA will not publish the results of the information collection.
17. **Displaying the OMB Approval Expiration Date**  
OMB granted SSA an exemption from the requirement to print the OMB expiration date on its program forms. SSA produces millions of public-use forms with life cycles exceeding those of an OMB approval. Since SSA does not periodically revise and reprint its public-use forms (e.g., on an annual basis),

OMB granted this exemption so SSA would not have to destroy stocks of otherwise useable forms with expired OMB approval dates, avoiding Government waste.

18. **Exceptions to Certification Statement**

SSA is not requesting an exception to the certification requirements at 5 *CFR* 1320.9 and related provisions at 5 *CFR* 1320.8(b)(3).

**B. Collections of Information Employing Statistical Methods**

SSA does not use statistical methods for this information collection.