

Supporting Statement for Forms SSA-4814 and SSA-4815
Medical Report on Adult with Allegation of Human
Immunodeficiency Virus Infection;
Medical Report on Child with Allegation of Human
Immunodeficiency Virus Infection
20 CFR 416.933-416.934
OMB No. 0960-0500

A. Justification

1. Introduction/Authoring Laws and Regulations

Section 1633 of the *Social Security Act (Act)* provides the Commissioner of the Social Security Administration (SSA) with the authority to make administrative and other arrangements to provide Supplemental Security Income (SSI) to disabled individuals. Section 1614(a)(3) of the *Act* defines when we consider a person disabled. Section 1631(e)(1) authorizes the Commissioner to gather information to make a determination about an applicant's claim for SSI payments. Section 1631(a)(4) provides that the Commissioner may pay SSI payments to an applicant for a period not exceeding six months prior to the determination of the individual's disability, if the individual is presumptively disabled and we determine to be otherwise eligible for benefits; we call this procedure Presumptive Disability (PD). We designed PD payments to provide the applicant with financial support while SSA completes its review of the applicant's file and the disability claim. Under the provisions of 20 CFR 416.933-416.934 of the *Code of Federal Regulations*, SSA Field Offices (FO) or State Disability Determination Services (DDS) agencies may make findings of PD if the evidence available at the time reflects a high degree of probability that we will find the individual disabled.

2. Description of Collection

SSA uses forms SSA-4814 and SSA-4815 to collect the information necessary to determine if an individual with human immunodeficiency virus (HIV) infection, who is applying for SSI disability payments, meets the requirements for PD. The respondents are the medical sources of the applicants for SSI disability payments who complete the forms based upon information in their patient's medical records. Typically, SSA or DDS technicians either mail the appropriate paper form to the applicant's medical source along with a pre-paid envelope to complete and return to SSA by mail, or the technicians contact the medical source directly via telephone, so respondents may complete this collection through a personal interview. Therefore, none of the respondents bring or complete this information collection within a field office. When respondents complete these forms via telephone interview, the SSA or DDS technician enters the information from the respondents directly into the form, and manually documents the medical source's name, title, and date in the signature block. If respondents complete these forms via telephone interview, we do not require a wet signature. It is also possible (although very rare) for applicants to bring the form the medical source completed

to the FO or for the medical source to fax the form. When these forms are received in this manner, we verify the signature. Once we collect all necessary information, we then upload the form into the applicant's electronic case file. If SSA FO staff is unable to make a PD finding based on the information the applicant's medical source provides, the DDS agency makes a determination at their discretion.

The respondents learn about this information collection when they receive it by mail or are contacted by telephone. When these medical sources receive a mailed form, they also receive a completed SSA-827 ("Authorization to Disclose Information to the Social Security Administration," OMB No. 0960-0623), which the applicant has signed to authorize SSA to request information from medical sources such as these respondents.

We identified the following psychological costs based on the requirements for this information collection:

- **Psychological Cost #1:**
 - **Requirement for the Program:** Forms SSA-4814 and SSA-4815 ask the medical source to provide information about the applicant's conditions and treatment so SSA can determine whether the applicant is eligible to receive payments while we are processing the claim for ongoing disability payments. This can be a lengthy process.
 - **Psychological Cost:** The respondent may perceive these forms as taking time away from direct patient care and adding administrative burden.

We understand this psychological cost may cause respondents to delay their completion of the information collection or cause them to abandon the information collection entirely. However, we require full completion of this collection to make findings of PD that enable early payments. Therefore, we have taken this potential psychological cost into account when calculating our burden in #12 below.

The respondents are the medical sources of the applicants for SSI disability payments.

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

We currently collect this information via mail or personal interview with the respondents. We created print-only fillable PDF versions of these forms, which are available upon request for respondents to download, complete, print, and submit to SSA. We are not currently able to make the signature line on this form fillable. We send this agency-initiated application to respondents with pre-filled information. We also include a bar code which allows us to scan the completed form into the electronic folder once we receive it from the respondent. Currently,

we do not have any means to pre-fill information and send the individualized forms to the respondents electronically. In addition, we cannot send these via email, as the pre-filled information contains personal identifying information (PII) of the applicants and respondents, and email is a non-secured means of transferring PII. However, we do allow respondents to upload their completed and signed forms and submit them as evidence through the Upload Documents portal (OMB No. 0960-0830). While we do not, yet, have versions of these forms which respondents can complete through Upload Documents (for the reasons cited above), once we can resolve the issues with the pre-filled information, we will conduct another risk assessment.

At this time, we do not have a fully electronic system to replace the current procedure and allow the medical respondents to submit these forms electronically. Currently, SSA has prioritized other forms for electronic implementation, and will consider including this information collection under our IT Mod programming when possible (as mentioned below). This collection does not currently have a fully public-facing Internet version, as we prioritized other information collections for full electronic conversions. Given that information technology modernization (IT Mod) programming is an ongoing, dynamic project, we cannot provide specific timelines for when we will be able to make any information collection request (ICR) available via Internet web-based application. We will ultimately convert most existing ICRs to full electronic versions depending on how they fall within our overall IT Mod schema, but this may be unconnected to the Paperwork Reduction Act (PRA) approval lifecycle. Once the electronic submission version of the form is ready for implementation, we will submit a Change Request to OMB for prior approval.

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 affect small businesses or other small entities.

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

If we did not use Forms SSA-4814 and SSA-4815, SSA FO and DDS staff would not be able to make PD determinations or payments for individuals with HIV infections. Because we only collect the information once, we cannot collect it less frequently. There are no technical or legal obstacles to 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 February 26, 2026, at 91 FR 9671, and we received no public comments. The 30-day FRN published on April 24, 2026, at 91 FR 22195. If we receive any comments in response to this Notice, we will forward them to OMB. We did not consult with the public in the development or maintenance of this form.
- 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 respondents for these forms provide medical information that is sensitive in nature, which is why we ask the respondent to provide a signed SSA-827 (OMB No. 0960-0623) so we can provide that to the medical sources as proof that the claimant agreed to disclosure of their records, since SSA needs this information to permit SSA FO and DDS staff to make an early PD determination for those individuals alleging HIV infection.
- 12. Estimates of Public Reporting Burden**
SSA calculated the below burden using our management information data by estimating the amount of time respondents take to learn about the program; receive notices as needed; read and understand instructions; gather the data and documents needed; answer the questions and complete the information collection instrument; schedule any necessary appointment or required phone call; consult with any third parties (as needed); and wait to speak with SSA employees (as needed). In addition, we also considered any potential psychological costs associated with completion of this collection when calculating the burden.

Please see the burden chart below:

Method of Completion	Number of Respondents	Frequency of Response	Average Burden per Response (minutes)	Estimated Total Annual Burden (hours)	Average Theoretical Hourly Cost Amount (dollars)*	Total Annual Opportunity Cost (dollars)***
SSA-4814	816	1	11	150	\$19.06*	\$2,859**
SSA-4815	24	1	13	5	\$19.06*	\$95**
Totals	840			155		\$2,954**

* We based this figure on the average Healthcare Support Occupations, as reported by Bureau of Labor Statistics data ([Occupational Employment and Wage](#)

[Statistics](#)).

** 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.**

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 did not include travel time as per our current management information data, respondents who complete the paper forms return them to us via mail. Should this change in the future, we will include the language and chart for travel time to a field office. There is a possible indirect travel burden to applicants/claimants if they bring the form their medical sources completed to the field office; however, we receive very few of the forms in this manner, and, therefore, did not include a travel burden for the applicants.

We calculated the following Learning Cost time burden based on the estimated time and effort we expect respondents will take to learn about this program, its applicability to their circumstances, and to cover any additional research we believe respondents may need to take to understand how to comply with the program requirements (beyond reading the instructions on the collection instrument):

Total Number of Respondents	Frequency of Response	Estimate Learning Cost (minutes)	Estimated Total Annual Burden (hours)	Total Annual Learning Cost (dollars)***
840	1	5	70	\$1,334

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

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 the **11 and 13** minutes accurately shows the average burden per response for learning about the program; receiving notices as needed; reading and understanding instructions, gathering the data and documents needed; answering the questions and completing the information collection instrument; scheduling any necessary

appointment or required phone call; consulting with any third parties (as needed); and waiting to speak with SSA employees (as needed). Based on our current management information data, the current burden information we provided is accurate. The total burden for this ICR is **155** burden hours (reflecting SSA management information data), which results in an associated theoretical (not actual) opportunity cost financial burden of **\$4,288**. 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 **\$11,881**. This estimate accounts for costs from the following areas:

Description of Cost Factor	Methodology for Estimating Cost	Cost in Dollars*
Designing and Printing the Form	Design Cost + Printing Cost	\$1,540
Distributing, Shipping, and Material Costs for the Form	Distribution + Shipping + Material Cost	\$0*
SSA Employee (e.g., field office, 800 number, DDS staff) Information Collection and Processing Time	GS-9 employee x # of responses x processing time	\$3,501
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	\$6,840
Quantifiable IT Costs	Any additional IT costs	\$0*
Total		\$11,881

* 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. It is difficult for us to break down the cost for processing a single form, as FO and State DDS staff often help respondents fill out several forms at once, and the time it takes to do so can vary greatly per respondent. 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 IC in 2023, the burden was 177 hours. However, we are currently reporting a burden of 155 hours. This change stems from a decrease in the number of responses from 1,327 to 840. Although the number of responses changed, SSA did not take any actions to cause this change. In addition, we updated the completion time from 8 to 11 minutes for the SSA-4814 and from 10 to 13 minutes for the SSA-4815. We made this correction based on our estimate for the psychological costs on the respondents.

* Note: The total burden reflected in ROCIS is **225**, while the burden cited in #12 of the Supporting Statement is **155**. This discrepancy is because the ROCIS burden reflects learning costs in addition to the completion and psychological costs. 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.