

Addendum to the Supporting Statement for Form SSA-3373
Function Report – Adult
20 CFR 404.1512 and 20 CFR 416.912
OMB No. 0960-0681

Revisions to the Collection Instruments

We are making the following revisions:

- **Change #1:** SSA included this form in the release of Upload Documents (eSubmit), a new way for individuals to submit evidence and forms to SSA online (OMB No. 0960-0830). This package also includes screenshots of the online version of the form.

Justification #1: In the digital age, individuals expect to complete transactions online, including submitting documents and forms to government agencies. To meet this expectation, the Social Security Administration (SSA) implemented Upload Documents (eSubmit), offering individuals a new online option to submit evidence and forms to SSA instead of mailing, faxing, or delivering them to a field office. SSA prioritized this form as one of the first to be completed and submitted online through the new web-based platform.

- **Change #2:** SSA will add the following reminder instruction under the title for Section C: *“If a specific activity is performed with the help of others, please indicate that.”*

Justification #2: SSA made this change to comply with the terms of clearance issued by OMB at the last renewal in September 2023. OMB requested that SSA remind respondents of this initial instruction in the section of the form where it is particularly relevant.

- **Change #3:** As part of the Terms of Clearance, SSA will add the following reminder instruction at the sub-questions under the checkboxes for question #21: “If you do not know or do not recall, please write that.”

Justification #3: SSA made this change to comply with the terms of clearance issued by OMB at the last renewal in September 2023. OMB requested that SSA remind respondents of this initial instruction at questions on the form where it is particularly relevant. All of these questions are located in Section C.

- **Change #4:** We are revising the Privacy Act Statements on these forms.

Justification #4: SSA’s Office of Law and Policy / Privacy & Disclosure Policy is conducting a systematic review of SSA’s Privacy Act Statements on agency forms. As a result, SSA is updating the Privacy Act Statement on the form.

We will implement these revisions upon OMB's approval. These revisions do not affect the current burden for this information collection.

Terms of Clearance

OMB placed the following Terms of Clearance on this Information Collection when they last approved it on 9/29/2023:

- **Term #1: The agency made clarifying changes to the description of the information collection, minor modifications to instructions on the form, and updated the burden estimate.**

SSA response: SSA complied with OMB's request to make clarifying changes to the description of the information collection, modify instructions on the form, and update the burden estimate. By addressing these terms of clearance, SSA ensured the information collection meets OMB's requirements.

- **Term #2: Prior to resubmission to OMB, the agency is encouraged to add additional instructions under questions 6, 12, 13, and 14 to remind respondents to include discussion of activities where the claimant may require help from others in completing the relevant activity. The agency will also add instructional text to question 21 to state "If you do not know or do not recall, please write that."**

SSA response: SSA made these changes to comply with the terms of clearance issued by OMB at the last renewal in September 2023. Per OMB's request, SSA added the reminder instruction, "If a specific activity is performed with the help of others, please indicate that," under the title for Section C, rather than under questions 6, 12, 13, and 14. In addition, SSA included the instruction, "If you do not know or do not recall, please write that," above question #21. All of these updates are located in Section C and ensure the form meets OMB's requirements.