Your Voice is Needed: How to Share Your Perspective on Federal Government Forms

Federal agencies must typically submit forms used by the public (also known as information collections) for review by the Office of Information and Regulatory Affairs (OIRA) in the Office of Management and Budget (OMB). This guide is intended to help the public better understand how to share their perspective on Federal government forms under OIRA review.

As part of OIRA's review process, agencies invite public comments on the form—including how the form could be better designed, whether the instructions are clear, if all the questions are needed, how long it takes members of the public to complete the form, and how burdensome different questions or requirements on a form may be.

Any member of the public can submit written feedback on a form that is open for review.

Public comments are an important way that the Federal government can better understand the challenges and burdens that the public faces in completing forms to access important benefits and services and how to address these challenges and burdens. Members of the public, who are the ones actually completing the forms, are often best situated to provide suggestions on how the government can improve them.

What kind of forms can I submit comments on?

OIRA reviews Federal government forms that collect information from the public and are used by at least 10 people, in addition to other criteria. These forms include paperwork that you might use to file for Social Security benefits, farm loans, Federal student aid, Federal taxes,; and more.

Agencies must submit these forms for review at least once every three years, or whenever the agency wants to make changes to an existing form.

How do I find a form to submit a public comment on?

You can visit the following website to view a list of forms under review by OIRA that are currently open for public comment: https://www.reginfo.gov/public/do/PRAMain. Click the blue "comment" button to submit a comment.

> Did you know?
>
> While this how-to guide is about forms, OMB reviews (and the public can comment on) other types of information collections as well, including surveys, recordkeeping requirements, and disclosures.

When you encounter a Federal government form, it will likely have an 8-digit number at the top indicating it was previously reviewed by OIRA and will be open for public comment in the future (see Figures below). You can look for that number on https://www.reginfo.gov/public/do/PRAMain to see if it is currently open for public comment.

See below for more detailed instructions.

What kind of information should I submit in my comment?

Your comment can include whatever information you feel is most relevant, but it can be helpful to share your reactions to the form, including

- whether you have experience dealing with the government program or form you are commenting on, and what your experience was like;

- how long you think it might take you to complete the form, thinking about the entire process of reading the form and instructions, collecting necessary documentation, evidence, or materials, making necessary trips to government offices or to otherwise gather information necessary for completing the form, and submitting the form back to the government;

- any difficulties associated with collecting the necessary documentation or other materials;

- any feedback concerning your experience of completing the form, including if you find it to be stressful, stigmatizing, or otherwise burdensome; and

- changes to the form that the agency should consider to reduce the burden or improve the usefulness of the form, including clarifying or removing questions, improving instructions, changing formatting or design, etc.

Comments are particularly helpful when they are specific and recommend discrete changes. While general comments are welcome, they should be specific to the scope of the form.

How will my public comment be used?

OIRA works with agencies to address public comments. Based on public comments, agencies may, for example, change their estimate of how long it will take to complete a form, identify new burdens or barriers involved in the form, change the form design, or modify questions or the instructions.

The steps below outline how to find an Information Collection (form) and submit a public comment in more detail.

How to look up a form (referred to as an Information Collection) and associated materials

To help you locate the form you are interested in providing feedback on, all Federal forms should have an 8-digit identifying number.

1   Locate the 8-digit **OMB Control Number** on the form.

2   Go to **www.reginfo.gov**. Hover over **Information Collection Review** and select **Search**.

3   On the next page, enter in the 8-digit **OMB Control Number** and in the **ICR Status** box, ensure **Active** and **Received in OIRA** are selected. Then, select **Search** [button not shown]. (Here, "ICR" stands for "Information Collection Request.")

4   On the next page, select the hyperlinked **Title**.

- Note that there could be two search results: one for the current version of the form and one for a new proposed version of the form under OIRA review.
  - The form already in effect (the **Active** version) will have a **Concluded Date**.
  - The proposed version current under OIRA review (the **Received in OIRA** version) will not have a **Concluded Date**.

Information Collection Search Results

PRA Search Criteria: OMB Control Number=0960-0618; ICR Status=(Active, Received in OIRA).
Number Of Records Found: 1   Number of Distinct OMB Control Numbers: 1   New Search   Refine Search Result

OMB Control No	Agency/Sub	Title	Request Type	Date Received	Concluded Date	Conclusion Action	Current Expiration Date	No. of ICs	No. of Forms
0960-0618	SSA	Social Security Benefits Application	No material or nonsubstantive change to a currently approved collection	08/25/2022	09/18/2022	Approved without change	04/30/2025	15	3

5   The next page (**View ICR**) serves as a landing page for the documentation associated with the information collection. Select **View Supporting Statement and Other Documents**.

Display additional information by clicking on the following: ☐ All ☑ Brief and OIRA conclusion
☐ Abstract/Justification ☐ Legal Statutes ☐ Rulemaking ☐ FR Notices/Comments ☐ IC List ☐ Burden ☐ Misc.
☐ Common Form Info. ☐ Certification
       View Information Collection (IC) List   View Supporting Statement and Other Documents

Please note that the OMB number and expiration date may not have been determined when this Information Collection Request and associated Information Collection forms were submitted to OMB. The approved OMB number and expiration date may be found by clicking on the Notice of Action link below.

View ICR - OIRA Conclusion

6   On the **ICR Documents** page, select a desired hyperlink to download available documents. These documents explain what information the agency is collecting, why the agency needs to collect it, how the agency is collecting it, and who the respondents are.

- Every information collection has a **Supporting Statement A**. This is a set of 18 questions the agency must respond to demonstrate compliance with the Paperwork Reduction Act. It should provide a clear rationale for the "why," "what," "how," and "who" of the information collection.
- Information collections that involve statistical methodologies, like surveys or program evaluations, require agencies to respond to an additional set of questions, called the **Supporting Statement B**.
- Agencies may upload additional documents that are relevant to the information collection under the **Supplementary Documents** section.
- If an agency received public comments, these will be uploaded under the **Public Comments** section.

ICR Documents

Supporting Statement A

Document	Date Uploaded
Supporting Statement - 0618 (Final).docx	08/11/2022

Supporting Statement B

Document	Date Uploaded

Supplementary Documents

Title	Document	Document Type	Date Uploaded
Justification for Non-Substantive Changes to 0960-0618	Justification for Non-Substantive Changes - 0960-0618.docx	Justification for No Material/Nonsubstantive Change	08/11/2022

Public Comments

Author Name	Comment Document	Author Affiliation	Sponsoring Org.	Type	Category	Date of Comment	Date Comment Received

7   Return to the **View ICR** landing page. This time, select **View Information Collection (IC) List**.

Display additional information by clicking on the following: ☐ All ☑ Brief and OIRA conclusion ☐ Abstract/Justification ☐ Legal Statutes ☐ Rulemaking ☐ FR Notices/Comments ☐ IC List ☐ Burden ☐ Misc. ☐ Common Form Info ☐ Certification

View Information Collection (IC) List   View Supporting Statement and Other Documents

Please note that the OMB number and expiration date may not have been determined when this Information Collection Request and associated Information Collection forms were submitted to OMB. The approved OMB number and expiration date may be found by clicking on the Notice of Action link below.

View ICR - OIRA Conclusion

8   The **View Information Collection List** page shows each **Information Collection** that is covered under the OMB Control Number. Select a desired hyperlinked **IC Title** to open a specific **Information Collection**.

- Note that an **OMB Control Number** may have multiple **Information Collections**, reflecting a set of forms that are related:
  - For example, 0960-0618 is the Social Security Administration's **OMB Control Number** for the basic application related to Old-Age (retirement), Spouse, and Disability Insurance benefits. There are separate **Information Collections** for applying for each of these benefits.

o In addition, an **Information Collection** may have multiple **Instruments**, reflecting a set of different ways ("modalities" such as paper forms, online applications, or field office interviews) that respondents can submit the same set of information. Different **Instruments** *may* be listed as separate **Information Collections**.

Information Collection List

IC Title	Status	Responses	Hours	Dollars	Document Type	Form No.	Form Name
Internet Social Security Benefits Application (iClaim SSA-2)	Modified	124499	31125	0	Other-Internet Screens		
Internet Social Security Benefits Application (iClaim) - Domestic Applicants First Party (SSA-1)	Unchanged	1470043	367511	0	Other-Internet Screens		
Internet Social Security Benefits Application (iClaim) - Domestic Applicants First Party (SSA-16)	Modified	503567	125892	0	Other-Internet Screens		
Paper Form SSA-1 (Application for Retirement Insurance Benefits)	Modified	2346	1603	0	Form	SSA-1	Application for Retirement Insurance Benefits
Paper Form SSA-16 (Application for Disability Insurance Benefits)	Modified	29485	24571	0	Form and Instruction	SSA-16	Application for Disability Insurance Benefits

9 The **View Information Collection (IC)** page shows each **Information Collection Instrument** for the selected **Information Collection**. Select a desired hyperlinked **Instrument File** to download a specific **Instrument**.

- The specific instrument will vary depending on the modality and type of information collection. Common types of instruments include PDFs or Word documents of paper forms, PDFs or PowerPoints showing screenshots of an online application, and Excel files.

View Information Collection (IC)

IC Title: Internet Social Security Benefits Application (iClaim SSA-2)   Agency IC Tracking Number:

Is this a Common Form? No   IC Status: Modified

Obligation to Respond: Required to Obtain or Retain Benefits

CFR Citation: 20 CFR 404.310-.311 20 CFR 404.315-.322 20 CFR 404.330-.333 20 CFR 404.601-.603 20 CFR 404.1501-.1512

Information Collection Instruments:

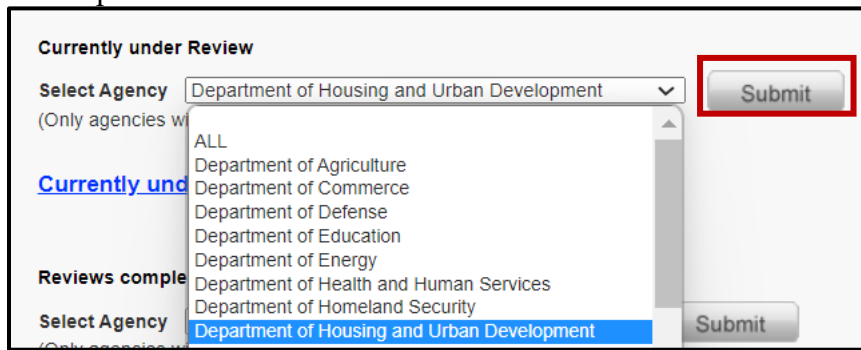| Document Type	Form No.	Form Name	Instrument File	URL	Available Electronically?	Can Be Submitted Electronically?	Electronic Capability
Other-Internet Screens			iClaim Screens Package 2022 update (revised).pdf	www.ssa.gov	Yes	Yes	Fillable Fileable Signable

How to comment on an Information Collection while it is under OIRA review

When a form is submitted to OIRA for review and approval, there is a 30-day window when members of the public can submit their feedback directly to OIRA. Below are instructions for how to do this:
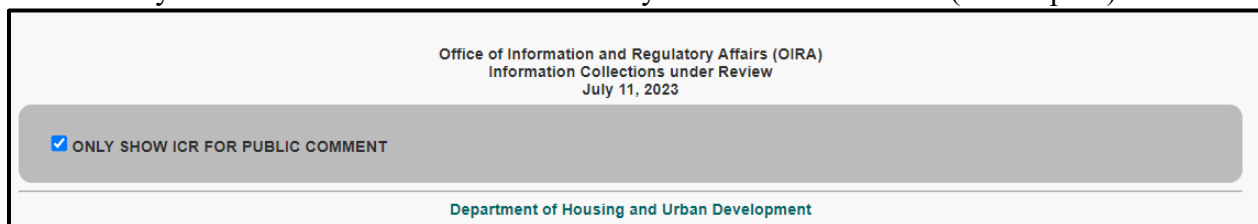
1 Go to **www.reginfo.gov**. Hover over **Information Collection Review** and select **Information Collection Review**.

2 On the next page, locate the section entitled **Currently under Review**. Select an agency from the dropdown and then click **Submit.**

3 On the next page, make sure the **ONLY SHOW ICR FOR PUBLIC COMMENT** box is checked. Then, find an information collection you are interested in commenting on.

  o You can select the **ICR REFERENCE NUMBER** hyperlink to open up the **Information Collection Request (ICR)** to begin reviewing the agency's description of and rationale for the information collection.
  o OR you can select **COMMENT** to directly comment on the form (see Step 10).

AGENCY: HUD-OH	OMB CONTROL NUMBER: 2502-0505		
RECEIVED DATE: 06/15/2023	ICR REFERENCE NUMBER: 202305-2502-007		
TITLE: Comprehensive Needs Assessment (CNAs)			
ANNUAL BURDENS TO THE PUBLIC:			

	RESPONSES	HOURS	COST (DOLLARS)
PREVIOUS	2,041	81,640	0
REQUESTED	2,041	73,476	0

4   Clicking the **ICR REFERENCE NUMBER** hyperlink opens the next page (**View ICR – Agency Submission**). This page serves as a landing page for the documentation associated with the information collection.

- Select **View Supporting Statement and Other Documents** (see next step, Step 5) or **View Information Collection (IC) List** (see Step 7).

Display additional information by clicking on the following: ☐ All ☑ Brief ☐ Abstract/Justification ☐ Legal Statutes ☐ Rulemaking ☐ FR Notices/Comments ☐ IC List ☐ Burden ☐ Misc. ☐ Common Form Info ☐ Certification

View Information Collection (IC) List   View Supporting Statement and Other Documents

View ICR - Agency Submission

COMMENT

OMB Control No: 2502-0505   ICR Reference No: 202305-2502-007

5   Clicking **View Supporting Statement and Other Documents**. On the **ICR Documents** page, select a desired hyperlink to download available documents. These documents are described above under Step 6 of the **How to look up a form** instructions.

ICR Documents

Supporting Statement A

Document	Date Uploaded
2502-0505 - Supporting Statement (f) 2023.docx	05/31/2023

Supporting Statement B

Document	Date Uploaded

Supplementary Documents

Title	Document	Document Type	Date Uploaded
CNA e-Tool Screen Shots and PIA	2502-0505 - CNA e-Tool Screen Shots and PIA.zipx	Supplementary Document	05/31/2023
Laws and Regulations	2502-0505 - Laws and Regs.zipx	Supplementary Document	05/31/2023
30 Day	2602-0505 30 day.pdf	Supplementary Document	06/15/2023

Public Comments

Author Name	Comment Document	Author Affiliation	Sponsoring Org.	Type	Category	Date of Comment	Date Comment Received

6 Return to the **View ICR** landing page by using the back button in your web browser. This time, select **View Information Collection (IC) List**.

7 The **View Information Collection List** page shows **each Information Collection** that is covered under the **OMB Control Number**. Select a desired hyperlinked **IC Title** to open a specific **Information Collection**.

IC Title	Status	Responses	Hours	Dollars	Document Type	Form No.	Form Name
Comprehensive Needs Assessment (CNA)	Modified	2041	73476	0	Other-Draft Web Page Print Screen		
Total burden requested under this ICR:		2041	73476	0			
To view an IC, click on IC Title							

8 The **View Information Collection (IC)** page shows each **Information Collection Instrument** for the selected Information Collection. Select a desired hyperlinked Instrument File to download a specific Instrument.

View Information Collection (IC)

IC Title: Comprehensive Needs Assessment (CNA) Agency IC Tracking Number:

Is this a Common Form? No IC Status: Modified

Obligation to Respond: Mandatory

CFR Citation: 24 CFR 401.450

Information Collection Instruments:

Document Type	Form No.	Form Name	Instrument File	URL	Available Electronically?	Can Be Submitted Electronically?	Electronic Capability
Other-Draft Web Page Print Screen			2502-0505 - Draft HUD web page public facing for CNA e Tool--access to all tool elements.docx		Yes	Yes	Fillable Fileable

9   Return to the **View ICR** landing page by using the back button in your web browser. This time, select **COMMENT**.

Display additional information by clicking on the following: ☐ All ☑ Brief
☐ Abstract/Justification ☐ Legal Statutes ☐ Rulemaking ☐ FR Notices/Comments ☐ IC List ☐ Burden ☐ Misc.
☐ Common Form Info. ☐ Certification

View Information Collection (IC) List   View Supporting Statement and Other Documents

View ICR - Agency Submission

COMMENT

OMB Control No: 2502-0505   **ICR Reference No:** 202305-2502-007

10   Comments can be either typed into the **Comments** field or uploaded as a separate file via the **Choose File** field.

OMB CONTROL NUMBER:	2502-0505
ICR REFERENCE NUMBER:	202305-2502-007
TITLE:	Comprehensive Needs Assessment (CNAs)

current step:

1 Your comment/info

2 Preview/submit comment

3 Confirmation

Your comment/info

Please enter your comment information and click the Next button below to proceed. Enter comment text and/or upload file(s) below. Comments submitted online will not be publicly disclosed on www.reginfo.gov until OIRA concludes their review. Only comments that have been verified by OIRA will be publicly disclosed on www.reginfo.gov when OIRA's review is completed.
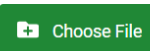
Comment Information

Comments:

3500 characters remaining

Upload Documents:

➕ Choose File   ↻ Clear

current step:

1 Your comment/info

2 Preview/submit comment

3 Confirmation

Your comment/info

Please enter your comment information and click the Next button below to proceed. Enter comment text and/or upload file(s) below. Comments submitted online will not be publicly disclosed on www.reginfo.gov until OIRA concludes their review. Only comments that have been verified by OIRA will be publicly disclosed on www.reginfo.gov when OIRA's review is completed.

Comment Information

Comments:

Attached, please find both comments from "Test Organization" as well as a PDF mark-up of the form.

3402 characters remaining

Upload Documents:

[**Choose File**]   [C **Clear**]

Please select any files to include with your comment.

Drag files to the drop zone below or click the Choose File button to identify files to be uploaded. You may upload up to 10 files and each file cannot exceed 10MB in size.

📄 Test Comment.pdf	**174.9**KB	⊖
📄 Test Comment.docx	**25.3**KB	⊖

11 On the same page commenters can provide optional identifying information. The **First Name** and **Last Name** are always visible.

- By checking **I want to provide my contact information** commenters can also provide optional **Email**, **Phone**, **Affiliation**, and **Sponsoring Organization** [not displayed]. After providing any desired identifying information, select **I'm not a robot** and then select **Next**.
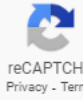
Personal Information

Please enter you name below. If not provided, the name associated with your comment will be populated with "Anonymous". The name associated with your comment may be publicly disclosed on www.reginfo.gov along with your comment when OIRA concludes their review.

Name

First Name	Last Name

☐ I want to provide my contact information

☐ I'm not a robot — reCAPTCHA — Privacy - Terms

Next

12 On the next page (**Preview/submit comment**), review the comment and uploaded documents, if desired. When the review is complete, select the box that starts "**You are filing a comment**" to acknowledge that any identifying information that is submitted may be made public and then select **Submit Comment**.