

NOTICE LANGUAGE CLEARANCE CHECKLIST

This checklist describes actions in the notice language clearance process required when revising notice language or creating new notices. The Office of Income Security Programs' Notices Team provides guidance throughout the process. To request guidance or approval of notice language, email the Notices Team at [^OISP NSPS Controls](#).

I. PLAN FOR UPDATING NOTICE LANGUAGE

Initial consultation with the Notices Team	Notice authors and product owners should contact the Notices Team at ^OISP NSPS Controls early when there is need to revise notice language or create notices. The Notices Team reviews all agency notice language, including print and online notices; and provides guidance about notice policy and language requirements.
Determine your timeline for the notice changes	Consider the date you need your notices available when developing your timeline. Allow time for writing your clearance package, obtaining approvals, and for the Notices Team or Systems to create or update the notices.
Office of Management and Budget (OMB) approval required?	You must also obtain OMB approval if your notice is asking the public to provide information to us. For more information about the time required to obtain OMB approval, contact the Office of Regulations and Reports Clearance in the Office of Legislation and Congressional Affairs at ^OR Reports Clearance .

II. WRITE THE NOTICE LANGUAGE AND CLEARANCE PACKAGE

Review notice standards and writing guidelines	Follow SSA Notice Standards (NL 00610.000) for guidance about legal sufficiency and notice writing standards. To evaluate readability, use our specific instructions for the Flesch-Kincaid reading level that disregard certain dates, numbers, and special characters from the calculation.
Use the LDF or CCM to review existing notices and notice language	Use Language Development Facility (LDF) or the Customer Communications Management (CCM) Tool to find existing notice language and confirm you have the correct universal text identifiers (UTI) or snippet subject categories.
Special Notice Options language required?	Include Special Notice Options (SNO) language when required, per NL 01001.000 Special Notice Options for the Blind or Visually Impaired.
Use current referral language if required	Use standard referral language (REF196, REF197, REF210, or REF211) when we inform the public how to contact Social Security.

III. REQUEST A PRE-REVIEW

Pre-review	Send your notice clearance package to ^OISP NSPS Controls . The Notices Team will provide language guidance and recommendations based on notice standards before you request approvals.
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IV. REQUEST APPROVALS

Who reviews and gives approvals?	The Notices Team must approve all new or revised notice language. For instructions about other offices who must approve, follow instructions in NL 00610.110 .
Request reviews and approvals	Request staff level review and approval of the clearance package (required for new and revised notice language). To determine if your notice clearance package also requires associate commissioner level approval, see NL 00610.110G .

V. IMPLEMENT APPROVED NOTICE LANGUAGE

Request implementation of the approved language changes	To implement notice language changes or new notices in the Document Processing System (DPS), e-mail the clearance package to ^OISP NSPS Controls . For other notice systems, email ^DCS Controls and Cc: ^OISP NSPS Controls .
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