

**Social Security Administration**  
**Supplemental Security Income**  
Notice of Planned Action

Social Security Office  
2500 Fontaine Road  
San Jose, CA, 95121-2131  
Claim Number: 012-34-5678  
February 2, 2010

Mr. John Doe  
1890 Schulte Drive, Apt. 4  
San Jose, CA 95133

Dear John Doe

PAY108

Your payments (or those of the individual named above) will change as follows:

TBL010

<b>Month</b>	<b>Amount due each month</b>
MONTH YEAR	\$0.00

MIS016 (optional)

and continuing

**Your Payment Is Based On These Facts (PAYC22)**

New UTI

We have reviewed the information available for your case. You are not eligible to receive Supplemental Security Income (SSI) based on The Extension for Elderly and Disabled Refugees Act. You do not have a pending or approved application for naturalization with the U.S. Citizenship and Immigration Services (USCIS) or you chose not to pursue U.S. citizenship.

## **You Can Review the Information in Your Case (INFC31)**

INF087

The decisions in this letter are based on the law and information in our records. You have a right to review and get copies of the information in our records that we used to make the decisions explained in this letter. You also have a right to review and copy the laws, regulations, and policy statements used in deciding your case. To do so, please contact us. Our telephone number and address are shown under the heading "If You Have Questions."

## **If You Disagree With The Decision (ALSC04)**

ALS033

If you disagree with the decision, you have the right to appeal. We will review your case again and consider any new facts you have. A person who did not make the first decision will decide your case.

- You have 60 days to ask for an appeal.
- The 60 days start the day after you get this letter. We assume you got this letter 5 days after the date on it unless you show us that you did not get it within the 5-day period.
- You must have a good reason if you wait more than 60 days to ask for an appeal.
- You have to ask for an appeal in writing. We will ask you to sign a form SSA-561-U2, called "Request for Reconsideration." Contact one of our offices if you want help.

Please read the enclosed pamphlet, "Your Right to Question the Decision Made on Your Social Security Claim." It contains more information about the appeal.

## **Appeal In 10 Days To Keep Getting The Same Payment (ALSC17)**

ALS035

If you appeal within 10 days, you will continue to get the same payment amount until we decide your case.

- The 10 days start the day after you get this letter.
- If you lose your appeal, you might have to pay back some or all of this money.

However, even if you appeal in 10 days, we may stop the payment in MONTH/YEAR as shown above if both of the following are true:

- Our new decision is the same as the one you appealed, and,
- We send or give you a letter with our new decision in time to stop the payment.

## **How To Appeal (RPNC26)**

MIS094

There are three ways to appeal. You can pick the one you want. If you meet with us in person, it may help us decide your case.

- Case Review: You have the right to review the facts in your file. You can give us more facts to add to your file. Then we will decide your case again. You will not meet with the person who decides your case.
- Informal Conference: You will meet with the person who decides your case. You can tell that person why you think you are right. You can give us more facts to help prove you are right. You can bring other people to help explain your case.
- Formal Conference: This is a meeting like an informal conference. The difference is we can make people come to prove you are right. We can make them bring important papers about your case, even if they do not want to help you. You can question these people at your meeting.

### **If You Want Help With Your Case (ALSC09)**

REP002

You can have a friend, representative or someone else help you. There are groups that can help you find a representative or give you free legal services if you qualify. There also are representatives who do not charge unless you win your appeal. Your Social Security office has a list of groups that can help you with your appeal.

If you get someone to help you, you should let us know. If you hire someone, we must approve the fee before he or she can collect it.

### **If You Want An Interpreter To Help You (CAPC55)**

INF082

We provide free interpreter services to help you conduct your Social Security business. These interpreter services are available whether you talk to us by phone or in the Social Security office. Call our toll-free number. 1-800-772-1213, press 2 if you need an interpreter in Spanish, and stay on the line until a representative answers. An interpreter who speaks Spanish will be contacted to help with your call. If your business cannot be completed by phone, we will make an appointment for you at a local Social Security office and arrange for an interpreter to be there at the time of your visit.

**If You Have Questions (REFC01)**

REF032

For general information about SSI, visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov) on the Internet. You will find the law and regulations about SSI eligibility and SSI payment amounts at [www.socialsecurity.gov/SSIRules/](http://www.socialsecurity.gov/SSIRules/).

For general questions about SSI or specific questions about your case, you may call us toll-free at 1-800-772-1213 or call your local Social Security office at 555-123-4567. If you call or visit our office, please bring this letter with you and ask for (Name of SSA technician).

APT054

If you plan to visit an office you may call ahead to make an appointment. This will help us serve you more quickly.

John Doe  
District Manager

Enclosure(s):