

## **Supporting Statement**

### Justification for State Self-Assessment Review and Report

#### **A. Justification**

##### **1. Necessity of the Information Collected**

The Federal Office of Child Support Enforcement (OCSE) oversees administration of the Child Support Enforcement program in the 54 States and jurisdictions that participate in it. The Federal government sets program standards and policy, evaluates States' performance in conducting their program, and offers technical assistance and training to the States. It also conducts audits of State program activities.

In its oversight role, the Federal government is responsible for receiving Self-Assessment reports submitted by states and, as appropriate, providing to the States comments, recommendations for additional or corrective action, and technical assistance that a State may need. In addition, the submitted reports are reviewed and analyzed by OCSE to identify "best practices" to be shared with other States. The authority to collect and report information requested on this form is found in section 454(15)(A) of the Social Security Act(see Attachment A).

Attachment B contains the recommended Self-Assessment reporting format and instructions for completing it.

##### **2. Needs and Uses**

The Self-Assessment reports are intended to give States the opportunity to assess whether they are meeting Federal requirements for providing child support services and providing the best services possible. In addition, these reports are used by OCSE to monitor State compliance in areas critical to successful State child support programs.

Child support enforcement can play a pivotal role in reducing welfare dependency, with savings to the Federal Government. One aspect of motivating States to take the necessary action is to pinpoint program areas where improvement is critical and warrants priority attention.

The information submitted in this report will be used to:

- a. approve IV-D State plan amendments certifying that the State has a self-assessment review process;
- b. identify best practices to be shared with other States;
- c. evaluate areas where technical assistance may be required by a State; and
- d. provide Federal auditors with an indication of where their efforts should be concentrated during compliance audits.

**3. Use of Information Technology**

The improved information technology which would reduce the burden is not yet available in all States. There are no technical or legal obstacles which prevent burden reduction.

**4. Efforts to Identify Duplication**

This report will be the only method used by States to report their assessment of the performance of their own child support enforcement programs. No data are reported elsewhere and there is no other report in use by OCSE/ACF which collects similar State information.

**5. Impacts on Small Businesses**

This reporting requirement is imposed on State government agencies. No small businesses complete this form.

**6. Consequences of Less Frequent Collection**

The data collected in the Self-Assessment reports are used annually by OCSE to evaluate State programs and to identify areas where program improvement may be required and to set in motion tailored strategies for achieving such improvement. Failure to collect this data would preclude the Department from monitoring and evaluating the success of the program.

**7. Special circumstance**

This collection is conducted in a manner consistent with guidelines in 5 CFR 1320.6. There are no special circumstances.

**8. Consultations Outside the Agency**

The recommended format for the Self-Assessment report was developed under a contract with the Office of Child Support Enforcement. As a part of this effort, Federal and State partners convened a Self-Assessment workgroup to provide guidance in developing this uniform reporting format. This reporting format is not required though it is highly recommended to improve the accuracy and consistency in reporting throughout the States.

**9. Paying Respondents**

No payments or other remuneration to respondents are made for the collection of this information.

**10. Assurance of Confidentiality**

The data reported contain no private information for individuals.

**11. Justification of Sensitive Questions**

Data are reported only on an aggregate basis. There is no personal information or data of a sensitive nature.

**12. Estimate of burden**

Based on experience from other data collection efforts, the burden on all State agencies is estimated at 216 hours per year, calculated as follows:

<u>Form name</u>	<u>No. of respondents</u>	<u>No. responses per respondent</u>	<u>Hrs. per response</u>	<u>Response burden</u>
Self-Assessment	54	1	4	216

It should be noted that this estimated time required per response is the average of all States.

**13. Estimate of Cost Burden**

The States are already collecting more information than this report requires. There should be no additional costs as a result of the form.

**14. Cost to the Federal Government**

Cost to the Federal Government are estimated at \$5,000 for tabulation and analyzing the data.

**15. Reason for Changes in Burden**

The previous estimated burden involved extensive systems programming including systems design, implementation, and training. These activities have all been completed and are not reflected in the current burden estimate.

**16. Project Schedule**

Data collected in this report will be for internal use only.

**17. Reasons for not Displaying the Expiration Date**

The expiration date will be displayed.

## **18. Exceptions to the Certification Statement**

There are no exceptions to the certification statement.

### **B. Collection of Information Employing Statistical Methods**

The Self-Assessment implementation methodology requires that States either review all of their cases or conduct sampling which meet the following conditions:

1. The sampling methodology maintains a minimum confidence level of 90 percent for each criterion;
2. The State selects statistically valid samples of cases from the IV-D program universe of cases; and
3. The State establishes a procedure for the design of samples and assures that no portions of the IV-D case universe are omitted from the sample selection process.