

The Supporting Statement

Title IV-E State Plan Information Collection

A. Justification

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.**

Sections 471 and 477(b)(2) under title IV-E of the Social Security Act (the Act) authorize collection of information through the State plan. The State plan information collection is approved under OMB control number 0980-0141.

A compilation of the Social Security Act containing title IV-E Sections 471 and 477, 45 CFR 1355 and 1356, ACYF-CB-PI-07-02, ACYF-CB-PI-07-04 and ACYF-CB-PI-06-06 are posted on the Children's Bureau website at http://www.acf.hhs.gov/programs/cb/laws_policies/index.htm#laws.

2. Indicate how, by whom, and for what purpose the information is to be used.

Each State or Territorial public child welfare agency (State Agency) requesting Federal funding under the Act for foster care, independent living services and adoption assistance is required to submit a state plan. The plan is used by a State Agency to describe the nature and scope of the State Agency's programs; document program compliance; and provide assurances the programs will be administered in conformity with specific requirements stipulated in title IV-E. The plan must include all applicable State statutory, regulatory, or policy references and citation for each Federal requirement as well as supporting documentation. The Federal government has used the State plan to evaluate and monitor State program implementation; identify State practice and systemic issues; target areas for potential or enhanced technical assistance; and support monitoring reviews in the States.

- 3. Describe whether and to what extent the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques to reduce burden.**

States complete an electronic version of the State plan pre-print that can be accessed through the Children's Bureau website which may be submitted electronically or on a compact disc to the Children's Bureau. A State Agency may use the pre-print plan format issued by the Children's Bureau or a different format, on the condition that the format used includes all of the title IV-E state plan requirements of the law.

Electronic submission of State plans has resulted in significantly reducing paperwork for a State Agency.

- 4. Describe efforts to identify duplication.**

This information collection does not duplicate information collected for other purposes or from other data sources.

Through extensive contacts with organizations and individuals in the public and private sectors, program staff is certain there is no similar information available.

- 5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.**

This information collection does not impact small businesses or other small entities. Only State Agencies are required to collect and report this information.

- 6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reduce burden.**

A State Agency cannot receive Federal reimbursement for allocable program activities if the information collection is not conducted or is conducted in a manner contrary to Federal provisions. The State plan is required by Federal statute. Legislative change is the only means to reduce or

eliminate this burden.

Once the initial State plan has been submitted by the State Agency and approved by the Department, the plan remains in effect until an amendment is required due to a significant and pertinent change in the plan information. Requiring a State Agency to submit the plan only when necessary rather than during regular intervals has substantially reduced the reporting burden on State Agencies. Experience has demonstrated that on average a plan is submitted by a State Agency once every four years.

7. Explain any special circumstances that require a specific manner of collection.

There are no special circumstances that require the collection of the requested information in a manner other than that required by OMB.

8. If applicable, provide a copy and identify the date and page

number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB.

The Department of Health and Human Services, Administration for Children and Families (ACF) published a notice in the Federal Register, according to the requirements in 5 CFR 1320.8 (d), on March 13, 2008 (Volume 73, Number 50 Pages 13545-13546). The ACF did not receive any comments in response to that 60-day Federal Register Notice.

Annually, ACF meets with State Agency representatives responsible for foster care and adoption services. These meetings discuss innovations in the field and allow ACF to provide a forum for discussing critical child welfare issues. These experts expressed no concerns regarding the collection of information in the State plan.

- 9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or**

grantees.

No gift or payment will be provided to any respondents other than reimbursement for legitimate financial claims under this program.

- 10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

State plans are public documents. State plans do not contain identifying, personal information on individuals and must be made available for public review. The plans must include assurances of compliance with section 471(a)(8) of the Act, which provides for safeguarding the use and disclosure of information on applicants and recipients of services.

- 11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes,**

religious beliefs, and other matters that are commonly considered private.

There are no questions or other information of a sensitive nature in this information collection.

12. Provide estimates of the hour burden of the collection of information.

ANNUAL BURDEN ESTIMATES

INSTRU- MENT	NUMBER OF RESPONDENTS	NUMBER OF RESPONSES PER RESPONDENTS	AVERAGE BURDEN HOURS PER RESPONSE	TOTAL BURDEN HOURS
Title IV-E State Plan	13	1	15	195

Estimated Total Annual Burden Hours: 195

An initial State plan is submitted by the State Agency for approval to participate in the title IV-E program. Plan amendments are submitted whenever necessary to reflect changes in Federal statute or regulation, or, material changes in State law, policy or program operation. The ACF's experience is that a State Agency will amend a plan once every four years and that about 13 agencies will amend their plans annually. It is estimated that it will take approximately 15 hours to abstract, assemble and transmit necessary information. The basis for the estimate of burden is prior experience and informal reports from the State Agencies.

13. Provide an estimate of the annual cost burden to respondents or recordkeepers resulting from the collection of information.

There is no additional cost burden to a State Agency associated with generating, maintaining, disclosing or providing the information. Any costs incurred are related to the use of existing resources in a State Agency. Title

IV-E State plan preparation and maintenance are considered standard operating procedures necessary for efficient and proper performance of the State Agency; therefore, associated costs may be claimed for Federal reimbursement at the 50 percent administrative rate.

14. Provide estimates of annualized cost to the Federal Government.

There are no additional costs to the Federal government resulting from this collection of information. Any costs incurred are associated with the use of existing resources in ACF.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

There are no program changes. There is however a small change due to an increase in the number of respondents.

- 16. For collections of information whose results are planned to be published, outline plans for tabulation and publication.**

The ACF does not plan to publish the information collected.

- 17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

The OMB control number and expiration date are displayed on the front page of the pre-print format issued by ACF.

- 18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," on Form OMB 83-I.**

There are no exceptions to the certification statement.

B. Collections of Information Employing Statistical Methods

The information that must be submitted in the State plan collection does not require the use of statistical methods.