

# PAPERWORK REDUCTION ACT CHANGE WORKSHEET

<b>Agency/Subagency</b> U.S. Department of Education/Federal Student Aid		<b>OMB Control Number</b> <b>1845-0110</b>
<b>Enter only items that change Current Record</b>		
<b>Agency form number(s)</b>	N/A	N/A
<b>Annual reporting and record keeping hour burden</b>		
<b>Number of respondent</b>	2,073,643	(no change)
<b>Total annual responses</b>	2,073,643	(no change)
<b>Percent of these responses collected electronically</b>	0%	(no change)
<b>Total annual hours</b>	1,036,822	(no change)
<b>Difference</b>		(no change)
<b>Explanation of difference</b>	N/A	
<b>Program change adjustment</b>	N/A	
<b>Annual reporting and record keeping cost burden (in thousands of dollars)</b>		
<b>Total annualized capital/startup costs</b>	0	0
<b>Total annual costs (O&amp;M)</b>	0	0
<b>Total annualized cost requested</b>	0	0
<b>Difference</b>		0
<b>Explanation of difference</b>	0	
<b>Program change adjustment</b>	0	
<b>Other change**</b>		
The collection currently approved under 1845-0110 is the <i>Employment Certification Form</i> (ECF) for the Public Service Loan Forgiveness (PSLF) Program used in the William D. Ford Federal Direct Loan (Direct Loan) Program. Direct Loan borrowers use the ECF to certify qualifying employment to the PSLF servicer, who tracks and monitors the borrower's progress toward PSLF. In completing this process, the PSLF servicer reviews the form for accuracy and completeness, queries the borrower's records in the U.S. Department of Education's (the Department's) National Student Loan Data System (NSLDS) to confirm their loan status and the current holder of their loans. The PSLF servicer then requests that all of the borrower's loans from the other servicer(s) be transferred to the PSLF servicer so they will be compiled and tracked by the PSLF servicer going forward.		
The borrower's Direct Loan servicer may only obtain the necessary information about the borrower's loans from NSLDS. The Higher Education Act of 1965, as amended, requires, in Section 485B [20 USC 1092b] that the Department take security measures to limit access to NSLDS to a limited number of individuals and only for approved purposes. One of these security measures requires those accessing the system to provide three of the borrower's identifiers (name, Social Security Number, and date of birth) to access the borrower's records. To enable the PSLF servicer to obtain the borrower's information from NSLDS, the currently approved ECF collects the name and social security number (SSN) of the borrower. Due to an oversight, the Department failed to include the borrower's date of birth (DOB) as an additional data element. Therefore, unless the borrower's date of birth is added as a data element on the ECF, the PSLF servicer will be unable to perform its functions.		
For the ECF to fulfill its intended purpose, the PSLF servicer needs the ability to query NSLDS loan information with all three identifiers. Therefore, the Department is requesting approval to modify the ECF by adding a new data element in Section 1 to collect the DOB of the borrower. As explained above, this data element was inadvertently omitted from the ECF when it was submitted for OMB clearance in 2011. The requested change is not substantive, and because it will have no significant impact on the time required to complete the EC form, there is no increase in the burden associated with this collection.		
<b>Signature of Senior Official or designee:</b>	<b>Date:</b>	<b>For OIRA Use</b>

**\*\*This form cannot be used to extend an expiration date**