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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Lynnetta Thompson,
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Office of Child Support Enforcement
Administration for Children and Families (ACF)

Date: April 21, 2020

Subject: Non-Substantive Change Request – National Directory of New Hires (OMB #0970-0166)

This memo requests approval of non-substantive changes to the approved information collection, National Directory of New Hires (OMB #0970-0166).

Background

The most recent information collection request (ICR) for the National Directory of New Hires was approved in July 2019. The *Multi-State Employer Notification Form for New Hire Reporting* (MSER Form) document is one information collection approved under this ICR. The Office of Child Support Enforcement (OCSE) would like to make one enhancement to this document.

Overview of Requested Changes

Item #6 on the currently approved MSER form, required to register to access the OCSE Child Support Portal (Portal), instructs users to “*Enter your name, title, work phone number, work email address (do not use Gmail, Yahoo, MSN, or Hotmail email addresses), and work fax number.*” OCSE recently made changes to the submission Portal to accept commonly used email domains; therefore, OCSE would like to remove “*(do not use Gmail, Yahoo, MSN, or Hotmail email addresses)*” from the MSER form.

There will be no impact to the respondent’s burden to provide the information because an email is currently required. This change merely expands the type of email that users may provide.

Time Sensitivities

OCSE requests approval of this non-substantive change as soon as possible to allow OCSE to expedite implementation of the revised form and to offer the expanded email options to users.