

To: Jordan Cohen
Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Eliza Lowe
Office of Child Support Enforcement
Administration for Children and Families (ACF)

Date: August 26, 2021

Subject: NonSubstantive Change Request –Interstate Administrative Subpoena
and Notice of Interstate Lien (OMB #0970-0152)

This memo requests approval of nonsubstantive changes to the approved information collection, Interstate Administrative Subpoena and Notice of Interstate Lien (OMB #0970-0152).

Background

This information collection, required by section 452(a)(11) of the Social Security Act, includes two forms, one for administrative subpoenas and one for imposition of liens, used by state child support enforcement agencies in interstate child support cases. In the most recent PRA review process, the federal Office of Child Support Enforcement (OCSE) requested renewal with minor edits to the forms. OMB recently approved this information collection with a June 30, 2024 expiration date.

Overview of Requested Changes

On the Notice of Lien form that OMB recently approved, under section V, there are two check boxes that should be labeled “A” and “B.” The “A” label on the first checkbox, however, is missing.

The “A” label was in place on the previously approved version of the form, but OCSE inadvertently deleted it when making minor updates to the form during the recent PRA review process. OCSE requests permission to make a non-substantive edit to the form to restore the “A” label to the checkbox, for clarity and consistency. (See the attached revised document with the “A” label restored.)

Time Sensitivities

OCSE requires state child support agencies to immediately use the revised forms with the updated expiration date. Because some state child support agencies program the forms into their statewide automated child support systems, it is important to provide the revised form as soon as possible for efficiency and cost savings.