

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

**From:** Edward Pniak  
Office of Administration (OA)  
Administration for Children and Families (ACF)

**Date:** September 16, 2021

**Subject:** NonSubstantive Change Request – Child Support Enforcement Program Financial Reporting Forms (GenIC; OMB #0970-0510)

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This memo requests approval of nonsubstantive changes to the approved information collection, approved under the Generic Clearance for Financial Reports (OMB #0970-0510).

### ***Background***

The OCSE-34 and OCSE-396 Child Support Enforcement Program Financial Reporting Forms were approved under the Generic Clearance for Financial Reports in July 2018. In 2020, due to uncertainty of renewing the umbrella Generic Clearance for Financial Reports prior to expiration, ACF prepared for the potential of a full request package for these forms and published a Federal Register notice on March 18, 2021 (86 FR 14756). ACF was able to receive approval for the umbrella Generic Clearance for Financial Reports prior to expiration, and the OCSE-34 and OCSE-396 were included in that renewal request. Therefore, the forms are currently approved under the umbrella generic (0970-0510) through June 30, 2024.

In response to the notice published in March 2021, ACF received comments from 5 states. As a result, ACF has made updates to the OCSE-34 and OCSE-396 Form Instructions.

### ***Overview of Requested Changes***

ACF proposes minor updates to the instruction documents related to the OCSE-34 and OCSE-396 forms. These changes are primarily for clarification and are based on comments received during a 60-day comment period. ACF is also revising the burden hours of the OCSE-396 form from 6 hours to 14 hours. An overview of the comments received and ACF's responses to the comments is included as Attachment F.