

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

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

**Date:** May 16, 2022

**Subject:** NonSubstantive Change Request – Generic Information Collection: Child Support Enforcement Program Quarterly Financial Report (OCSE-396) (OMB #0970-0510)

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This memo requests approval of nonsubstantive changes to one form approved under the Generic Clearance for the Collection of Mandatory Grant Financial Reports (OMB #0970-0510): Child Support Enforcement Program Quarterly Financial Report (OCSE-396).

### ***Background***

The Administration for Children and Families received approval for the Child Support Enforcement Program Quarterly Financial Report (OCSE-396) and Quarterly Collection Report (OCSE-34). Form OCSE-396 and Form OCSE-34 are financial reports submitted following the end of each fiscal quarter by grantees administering the CSE Program in accordance with plans approved under title IV-D of the Social Security Act. Submission of these forms enables grantees to meet their statutory and regulatory requirement to report program expenditures and child support collections, respectively, from the previous fiscal quarter.

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

Following approval, an error was discovered on page 3 of the “Instructions for Completion of Form OCSE-396”. The instruction refer to reports being due within 30 days of the end of the quarter, but it should be within 45 days of the end of the quarter. The instructions accurately list the due date as 45 days from the end of the quarter on page 1. This request is to update page 3 of the instructions with the appropriate timeframe.