

**To:** Jamie Wilson  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Lynnetta Thompson  
Division of Federal Systems  
Administration for Children and Families (ACF)

**Date:** September 23, 2022

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

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

### ***Background***

OMB approved the National Directory of New Hires (NDNH) for an additional three years on July 1, 2022. One NDNH collection instrument is the Multistate Employer Registration (MSER) form, which is a fillable PDF that allows employers who have employees working in two or more states to register to submit their new hire reports to one state or make changes to a previous registration. After receiving OMB approval, OCSE discovered minor edits to be made for the fillable PDF to function.

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

1. Changed the item number in the shaded text from “complete items 1-4 and 6, to complete items 1-4 and 7.
2. Increased the size of the “Employer Name” box to accommodate 100 characters (#3).
3. Changed the “Country Name” and “Country Code” field to optional and remove the asterisks because users who do not have a foreign address cannot save the form if this data is required (#3).
4. Made the “Title” field optional and removed asterisk (#4) because OCSE does not require or store this information and users cannot save the form if this data is required.
5. Inserted a space after #4 to reduce crowding
6. Inserted the highlighted language and made “Select the state or U.S. territory **you will submit new hire information**” a separate item (#5).
7. Inserted the highlighted language “**Note: The state you designate must be where you have one or more employees.**” (#5)
8. Revised numbering
9. Added page numbers

This submission includes the revised MSER form for your review and approval.

### ***Time Sensitivities***

OCSE seeks approval of the revised forms as soon as possible to allow us to quickly distribute corrected information to respondents and ensure timely receipt of the forms by the appropriate OCSE staff.