

## **Appendix H**

### **Child support agency administrative data collection instrument**

## Evaluation of Child Support Cooperation Requirements in SNAP Child Support Agency Administrative Data Collection Instrument

The Evaluation of Child Support Cooperation Requirements in Supplemental Nutrition Assistance Program (SNAP) is examining the implementation, impacts, costs, and benefits of the child support cooperation requirement in SNAP. For this study, participating States are requested to provide administrative data needed to address the study's research questions.

### Data request

[FOR STATES THAT FORMERLY HAD OR ARE CONSIDERING HAVING A COOPERATION REQUIREMENT]: Please provide case-level child support administrative data for [SINGLE MONTH].

[FOR STATES THAT FORMERLY HAD OR CURRENTLY HAVE A REQUIREMENT]: Please [ALSO] provide monthly case-level child support administrative data from [MONTH, YEAR–MONTH, YEAR, DATE RANGE].

Table H.1. contains a list of the types of data elements we are requesting, pending their availability. The study team will discuss this data request with you to assess the availability of the administrative data your agency maintains and identify which data elements can be provided.

#### Public Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-xxxx. The time required to complete this information collection is estimated to average 35 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reducing this burden to the following address: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-xxxx) Do not return the completed form to this address.

**Table H.1. Child support administrative data elements requested**

| Administrative data  |
|--|
| <b>Paternity establishment</b>   |
| Date of paternity establishment  |
| Number of paternity establishments   |
| <b>Child support orders</b>  |
| Current support order establishment date   |
| Monthly amount due for each order  |
| Number of child support orders   |
| Whether order is for current support, medical support, or arrears  |
| <b>Custodial parent child support order payment status</b>   |
| Monthly payment amount on each order   |
| Monthly distribution amount  |
| Monthly child support cooperation status (cooperating, noncooperating, and those with good cause exemptions) |
| <b>Noncustodial parent child support order payment status</b>  |
| Monthly payment amount for each order  |
| Monthly amount of family-owed arrears for each order   |
| Monthly amount of State-owed arrears for each order  |
| Data needed to link records across programs (such as name, date of birth, and Social Security number)        |

**Data delivery timeline**

Please provide the data file by [DATE AGREED TO BY AGENCY].

**Data delivery and storage**

We will provide a secure data transfer site to receive the data file. We can accept data in any standard format. We will store the data in a secure project directory to which only those working with the data will have access.

**Privacy Act Statement**

**Authority:** This information is being collected under the authority of Section 9 of the Food and Nutrition Act of 2008, as amended, (7 U.S.C. 2018). Disclosure of the information is voluntary.

**Purpose:** The information is being collected to evaluate Child Support Cooperation Requirements in United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program (SNAP).

**Routine Use:** The information may be shared with SNAP contract researchers and USDA SNAP research and administrative staff.

**Disclosure:** Disclosure of the information is voluntary. If all or any part of the information is not provided, interviews may not be admissible in data sets.

The Systems of Records Notices relevant to this collection are FNS-8 FNS Studies and Reports located at <https://www.govinfo.gov/content/pkg/FR-1991-04-25/pdf/FR-1991-04-25.pdf> and FNS-10 Persons Doing Business with the Food and Nutrition Service (FNS) located at <https://www.federalregister.gov/documents/2000/03/31/00-8005/privacv-act-proposed-new-svstem-of-records>.