

**Request for Approval under the “Generic Clearance for the Collection of  
Mandatory Grant Financial Reports” (OMB Control Number: 0970-0510)  
Expiration date 6/30/2024**

**TITLE OF INFORMATION COLLECTION:** Child Support Enforcement Program Financial Reporting Forms OCSE-396 and OCSE-34.

**PURPOSE:** Form OCSE-396 and Form OCSE-34 are financial reports submitted following the end of each fiscal quarter by grantees administering the Child Support Enforcement 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.

The information collected on these forms is used to:

- a. Monitor program operations and prepare technical assistance and guidance as needed and in accordance with section 452(a)(7) of the Act;
- b. Compute the quarterly grant awards pursuant to section 455(b) of the Act;
- c. Determine that proper disposition of collections is being made according to the process set forth in section 457 of the Act;
- d. Enable OCSE to obtain data prior to the start of the fiscal year to estimate the incentive payments to be retained by each State. Also, to permit OCSE to calculate the actual amount of incentive payment due each State following the end of the fiscal year;
- f. Produce an annual financial and statistical report, when combined with information collected on Form OCSE-157, the "Annual Data Report." This report is available to the general public and includes a complete record of financial, statistical and programmatic information for the fiscal year.

**DESCRIPTION OF RESPONDENTS:** Each State or each Indian Tribe, Tribal organization and Tribal consortia (hereinafter, “Tribe”) with an approved title IV-D plan to administer the Child Support Enforcement Program under title IV-D of the Social Security Act (hereinafter, “the Act”). Some information required on this report is applicable only to **State-run** programs and are clearly identified.

**Personally Identifiable Information:**

- 1. Is personally identifiable information (PII) collected? [ ] Yes [X] No
- 2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [ ] Yes [ ] No
- 3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [ ] Yes [ ] No

**BURDEN HOURS**

<b>Title of Information Collection</b>	<b>No. of Respondents</b>	<b>Annual Frequency of Responses</b>	<b>Hourly Burden per Response</b>	<b>Annual Hourly Burden</b>
Form OCSE-396	54	4 (Quarterly)	14	3,024
Form OCSE-34	114	4 (Quarterly)	14	6,384

<b>Totals</b>	<b>168</b>	<b>4 (Quarterly)</b>	<b>28</b>	<b>9,408</b>
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**FEDERAL COST:** The estimated annual cost to the Federal government is \$50,000

**PUBLIC COMMENT:** ACF published a notice in the *Federal Register* announcing the agency's intention to request an OMB review of this information collection activity.

86 FR 14756 Date: March 18, 2021

This notice provided a 60-day period for public comment. We received comments from 5 commenters. Comments are included as Attachments A-E. An overview of the comments and ACF's responses is included as Attachment F.

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**