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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Lynnetta Thompson
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Administration for Children and Families (ACF)

Date: August 10, 2022

Subject: Non-Substantive Change Request – Child Support Portal Registration
(OMB #0970-0370)

This memo requests approval of non-substantive changes to the approved information collection, Child Support Portal Registration (CSP) (OMB #0970-0370).

Background

OMB approved the CSP for an additional three years on February 8, 2022. The CSP instruments include profile forms that authorized users must complete to access child support applications and to establish account preferences. OCSE began receiving the newly approved CSP forms from authorized users through the email link in the form's Paperwork Reduction Act statement, which is intended for comments about the information collection instrument and separately monitored. After reviewing the forms, OCSE discovered the e-IWO and e-NMSN forms did not include instructions or an appropriate email link to submit the form.

Overview of Requested Changes

OCSE inserted a sentence and the appropriate email link into the e-IWO and e-NMSN profile forms instructing the user how to submit the form. OCSE also inserted additional instructions and a link to profile forms for specific authorized users (third-party providers). This submission includes the revised e-IWO and e-NMSN profile for 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. This will also ensure OCSE's continued statutory compliance to restrict access to confidential information and its use by promptly verifying the identity of authorized users and avoiding delays in establishing authorized users' preferred process and capture preferences of child support case information.