To:	Kelsi Feltz
	Office of Information and Regulatory Affairs (OIRA)
	Office of Management and Budget (OMB)
From:	Lynnetta Thompson
	Office of Child Support Services (OCSS)
	Administration for Children and Families (ACF)
Date:	November 3, 2023
Subject:	Non-substantive Change Request – Child Support Portal Registration
	(OMB #0970-0370)

This memo is a request for OMB to approve non-substantive changes to the information collection, Child Support Portal Registration (OMB #0970-0370).

Background

OMB approved the Child Support Portal Registration on February 8, 2022, for an additional three years, followed by an August 19, 2022, approval of non-substantive changes to the contact email address on all of the profile forms.

This request is for OMB to approve minor language revisions to the "Employer Services" and e-IWO profile forms, and to approve online versions of respective forms. OCSS developed the Employer Services and e-IWO online profile forms to give registrants an option to submit the required information via the Child Support Portal. The online forms, in general, will collect the same information as the PDF version of the profile forms; however, there are slight differences between the two options.

Requested Changes to the Employer Services Profile Form (PDF)

OCSS made the following changes to:

1.) Update "Office of Child Support Enforcement" to "Office of Child Support Services"
2.) Update "OCSE" to "OCSS"
3.) Revise language under "Description of Service"
4.) Adde a communication option
5.) Update "home office" language under "IP Address Information"
6.) Update OCSEsecurity@acf.hhs.gov to OCSSsecurity@acf.hhs.gov

Requested Changes to the e-IWO Profile form (PDF)

OCSS made the following changes to:

1.) Update "Office of Child Support Enforcement" to "Office of Child Support Services"
2.) Update "OCSE" to "OCSS"
3.) Correct the name of the applicable Record Specifications
4.) Update OCSEsecurity@acf.hhs.gov to OCSSsecurity@acf.hhs.gov

Summary of the Differences between the PDF and Online Forms:

OCSS omitted the submission instructions from the online profile forms because the Portal provides directional buttons for users to navigate pages and to submit the information. Additionally, the online profile forms omitted all FEIN, Date and Zip Code extension fields because they are captured by the portal.

Time Sensitivities

OCSS seeks approval of these minor updates as soon as possible so users may begin immediately using the revised PDF forms and alternate electronic Employer Services and e-IWO Profile forms.