

Request for Approval under the clearance of the “Generic CCWIS Review & Technical Assistance” Office of Management and Budget (OMB) Control Number: 0970-0568

TITLE OF INFORMATION COLLECTION: Comprehensive Child Welfare Information System (CCWIS) Review and Technical Assistance Process Self-Assessment Tool: Financial Self-Assessment Tool

PURPOSE: The Financial Self-Assessment Tool submitted under this overarching generic clearance will be used by the Children’s Bureau to:

- Proactively identify risks, system shortcomings, or deficiencies in system planning, design, and/or implementation;
- Identify gaps and determine strategies for improvement or corrective action, or to allow a project course change; and,
- Identify the need for additional technical assistance or further federal guidance.

The specific self-assessment tools submitted as part of this generic information collection request is described in the following table:

Topic	Purpose/Use
Financial Data Exchanges and Functions	This tool will help agencies self-assess compliance with CCWIS requirements regarding authorizing and processing payments, submitting claims for federal reimbursement, and the effectiveness of data-sharing practices to support complete, timely, and accurate processing and reporting of financial data related to supporting children and families.

DESCRIPTION OF RESPONDENTS: States and tribes receiving title IV-E funding for a CCWIS.

CERTIFICATION:

I certify the following to be true:

1. The collection is in compliance with U.S. Health and Human Services regulations.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name: Tresa Young, Director, Division of State Systems, ACF Children’s Bureau

To assist OMB review of your request, please provide answers to the following question:

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 been published? [] Yes [] No

BURDEN HOURS

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent per year	Burden hours per Response	Annual Burden
Child Welfare Contributing Agency Self-Assessment Tool	Title IV-E Agencies	55	1	10	550
Total					550

FEDERAL COST: The estimated annual cost to the Federal Government is \$11,847.

TYPE OF COLLECTION:

How will you collect the information? (Check all that apply)

- Web-based
- E-mail
- Paper mail
- Other, Explain

Please make sure to submit all instruments, instructions, and scripts with the request.