

**To:** Kelsi Feltz  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Lynnetta Thompson  
Federal Manager  
Information Collection Request  
Office of Child Support Services (OCSS)  
Administration for Children and Families (ACF)

**Date:** March 22, 2024

**Subject:** Non-Substantive Change Request – Multistate Financial Institution Data Match with Federally Assisted State Transmitted Levy (OMB No.: 0970-0196)

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This memo requests approval of non-substantive changes to the approved information collection, Multistate Financial Institution Data Match with Federally Assisted State Transmitted Levy (MSFIDM FAST Levy) (OMB No.: 0970-0196).

### ***Background***

OMB approved the MSFIDM/FAST Levy information collection on January 19, 2024, for three years. OCSS strives to automate and simplify participation in its various programs to the extent it is possible and proposes to replace the currently approved paper version of the MSFIDM Election Form with an online form. To do so, OCSS made minor edits to the instructions to remove and revise detail about completing and submitting the form. These revisions do not impact the burden. OCSS requests OMB approval of these minor revisions as a non-substantive change.

### ***Overview of Requested Changes***

OCSS converted the “Election Form” instrument to a form that will be accessible via the Child Support Portal. OCSS revised the cover page, table of contents, and section 4 of the instructions to reflect how to access, complete, and submit the online form. The Election Form underwent the following edits for use on the Portal:

#### ***Removed:***

- OCSS logo
- **“Action (New elections must attach a list of states and territories where you do business\*)”**
- “Elect not to participate in OCSS process\*”
- “Elect to participate in the OCSS process. You authorize OCSS to disclose matched information to any state IV-D agency that submitted debtors to OCSS\*”
- “Add or change transmitter or change file exchange option”
- Information for mailing, faxing or emailing the completed form
- Customer support contact information (phone, email address, and ACF web link).

#### ***Revised:***

- Document title
- Latest “Revised” date on the cover
- Table of Contents sections and pagination
- Section 4 instructions to access, complete, and submit the Election Form
- The hard copy election form to an example of the electronic version that is accessible via the Portal

The content pertaining to the MSFIDM program background, the type of information collected, and purpose for the collection remains the same. The FAST Levy component of this information collection also remains the same.

***Time Sensitivities***

OCSS requests OMB provides approval to implement the converted form as quickly as possible.