

**Request for Approval under the “Generic Clearance for the Collection of Non-Discretionary Grant Financial Reports” (OMB Control Number: 0970-0510)**  
**Expiration date XX/XX/XXXX**

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

**PURPOSE:** Form OCSS-396 and Form OCSS-34 are financial reports submitted following the end of each fiscal quarter by grantees administering the Child Support Services 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 OCSS 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 OCSS to calculate the actual amount of incentive payment due each State following the end of the fiscal year;
- e. Produce an annual financial and statistical report, when combined with information collected on Form OCSS-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 Services 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 OCSS-396	54	4 (Quarterly)	14	3,024
Form OCSS-34	114	4 (Quarterly)	14	6,384
<b>Totals</b>	<b>168</b>	<b>4 (Quarterly)</b>	<b>14</b>	<b>9,408</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$50,000

**PUBLIC COMMENT:** On March 18, 2021, ACF published a notice in the *Federal Register* (86 FR 14756) announcing the agency's intention to request an OMB review of this information collection activity. This notice provided a 60-day period for public comment. We received comments from 5 commenters. An overview of the comments and ACF's responses is included as Attachment A.

On January 23, 2024, ACF published a notice in the *Federal Register* (89 FR 4306) announcing the agency's intention to request an OMB review of an extension request for the umbrella Generic Clearance for Financial Reports Used for ACF Non-Discretionary Grant Programs, including a number of approved collections under the umbrella generic, including the OCSS-34 and OCSS-396. This notice provided a 60-day period for public comment. We received comments from one individual on these forms. An overview of the comments and ACF's response is included in Supporting Statement A for the May 2024 request for an extension of the umbrella generic.

ACF will publish a notice in the *Federal Register* in coordination with the submission of this request to extend approval of these forms, updated to reflect a program office name change from the Office of Child Support Enforcement (OCSE) to the Office of Child Support Services (OCSS).

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