

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

**From:** Rhonda L. Collier  
Office of Child Support Services  
Administration for Children and Families (ACF)

**Date:** September 20, 2024

**Subject:** Change Request – OCSS-396 Part 1 and Part 2 (OMB #0970-0510)

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This memo requests approval of changes to the approved information collection– OCSS-396 Part 1 and Part 2, approved under the Generic Clearance for Financial Reports ACF Non-Discretionary Grant Programs (OMB #0970-0510).

### ***Background***

The Office of Child Support Services has identified minor updates to the OCSS-396 Part 1 and Part 2 to improve clarity and ensure accuracy of the request.

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

We are requesting to update the 396 form to reflect these changes.

1. Change the word “Waiver” to “Exemption” on line 1d
2. Update footnote definition of CENW by changing word “Waiver” to “exemption”
3. Remove final footnote starting with “ADP” because it is not relevant to this line.
4. Update footer that says “unchanged from 10/1/2014 version”) remove this info
5. Update OMB expiration in top corner Overview date s/b 06/30/2027
6. Update expiration on footer on both Part 1 and Part 2 to reflect 06/30/2027

We are also requesting the following changes to the 396 Instructions Form

1. In the General Instructions section changed “in accordance with” to “according to”
2. Fourth bullet under Report format: added ACF On-Line Data Collection in front of OLDC
3. Under the Submission Section, deleted ACF On-Line Data Collection
4. Throughout the document replaced the word “Columns” with “Cols”
5. Page 2, under the Final Submission Deadline, changed the number 3 to three
6. Page 3, under definitions Non-Federal Share (State Share) (Line 15). Added the following clarifying instructions: It may include funds appropriated by the State legislature or donated funds. Donated funds and funds transferred from another public agency or expenditures made by another public agency and certified as applicable under the title IV-D State plan may be part of the non-Federal share of funding for this program. (See 45 CFR 304.30) Third party in-kind contributions may not be used as the non-Federal share of any program expenditure.
7. Under Definitions, wrote out Federal Financial Participation the first time FFP used

- updated following instances with FFPFFP. Also changed 66 percent to 66%
8. Under definitions on Expenditures replaced “&” with “and”. In the second paragraph eliminated “a” before private entity.
  9. Under the claiming deadline added the clarifying sentence: Prior quarter adjustments may impact FFP received; however, as noted above, for the purpose of incentive calculations and publication of statistical data, only data received by December 31 (three months after the end of each fiscal year) will be used by OCSS.
  10. Page 5 Section A. Expenditures Line 1.a changed received to receives and the paragraph below that change 2 years to two years. In the Note updated Oct to be October and Sept to be September.
  11. Page 5 Section A. Expenditures Line 1b under Include removed, “the” before IRS. Under the Do Not Include, 3<sup>rd</sup> bullet, updated Child Support Enforcement System to Child Support Agency System
  12. Page 6 in the note section under Line 1c. Non-IV-D Administrative Expenditures added this comment (See OCSS Policy Interpretation Question PIQ-10-01, published October 21, 2010, for further details on what may or may not qualify for FFP.)
  13. Page 6 Line 1d. IV-D Administrative Expenditures Made Under the Terms of an Approved changed “Waiver” to “Exemption” throughout this section. Also updated the number 2 to be two.

### ***Time Sensitivities***

Recipients will begin utilizing this form in the 1<sup>st</sup> quarter of the new fiscal year so we would like to implement the changes as soon as possible.