

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

**From:** Mili Patel  
Office of Human Services Emergency Preparedness and Response  
Administration for Children and Families (ACF)

**Date:** February 10, 2025

**Subject:** NonSubstantive Change Request – Disaster Human Services Intake Assessment Form  
(OMB #(0970-0619))

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This memo requests approval of nonsubstantive changes to the approved information collection, **Disaster Human Services** (OMB #(0970-0619)).

### ***Background***

OHSEPR administers the Disaster Human Services Case Management (DHSCM) Program. The Program offers disaster survivor outreach and assessments, providing disaster survivors with case management services, and providing technical assistance to states, tribes, or territories to enable their successful implementation of disaster case management operations. To support the case management activities, the Program has [five forms](#) that were most recently approved March 25, 2024.

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

The Administration for Children and Families (ACF) has updated the Disaster Human Services Intake Assessment Form to comply with Executive Order 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government (Defending Women). The remaining four forms are already in compliance and do not require changes.

### ***Time Sensitivities***

Disasters with devastating consequences could result in a request for Disaster Human Services Case Management with minimal notice. Given the multiple open federal disaster declarations, a response is requested as soon as possible to ensure the forms are ready prior to utilization.