

# **Tribal Child Support Enforcement Annual Data Report – OCSE-75**

**OMB Information Collection Request  
0970 - 0320**

## **Supporting Statement Part A - Justification**

**March 2025**

**Type of Request: Revision**

Submitted By:  
Office of Child Support Enforcement  
Administration for Children and Families  
U.S. Department of Health and Human Services

## **1. Circumstances Making the Collection of Information Necessary**

The federal Office of Child Support Enforcement (OCSE) within the Administration for Children and Families (ACF) oversees the administration of 63 comprehensive tribes or tribal organizations that currently operate child support programs. The federal government sets program standards and policy, evaluates tribal program performance, and offers technical assistance and training to the tribes.

In its oversight role, the federal government receives data from the tribes through the OCSE-75 Tribal Child Support Enforcement (CSE) Annual Data Report. OCSE then compiles and evaluates this data for presentation in the Annual Report to Congress. The requirements to collect and report information requested on this form are in Sections 452(a)(10) and 455(f) of the Social Security Act and 45 CFR Section 309.170(b).

Currently, there are thirteen reporting lines on the OCSE-75 Tribal CSE Data Report form. The form allows tribes and tribal organizations to report program status and accomplishments.

## **2. Purpose and Use of the Information Collection**

The data are used to evaluate tribal child support programs and to prepare the annual report. In addition, tribes administering child support programs under Title IV-D of the Social Security Act are required to report program status and accomplishments for each tribe on the OCSE-75 form.

## **3. Use of Improved Information Technology and Burden Reduction**

Tribes submit the OCSE-75 form electronically through the Online Data Collection System (OLDC). The OLDC reduces the burden hours it takes for a tribe to submit their report.

## **4. Efforts to Identify Duplication and Use of Similar Information**

The OCSE-75 form is the only method tribes and tribal organizations use to report annual statistical child support information to the federal government. Data are not reported elsewhere, and there is no other form used by OCSE/ACF.

## **5. Impact on Small Businesses or Other Small Entities**

This reporting requirement is imposed on tribes and tribal organizations with IV-D programs. There are no small businesses involved in the information collection.

## **6. Consequences of Collecting the Information Less Frequently**

Annually, OCSE uses the data collected on the OCSE-75 form to evaluate tribal programs, identify areas where program improvement may be required, and implement tailored

strategies for achieving such improvement. Failure to collect this data annually would preclude OCSE/ACF from monitoring and evaluating the success of the program.

**7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

There are no special circumstances.

**8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency**

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection activity. This notice was published on November 15, 2024, Volume 89, Number 221, page 90293, and provided a sixty-day period for public comment. We did not receive comments during the notice and comment period.

**9. Explanation of Any Payment or Gift to Respondents**

There are no payments or other remuneration to respondents made for the collection of this information.

**10. Assurance of Confidentiality Provided to Respondents**

No assurances of confidentiality are necessary for the types of data reported on the OCSE-75 form. Data are reported in the aggregate; no personal information is requested.

**11. Justification for Sensitive Questions**

Data are reported only on an aggregate basis. There are no data or personal information of a sensitive nature.

**12. Estimates of Annualized Burden Hours and Costs**

*Estimated Burden Hours*

In 2021, OCSE convened a workgroup with tribal directors to study the OCSE-75 form. During this time, OCSE asked the directors the average time it takes to complete this form. They estimated 40 hours.

*Estimated Cost to Respondents*

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social and Community Service Managers [11-9151] and wage data from May 2023, which is \$40.10 per hour. The rate was multiplied by two to account for fringe benefits and overhead, which is \$80.20. The estimate of annualized cost to respondents for hour burden is \$3,208 (\$80.20 x 40 hours).

[Social and Community Service Managers \(bls.gov\)](https://www.bls.gov)

Information Collection Title	Total Number of Respondents	Annual Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
OCSE-75 for FY 2025	63	1	40	2,520	\$80.20	\$202,104
OCSE-75 for FY 2026	63	1	40	2,520	\$80.20	\$202,104
OCSE-75 for FY 2027	68	1	40	2,720	\$80.20	\$218,144
<b>Estimated Annual Burden and Cost Totals:</b>				<b>7,760</b>	<b>-</b>	<b>\$622,352</b>

### 13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

There are no direct monetary costs to respondents.

### 14. Annualized Cost to the Federal Government

The annualized costs to the federal government for the hour burdens are based on an average wage rate of \$51 per hour for four federal employees (grades 12-14). This wage rate comes from the Bureau of Labor Statistics ([https://www.bls.gov/oes/current/oes\\_nat.htm](https://www.bls.gov/oes/current/oes_nat.htm)). These federal employees distribute, tabulate, and analyze the data submitted on the OCSE-75 forms (an average of 4 hours spent on each form). Cost breakdown are as follows: Estimates regarding the hours spent processing each Tribal OCSE-75 form submission (4 hours average for each Tribal OCSE-75 form submission) was determined by employees' experiences in distributing, tabulating, and analyzing the data submitted on the form. Four federal employees multiplied by 1 hour multiplied by \$51 per hour, multiplied by the average number of responses 63 (FY 2025), 63 (FY 2026), and 68 (FY 2027) equals an average total cost to the federal government of \$13,192 per year. The average wage rate of \$51 per hour for federal level employees who review submitted annual data reports comes from:

Regional Program Manager	Management Analyst (13-1111)	\$55.54/hour
Program Specialist	Social Scientist, All Other (19-3099)	\$49.14/hour
Management Analyst	Management Analyst (13-1111)	\$55.54/hour
Grants Officer	Financial Analyst, All Other (13-2099)	\$43.10/hour

Average Wage Rate \$50.83 or \$51/hour

FY 2025 = \$51 x 63 = \$3213 x 4 hours = \$12,852

FY 2026 = \$51 x 63 = \$3213 x 4 hours = \$12,852

FY 2027 = \$51 x 68 = \$3468 x 4 hours = \$13,872

Average cost to federal government:  $\$12,852 + \$12,852 + \$13,872 = \$39,576/3 = \$13,192$

**15. Explanation for Program Changes or Adjustments**

There is a minor change in an email address in the form.

**16. Plans for Tabulation and Publication and Project Time Schedule**

Information on this form will be published in aggregate on a tribe by tribe basis. The data are published at the end of each fiscal year in an annual report to Congress and is included in other agency publications that highlight child support data.

**17. Reason(s) Display of OMB Expiration Date is Inappropriate**

The OCSE-75 form will display the expiration date.

**18. Exceptions to Certification for Paperwork Reduction Act Submissions**

There are no exceptions to the certification statement.