

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

From: Tavaughn McKenny
Office of Child Support Services (OCSS)
Administration for Children and Families (ACF)

Date: November 16, 2023

Subject: NonSubstantive Change Request – Provision of Services in Intergovernmental IV-D (OMB #0970-0085)

This memo requests approval of nonsubstantive changes to the approved information collection, Provision of Services in Intergovernmental IV-D (OMB #0970-0085).

Background

The federally-approved intergovernmental forms are used to facilitate interstate child support case processing when more than one state child support agency is involved, estimated to be in about 15-25% of child support cases. Use of these federal forms is required by 45 CFR 303.7(a) (4) and Section 311(b) of the Uniform Interstate Family Support Act (state law that states must adopt as a condition of receiving federal funding for child support). This information collection was first approved in 1988 and has evolved over time. The current set of forms will expire in February 2026.

Currently, there are 13 intergovernmental forms each addressing different case processing actions that may be needed in a case. Some of the forms are for agency use only, while some may be completed by private individuals or entities involved in the case. For a list of the forms, see the OCSS website: [Intergovernmental Child Support Enforcement Forms | The Administration for Children and Families \(hhs.gov\)](https://www.hhs.gov/ocss/forms).

Many families receiving child support services may be English-language learners for whom forms in English are a barrier to receiving effective services. Over the years, states have asked OCSS for translated versions of the forms, especially to serve the large numbers of Spanish-speaking families in many states. According to 2019 Census data, as many as 41 million people speak Spanish in their homes in the U.S.¹ Better serving these families with translated forms aligns with Secretary Becerra's commitment to improve and provide language access services to English-language learners (i.e., individuals with Limited English Proficiency) under Executive Orders 13166, 13985, and 14031.

Overview of Requested Changes

To help state child support agencies better serve Spanish-speaking families, OCSS translated the four intergovernmental forms and instructions that are most likely to be used by individuals, such

¹ Deitrich, Sandy and Erik Hernandez; [Language Use in the United States](#): 2019: American Community Survey Reports (2022)

as parents, including individuals who speak Spanish:

1. Declaration in Support of Establishing Parentage
2. General Testimony and General Testimony Instructions
3. Letter of Transmittal Requesting Registration
4. Uniform Support Petition

We have included the Spanish versions of the forms with this request. We are not requesting any changes to the English versions of the forms.

A certified translation company contracted by ACF completed the translations, and OCSS bilingual staff did a second-level review for accuracy.

Time Sensitivities

Due to the volume and frequency of child support cases processing actions, our states and Spanish-speaking families will be eager to use the translated forms as soon as possible.