



**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Administration for Children and Families**

**Submission for OMB Review; Tribal Budget and Narrative  
Justification Template (New Collection)**

**AGENCY:** Office of Child Support Enforcement;  
Administration for Children and Families; HHS.

**ACTION:** Request for Public Comment.

**SUMMARY:** The Office of Child Support Enforcement (OCSE), Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS), is proposing to collect expenditure estimates for the Tribal Child Support Enforcement Program through an optional financial reporting form, Tribal Budget and Narrative Justification Template. This optional template is designed for tribes operating an approved Tribal Child Support Enforcement Program to use in preparing their annual budget and narrative justification estimates in accordance with the tribal child support enforcement regulations.

**ADDRESSES:** Written comments and recommendations for the proposed information collection should be sent within 30 days of publication of this notice to

www.reginfo.gov/public/do/PRAMain. Find this particular information collection by selecting "Currently under 30-day Review - Open for Public Comments" or by using the search function.

**SUPPLEMENTARY INFORMATION:**

*Description:* To receive child support funding under 45 CFR Part 309, tribes and tribal organizations must submit the financial forms described in 45 CFR 309.130(b) and other forms as the Secretary may designate, due no later than August 1 annually. The optional Tribal Budget and Narrative Justification Template will help to improve efficiency and establish uniformity and consistency in the annual budget submission and review process. Tribes may use the Excel or Word version of the template to submit the required financial information.

*Respondents:* Tribes and tribal organizations administering a Tribal Child Support Enforcement Program under title IV-D of the Social Security Act.

*Annual Burden Estimates*

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Annual Burden Hours
Tribal Budget and Narrative Justification - Excel	50	3	16	2,400	800

Tribal Budget and Narrative Justification - Word	10	3	20	600	200
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Estimated Total Annual Burden Hours: 1,000

Authority: 45 CFR 309

**Mary B. Jones,**

*ACF/OPRE Certifying Officer.*

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