



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

Submission for OMB Review; Advance Planning Document (APD)

Process (OMB #0970-0417)

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

ACTION: Request for public comment.

SUMMARY: The Administration for Children and Families' (ACF) Office of Child Support Enforcement (OCSE) is requesting an update to the Advance Planning Document (APD) process (OMB #0970-0417). OCSE proposes revisions to the annual burden estimates to reflect an increase in the number of states seeking approval to implement modernization solutions in efforts to replace antiquated legacy child support enforcement systems and to address an excess demand for emergency funding requests due to the impacts of the COVID-19 pandemic.

DATES: *Comments due within 30 days of publication.* OMB must make a decision about the collection of information between 30 and 60 days after publication of this document in the *Federal Register*. Therefore, a comment is best assured of having its full effect if OMB receives it within 30 days of publication.

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: The APD process, established at 45 CFR Part 95, Subpart F, is the procedure by which states request and obtain approval for Federal Financial Participation (FFP) in their cost of acquiring Automated Data Processing (ADP) equipment and services.

State child support agencies are required to establish and operate a federally approved statewide ADP and information retrieval system to assist in child support enforcement. States are required to submit an initial APD containing information to assist the Secretary of the U.S. Department of Health and Human Services (HHS) in determining if the state computerized support enforcement project planning and implementation meets federal certification requirements needed for the approval of FFP. States are then required to submit annual APD updates to HHS to report project status and request ongoing FFP for systems development, enhancements, operations, and maintenance. As-needed APDs are also submitted to acquire FFP when major milestone are missed or significant changes to project schedules occur. Based on an assessment of the information provided in the

APD, states that do not meet the federal requirements necessary for approval are required to conduct periodic independent verification and validation services for high-risk project oversight.

In addition to the APDs providing HHS with the information necessary to determine the allowable level of federal funding for state systems projects, states also submit associated procurement and data security documents, such as the request for proposals (RFPs), contracts, contract amendments, and the biennial security review reports.

Respondents: State child support agencies.

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
RFP and Contract	50	4.5	4	900	300
Emergency Funding Request	21	1	2	42	14
Biennial Reports	54	1.5	1.5	121.5	40.5
Advance Planning Document	44	3.6	120	19,008	6,336
Operational Advance Planning Document	10	3	30	900	300
Independent Verification and Validation (ongoing)	3	12	10	360	120
Independent Verification and Validation (semiannually)	4	6	16	384	128
Independent Verification	10	12	30	3,600	1,200

and Validation (quarterly)					
System Certification	3	3	240	2,160	720

Estimated Total Annual Burden Hours: 9,158.50

Authority: 45 CFR Part 95, Subpart F.

Mary B. Jones,

ACF/OPRE Certifying Officer.

[FR Doc. 2020-27916 Filed: 12/17/2020 8:45 am; Publication Date: 12/18/2020]