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## **SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS**

### **A. Justification**

#### **A1. Need for Information Collection**

The Corporation for National and Community Service (CNCS) offers a child care benefit to eligible AmeriCorps State & National, AmeriCorps VISTA, and AmeriCorps NCCC members. This information collection consists of the forms that applicants and child care providers complete to obtain child care benefits.

#### **A2. Indicate how, by whom, and for what purpose the information is to be used.**

These forms are submitted by members of AmeriCorps and by the child care providers identified by the member for the purpose of applying for, and receiving payment for, the care of children during the day while the member is in service. Completion of this information is required to be approved and required to receive payment for invoices.

#### **A3. Minimize Burden: Use of Improved Technology to Reduce Burden**

CNCS has contracted services for the administration of child care benefits. The forms are available to submit online.

#### **A4. Non-Duplication**

There are no other sources of information by which CNCS can meet the purposes described in A2 (above).

#### **A5. Minimizing for economic burden for small businesses or other small entities.**

This collection of information will impact small businesses that are child care providers to AmeriCorps members. There is no economic burden to any small entities beyond the cost of staff time to fill out the required forms. This is minimized to the degree possible by only asking for the information required to verify the credentials of the child care provider and the attendance of the child at the provider's facility.

#### **A6. Consequences of the collection if not conducted, conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

CNCS will be unable to provide child care benefits to AmeriCorps members and payment to providers if the information is not collected.

**A7. Special circumstances that would cause information collection to be collected in a manner requiring respondents to report more often than quarterly; report in fewer than 30 days after receipt of the request; submit more than an original and two copies; retain records for more than three years; and other ways specified in the Instructions focused on statistical methods, confidentially, and proprietary trade secrets.**

There are no special circumstances that would require the collection of information in these ways.

**A8. Provide copy and identify the date and page number of publication in the Federal Register of the Agency's notice. Summarize comments received and actions taken in response to comments. Specifically address comments received on cost and hour burden.**

The 60 day *Notice* soliciting comments was published on Tuesday, August 13, 2013 on page 49262. No comments were received.

**A9. Payment to Respondents**

Payments are given to providers for child care services rendered which are verified through the submission of required forms.

**A10. Assurance of Confidentiality and its basis in statute, regulation, or agency policy.**

Your responses to this information collection will be disclosed as appropriate unless prohibited by law.

**A11. Sensitive Questions**

The information collection does not include questions of a sensitive nature.

**A12. Hour burden of the collection**

We expect approximately 2,250 AmeriCorps members and child care providers respondents to use these child care benefit forms. The frequency of response is once. The estimated per respondent is 35 minutes. The total burden hours are 1,313.

**A13. Cost burden to the respondent**

There is no cost to the respondent.

**A14. Cost to Government**

There are no additional costs to the Government.

**A15. Reasons for program changes or adjustments in burden or cost.**

Not applicable.

**A16. Publication of results**

Not applicable because the responses to this information collection will not be published.

**A17. Explain the reason for seeking approval to not display the expiration date for OMB approval of the information collection.**

Not applicable.

**A18. Exceptions to the certification statement**

There are no exceptions to the certification statement in the submitted ROCIS form.