

## **THE SUPPORTING STATEMENT**

### **Specific Instructions**

#### **A. Justification**

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

Section 658K of the Child Care and Development Block Grant (CCDBG) Act (42 U.S.C. 9858, as amended by Public Law 113-186) requires that States and Territories submit annual aggregate data on the children and families receiving direct services under the Child Care and Development Fund. The implementing regulations for the statutorily required reporting are at 45 CFR 98.70 and 98.71. Annual aggregate reports include data elements represented in the ACF-800 reflecting the scope, type, and methods of child care delivery. This provides ACF with the information necessary to make reports to Congress, address national child care needs, offer technical assistance to grantees, meet performance measures, and conduct research.

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

The aggregate administrative information received through this collection provides the means to analyze and evaluate the CCDF program and the extent to which States and Territories are assisting families in addressing child care needs. This collection provides ACF with the information necessary to make reports to Congress (available at <https://www.acf.hhs.gov/occ/resource/reports-to-congress>), address national child care needs, offer technical assistance to grantees, meet performance measures, and conduct research.

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

The States and Territories may use any available information technology to reduce the burden of information and data collection requirements prescribed in the Statute. ACF accepts ACF-800 reports via a secure internet web site. System edit checks provide immediate feedback concerning the accuracy of the submitted data. ACF provides technical assistance to States and Territories in the use of the electronic system toward improved data accuracy and reliability.

4. Efforts to Identify Duplication and Use of Similar Information

This data collection is required by section 658K of the Child Care and Development Block Grant (CCDBG) Act (42 U.S.C. 9858, as amended by Public Law 113-186) and does not duplicate any other reporting or record-keeping requirements. The implementing regulations for the statutorily required reporting are at 45 CFR 98.70 and 98.71.

No similar information is being collected on CCDF program participants and related child care services. Collection of the information specified on the ACF-800 is necessary to comply with the Federal statute and regulations, and to ensure the availability of data to respond to inquiries regarding the progress of the CCDF program and related issues.

5. Impact on Small Businesses or Other Small Entities

This data collection effort does not involve small business or other small entities.

6. Consequences of Collecting the Information Less Frequently

Section 658K of the Child Care and Development Block Grant (CCDBG) Act (42 U.S.C. 9858, as amended by Public Law 113-186) requires States and Territories to transmit information collected on an annual basis. The data is submitted annually on the last day of the calendar year and covers the most recent Federal fiscal year (October through September). The first report was due December 31, 1997.

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

The collection of this information is conducted in accordance with 5 CFR 1320.6.

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

No comments were received from the 60-day notice in the Federal Register (Vol. 83, page 19564, publication date: May 3, 2018).

9. Explanation of Any Payment or Gift to Respondents

Not applicable.

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

This information collection does not require any assurance of confidentiality.

#### 11. Justification for Sensitive Questions

This data collection does not involve asking questions of a sensitive nature.

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

All States and Territories are required to participate and report on the CCDF program on an annual basis, a mandatory requirement effective April 1998. The burden of collecting the information is estimated as follows:

Number of Respondents:	56
Number of Responses per Respondent:	1
Average Burden Hours per Response:	42
Total Burden Hours per Year:	2,352

We estimate that the time required to assemble and transmit the data file will take approximately 42 hours per transmission at an estimated \$46 per hour per State and Territory. This estimate is based on BLS wage data, specifically two times the hourly rate for a government-employed computer operator—which accounts for overhead/indirect costs. The estimated annual labor cost for all States and Territories (56) is \$108,192 per year.

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

Operational costs for systems software computer time will average about \$4,000 a year per State and Territory (respondent), i.e., \$224,000 per year. The total annual cost, including burden hours, will total \$332,192 (i.e., \$108,192 plus \$224,000).

#### 14. Annualized Cost to the Federal Government

ACF accepts ACF-800 reports via a secure web submission site. System edit checks provide immediate feedback concerning the accuracy of the submitted data. The electronic system performs audit checks and provides feedback to the States and Territories. In addition, program analysts review the information to ensure consistency and contact grantees as necessary when information is incomplete or questionable.

Maintenance and modest enhancements to the ACF-800 web site and provision of technical assistance/ training to States and Territories for completing and submitting the ACF-800 report are estimated to cost approximately \$100,000 per year. Data analysis and publication costs are estimated to cost approximately \$50,000. Total estimated cost is approximately \$150,000.

15. Explanation for Program Changes or Adjustments

No change.

16. Plans for Tabulation and Publication and Project Time Schedule

Fiscal Year 1998 through 2016 data from the ACF-800 has been processed and reported in a variety of places. Specifically, data has been incorporated into the Office of Child Care (OCC) Report to Congress, used by ACF to respond to requests from Congress, track ACF's performance under the Government Performance and Results Act, and respond to inquiries regarding the progress and effectiveness of the CCDF program as well as posted on the CCB website.

Data is typically published six to nine months after data submission deadline first on the OCC Office of Child Care website and subsequently in the Office of Child Care Report to Congress.

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

The expiration date is currently displayed at the top right corner of the ACF-800 Form.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to this form.