



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office on Trafficking in Persons | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/programs/endtrafficking

DATE March 13, 2019
FROM ACF Office on Trafficking in Persons
TO OMB Office of Information and Regulatory Affairs
SUBJECT Non-substantive Change Request for OMB 0970-0454

Background

In response to the President's Management Agenda to enhance federal IT and digital services and reduce cybersecurity risks to the federal mission, the Office on Trafficking in Persons is building an online system to manage requests for Certification. The data points collected under OMB Control Number 0970-0454 will not change; however, in order to use person-centered language, increase consistency, and provide more clarification to the user, we propose minor changes to the online version of this instrument.

Details and Justification

Person-Centered Language

According to [ACF Digital Toolbox Words and Usage](#) guidance under the word **Victim**, it is more appropriate to use words like **client** or **individual who has experienced trafficking** as Certification recipients may be completing this form themselves. Therefore, we'd like to use the word **Client** instead of **Victim** throughout the form. We will keep the word **victim** when discussing the mandate or for formal information sharing language.

Consistency

In order to be consistent with our [Request for Assistance](#) (RFA) instrument to collect information for minors (OMB Control Number 0970-0362), we need to change the field title **Preferred Certification Effective Date** to **Benefits Start Date**. This is the same data point, just clarified for requesters.

Clarification

The placement of some of the data fields in the approved instrument are not intuitive for our online users. To fix this, we the following changes:

- Rearrange the order of some of the sections.
- Move the data points **Primary Language** and **Emergency Concerns** to the **Case Management** section since the client will need to be connected to an appropriate case manager.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office on Trafficking in Persons | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/programs/endtrafficking

- Add a new section titled **Request Certification Letter** and move the relevant approved data points to that section including who the letter should be sent to, address, benefits start date, and an opportunity to submit documents.

We have uploaded the revised instrument for review and approval.