

To: Josh Brammer,
Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

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Administration for Children and Families (ACF)

Date: July 23, 2020

Subject: Nonsubstantive Change Request – National Implementation Evaluation of the Health Profession Opportunity Grants (HPOG) to Serve TANF Recipients and Other Low-Income Individuals and HPOG Impact Study (OMB Control 0970-0394).

This memo requests approval of a nonsubstantive change to the approved information collection, National Implementation Evaluation of the Health Profession Opportunity Grants (HPOG) to Serve TANF Recipients and Other Low-Income Individuals and HPOG Impact Study (OMB Control 0970-0394).

Background

The Health Profession Opportunity Grants (HPOG) Program provides healthcare occupational training for Temporary Assistance for Needy Families (TANF) recipients and other low-income people. In September 2017, OMB approved the 72-month Follow-up Survey and data collection procedures under OMB Control 0970-0394. ACF submitted a non-substantive change request following instrument pretesting, which was approved March 2018. The ongoing 72-month data collection effort began in February 2018 and is expected continue through September 2020. The current protocol is for local interviewers to attempt to contact and survey each respondent by telephone before switching to in-person locating and data collection protocols.

As a result of the recent COVID-19 outbreak and the social distancing recommendations in effect, the evaluation team has paused in-person locating and data collection efforts until it is safe to resume in-person efforts.

Overview of Requested Changes

ACF is requesting approval for a revised version of the email reminder text included in Attachment J, originally approved in September 2017 under OMB Control 0970-0394. Attachment J has been revised to include a new version of the email reminder text. The revisions are intended to streamline the communications to study participants and emphasize to study participants that interviewers are scheduling interviews by telephone. The revisions also offer greater flexibility in how the text can be used. The revised email text can be used by interviewers as a direct email to study participants or as a letter, sent from the survey director to all survey non-responders. If in-person locating and interviewing resume before the survey closes, the evaluation team may resume using the previously approved email text. The new revised version of the email text can be

found in the attached revised version of *Appendix J: HPOG-Impact 72-Month Alternate Email Text*.

Time Sensitivities

Interviewers are currently conducting data collection efforts by telephone. It will be helpful to begin using the revised email text in order to remind study participants that they can participate by telephone. In order to maximize production, it would be helpful to have approval as soon as possible.