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

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Date: August 4, 2020

Subject: NonSubstantive Change Request – Head Start Program Information Report (OMB #0970-0427)

This memo requests approval of nonsubstantive changes to an approved information collection: the Head Start Program Information Report (OMB #0970-0427).

Background

The Head Start Program Information Report (PIR) form is the principal source of basic information about Head Start services. The primary purpose of the PIR is to make data available about local Head Start programs to a broad audience including the public, researchers, policymakers, Congress, local and state early childhood entities, Head Start staff, and many others. OMB most recently extended this information collection (OMB #0970-0427) with changes on April 29, 2019.

The Office of Head Start recently met with Head Start data management system providers. Almost all Head Start grantees work with these data management systems to collect and submit PIR data and the data management system providers informed us about the need for the introductory text as well as the clarification text on the reporting timeframe. One of the data management system providers also noted an adjustment needed with the instructional text preceding question C.8.

Overview of Requested Changes

The proposed changes to the PIR form are nonsubstantive. We propose:
- adding an introductory statement at the start of the form,
- providing clarification on reporting timeframe definitions, and
- adjusting instructional text preceding question C.8 to align with changes made to question C.8 which were previously approved on April 29, 2019.

The change to the instructional text for question C.8 is necessary to ensure the instruction and question text align, while the changes to the introduction and reporting timeframe provide additional context and clarity for Head Start grantees.