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Office of Management and Budget (OMB)

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Date: December 18, 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

This information collection was approved on April 29, 2019 (ICR reference number: 201903-0970-006). The information collection contains three instruments, the Program Information Report, Center Location Contacts, and Monthly Enrollment. This nonsubstantive change request is for the Monthly Enrollment instrument. The Monthly Enrollment Instrument is primarily used to determine whether grantees maintain their funded enrollment and is reported as an efficiency measure to congress through the ACF Congressional Budget Justification document on an annual basis.

The monthly enrollment instrument was designed to collect monthly enrollment data during regular in-person operations and was not designed to accommodate enrollment reporting during the current COVID-19 pandemic, which includes a combination of in-person and virtual services. Changes are necessary to the instrument to adequately and accurately collect enrollment data during the pandemic.

Overview of Requested Changes

The changes to the PIR form are non-substantive and are necessary to track updated program operations and enrollment during the COVID-19 pandemic including virtual services. Without these changes, it would not be possible to adequately and accurately track enrollment reporting using the existing instrument where programs are providing virtual services.

Time Sensitivities

The Office of Head Start currently has approval to collect this information through the current HHS Public Health Emergency (PHE) waiver to the Paperwork Reduction Act. However, the approval of this nonsustantive change will allow the Office of Head Start to continue to collect this information in the event the PHE designation is lifted.