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Office of Management and Budget (OMB)

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**Date:** April 13, 2021

**Subject:** NonSubstantive Change Request – Understanding Child Care Licensing Challenges, Needs, and Use of Data (OMB #0970-0356)

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This memo requests approval of nonsubstantive changes to the approved information collection, Understanding Child Care Licensing Challenges, Needs, and Use of Data, which was approved under the Formative Generic for ACF Research (OMB #0970-0356).

### ***Background***

On March 22, 2021, OMB approved a generic information collection (GenIC) under the umbrella generic Formative Data Collections for ACF Research to conduct interviews with the child care licensing administrator and a person familiar with the licensing data system in each state and territory, as well as the District of Columbia. This information collection has not yet begun. One of the approved questions in the licensing administrator interview protocol addresses licensing agencies' coordination with other entities, such as the local health department, county building inspector, or fire marshal. We would like to add several follow-up prompts to this question in order to understand better licensing agencies' communication with these other external agencies who also monitor and address compliance with related health and safety requirements. This collection of information fits well into the purpose and use of the Understanding Child Care Licensing Challenges, Needs, and Use of Data GenIC.

### ***Overview of Requested Changes***

Licensing Administrator Interview Protocol (Instrument A): We have added four follow-up probes to the question stem addressing licensing agencies' coordination with other entities (see question 13 in the attached protocol) that was included in the approved interview protocol. These additional probes focus on understanding licensing administrators' experiences regarding the tracking of compliance data from external entities and the reporting of violations.

These proposed changes do not impact burden estimates for respondents.

### ***Time Sensitivities***

Data collection for this project has been delayed until these changes are incorporated into the protocol. If possible, we hope to be in the field by the end of April. As such, we appreciate a prompt response so that we may begin the interviews.