Child Care Improper Payments Data Collection Instructions

OMB Information Collection Request

0970 - 0323

Supporting Statement Part B –

Statistical Methods

September 2021

Submitted By:

Office of Child Care

Administration for Children and Families

U.S. Department of Health and Human Services

**SUPPORTING STATEMENT B – STATISTICAL METHODS**

1. **Respondent Universe and Sampling Methods**

The 50 States, the District of Columbia and Puerto Rico comprise the respondent universe. Each respondent responds once every three years. There is a 100% response rate for this information collection, in accordance with Child Care and Development Fund (CCDF) regulations at 45 CFR Part 98 Subpart K—Error Rate Reporting.

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| **Error Rate Review Cohort** | **Number of Respondents** | **Reporting Timeline** |
| Year One Reporting States | 18 | June 30th of 1st reporting year |
| Year Two Reporting States | 17 | June 30th of 2nd reporting year |
| Year Three Reporting States | 17 | June 30th of 3rd reporting year |
| Complete Cycle of Reviews | 52 (Total) | Current cycle concludes: June 30, 2022 |

1. **Procedures for the Collection of Information**

Each respondent for each reporting year randomly selects a sample of 276 cases for review following the methodology outlined in the *Sampling Decisions, Assurances, and Fieldwork Preparation Plan*, sufficient to achieve a 90% confidence interval +/- 5. Data are entered in case-specific *Record Review Worksheets* and then consolidated for entry into the *State Improper Payments Report*. Respondents submit their report on or before June 30th of the reporting year.

1. **Methods to Maximize Response Rates and Deal with Nonresponse**

States, the District of Columbia and Puerto Rico are required to report error rate data in accordance with CCDF regulations at 45 CFR Part 98 Subpart K—Error Rate Reporting. In addition, the Office of Child Care (OCC) provides ongoing training, technical assistance and oversight to grantees to support data collection submission.

1. **Test of Procedures or Methods to be Undertaken**

Implementation of the original Error Rate Review methodology began in October 2007. All respondents have completed or are currently completing their fifth cycle of reviews. Respondents have provided continuous feedback and input into the adjustments found in these instructions. The methodology revisions will take effect upon OMB approval of this request.

1. **Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

Ongoing communication and feedback from participants have been incorporated into adjustments for this revision. In addition, the following have been involved in the statistical aspects and data analysis process for the collection:

Katie Watts, National Center on Subsidy Innovation and Accountability (NCSIA) statistician (301) 881-2590

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