

Child Care Improper Payments Data Collection Instructions

**OMB Information Collection Request
0970 - 0323**

Supporting Statement Part B – Statistical Methods

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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.

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

2. 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.

3. 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.

4. 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.

5. 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:

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