

**To:** Jordan Cohen  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Anne Bergan  
Tribal Maternal, Infant and Early Childhood Home Visiting Program  
Administration for Children and Families (ACF)

**Date:** April 5, 2022

**Subject:** NonSubstantive Change Request – Tribal Maternal, Infant, and Early Childhood Home Visiting Program Form 1: Demographic and Service Utilization Data (OMB #0970-0389)

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This memo requests approval of nonsubstantive changes to the approved information collection, Tribal Maternal, Infant, and Early Childhood Home Visiting Program Form 1: Demographic and Service Utilization Data (OMB #0970-0389).

### ***Background***

The Tribal Maternal, Infant, and Early Childhood Home Visiting Program Form 1: Demographic and Service Utilization Data (OMB #0970-0389) was renewed on April 1, 2022. The categories of staff listed under the recently approved Instructions and Definitions of Key Terms include 4 categories: Home Visitors, Project Directors/Managers/Coordinators, Data/Evaluation Staff and Project Support Staff. In the approved Form 1, rows for the following categories were inadvertently not included: Data/Evaluation Staff and Project Support Staff. These categories need to be added to the actual form to match the approved Instructions and Definitions of Key Terms.

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

The change request is to add rows in Form 1 that cover all 4 staff categories that were included in the approved Instructions and Definitions of Key Terms portion of the information collection under Section B Program Staff Characteristics. The change request is minor and ensures accurate reporting.

### ***Time Sensitivities***

The previous Form 1's expiration was June 30, 2022. We would like the changes made so we can notify grantees that the form has been renewed before June 30, 2022.