

**To:** Jamie Wilson  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Molly Jones  
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Administration for Children and Families (ACF)

**Date:** October 4, 2022

**Subject:** NonSubstantive Change Request – Generic Disaster Information Collection Forms  
(OMB #0970-0476)

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This memo requests approval of nonsubstantive changes to the approved information collection, Generic Disaster Information Collection Forms (OMB #0970-0476).

### ***Background***

The Administration for Children and Families (ACF) Office of Human Services Emergency Preparedness and Response (OHSEPR) received an extension of approval for the Generic Disaster Information Collection Form in July 2022. The request included an update to burden to allow for additional generic information collection (GenIC) submissions under this umbrella generic. When entered into ROCIS, ACF inadvertently entered the additional burden (40 respondents, 60 hours) as an actual GenIC and not just additional burden to use in the future. This means that ACF cannot actually submit new GenICs despite the approved increase.

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

At this time, ACF would like to remove the GenIC line listed as Future Program Office Disaster Information Collection Forms from the IC list. The overall burden for the umbrella generic remains unchanged.

### ***Time Sensitivities***

ACF currently has a request pending submission and would like to submit that request as soon as possible, particularly since we are in hurricane season and program offices may need to collect disaster-related information from programs at any moment.