

**To:** Kelsi Feltz  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Ivelisse Martinez Beck  
Office of Planning, Research, and Evaluation  
Administration for Children and Families (ACF)

**Date:** March 9, 2023

**Subject:** NonSubstantive Change Request – The Role of Licensing in Early Care and Education (TRLECE) (OMB #0970-0602)

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This memo requests approval of nonsubstantive changes to the approved information collection, The Role of Licensing in Early Care and Education (TRLECE) (OMB #0970-0602) .

### ***Background***

On March 3, 2023, OMB approved the full information collection to conduct three surveys with the child care licensing administrator and the frontline licensing staff in each state and territory, as well as the District of Columbia, and a representative sample of child care providers.

As the team prepared for data collection, it became apparent that states varied in how they refer to programs that are required to be inspected by the licensing agency to legally operate (e.g. “monitored”, “registered”, “licensed”). In order to ensure we are not inadvertently excluding programs from the sample due to a difference in terminology, we are requesting to include an additional response option to the first screening question of the child care provider survey (Instrument 3).

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

This memo requests approval for an additional response option to the first screening question in the child care provider survey (Instrument 3), such that we screen in all programs who are inspected by the licensing agency to legally operate.

Relevant changes have been made to the child care provider survey (Instrument 3).

### ***Time Sensitivities***

Recruitment for data collection is currently underway. As such, we appreciate a prompt response.