



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Washington, D.C. 20201 | [www.acf.hhs.gov](http://www.acf.hhs.gov)

**Child Care and Development Fund (CCDF) Consumer Education Website and Reports of Serious Injuries and Death**

These information collections do not involve standard forms. The detailed requirements for these collections are contained in CCDF regulations at 45 CFR 98.33 and 98.42. In addition, the Consumer Education Websites must contain information related to background checks as described below. All of these requirements are existing, and the Office of Child Care is seeking renewal without revision.

**Description:**

ACF proposes to extend reporting requirements related to the Consumer Education Website to enforce existing regulatory provisions around interstate background checks.

Without this information, states and territories will lack the critical information needed to initiate and respond to interstate background check requests in a timely manner. States and territories will need to continue to periodically update their websites to ensure that the requested information is current and accurate. The Consumer Education Website information collection will be ongoing. The Consumer Education Website information collection does not involve a federal form.

Consumer Education Website: State and Territory Interstate Background Check Processes

The Office of Child Care (OCC) previously revised the Consumer Education Website information collection requirement to ease the burden of having to locate other state and territories' contacts and instructions needed to initiate and carry out the Child Care and Development Block Grant (CCDBG) interstate background check requirement.

The reporting requirement described in Section 45 CFR 98.43 of the Final Rule provided general guidelines around the type of background check related information that State and Territory Lead Agencies must include on their Consumer Education Websites. OCC's extension of this revision to the Consumer Education Website reporting requirement defines the specific information elements that State and Territory Lead Agencies need to continue to include on their websites to satisfy this requirement.

**Instructions:**

State and Territory Lead Agencies will continue to be required to designate one page of their existing Consumer Education Website as a landing page for all interstate background check related processes and procedures pertaining to their own state. The purpose of having a dedicated interstate background check web page on the Lead Agency Consumer Education Website is to help state and territories implement the interstate background check requirements of the CCDBG Act.

Compliance with the CCDBG Act and Section 45 CFR 98.43(a)(1)(iii) and 98.43(g) of the Final Rule will continue to be determined in part through the review of information provided on State and Territory Lead Agency Consumer Education Websites.

States and territories will continue to have flexibility regarding how to implement this information collection provision (i.e., web page format, providing links to existing sources), but the web page must include the following elements for each type of interstate check (see page 2).

<b>Interstate Criminal Background Check</b>
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| <ul style="list-style-type: none"><li>• Agency Name</li><li>• Address</li><li>• Phone Number</li><li>• Email</li><li>• Fax</li><li>• Website</li><li>• Instructions (e.g., Does a portal/system account need to be created to make a request, types of identification needed, types of payment accepted, appeals, how will forms be accepted, FAQs)</li><li>• Forms</li><li>• Fees</li><li>• National Fingerprint File (NFF) State (Yes/No)</li><li>• National Crime Prevention and Privacy Compact State (Yes/No)</li></ul> |
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<b>Interstate Sex Offender Registry (SOR) Check</b>
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| <ul style="list-style-type: none"><li>• Agency Name</li><li>• Address</li><li>• Phone Number</li><li>• Email</li><li>• Fax</li><li>• Website</li><li>• Instructions (e.g., Does a portal/system account need to be created to make a request, types of identification needed, types of payment accepted, appeals, how will forms be accepted, FAQs)</li><li>• Forms</li><li>• Fees</li></ul> |
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### **Interstate Child Abuse and Neglect (CAN) Registry Check**

- Agency Name
- County Administered Registry or Centralized Registry (Describe)
- Address
- Phone Number
- Email
- Fax
- Website
- Instructions (e.g., Does a portal/system account need to be created to make a request, types of identification needed, types of payment accepted, appeals, how will forms be accepted, FAQs)
- Forms
- Fees
- Description of information that may be included in a response to a CAN registry check (including substantiated instances of child abuse and neglect accompanied by the State's definition of "substantiated" instances of child abuse and neglect.

PAPERWORK REDUCTION ACT OF 1995 (Public Law 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to extend reporting requirements related to the Consumer Education Website to require states and territories to include information about state or territory policies (related to licensing, monitoring, and background checks) and provider-specific information, including results of monitoring and inspection reports and, if available, information about quality. Public reporting burden for this collection of information is estimated to average 300 hours per grantee annually, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (45 CFR 98.33 and 98.42). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0473 and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact Marisa Morin at (202) 545-4869 or [marisa.morin@acf.hhs.gov](mailto:marisa.morin@acf.hhs.gov).