

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

**From:** Khalil Raskeh  
Office of Refugee Resettlement  
Administration for Children and Families (ACF)

**Date:** April 19, 2023

**Subject:** Change Request – Office of Refugee Resettlement Refugee Family Child Care  
Microenterprise Development Case File Requirements (OMB #0970-0558)

---

This memo requests approval of changes to the approved information collection, Office of Refugee Resettlement Refugee Family Child Care Microenterprise Development Case File Requirements, approved under the Generic for ACF Program Monitoring Activities (OMB #0970-0558).

### ***Background***

The Office of Refugee Resettlement (ORR) received approval from OMB to require Refugee Family Child Care Microenterprise Development (RFCCMED) program recipients to keep records of documents related to grant spending and performance of program-related activities. Such records may be requested by ORR during routine monitoring or in response to performance issues. ORR had anticipated funding 8 continuing and 14 new awards in 2022. The actual total of newly funded awards was 7, bringing the current total to 15.

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

This request is to increase number of respondents to 15. An updated submission form is included with this submission.