

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

**From:** Zahra Cheema  
Office of Refugee Resettlement  
Administration for Children and Families (ACF)

**Date:** June 26, 2023

**Subject:** Change Request – Office of Refugee Resettlement Ethnic Community Self-Help Program Case File Requirements (OMB #0970-0558)

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This memo requests approval of changes to the approved information collection, Office of Refugee Resettlement Ethnic Community Self-Help Program Case Documentation 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 Ethnic Community Self-Help (ECSH) Program recipients to keep records of documents related to program-related activities (eligibility, individualized service plans, case notes) and any financial assistance provided to clients, if applicable. Such records may be requested by ORR during routine monitoring or in response to performance issues. ORR currently has 31 awards under the ECSH program (10 continuing and 21 new awards in FY22) and anticipates an additional 56 new awards as of September 30, 2023, bringing the anticipated total to 87 awards.

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

This request is to increase number of respondents to 87. There are no updates to the record keeping requirements. An updated submission form is included with this submission.