

**Request for Approval under the clearance of the “Generic for ACF Program  
Office Monitoring Activities” Office of Management and Budget (OMB)  
Control Number: 0970-0558**

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**TITLE OF INFORMATION COLLECTION: Child Care and Development Fund (CCDF)  
State Monitoring Compliance Demonstration Packet**

**PURPOSE:** The purpose of the Office of Child Care’s (OCC) monitoring system is to determine State compliance with the Child Care and Development Block Grant (CCDBG) Act of 2014 and the Child Care and Development Fund (CCDF) Final Rule. The monitoring process includes a pre-visit review of materials provided by the State, through the completion and submission of the CCDF State Monitoring Compliance Demonstration Packet, as well as an onsite visit to validate the evidence observed during the pre-visit review and to collect additional evidence of the State’s compliance with the CCDBG Act and the CCDF Final Rule.

This information collection aligns with the overarching generic for monitoring activities, which specifically states that the information collected will allow ACF’s:

- monitoring of compliance with federal practice, guidelines and requirements,
- documentation of promising practice, innovative services, and program strengths
- flexible and responsive oversight of federal funds

These monitoring activities are necessary to ensure timely action by ACF to support grantees and protect federal interests. As described in the umbrella generic, OCC will use the information collected under this generic clearance to monitor funding recipient activities and to provide support or take appropriate action, as needed.

**DESCRIPTION OF RESPONDENTS:** Each State Lead Agency (grantee) will provide one response during the 3-year monitoring cycle as part of their OCC Monitoring Process.

**CERTIFICATION:**

I certify the following to be true:

1. The collection is in compliance with U.S. Health and Human Services regulations.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name: Dr. Ruth Friedman, Director, Office of Child Care

To assist OMB review of your request, please provide answers to the following question:

**PERSONALLY IDENTIFIABLE INFORMATION:**

1. Is personally identifiable information (PII) collected? [ ] Yes [X] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [ ] Yes [ ] No
3. If Yes, has an up-to-date System of Records Notice been published? [ ] Yes [ ] No

## BURDEN HOURS

State lead agencies submit one response over a three year cycle and the total response time over the three years is estimated to be about 50 hours.

Category of Respondent	Total Number of Respondents in a 3-year cycle	Information Collection Title	Burden estimate over 3-year period	Total burden hours over 3-year cycle	Total annual burden hours
State Lead Agency	51	Compliance Demonstration Chart	10 hours	510	170
		Document Submission Chart	40 hours	2,040	680
Total Annual Burden:					850

**FEDERAL COST:** The estimated annual cost to the Federal Government is \$6,653.04.

### TYPE OF COLLECTION:

How will you collect the information? (Check all that apply)

- Web-based
- E-mail
- Paper mail
- Other, Explain

**Please make sure to submit all instruments, instructions, and scripts with the request.**