

## Appendix D. Letter of Support from Office of Child Care (OCC)

[INSERT OCC LOGO/LETTERHEAD]

To: State and Territory Child Care Licensing Administrators

From: [INSERT NAME], [ACTING DIRECTOR or DIRECTOR], Office of Child Care  
Administration for Children and Families, U.S. Department of Health and Human Services

Date: [INSERT DATE]

Re: Support for research study to better understand child care licensing

Dear [INSERT NAME],

I am writing to encourage you to take part in Child Trends' and ICF's interviews regarding your child care licensing system and data.

The Office of Planning, Research, and Evaluation (OPRE) is working with Child Trends and ICF to conduct these interviews to understand how licensing has been affected by COVID-19 and to learn more about licensing data systems, research needs, and implementation of the CCDBG Reauthorization of 2014. This work is part of a larger project, [The Role of Licensing in Early Care and Education](#) (TRLECE).

The TRLECE team hopes to speak with licensing administrators in all 50 states, plus the District of Columbia and the five territories, to understand the unique experiences and needs across states and territories. The information from these interviews will inform the work of OPRE, OCC, and the TRLECE team.

Sincerely,

[INSERT NAME], [ACTING DIRECTOR or DIRECTOR]  
Office of Child Care, Administration for Children and Families  
U.S. Department of Health and Human Services