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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Paula Daneri, PhD
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Administration for Children and Families (ACF)

Date: January 22, 2024

Subject: NonSubstantive Change Request #1 – *Financing for Early Care and Education Quality and Access for All (F4EQ)* (OMB #0970-0623)

This memo requests approval of nonsubstantive changes to the approved information collection, *Financing for Early Care and Education Quality and Access for All* (OMB #0970-0623).

Background

On January 3rd, 2024, we received approval to conduct a nationally descriptive survey data collection for *Financing for Early Care and Education Quality and Access for All (F4EQ)* (OMB #0970-0623). This project seeks to better understand the landscape of Head Start’s participation in coordinated funding models and the state policy contexts in which Head Start programs make funding decisions. For this portion of the project, we aim to answer our research questions through national surveys to two respondent groups: (1) Head Start program directors (“program survey”) and (2) state early care and education (ECE) administrators (“state survey”).

As the research team programmed the OMB-approved surveys in preparation for survey launch, we identified minor changes to the consent language and surveys that would make them more understandable.

Overview of Requested Changes

Change to Consent Language

We updated the consent language for both the program and state surveys to include mention of the gift cards offered at the completion of the surveys:

- State administrator consent language: “At the end of the survey, you will receive \$35 as a token of appreciation.” was added.
- Program director consent language (with pre-token of appreciation): “At the end of the survey, you will receive a \$40 token of appreciation. This is in addition to the \$10 you have already received.” was added.
- Program director consent language (without pre-token of appreciation): “At the end of the survey, you will receive \$50 as a token of appreciation.” was added.

We also removed a statement indicating that respondents keep the consent form for records or future reference. The consent language will be presented on a screen at the start of the survey. However, much of the same information will be on the respondent facing NORC webpage. That webpage is linked on all outreach material (including email invitations). That respondent-facing

webpage will also have our contact information, as will the survey as respondents move through it (email and phone number).

There are no other changes to the consent materials.

Changes to Surveys

During the process of programming surveys, the research team identified several small edits to be made to the surveys.

State survey:

- We revised instructions to say “click on” instead of “hover over” where we have definitions.
- In survey question Sdt_how, we removed the final survey response item Sdt_how_6 (“don’t know”) because the matrix includes a “Don’t know” response category.
- In Shs_data, we changed the response option Shs_data_6 (“Our state does not have an integrative data system”) to be an exclusive answer.
- We removed the limitation of who sees Sta_topic so that everyone receives that question.
- We removed survey response item Sta_topic_2 (“Combining multiple funding sources”) under Sta_topic, because it had become duplicative of the previous question (Sta_offer).
- We added an introduction sentence to the last section of the survey (Your Background) which reads, “This section will ask you about your work history and demographic background. All items are optional.”
- We added the option “No one helped me” to Sdg_help.

Program survey:

- We revised instructions to say “click on” instead of “hover over” where we have definitions.

Time Sensitivities

The timeline for this data collection is based on the Head Start program year. To accommodate this timeline, the research team needs to begin fielding the surveys by the week of February 5th, 2024.