

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0970-0401)

TITLE OF INFORMATION COLLECTION: Child Care and Development Fund Improper Payments Data Collection Instructions: Burden Hours Survey

PURPOSE: The purpose of this survey is to solicit information from Child Care and Development Fund (CCDF) Lead Agencies about the estimated burden hours needed to complete the triennial CCDF error rate report templates (OMB #: 0970-0323). The Office of Child Care (OCC) will review the information collected to determine whether the current estimated burden hours for the CCDF error rate report templates should be updated as part of the next revision of the CCDF Improper Payments Data Collection Instructions (DCI). The information collected in this survey will be used by OCC for internal planning purposes only.

DESCRIPTION OF RESPONDENTS: Respondents include CCDF Lead Agency staff from all 50 states, the District of Columbia, and Puerto Rico. The survey instructions will request that respondents are the Lead Agency staff who have experience working on one or more CCDF error rate report templates.

TYPE OF COLLECTION:

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
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. The primary purpose of the results is not for public dissemination.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name and affiliation: Adie Fatur, Administration for Children and Families, Office of Child Care

To assist review, please provide answers to the following questions:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes 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 (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
CCDF Improper Payments Data Collection Instructions (DCI): Burden Hours Survey	State, local, or tribal governments	52	1	.25 hours	13

FEDERAL COST: The estimated annual cost to the Federal government is: **\$3727**

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The universe of potential respondents is limited to staff from CCDF Lead Agencies from all 50 states, the District of Columbia, and Puerto Rico. The survey will be targeted to these CCDF Lead Agencies because they are required to prepare and submit CCDF error rate reports once every three years (45 CFR Part 98 Subpart K), and therefore have the experience to provide feedback on the current error rate reports. The OCC plans to send the survey to all 52 potential respondents, rather than a subset, in an effort to collect responses from a diverse group of states. Further, because the survey is voluntary and we cannot anticipate the response rate, we want to send the survey to all 52 potential respondents in an effort to increase the total number of responses received. The survey and instructions will be sent by the OCC via email directly to the CCDF State Administrators in the universe described above – this distribution method will ensure only the targeted respondents receive the survey.

Administration of the Instrument

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

- Web-based or other forms of Social Media
- Telephone
- In-person
- Mail
- Other, Explain

2. Will interviewers or facilitators be used? Yes No