

**To:** Jamie Wilson  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Meryl Barofsky  
Office of Child Care  
Administration for Children and Families (ACF)

**Date:** November 2, 2022

**Subject:** NonSubstantive Change Request – Child Care and Development Fund for Tribes for FFY 2023-2025 (OMB #0970-0198)

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This memo requests approval of nonsubstantive changes to the approved information collection, Child Care and Development Fund for Tribes for FFY 2023-2025 (OMB #0970-0198).

### ***Background***

In April 2022 OMB approved a revision of a currently approved information collection request for the Office of Child Care (OCC). Since OMB approval, OCC developed a submission site for the requested information. During the programing and user testing, there were several small changes that were identified, such as updated skip patterns, clarification of language, and simplification of questions. A non substantive change request was submitted in October representing those changes. Following that request, several more small changes were identified that will clarify responses from grantees. This request represents those changes.

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

OCC identified two areas that needed clarification to reduce confusion on the part of respondents.

- One question (2.3.1) required text revisions to clarify what was being asked. The OCC Policy Division determined that the question as originally written, would create confusion for the respondent and was not asking the question in line with what is required in law. The revisions included in this submission clarify what is needed and will reduce burden for the respondent.
- In Section 2.5.1, OCC determined that a response option was inadvertently omitted from questions under this heading. This response, “State conducts background check on Tribal Lead Agency’s behalf” is a pre-approved method that most respondents use. The omission of this response will create confusion on the part of respondents and this clarification will reduce burden. This option has been added to all relevant sub-questions.

### ***Time Sensitivities***

Tribal CCDF Lead Agencies need to submit their responses by January 31, 2023. OCC would like to provide updated information to agencies as soon as possible, though.