

SUPPORTING STATEMENT - PART A

Child Care Provider Information-For the Child Care Subsidy Program – OMB Control No. 2900-0717

Summary of Changes from Previously Approved Collection

- **Child Care Provider Information-For the Child Care Subsidy Program.**
- **0730b - Child Care Subsidy, Increased the annual number of responses and decreased the burden hours.**
- **No comments were received.**

1. Need for the Information Collection (1-3 paragraphs)

Public Law 107-67, Section 630, and Title 5, Part 792, Subpart B of the Code of Federal Regulations, authorizes the Department of Veteran’s Affairs to use appropriated funds to assist eligible employees with the cost of child care. Children from birth through the age of 13 and children through the age of 18, if disabled, are eligible. For this program, a child is defined as: A biological, adopted, step, or foster child who lives with the Federal employee, a child for whom a judicial determination of support has been obtained, or a child to whom the Federal employee is a parent or legal guardian and makes regular and substantial contributions to the child’s care. The Department of Veterans Affairs (VA) implemented the VA Child Care Subsidy Program in January 2001.

VA employees interested in the child care subsidy program and wish to apply for the program and receive the subsidy, they need to fill out the child care subsidy program application forms to include the VA 0730b form.

Child care providers are required to submit information on VA Form 0730b regarding the type of child care services that they provide as well as their address, phone number, e-mail address, tax identification number or Social Security Number, license number and license expiration date for validation purposes in accordance with Public Law 107-67, sec. 630 which requires the VA Child Care Subsidy program staff to validate program requirements.

2. Use of the Information (2-4 paragraphs)

VA Form 0730b is completed by the child care provider and is included in an employee’s application package. Any changes related to the provider such as change in fees, license expiration, change in child care provider, adding or removing a child would require a revised 0730b. This form is used to validate that the child care provider is licensed and/or regulated by the state as required by Title 5, Part 792, Subpart B of the Code of Federal Regulations.

If the collection of information were not carried out, the approving official would not be able to validate whether the employee and child(ren) is eligible to participate in VA Child Care Subsidy Program as state in the VA policy.

3. Use of Information Technology (1-4 sentences)

VA Form 0730b is available in a fillable format on the VA Forms Website. The forms may be downloaded and made available for manual completion by respondents who do not have access to the VA Forms Website.

4. Non-duplication (1-2 sentences)

The 0730b form has a specific purpose and limited use. There is no data available that can be used or modified for this purpose. Each individual entry is a single entity and is required for the collection of information to process an employee's application to participate in the VA Child Care Subsidy Program and to validate that the child care provider is licensed and/or regulated by the state.

5. Burden on Small Businesses (1-2 sentences)

The information collected on VA Form 0730b will be used by the VA Child Care Subsidy Program to administer the day-to-day operations. This function determines the employee's eligibility criteria to participate in the program. The form has been designed to minimize the information collection burden on the public and applicant.

6. Less Frequent Collection (1-3 sentences)

A daily occurrence occurs when new applications are submitted, but the frequency occurs when a change is initiated.

7. Paperwork Reduction Act Guidelines (1 sentence)

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Tuesday, July 9, 2024. The 60-Day FRN citation is 89 FR 56477.

No comments were received during the 60-Day Comment Period

A 30-Day Federal Register Notice (FRN) for the collection published on Thursday, October 17, 2024. The 30-Day FRN citation is 89 FR 83759.

Part B: CONSULTATION (2-4 sentences)

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment (1-3 sentences)

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

Respondents are informed that the furnishing of data is voluntary; that Public Law 104-134 authorizes use of their social security number for the orderly administration of records; and that disclosure of the information may be made in accordance with the disclosure provisions of the Privacy Act of 1974. (System of Records 165VA05CCSP, Child Care Subsidy Program Records).



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Records Management

The SORN, VA Child Care Subsidy Program Records - VA (165VA05CCSP) was signed by the CIO on 9/12/20204 and has been forwarded to Congress and OMB for review. Office of Information and Technology will notify CCSP once OMB has concluded its review and the SORN has been forwarded to the Federal Register for publication.



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A Child Care Subsidy

A draft copy of the PIA, PIA title, attached, currently under program review.



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11. Sensitive Questions (1 paragraph)

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a Social Security Number or tax identification number. This is an amendment to title 31, Section 7701. The primary use of these Social Security Numbers (SSN) and tax identification numbers will be for identification purposes in assuring licensure and/or regulation compliance. This compliance is necessary for the purpose of determining Federal employee eligibility for child care subsidy.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
Child Care Provider Information-For the Child Care Subsidy Program
 - a) Number of Respondents: # **4,500**
 - b) Number of Responses Per Respondent: # **2 on average**
 - c) Number of Total Annual Responses: # **4,500**
 - d) Response Time: **20 Minutes**
 - e) Respondent Burden Hours: **937 hours**

- 2) Total Submission Burden (Summation or average based on collection)
 - a) Total Number of Respondents: # **4,500**
 - b) Total Number of Annual Responses: # **4,500**
 - c) Total Respondent Burden Hours: # **937 hours**

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
Child Care Provider Information-For the Child Care Subsidy Program
 - a) Number of Total Annual Responses: # **4,500**
 - b) Response Time: # **20 minutes**
 - c) Respondent Hourly Wage: **\$16**
 - d) Labor Burden per Response: **\$3.20**
 - e) Total Labor Burden: **\$14,400**

- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: # **4,500**
 - b) Total Labor Burden: **\$14,400**

The Respondent hourly wage was determined by using the [Department of Labor Wage Website] (<http://www.dol.gov/dol/topic/wages/index.htm>)

13. Respondent Costs Other Than Burden Hour Costs (1-4 sentences)

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection. There is no capital start-up operation or maintenance costs. Cost estimates are not expected to vary. The only cost is the time of the respondent. There are neither anticipated capital start-up cost components nor requests to provide information.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

1) Collection Instrument(s)

Child Care Provider Information-For the Child Care Subsidy Program

- a) Child Care Provider Information-For the Child Care Subsidy Program Number of Total Annual Responses: **4,500**
- b) Processing Time per Response: **20 Minutes**
- c) Hourly Wage of Worker(s) Processing Responses: **see table below.**
- d) Cost to Process Each Response: **see table below.**
- e) Total Cost to Process Responses: **see table below.**

f)	HR Rate	Min.	Cost Per Min.	Process Time	Cost to process 1 app	Appr. # 0730b	Total cost per GS	# Staff	Total cost per GS
GS -9	28.52	60	0.48	20	\$9.51	500	\$4,753.33	2	\$9,506.67
GS-11	34.51	60	0.58	20	\$11.50	500	\$5,751.67	4	\$23,006.67
GS-12	41.37	60	0.69	20	\$13.79	500	\$6,895.00	3	\$20,685.00
									\$ 53,198.33

Approximate annual cost to the federal government to process VA Form 0730b is **\$53,198.33**

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: **#4,500**
- b) Total Labor Burden: **\$53,198.33**

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: **\$13,500**
- b) Printing: **\$0**
- c) Postage: **\$0**
- d) Software Purchases: **\$0**
- e) Licensing Costs: **\$0**
- f) Other: Contract Support through OIT **\$ 526,368.00**

2) Total Operational and Maintenance Cost: \$ 539,868

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$ 53,198.33

2) Total Operational and Maintenance Costs: \$ 526,368.00

3) Total Cost to the Federal Government: \$ 579,566.33.

15. Reasons for Change in Burden (1-7 sentences)

Yes, the burden estimates have changed since the last time this collection was approved as the number of respondents have increased. This is a reinstatement with change to an expired collection.

16. Publication of Results (1 sentence/ 1 paragraph)

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date (1 sentence/ 1 paragraph)

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions" (1 sentence)

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.