

## Memorandum

**To:** Kelsi Feltz  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Ann Rivera  
Office of Planning, Research and Evaluation (OPRE)  
Administration for Children and Families (ACF)

**Date:** August 6, 2024

**Subject:** Nonsubstantive Change Request – Building and Sustaining the Child Care and Early Education Workforce Study [OMB # 0970-0615]

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This memo requests approval of nonsubstantive changes to the approved information collection for the Building and Sustaining the Child Care and Early Education Workforce (BASE) Study [OMB Information Collection Request 0970-0615, approved September 1, 2023].

### **Background**

The BASE project aims to understand factors that affect child care and early education (CCEE) workforce dynamics, including employment recruitment, retention, and advancement, as well as to build the evidence base about strategies that may help to recruit, retain, and advance the CCEE workforce. The proposed information collection aimed to build the evidence base about the implementation, costs, and impacts of strategies aimed at improving the compensation and economic well-being of educators in child care center-based and home-based settings. The BASE project will do so by leveraging two pilot initiatives being implemented by the Colorado Department of Early Childhood (CDEC) that provide additional funding and supports to center-based child care settings to improve teacher compensation and funding for home-based child care settings to support the provision of benefits to owners (referred to as providers hereafter) and staff (referred to as assistants hereafter). Key data collection activities included a follow-up survey fielded to teachers in the center-based pilot and a follow-up survey fielded to providers and assistants in the home-based pilot. Staff at CDEC suggested that, although the outreach materials were ok to send in English, the instruments for teachers and home-based providers should also be offered in Spanish for those who may feel more comfortable completing the survey in that language.

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

The Administration for Children and Families (ACF) has translated the teacher and provider follow-up surveys (Instruments 2 and 3) and the consent information for these surveys (Appendix C) into Spanish (Instruments 2S and 3S, Appendix CS). These translations do not change any content of the currently approved survey instruments or consent documentation.