



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION

TO: Office of Information and Regulatory Affairs  
Office of Management and Budget

FROM: Office of Career, Technical, and Adult Education (OCTAE)  
U.S. Department of Education

RE: Non-substantive Change to Approved Information Collection Request (ICR)  
under OMB Control No. 1830-0027

DATE: June 27, 2024

OCTAE has determined that the following instrument edits are necessary to clarify the instructions for certain reporting tables and to align with recently published changes made to the joint WIOA performance accountability guidance that are responsive to public comments received during the renewal of this ICR.

- Table 1 instructions (instrument page 3)
  - Edits made to align with language in the joint guidance.
- Table 4A (instrument pages 9 and 10)
  - Edits made to align with language in the joint guidance.
- Table 5 instructions (instrument pages 15 and 16)
  - Edits made to align with language in joint guidance and other reporting tables.
  - Added language to clarify the use of the credential reporting rows.
- Table 14 instructions (instrument page 33)
  - Added clarifying language to ensure the reporting of an unduplicated count of providers.
- Federal Financial Report instructions (instrument page 56)
  - Added clarifying language to ensure compliance with statutory maintenance of effort requirements.