

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

**From:** Juliana Melara  
Office of Community Services  
Administration for Children and Families (ACF)

**Date:** April 9, 2024

**Subject:** Change Request – Diaper Distribution Demonstration and Research Pilot Quarterly Reporting Requirements (OMB #0970-0490)

---

This memo requests approval of changes to the approved information collection, Diaper Distribution Demonstration and Research Pilot (DDDRP) Quarterly Reporting Requirements, approved under the Generic Performance Progress Reports (OMB #0970-0490).

### ***Background***

The DDDRQ quarterly reporting requirements were approved on February 14, 2024, under OMB Control # 0970-0490. The reporting requirements were developed by the Office of Community Services (OCS) to supplement the information DDDRQ grant recipients provide in the ACF Standard PPR (OMB #0970-0406) with more detailed and specific information about their diaper distribution programs. Grant recipients are currently using the approved reporting requirements to complete their quarterly project performance reports.

OCS is requesting some changes to clarify items that have raised questions for grant recipients. Since releasing the approved reporting requirements, grant recipients have asked whether services provided directly by subrecipients should be included when describing the types of referrals families have received in the last quarter or counting the number of families who have received referrals.

OCS is also requesting some new information in order to better understand service delivery.

- Currently, OCS only collects the number of unique children who have received diapers from the program at the family level, so we do not have a good sense of whether the number of diapers distributed per family is meeting a child's diaper needs. OCS would like to better understand the number of diapers grant recipients are distributing for each child served.
- OCS would like to understand the proportion of families served by the diaper program who have received referrals to wraparound supportive services. We currently only collect this information on a quarterly basis, and it is difficult to determine what proportion of families receives a referral at some point during their enrollment in the program.
- OCS has learned from the Beneficiary Enrollment Survey (approved under OMB #: 0970-0531) that participants in the diaper program speak a wide variety of languages, but it is unclear whether the agencies are able to offer translation services to meet those needs.

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

To address questions from grant recipients, we propose the following changes:

- Language clarifying that service types for referrals includes referrals to services provided by diaper distribution pilot partners and other organizations, with a request to list the service types by the type of organization providing them.
- Language clarifying that number of families who have received referrals includes families who have received referrals to services provided by diaper distribution pilot partners and/or other organizations.

To better understand service delivery, OCS proposes to make the following additions to the PPR:

- Number of unique children who have received diapers from the program this quarter.
- Number of unique children who have received diapers from the program to date.
- Number of unique children who are newly enrolled to receive diapers this quarter.
- Number of families receiving referrals since the start of the program.
- Languages offered for translation assistance for service applications or services, listed by partner.