

Request for Approval under the “Administration for Children and Families Generic for Information Collections Related to Gatherings” **(OMB Control Number: 0970-0617)**

TITLE OF INFORMATION COLLECTION: Registration for the Office of Child Care’s Child Care Technical Assistance Network All Hands Meeting

PURPOSE: The purpose is collecting registration information for the Office of Child Care’s Child Care’s Technical Assistance Network CCTAN All Hands Meeting, scheduled for March 2024. Information will be used for planning purposes.

DESCRIPTION OF RESPONDENTS: The vast majority of respondents will be contractors within the Office of Child Care’s Child Care’s (OCC) technical assistance network, the target audience for the meeting.

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The information collected is not intended to be disseminated to the public¹.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name and affiliation: **Patricia Haley, Office of Child Care, meeting coordinator**

To assist review, please provide the following information:

BURDEN HOURS

Instrument Title	Category of Respondent	No. of Respondents	Participation Time	Burden
CCTAN Meeting Registration	TA Contractor	180	10 min each	30 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$405

¹ The information collected through this request is primarily for internal review and will not be published. However, for certain activities information submitted by accepted participants, such as research abstracts to be presented in a poster session, may be published on an ACF website or included in a printed or online program for the activity or subsequent publication describing the activity.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
- Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Registration questions are attached (“CCTAN Registration Questions for PRA Approval – 2024”).