

# **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:** State and Tribal Technical Assistance and Resources Training and Technical Assistance Roundtable Registration Form

**PURPOSE:** The Office of Family Assistance (OFA), an operating division of the U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF), administers several key federal programs that foster economic security and stability. Among other programs, this includes the state and Tribal Temporary Assistance for Needy Families (TANF) programs and the Native Employment Works (NEW) program. The purpose of the State and Tribal Technical Assistance and Resources (STAR) Training and Technical Assistance (TTA) for TANF Programs contract is to support TTA to TANF programs and partners in improving the economic security of individuals and families.

Through STAR, OFA delivers a variety of TTA activities to state, Tribal, and local TANF programs and partners, NEW programs, and other TANF stakeholders. STAR supports in-person and virtual TTA activities and short- and long-term engagements, including a national meeting of Tribal program staff, three regional meetings (“Roundtables”) for state program staff, three virtual learning collaboratives, and webinars.

We propose to ask state staff who register for the regional Roundtable meetings to submit questions they would like OFA to answer during Question & Answer sessions at the events. Collecting attendees’ questions in advance of the meeting will allow OFA to plan appropriately for the Question & Answer sessions, including compiling any resources to share with attendees, if needed.

**DESCRIPTION OF RESPONDENTS:** Respondents include staff from state agencies that administer TANF cash assistance programs and plan to participate in regional Roundtable meetings.

## **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 public<sup>1</sup>.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

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<sup>1</sup> 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.

Name and affiliation: Lizeth Hester, Program Specialist, OFA, Division of TANF Technical Assistance & Special Initiatives (TTASI)

To assist review, please provide the following information:

**BURDEN HOURS**

<b>Instrument Title</b>	<b>Category of Respondent</b>	<b>No. of Respondents</b>	<b>Participation Time</b>	<b>Burden</b>
STAR TA Roundtable Registration Form	State, local, or tribal governments	130	4 minutes	8.67 hours

**FEDERAL COST:** The estimated annual cost to the Federal government is \$555

**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.**