

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

**From:** Sherry Fam  
Office of Child Care  
Administration for Children and Families (ACF)

**Date:** January 8, 2025

**Subject:** Change Request – Child Care and Development Fund (CCDF) Lead Agency  
Monitoring Profile & Document Submission (OMB #0970-0558)

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This memo requests approval of changes to the approved information collection, Child Care and Development Fund (CCDF) Lead Agency Monitoring Profile & Document Submission, approved under the Generic for ACF Program Monitoring Activities (OMB #0970-0558).

***Background***

The Child Care and Development Fund (CCDF) Lead Agency Monitoring Profile & Document Submission Chart information collection was approved on 12/23/2024. Part 2 of the information collection: the Document Submission Chart mistakenly omitted one of the CCDF provisional requirements in the list. This technical correction is needed to include CFR 45 98.42(b)(2)(i)(B) that was omitted from the information collection that was submitted originally.

***Overview of Requested Changes***

Add CFR 45 98.42(b)(2)(i)(B) to the Document Submission Chart (part 2 of the information collection), with the short-text description of the provision.

***Time Sensitivities***

This document needs to be used with grantees in the next 2 weeks.