

**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 13, 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 two of the CCDF provisional requirements in the list. This technical correction is needed to include Ratios and Group Size as a requirement with the following two provisions: 98.42(b)(2)(i)(B) and 98.42(b)(2)(ii) that was omitted from the information collection that was submitted originally.

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

Add “ratio and group size” requirement with associated provisions to the document submission chart (CFR 45 98.42(b)(2)(i)(B) and 98.42(b)(2)(ii) to the Document Submission Chart (part 2 of the information collection), with the short-text description of the provisions.

### ***Time Sensitivities***

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