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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Mili Patel
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Administration for Children and Families (ACF)

Date: March 25, 2025

Subject: Change Request – Office of Child Care Disaster Information Collection Form (OMB #0970-0476)

This memo requests approval of changes to the approved information collection, Office of Child Care (OCC) Disaster Information Collection Form, approved under the Generic Clearance for Disaster Information Collection Form (OMB #0970-0476).

Background

The OCC Disaster Information Collection Form is used to identify the immediate impacts of specific disasters on OCC grant recipients. Recent disasters have highlighted the need to collect point-in-time information to provide targeted support to grant recipients. The current collection expires on July 31, 2025.

Overview of Requested Changes

The updated OCC Disaster Information Collection Form includes questions that have been revised for grammar and clarity, and/or reordered to simplify and shorten the document to minimize the burden on the OCC grant recipients. Additionally, the form is a Word document instead of an Excel file. A summary of the changes are as follows:

- Combined multiple questions into fillable charts.
- Restructured questions between sections B and C, considering the timeframe of these sections, based on past experience of when certain information is requested/available.
- Removed questions related to damage assessments since the form is itself a type of damage assessment (grant recipients will not be able to complete this form if they haven't done some kind of damage assessment).
- Removed questions that are not relevant for this process and/or are addressed via other communications with OCC (i.e., flexibilities, temporary standards) as part of ongoing support during the recovery process.
- Removed glossary.

Time Sensitivities

ACF grant recipients are impacted by disasters across the nation, most recently in Kentucky and Tennessee. The updated form will allow OCC to gather necessary information to support states and local grant recipients following a disaster.