

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

From: Beth Claxon
Children's Bureau (CB)
Administration for Children and Families (ACF)

Date: June 11, 2025

Subject: Change Request – Generic Information Collection Under Formative Data Collections for Program Support (OMB #0970-0531)

This memo requests approval of changes to the approved information collection, *Center for States GovDelivery Subscription Form*, approved under the Formative Data Collections for Program Support (OMB #0970-0531).

Background

The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) obtained approval to collect subscription information from users of the Children's Bureau's (CB) Center for States (the Center) in December 2023. The Center was the national technical assistance provider and a service of the CB. The information requested ensures users receive relevant technical assistance information.

The Center contract ended on September 29, 2024, with a new data-driven assistance center, the National Child Welfare Center for Innovation and Advancement (NCWCIA) being awarded on August 30, 2024. As a result of this change, approved information collection materials need to be updated to reflect the change the name of the provider.

Overview of Requested Changes

CB is seeking approval to change the title of the national technical assistance provider from the Capacity Building Center for States (the Center) to the National Child Welfare Center for Innovation and Advancement (NCWCIA). No substantive changes were made to the Subscription Form.

The following updated materials are included with this request:

1. **Supporting Statement A:**
 - a. Reflects the change in name for the national technical assistance provider, Updates the cost estimates for respondents based on updated mean annual hourly wages.
 - b. Includes references to an updated Instrument 1, which includes branding-related changes but no substantive changes to the information collected.
2. **Instrument 1** was modified to reflect the branding of the national technical assistance provider.