

## **Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0970-0401)**

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**TITLE OF INFORMATION COLLECTION:** National Center on Afterschool and Summer Enrichment (NCASE) Technical Assistance Follow-up Survey

**PURPOSE AND USE:** The National Center on Afterschool and Summer Enrichment (NCASE), funded by the Office of Child Care, hosts a variety of Technical Assistance (TA) opportunities. The purpose of the survey is to help the project leadership team and the Office of Child Care to gather feedback to better understand how NCASE has influenced participants in TA opportunities. NCASE plans to administer the TA Follow-up Survey in fall 2024.

The first goal of the survey is to understand if participants of NCASE TA activities feel that the opportunities have met the following goals of these TA opportunities:

- Increased awareness/knowledge of school-age child care issues
- How NCASE made a difference in their work, such as changes in workforce development supports, quality assessment systems, or social emotional learning support
- Collaboration/partnerships within participants’ states
- Awareness of what other states are doing

The second goal of the survey is to measure engagement with NCASE activities and resources, such as TA webinars, the Resource Library, and key resources (toolkits and state data profiles) and the relevance and quality of these offerings.

**DESCRIPTION OF RESPONDENTS:** Participants include those who have participated in NCASE TA activities, including Child Care and Development Fund (CCDF) lead agency staff and state-level Out-of-school-Time (OST) leaders.

**TYPE OF COLLECTION:**

|                                                                        |                                                                  |
|------------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group                  |
| <input type="checkbox"/> Focus Group                                   | <input type="checkbox"/> Other: _____                            |

**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 primary purpose of the results is not for public dissemination.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name and affiliation: Betsie Kalicos, NCASE Contract Lead, Office of Child Care

To assist review, please provide answers to the following questions:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? ☐ Yes ☒ No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? ☐ Yes ☐ No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? ☐ Yes ☐ No

**Tokens of Appreciation or Honoraria:**

Will a token of appreciation or honoraria be provided to participants? ☐ Yes ☒ No

**BURDEN HOURS**

| Information Collection    | Category of Respondent                                                      | No. of Respondents | No. of Responses per Respondent | Estimated Time per Response | Burden Hours |
|---------------------------|-----------------------------------------------------------------------------|--------------------|---------------------------------|-----------------------------|--------------|
| NCASE TA Follow-Up Survey | Individuals<br>Private Sector,<br>State, local, or<br>tribal<br>governments | 250                | 1                               | 15 minutes                  | 62.5 hours   |

**FEDERAL COST:** The estimated annual cost to the Federal government is 8,300. This cost is covered in the NCASE contract.

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  

☒ Yes ☐ No

If the answer is yes, please provide a description of both below (or attach the sampling plan). If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them.

NCASE holds registration and attendance data from previous TA activities. The opportunity to participate in an NCASE TA event is disseminated to the Child Care Technical Assistance Network contacts interested in TA related to after school or summer enrichment and through other NCASE partners, such as the State Afterschool Network.

The survey will be administered to TA participants from past Peer Learning Groups (from the past 4 years), attendees to NCASE-hosted webinars (from the past 2 years) and recipients of individualized TA (a sample from the past 3 years, based on the recommendation of the project team). The survey branches recipients into the appropriate follow-up sections relevant to the type of TA they participated in.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

☒ Web-based or other forms of Social Media (email to an online survey on Qualtrics software)

☐ Telephone

☐ In-person

☐ Mail

☐ Other, Explain

2. Will interviewers or facilitators be used? ☐ Yes ☒ No