

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

**From:** Joshua Williams  
Office of Planning, Research and Evaluation (OPRE)  
Administration for Children and Families (ACF)

**Date:** August 7, 2024

**Subject:** NonSubstantive Change Request – Formative Data Collections for ACF Program Support (OMB #0970-0531)

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This memo requests approval of nonsubstantive changes to the approved information collection, which is currently titled *ACF Optional-Use Data Sharing Request Form*, under the umbrella generic Formative Data Collections for ACF Program Support (OMB #0970-0531).

### ***Background***

The *ACF Optional-Use Data Sharing Request Form* was approved on May 17, 2023. This form provides program offices with a standardized data collection tool that can improve the efficiency and equity of responsibly determining when and what to share data with outside entities.

After a year of use without any specific challenges, OPRE is updating the form to improve overall usability and better align with ACF internal guidance on data sharing.

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

Changes to the information question include:

- A change of the title to make the form more generic for future uses.
- The addition of two questions to better align the form with ACF internal guidance on data sharing.
- The removal of one question and subsequent edits to two questions to improve usability of the form.
- A number of non-substantive edits to questions to improve overall usability of the form, including updates to document names/links, grammatical fixes.

The changes to the form do not change the described purposes of the request or the uses of the data, and they do not affect the overall estimated time or effort required to complete the form.