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

From: Shannon Herboldsheimer
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Administration for Children and Families (ACF)

Date: October 20, 2025

Subject: Non-Substantive Change Request – Unaccompanied Alien Children Bureau
Administrative Activities (OMB #0970-0547)

This memo requests approval of non-substantive changes to the approved information collection, Unaccompanied Alien Children Bureau Administrative Activities (OMB #0970-0547).

BACKGROUND

The Unaccompanied Alien Children (UAC) Bureau Administrative Activities information collection contains five instruments that allow the Office of Refugee Resettlement (ORR) to perform UAC Bureau-related administrative activities, such as facilitating stakeholder visits to care provider facilities; obtaining consent from children to share their case file information; and processing requests and waivers for the hiring of key and non-key personnel at care provider facilities. The collection was last approved by OMB on June 30, 2025, and the current expiration date is June 30, 2028.

ORR is proposing revisions to one form in this collection, the **Key Personnel Minimum Qualifications Checklist and Attestation (Form A-14)**. This form is used by ORR care provider facilities to request hiring approval for key positions, as required in the ORR cooperative agreement, and, if applicable, request a waiver of minimum qualifications when appropriately justified.

OVERVIEW OF REQUESTED CHANGES

ORR recently submitted proposed revisions for Form A-14 to align with revisions that were being made to ORR's cooperative agreement at the time. ORR submitted the proposed revisions on May 28, 2025, as part of a full request that received public comment and received OMB approval on June 30, 2025.

Additional changes were made to the cooperative agreement after ORR had already submitted its proposed revisions for Form A-14 to OMB. The changes to the cooperative agreement included rewording the job descriptions and minimum qualifications for key personnel positions. ORR is proposing additional revisions for Form A-14 to reword the job descriptions and minimum qualifications to match the wording in the cooperative agreement.

TIME SENSITIVITIES

ORR care providers have signed the cooperative agreements that contain the updated key personnel position descriptions and minimum qualifications. It is important that ORR be able to quickly publish an updated version of the form so that care providers may submit requests for hiring approval using a form that contains position descriptions and minimum qualifications that align with the wording in the cooperative agreement that they signed.