

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

From: Sherry Fam
Office of Child Care
Administration for Children and Families (ACF)

Date: January 13, 2025

Subject: Change Request – Child Care and Development Fund (CCDF) Lead Agency
Monitoring Profile & Document Submission (OMB #0970-0558)

This memo requests approval of changes to the approved information collection, Child Care and Development Fund (CCDF) Lead Agency Monitoring Profile & Document Submission, approved under the Generic for ACF Program Monitoring Activities (OMB #0970-0558).

Background

The Child Care and Development Fund (CCDF) Lead Agency Monitoring Profile & Document Submission Chart information collection was approved on 12/23/2024. Part 2 of the information collection: the Document Submission Chart mistakenly omitted two of the CCDF provisional requirements in the list. This technical correction is needed to include Ratios and Group Size as a requirement with the following two provisions: 98.42(b)(2)(i)(B) and 98.42(b)(2)(ii) that was omitted from the information collection that was submitted originally.

Overview of Requested Changes

Add “ratio and group size” requirement with associated provisions to the document submission chart (CFR 45 98.42(b)(2)(i)(B) and 98.42(b)(2)(ii) to the Document Submission Chart (part 2 of the information collection), with the short-text description of the provisions.

Time Sensitivities

This document needs to be used with grantees in the next week.