

**Request for Approval under the clearance of the “Generic for ACF Program  
Office Monitoring Activities” Office of Management and Budget (OMB)  
Control Number: 0970-0558**

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**TITLE OF INFORMATION COLLECTION:** Office of Head Start Child Incident Reporting

**PURPOSE:** This information collection supports the Office of Head Start’s (OHS) responsibility to ensure children’s health and safety in Head Start settings, in alignment with the Head Start Program Performance Standards (HSPPS) at 45 CFR §1302.102(d)(1)(ii). These standards, updated on August 21, 2024 (reporting requirements approved under OMB #0970-0148), require programs to report significant incidents affecting the health or safety of children to the responsible HHS official immediately, but no later than seven calendar days following an incident.

Currently, programs fulfill this requirement by submitting reports through the Correspondence function within the Head Start Enterprise System (HSES). This is an open field with no specified information requested. The addition of the newly developed **Incidents tab** simply streamlines this existing process by providing a more direct and consistent way for programs to enter required information. This adjustment does not introduce new reporting requirements but enhances efficiency, accuracy, and ease of use for both programs and OHS.

Reporting requirements continue to apply to incidents occurring in Head Start settings (e.g., classrooms, playgrounds, transportation) and involving:

1. A child participating in a setting that receives Head Start funds, or
2. A staff member, contractor, or volunteer participating in a setting that receives Head Start funds.

Reportable incidents include mandated reports regarding staff/volunteer compliance with child abuse laws, suspected maltreatment, serious injuries resulting from lack of facility maintenance or supervision, and unauthorized release of children.

Collecting this information in a more streamlined format enables OHS to:

- Monitor compliance with federal practice, guidelines, and requirements.
- Quickly identify and address national, regional, or site-specific issues.
- Provide timely support and technical assistance.
- Assess the efficiency and effectiveness of recipient activities.
- Maintain flexible and responsive oversight of federal funds.

By simplifying the way programs submit information, OHS strengthens its ability to ensure timely oversight and provide meaningful support, while helping programs maintain safe environments where children can learn and grow.

**DESCRIPTION OF RESPONDENTS:** Current Head Start grant recipients who were awarded Head Start federal funding.

**CERTIFICATION:**

I certify the following to be true:

1. The collection is in compliance with U.S. Health and Human Services regulations.
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. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name and affiliation: Theresa Rowley, Data Analyst, ACF OHS

To assist OMB review of your request, please provide answers to the following question:

**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 been published?  Yes  No

**BURDEN HOURS**

<b>Title of Information Collection</b>	<b>Category of Respondent</b>	<b># Respondents (Total)</b>	<b># Responses per Respondent per year</b>	<b>Burden per Response</b>	<b>Annual Burden</b>
Child Incident Report	Private Sector	1,000	4.8	10 min	800 hours

**FEDERAL COST:** The estimated annual cost to the Federal Government is \$232,960

**TYPE OF COLLECTION:**

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

- Web-based
- E-mail
- Paper mail
- Other, Explain