

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

**From:** Betsie Kalicos  
Office of Child Care  
Administration for Children and Families (ACF)

**Date:** March 3, 2026

**Subject:** Change Request – Office of Child Care Events Registration and Post-Event Survey  
(OMB #0970-0617)

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This memo requests approval of changes to the approved information collection, Office of Child Care Events Registration and Post-Event Survey, approved under the Administration for Children and Families Generic for Information Collections Related to Gatherings (OMB #0970-0617).

***Background***

The Office of Child Care (OCC) regularly hosts webinars, meetings, events, and workshops. In August 2024, OCC had a registration form and post-event survey approved to be used at OCC events. The approved materials refer to a contract that has since ended.

***Overview of Requested Changes***

This request is to update the contact information language on the two instrument documents.