

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)
STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is gathering information to help the Office of Head Start (OHS) examine grant recipient use of federal funds in accordance with the Improper Payments Information Act 2002. Public reporting burden for this collection of information is estimated to average 5 hours per grant recipient, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Title 2, Code of Federal Regulations (CFR), Part 200, Subsection 300, "*Statutory and National Policy Requirements*"). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0558 and the expiration date is [date]. If you have any comments on this collection of information, please contact OHSImproperPaymentReview@acf.hhs.gov.

OHS Improper Payment Review - Phase 1

[illegible]

Expense Date

***Grant Recipient Instructions:** Please provide a complete list of the individual transactions which sum to the total drawdown amounts for each Head Start grant listed in the attached notification letter for the period of 10/01/2024-09/30/2025. Please continue with the current naming convention started in Column A ("Transaction Unique ID"). Please contact ohs-payment-review@manhattanstrategy.com with any questions.

****Training** on how to fill out this spreadsheet will be conducted on February 17th and February 19th. These sessions will also be recorded. *If data is submitted in the wrong format or not to the appropriate level of transaction detail, then the spreadsheet will be returned to the Grant Recipient for rework.*
