

**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**

TITLE OF INFORMATION COLLECTION: Office of Head Start Improper Payment Reviews

PURPOSE: This information collection has been used since fiscal year 2017 for the monitoring of improper payments in Head Start disaster recovery federal funding. The information collection helps the Office of Head Start (OHS) examine grant recipients use of federal funds in accordance with the Improper Payments Information Act 2002 and the Payment Integrity Information Act of 2019 (PIIA). More specifically, OHS reviews expenditures equal to the sum-total of charged payments to subaccounts in the Payment Management System to determine if there are improper payments among Head Start grant recipients who received Head Start federal funding. ACF uses the reviews to determine if sampled items are supported by adequate documentation and are reasonable, allocable, and necessary to the objective of the Head Start program, and terms and conditions of the Notice of Awards.

This information collection aligns with the overarching generic for monitoring activities, which specifically states that ACF will collect the information for:

- monitoring of compliance with federal practice, guidelines and requirements,
- provision of support as needed,
- flexible and responsive oversight of federal funds

The proposed uses of the data also align with the overarching generic, which specifies that program offices will use information collected under this generic clearance to monitor the efficiency and efficacy of funding recipient activities and to provide support or take appropriate action, as needed.

This request was most recently updated in 2023 and is being updated again in 2026 to reflect current processes and to comply with the Paperwork Reduction Act.

DESCRIPTION OF RESPONDENTS: Respondents include 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: Nekeya O'Connor, Fiscal Specialist, Office of Head Start

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

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

Based on experience with the previously approved Payment Management Reconciliation Instrument, we estimate that responses to the Phase One instrument will take an average of 5 hours to complete and responses to the Phase Two instrument will take an average of 1 hour to complete.

Title of Information Collection	Category of Respondent	# Respondents (Total)	# Responses per Respondent per year	Burden per Response (Hours)	Annual Burden Hours
Phase One transaction data collection instrument and Data Validation Tool (Scanner)	Private Sector (Head Start Grant Recipients)	300	1	5	1,500
Phase Two Payment Management Reconciliation Instrument	Private Sector (Head Start Grant Recipients)	300	1	1	300
Totals		300	2	-	1,800

FEDERAL COST: The estimated annual cost to the Federal Government is \$606,906.

TYPE OF COLLECTION:

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

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

Please make sure to submit all instruments, instructions, and scripts with the request.
Included is:

Instrument 1: Phase One Transaction Data Collection Instrument and Data Validation Tool
Instrument 2: Phase Two Payment Management Reconciliation Instrument