

SUPPORTING STATEMENT - PART A

Navy Child and Youth Programs Forms

OMB Control Number 0703-0087

Summary of Changes from Previously Approved Collection

- Four forms have been removed from this collection, as the information being collected on these forms is to be included in a separate collection request for MilitaryChildCare.com (placeholder 0703-MCCW).
 - OPNAV Form 1700/3, “Child and Youth Programs Application for Family Child Care Certification”
 - OPNAV Form 1700/5, “Navy Child and Youth Programs Family Child Care Provider Exit Form”
 - OPNAV Form 1700/2, “Child and Youth Programs Fee Assistance Program Application to Become a Participating Child Care Provider”
 - OPNAV 1700/11, “Navy Child and Youth Programs Fee Assistance Program Military Child Care in Your Neighborhood Cost Worksheet,”
- The burden estimates have decreased because of the removal of the forms listed above. The response time and respondent estimates for the maintained forms have not changed.

1. Need for the Information Collection

Navy Child and Youth Programs (CYP) collects information to facilitate accurate and efficient operation of all programs and activities as part of fulfilling CYPs mission to provide services to eligible patrons. 10 U.S.C. 88, Subchapter II, “Military Family Programs and Military Child Care,” clarifies the responsibilities of eligible patrons of CYP and CYP professionals.

Numerous forms are used in completing the enrollment/registration process to enroll children and youth patrons into CYP programs and activities, as well as for establishing patron fees and ensuring that all children and youth needs are documented. Some of the forms also document CYP professional requirements, requests, and waivers. The authorities listed below authorize the collection of information:

- 10 U.S.C 8013, Secretary of the Navy
- DoD Instruction 6060.02, “Child Development Programs”
- DoD Instruction 6060.04, “Youth Programs”
- DoD 6025.18-R, “DoD Health Information Privacy Regulation”
- OPNAVINST 1700.9 series, “Navy Child and Youth Programs”

2. Use of the Information

REGISTRATION:

Eligible patrons (as defined by OPNAV 1700.9 series) seeking to register their child/children in Navy CYP programs must obtain, complete, and submit to CYP, the following forms, as applicable. Eligible patrons include active duty military members, active duty Coast Guard members, members of the National Guard or Navy Reserves, Department of Defense or Coast Guard civilian employees, Gold Star Spouses (surviving spouse of a military member whose death was combat related), Department of Defense Contractors, other Federal employees, and military retirees.

Patrons learn about custodial care programs (Child and Youth Program in which the parent or guardian does not stay onsite while the child is participating) by visiting MilitaryChildCare.com. Patrons learn about MilitaryChildCare.com, as well as the recreational programs offered by CYP (recreational preschool, recreational school age care, youth sports, teen programs, and trip and tours), via web searches, and marketing on their respective installations, via their chain of command or Command Ombudsman, or by word of mouth.

Patrons are offered custodial care by each installation's CYP via MilitaryChildCare.com. Once the patron accepts an offer for custodial care through MilitaryChildCare.com or expresses an interest in signing up for a recreational program, the installation CYP sends an email to the patron requesting that they visit the CYP Family Enrollment website to download all required forms for registering their child in CYP.

- OPNAV 1700/21, "Navy Child and Youth Programs Registration," is completed by all patrons registering to participate in Navy CYP programs.
- OPNAV 1700/12, "Navy Child and Youth Programs Health Information," is completed by all patrons registering to participate in Navy CYP programs.
- OPNAV 1700/1, "Navy Child and Youth Programs Birth to Five Child and Family Profile," is completed by patrons with children ages birth to five who are enrolling in a custodial care program.
- OPNAV 1700/22 "Navy Child and Youth Programs Youth and Family Profile," is completed by patrons with children who are in kindergarten through sixth grade who are enrolling in a custodial school age care program.
- OPNAV 1700/20, "Navy Child and Youth Programs Parent Fee Agreement," is completed by patrons with children who are enrolling in a custodial care program.
- OPNAV 1700/13, "Navy Child and Youth Programs Hourly Care Parent Fee Agreement," is completed by patrons with children who are enrolling in hourly child care only.
- OPNAV 1700/23, "Navy Child and Youth Programs Field Trip and Special Event Permission," is completed by patrons if and when the program in which their child is enrolled goes on a field trip or participates in a special event with CYP.

Patrons typically access these forms through the [CYP Family Enrollment](#) website after receiving an email from the installation CYP. However, they can also be obtained from [Navy MCC Central](#), the [Navy Forms Online](#) (NFOL) website, via email attachment to the Sponsor or parent from a CYP professional, or physically by visiting a CYP installation facility or family child care home. Forms are available in fillable PDF format or paper format. PDF forms can be completed electronically and submitted to CYP via email. Paper versions can be

completed and submitted to the local CYP installation facility. No invitations to complete forms are issued to Sponsors or parents. When the forms are received by CYP, a paper copy of the forms will be stored at the appropriate CYP office or the form will be uploaded to the Child and Youth Management System (CYMS) and stored electronically.

Information collected on these forms is used by Navy Child and Youth Programs professionals for purposes of child/youth registration, determination of the general health status of patrons participating in CYP programs and activities, and for providing consent of information to be exchanged between CYP personnel and other designated individuals or organizations about patron participation in CYP programs. An Agency Disclosure Notice and Privacy Act Statement are listed on each form.

MEDICAL:

Eligible patrons (as defined by OPNAV 1700.9 series) seeking to register children who require accommodations for disabilities or other identified needs (including medication requirements) in a Navy CYP program or activity are required to obtain, complete, and submit to CYP the following forms, as applicable.

- OPNAV 1700/7, "Navy Child and Youth Programs Child Immunization Waiver Request," is completed by patrons whose children are unable to receive required immunizations, as identified by the Centers for Disease Control, due to medical or religious reasons.
- OPNAV 1700/15, "Navy Child and Youth Programs Medication Authorization," is completed by patrons and their health care providers when a child requires medication to be administered while participating in a CYP program.
- OPNAV 1700/16, "Navy Child and Youth Programs Medication Dispensation Log," is completed by CYP professionals to document the administration of medication to a child while the child is participating in CYP. This form is not a public collection and is therefore not included in the burden estimates below. It is included in the ICR package as a supplementary document.
- OPNAV 1700/9, "Navy Child and Youth Programs Emergency Action Plan," is completed by patrons whose registered child has a documented medical condition that may result in a medical emergency.
- OPNAV 1700/14, "Navy Child and Youth Programs Inclusion Support Plan," is completed by CYP professionals in collaboration with the family when a child requires accommodations for non-medical needs.
- OPNAV 1700/17, "Navy Child and Youth Programs Program Accommodations," is completed by CYP professionals to document accommodations that are required when a child registered with CYP has medical or non-medical needs that require accommodations in order for the child to participate in the program.
- OPNAV 1700/18, "Navy Child and Youth Programs Notification of Exclusion-Medical Clearance," is completed by a CYP professional when a registered child must be excluded from the program due to illness or injury; if indicated by the American Academy of Pediatrics, a healthcare provider may be required to sign the form to provide medical clearance for the child's re-entry to the program.
- OPNAV 1700/8, "Navy Child and Youth Programs Consent to Release Information," is completed by patrons to authorize CYP and designated agencies to share

information about a child in the event that a need to exchange information is identified by the family.

- OPNAV 1700/19, "Navy Child and Youth Programs Onsite Therapeutic Intervention Permission," is completed by patrons to authorize outside professional agencies to provide therapeutic intervention to a child while the child is participating in CYP when a need is identified by the family.

The forms required for specific respondents will vary based on the child's needs. CYP professionals will communicate to patrons which forms are required based on the needs of the individual child.

Patrons typically obtain these forms from the CYP via email to the Sponsor or parent from a CYP professional or physically by visiting a CYP installation facility. These forms can also be obtained from the Navy MCC Central. Forms are available in PDF format or paper format. PDF forms can be completed electronically and submitted to CYP via email. Paper versions can be completed and submitted to the local CYP installation facility. No invitations to complete forms are issued to Sponsors or parents. When the forms are received by CYP, CYP will maintain a paper copy of the forms at the appropriate CYP office per applicable guidelines.

Information collected on these forms is used by Navy Child and Youth Programs professionals for purposes of determining appropriate accommodations for the patron for full participation in CYP programs and activities. The Agency Disclosure Notice and Privacy Act Statement are listed on each form.

3. Use of Information Technology

CYP stores digital versions of listed forms on the Navy MCC Central website at <https://www.mcccentral.com/navy> for CYP professional access, and on the Navy CYP Family Enrollment website at <https://www.mcccentral.com/familyenrollment> for patron access.

Respondents may download forms directly, or request that CYP professionals provide these forms electronically to respondents via email, or physically in person.

Once respondents complete forms, the forms are returned to the designated CYP professional in person, via e-mail, or by fax. Forms filled in and submitted on-line are automatically available for CYP professionals for processing. E-mail submission is encouraged; however, respondents may choose their preferred method to return completed forms. The percentage of electronic submissions will vary based on how the involved participants elect to complete the forms. CYP estimates that electronic submissions will be less than 50 percent because some of the forms require information from multiple and/or outside entities.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

The consequence, if we would not collect any data, would adversely impact individuals from participation in CYP activities and programs.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Wednesday, July 29, 2026. The 60-Day FRN citation is 91 FR 47819.

One comment was received during the 60-Day FRN comment period. However, it was determined to be irrelevant to this collection request.

A 30-Day Federal Register Notice for the collection published on Monday, September 28, 2026. The 30-Day FRN citation is 91 FR 61225.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement (PAS) is required for this collection because we are requesting individuals to furnish personal information for a system of records. Each collection device displays a PAS at the top of each form.

The associated SORN (NM01754-3, DON Child and Youth Program) is available at <https://www.federalregister.gov/documents/2026/09/25/2026-19612/privacy-act-of-1974-system-of-records>.

A draft copy of the PIA, Military Child Care (MCC), has been provided with this package for OMB's review.

Retention for these records is under SSIC 1754.2 (Destroy when 2 years old (N1-NU-86-4)). Records are kept for two years after individual is no longer in the Child Development Program and then destroyed by burning, shredding, macerating, pulping, degaussing, erasing, or other appropriate means.

11. Sensitive Questions

CYP collects data concerning health and special needs/disabilities to determine appropriate child care accommodations. All respondents are made aware of the need to collect this data via the PAS on each form in the collection. Personal Financial/Banking Information is being obtained to determine fees/subsidies and establish automatic payments/reimbursement. No SSNs are being collected.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instruments

Registration Forms

OPNAV 1700/21 Registration

- a) Number of Respondents: 17,152
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 17,152
- d) Response Time: 60 minutes
- e) Respondent Burden Hours: 17,152

OPNAV 1700/12 Health Information

- a) Number of Respondents: 17,152
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 17,152
- d) Response Time: 60 minutes
- e) Respondent Burden Hours: 17,152

OPNAV 1700/1 Birth to Five Child and Family Profile

- a) Number of Respondents: 12,692
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 12,692

- d) Response Time: 60 minutes
- e) Respondent Burden Hours: 12,692

OPNAV 1700/22 Youth and Family Profile

- a) Number of Respondents: 4,460
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 4,460
- d) Response Time: 60 minutes
- e) Respondent Burden Hours: 4,460

OPNAV 1700/20 Parent Fee Agreement

- a) Number of Respondents: 17,152
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 17,152
- d) Response Time: 30 minutes
- e) Respondent Burden Hours: 8,576

OPNAV 1700/13 Hourly Care Parent Fee Agreement

- a) Number of Respondents: 4,299
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 4,299
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 1,074.8

OPNAV 1700/23 Field Trip and Special Event Permission Slip

- a) Number of Respondents: 8,576
- b) Number of Responses Per Respondent: 2
- c) Number of Total Annual Responses: 17,152
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 4,288

Registration Total Submission Burden

- a. Total Number of Respondents: 17,152
- b. Total Number of Annual Responses: 90,059
- c. Total Respondent Burden Hours: 65,395

Medical Forms

OPNAV 1700/7 Child Immunization Waiver Request

- a) Number of Respondents: 1,715
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,715
- d) Response Time: 60 minutes
- e) Respondent Burden Hours: 1,715

OPNAV 1700/15 Medication Authorization

- a) Number of Respondents: 1,715
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,715
- d) Response Time: 60 minutes
- e) Respondent Burden Hours: 1,715

OPNAV 1700/9 Emergency Action Plan

- a) Number of Respondents: 1,715
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,715
- d) Response Time: 60 minutes
- e) Respondent Burden Hours: 1,715

OPNAV 1700/14 Inclusion Support Plan

- a) Number of Respondents: 860
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 860
- d) Response Time: 60 minutes
- e) Respondent Burden Hours: 860

OPNAV 1700/17 Program Accommodations

- a) Number of Respondents: 2,573
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 2,573
- d) Response Time: 60 minutes
- e) Respondent Burden Hours: 2,573

OPNAV 1700/18 Notification of Exclusion-Medical Clearance

- a) Number of Respondents: 8,756
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 8,756
- d) Response Time: 30 minutes
- e) Respondent Burden Hours: 4,378

OPNAV 1700/8 Consent to Release Information

- a) Number of Respondents: 860
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 860
- d) Response Time: 30 minutes
- e) Respondent Burden Hours: 430

OPNAV 1700/19 Onsite Therapeutic Intervention Permission

- a) Number of Respondents: 860
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 860
- d) Response Time: 60 minutes

e) Respondent Burden Hours: 860

Medical Total Submission Burden

- a) Total Number of Respondents: 19,054
- b) Total Number of Annual Responses: 19,054
- c) Total Respondent Burden Hours: 14,246

Grand Total Submission Burden

- a) Grand Total Number of Respondents: 36,206
- b) Grand Total Number of Annual Responses: 109,113
- c) Grand Total Respondent Burden Hours: 79,641

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instruments

Registration Forms

OPNAV 1700/21 Registration

- a) Number of Total Annual Response: 17,152
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$37.75
- e) Total Labor Burden: \$647,488

OPNAV 1700/12 Health Information

- a) Number of Total Annual Response: 17,152
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$37.75
- e) Total Labor Burden: \$647,488

OPNAV 1700/1 Birth to Five Child and Family Profile

- a) Number of Total Annual Response: 12,692
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$37.75
- e) Total Labor Burden: \$479,123

OPNAV 1700/22 Youth and Family Profile

- a) Number of Total Annual Response: 4,460
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$37.75
- e) Total Labor Burden: \$168,365

OPNAV 1700/20 Parent Fee Agreement

- a) Number of Total Annual Response: 17,152
- b) Response Time: 30 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$18.88
- e) Total Labor Burden: \$323,744

OPNAV 1700/13 Hourly Care Parent Fee Agreement

- a) Number of Total Annual Response: 4,299
- b) Response Time: 15 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$9.44
- e) Total Labor Burden: \$40,571.81

OPNAV 1700/23 Field Trip and Special Event Permission Slip

- a) Number of Total Annual Response: 17,152
- b) Response Time: 15 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$9.44
- e) Total Labor Burden: \$161,872

Overall Registration Labor Burden

- a) Total Number of Annual Responses: 90,059
- b) Total Labor Burden: \$2,468,651.81

Medical Forms

OPNAV 1700/7 Child Immunization Waiver Request

- a) Number of Total Annual Responses: 1,715
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$37.75
- e) Total Labor Burden: \$64,741.25

OPNAV 1700/15 Medication Authorization

- a) Number of Total Annual Responses: 1,715
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$37.75
- e) Total Labor Burden: \$64,741.25

OPNAV 1700/9 Emergency Action Plan

- a) Number of Total Annual Responses: 1,715
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$37.75
- e) Total Labor Burden: \$64,741.25

OPNAV 1700/14 Inclusion Support Plan

- a) Number of Total Annual Responses: 860
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$37.75
- e) Total Labor Burden: \$32,465

OPNAV 1700/17 Program Accommodations

- a) Number of Total Annual Responses: 2,573
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$37.75
- e) Total Labor Burden: \$97,130.75

OPNAV 1700/18 Notification of Exclusion-Medical Clearance

- a) Number of Total Annual Responses: 8,756
- b) Response Time: 30 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$18.88
- e) Total Labor Burden: \$165,269.50

OPNAV 1700/8 Consent to Release

- a) Number of Total Annual Responses: 860
- b) Response Time: 30 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$18.88
- e) Total Labor Burden: \$16,232.50

OPNAV 1700/19 Onsite Therapeutic Intervention

- a) Number of Total Annual Responses: 860
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$37.75
- d) Labor Burden per Response: \$37.75
- e) Total Labor Burden: \$32,465

Overall Medical Labor Burden

- c) Total Number of Annual Responses: 19,054
- d) Total Labor Burden: \$537,787

2) Grand Total Overall Labor Burden

- a) Grand Total Number of Annual Responses: 109,113
- b) Grand Total Labor Burden: \$3,006,439

The Respondent hourly wage was determined by using the August 2026 average hourly wage for private nonfarm payrolls according to the Bureau of Labor Statistics

<https://www.bls.gov/news.release/empsit.t19.htm>.

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

1) Collection Instruments

Registration Forms

- a) Number of Total Annual Responses: 90,059
- b) Processing Time per Response: 0.25 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$21.00
- d) Cost to Process Each Response: \$5.25
- e) Total Cost to Process Responses: \$472,809.75

Medical Forms

- a) Number of Total Annual Responses: 19,054
- b) Processing Time per Response: 0.25 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$21.00
- d) Cost to Process Each Response: \$5.25
- e) Total Cost to Process Responses: \$100,033.50

2) Overall Labor Burden To The Federal Government

- a) Total Number of Annual Responses: 109,113
- b) Total Labor Burden: \$572,843

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$0
- b) Printing: \$100
- c) Postage: \$0
- d) Software Purchases: \$0
- e) Licensing Costs: \$0
- f) Other:
 - i. Contract Costs: \$800,000
 - ii. DISA Hosting Costs: \$800,000

2) Total Operational and Maintenance Costs: \$1,600,100

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$572,843

2) Total Operational and Maintenance Costs: \$1,600,100

3) Total Cost to the Federal Government: \$2,172,943

15. Reasons for Change in Burden

Total estimated respondent labor burden has decreased because the Fee Assistance and Family Child Care forms previously included in this request have been removed. It was determined that these are more appropriately included in a forthcoming information collection request specifically for MilitaryChildCare.com (placeholder 0703-MCCW). Continued inclusion of these forms in this ICR would create public confusion regarding the use of these forms.

The estimated number of responses and response time for the maintained forms have not changed. However, respondent hourly wage estimates have increased to account for general wage inflation.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We are not requesting any exemptions from the provisions stated in 5 CFR 1320.9.