

Addendum: Non-Material Changes to OMB 0990-0421

This memo requests non-material changes to the Paperwork Reduction Act (PRA) package previously approved by the Office of Management and Budget (OMB Control No. 0990-0421) for data collection for the Children's Interagency Coordinating Council (CICC). HHS is submitting this addendum package to reflect those changes. Importantly, there will be no change in burden associated with these changes.

Background

A family's ability to meet their children's basic needs is critical to the health and well-being of children. Unfortunately, child poverty is a persistent problem that undermines the well-being of children, their families, and our nation, with costs to society in lost productivity, increased health care, and other expenses. Child poverty is associated with a host of negative outcomes across the lifespan that can reverberate for generations. There are myriad federal programs designed to prevent or lift children out of poverty. Congress established the Children's Interagency Coordinating Council (CICC) as part of the Consolidated Appropriations Act of 2023, with the aim of fostering greater coordination and transparency on child policy across federal agencies. Congress charged the CICC to examine and periodically report on a broad array of cross-cutting issues affecting child well-being. To better understand the needs and opportunities related to child poverty and well-being, this project seeks to conduct a series of focus groups with individuals who oversee social safety net programs, directly serve children and families, and parents/caregivers and youth with firsthand/direct experience of poverty. Key informant interviews or small group interviews may be considered in lieu of focus groups for territories and/or Tribes where scheduling may be challenging. Results of this exploratory work will yield insights into important issues affecting child poverty and well-being and potential opportunities for federal interagency action in order to help inform leadership in identifying potential next steps for the CICC.

HHS is requesting changes at this time since the originally submitted data collection timeline approved by OMB in 2025 needs to be updated to accommodate for new data collection timeline and some of the intended mechanisms for respondent recruitment were via CICC networks that are no longer active. Based on these changes, we propose minor changes to the previously approved attachments, which include:

- Attachment A. Discussion Guides
- Attachment B. Combined Recruitment Emails
- Attachment C. Focus Group Flyers
- Attachment D. Consent Forms
- Attachment E. Resource on Identifying Federal Levers

Changes Requested

Across all materials, ASPE requests to remove language specific to the prior contractor, such as:

- Replaced American Institutes for Research and AIR with (CONTRACTOR) placeholder throughout
- Revised contractor specific email with a generic placeholder: (CONTRACTOR CICC EMAIL)
- Removed AIR logo and replaced with [CONTRACTOR LOGO] placeholder
- Replaced “Researcher” with [TITLE]
- Replaced instructions to respond with a placeholder for the contractor to insert instructions to register.

Attachment B. Combined Recruitment Emails

ASPE requests changes to update the recruitment/outreach materials for each stakeholder group to streamline recruitment. These non-substantive changes request the following:

- Revised emails to reflect changes to the outreach strategy for certain groups. For example, in addition to direct outreach emails, revisions would streamline focus group sign-ups for certain groups and include shorter versions of outreach materials for broad distribution, given that one key planned source of referrals was through CICC networks that are no longer active.
- Removed outdated links.
- Replaced instructions to respond to the email with a placeholder for the contractor to insert instructions to register.
- Revised the Email to CICC lived expert networks for parents/caregivers to a broader direct outreach email, as the CICC network is no longer active.
- Added an email to service providers/practitioners requesting their assistance with outreach to parents/caregivers and/or youth.
- Added a confirmation email template.

Attachment E. Resource on Identifying Federal Levers

- Removed outdated links.
- Updated the CICC member agencies.
- Updated the planned timing of the focus groups.