Leveling Up Nutrition in Migrant Seasonal Head Start Programs

Formative Data Collections for Program Support

0970 – 0531

Supporting Statement

Part A - Justification

January 2026

Submitted By:
OHS West, Region 12
Administration for Children and Families
U.S. Department of Health and Human Services

4th Floor, Mary E. Switzer Building
330 C Street, SW
Washington, D.C. 20201

A1. Necessity for the Data Collection

The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval for grant program recipient questions related to nutrition services in Migrant and Seasonal Head Start (MSHS) programs.

Background

The Region 12 MSHS unit is preparing for a new nutrition initiative for recipients. This proposed information collection is necessary to support this priority for the Region 12 MSHS unit. Information is intended to inform the direction for the initiative and determine further needs.

Legal or Administrative Requirements that Necessitate the Collection

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

A2. Purpose of Survey and Data Collection Procedures

Overview of Purpose and Use

Region 12 Training and Technical Assistance (T/TA) is seeking data and information in preparation for a new nutrition initiative for Region 12 grant recipients. The responses will be used to inform the direction for the initiative and determine further nutrition TTA needs from the grant recipients.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Delivery of TA related to program implementation or the development or refinement of program and grant recipient processes.
- Planning for provision of programmatic T/TA.
- Obtaining feedback about processes and/or practices to inform TTA support.

Processes for Information Collection

Region 12 T/TA will pose the survey into Microsoft Forms, creating a link for grant recipient nutrition managers to complete electronically at their convenience. Then, Region 12 T/TA will compile the responses received.

A3. Improved Information Technology to Reduce Burden

This survey will use electronic completion.

A4. Efforts to Identify Duplication

This information is not available elsewhere.

A5. Involvement of Small Organizations

No small businesses will be involved with this information collection.

A6. Consequences of Less Frequent Data Collection

This is a one-time data collection.

A7. Special Circumstances

There are no special circumstances for the proposed data collection efforts.

A8. Federal Register Notice and Consultation

Federal Register Notice and Comments

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection request to extend approval of the umbrella generic with minor changes. The notice was published on April 28, 2025, (90 FR 17603), and provided a sixty-day period for public comment. ACF did not receive any comments on the first notice. A second notice was published, allowing a thirty-day period for public comment (90 FR 42248, in conjunction with submission of the request to OMB. ACF did not receive any comments on the second notice.

Consultation with Outside Experts

No consultations have taken place with experts outside of the project team.

A9. Tokens of Appreciation for Respondents

No tokens of appreciation for respondents are proposed for this information collection.

A10. Privacy of Respondents

Information collected will be kept private to the extent permitted by law. Respondents will be informed of all planned uses of data, that their participation is voluntary, and that their information will be kept private.

Information will not be maintained in a paper or electronic system from which data are actually or directly retrieved by an individual's personal identifier.

A11. Sensitive Questions

There are no sensitive questions in this data collection.

A12. Estimation of Information Collection Burden

Burden Estimates

This survey will be administered to a group of 30 grant recipient nutrition managers who are invited to an upcoming Region 12 Nutrition Manager's meeting. Respondents will complete the survey once and the estimated time to complete is about 12 minutes. Data collection will take place over about two-weeks.

Cost Estimates

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Dieticians and Nutritionists (29-1031) and wage data from May 2024, which is $35.95 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is $71.90.
https://www.bls.gov/oes/current/oes_stru.htm

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
Leveling Up Nutrition in MSHS Programs Microsoft Forms Feedback Questions	30	1	12 minutes	6 hours	$71.90	$431.40

A13. Cost Burden to Respondents or Record Keepers

There are no additional costs to respondents.

A14. Estimate of Cost to the Federal Government

The total cost to the Federal government for the data collection activities under this current request will be $1,014.20.

Federal staff costs are estimated to be about 10 hours of the time of a staff member at the GS-12, Step 2 labor category to oversee the activities of this data collection.

A15. Change in Burden

This is for an individual information collection under the umbrella formative generic clearance for program support (0970-0531).

A16. Plan and Time Schedule for Information Collection, Tabulation and Publication

Region 12 TTA would like to make these questions available immediately upon OMB approval. The link to the electronic survey will be shared with MSHS recipient nutrition managers during a virtual meeting and also sent in an email following the meeting requesting a response within two weeks.

A17. Reasons Not to Display OMB Expiration Date

All instruments will display the expiration date for OMB approval.

A18. Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.

Attachments

Leveling Up Nutrition in MSHS Programs Microsoft Forms Feedback Questions