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Office of Management and Budget (OMB)

From: Megan Ritter
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Date: August 19, 2021

Subject: NonSubstantive Change Request – Wilson Fish TANF Coordination Project
Performance Report (OMB #0970-0490)

This memo requests approval of nonsubstantive changes to the approved information collection, Wilson Fish TANF Coordination Project (WF TCP) Performance Report (OMB #0970-0490).

Background

The WF TCP Performance Report was approved through the generic information collection process under ACF's Generic Performance Progress Report on July 12, 2021. This performance report contains two parts: Part A is quantitative, and Part B is qualitative. WF TCP grantees have not yet utilized this form but will be required to use this form for reporting on the first six months of the second year of the grant which begins September 30, 2021. The report will be due April 30, 2022. During preparations for training on the reports, ORR identified two minor details are missing from the approved materials. This request is to add these minor details to the instructions and Part A

Overview of Requested Changes

The first change requested is regarding the instructions which failed to instruct grantees to only report on sections and items of the report relevant to their specific project. As the WF TCP provides a lot of flexibility, it is expected that most grantees will have some sections that are not relevant to them.

The second change is regarding the unduplicated total number of clients receiving both in-person and remote employment services. It was overlooked that the data collected on employment services may in fact be duplicated in the previous section (Types of In-Person Services or Types of Services Provided in Remote Areas). To accurately calculate the success of WF TCP employment services, the unduplicated totals are required.

These changes do not change the purpose or use of the data collection or the burden estimate.

Time Sensitivities

To ensure that WF TCP Grantees are prepared to collect the correct information beginning September 30, 2021, we would kindly request that this request be approved prior to that date.