



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

**Proposed Information Collection Activity; Generic Clearance
for the Collection of Qualitative Feedback on Agency
Service Delivery (Office of Management and Budget #: 0970-
0401)**

AGENCY: Administration for Children and Families,
Department of Health and Human Services.

ACTION: Request for public comments.

SUMMARY: The Administration for Children and Families
(ACF) proposes to extend data collection under the existing
overarching Generic Clearance for the Collection of
Qualitative Feedback on Agency Service Delivery (Office of
Management and Budget (OMB) #0970-0401). There are no
changes to the proposed types of information collection or
uses of data, but ACF is requesting an increase to the
estimated number responses per respondent.

DATES: *Comments due within 60 days of publication.* In
compliance with the requirements of the Paperwork Reduction
Act of 1995, ACF is soliciting public comment on the
specific aspects of the information collection described
above.

ADDRESSES: You can obtain copies of the proposed
collection of information and submit comments by emailing

OPREinfocollection@acf.hhs.gov. Identify all requests by the title of the information collection.

SUPPLEMENTARY INFORMATION:

Description: Executive Order 12862 directs federal agencies to provide service to the public that matches or exceeds the best service available in the private sector. As outlined in Memorandum M-11-26, OMB worked with agencies to create a Fast Track Process to allow agencies to obtain timely feedback on service delivery while ensuring that the information collected is useful and minimally burdensome for the public, as required by the Paperwork Reduction Act of 1995. ACF created this generic clearance in response to this effort by OMB.

To work continuously to ensure that the ACF programs are effective and meet our customers' needs, we use this Fast Track generic clearance process to collect qualitative feedback on our service delivery. This collection of information is necessary to enable ACF to garner customer and stakeholder feedback in an efficient, timely manner in accord with our commitment to improving service delivery. The information collected from our customers and stakeholders helps ensure that users have an effective, efficient, and satisfying experience with the programs. This feedback provides insights into customer or stakeholder perceptions, experiences, and expectations; provides an early warning of issues with service; or focus

attention on areas where communication, training, or changes in operations might improve delivery of products or services. These collections allow for ongoing, collaborative, and actionable communications between ACF and its customers and stakeholders. They also allow feedback to contribute directly to the improvement of program management.

Per Memorandum M-11-26, information collection requests submitted under this Fast Track generic will be considered approved unless OMB notifies ACF otherwise within 5 days.

Respondents: ACF program participants, potential program participants, stakeholders, and other customers.

Annual Burden Estimates

Burden Estimates - Approved Information Collection

The request to OMB will include an extension request for approved information collections that are planned to continue beyond May 2024. Find currently approved information collections here:

https://www.reginfo.gov/public/do/PRAICList?ref_nbr=202305-0970-012.

Burden Estimates - New Requests

The following table includes burden estimates for new requests under this generic over the next 3 years. Based on the use of this generic clearance over the past 3 years,

ACF is requesting an increase to the estimated number of responses per respondent from 1 to 2.

Type of Collection	Total Number of Respondents	Average Total Number of Responses Per Respondent	Average Burden Hours Per Response For Types of Collections	Total Burden Hours
Surveys	175,000	2	.5	50,000
Comment Cards/Forms			.25	
Feedback Questions			.083	
Focus Groups, Discussions, Cognitive Studies			1	

Comments: The Department specifically requests comments on (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted within 60 days of this publication.

Authority: Social Security Act, Sec. 1110. [42 U.S.C. 1310].

Mary B. Jones,
ACF/OPRE Certifying Officer.

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