

surveys, statistical applications, and performance measurement models. The Unit directs the development of regional work plans related to the overall ACF strategic plan and tracks, monitors and reports on regional progress in the attainment of ACF national goals and objectives. It manages and/or coordinates special, sensitive and/or cross-cutting projects and initiatives. The Unit serves as the focal point for public affairs and contacts with the media, public awareness activities, information dissemination and education campaigns in conjunction with the ACF Office of Public Affairs and the DHHS Regional Director.

The Unit provides day-to-day support for regional administrative functions, oversees the management and coordination of internal automated systems in the region, and provides data management support to all Regional Office components. Administrative functions include budget planning and execution, facility and space management, procurement, and human resources development and training. Data management responsibilities include the development of automated systems applications to support and enhance program, fiscal and administrative operations, and the compilation of data on demographic and service trends that assist in program monitoring and technical assistance responsibilities.

The Unit performs grants officer functions, including grants and fiscal oversight to ensure consistent policy application across the Regional Office units. The Unit assures that audit clearance and other financial management processes are implemented consistently and timely throughout the Regional Office. Provides expert grants management technical support to the Self-Sufficiency and Children and Youth Development Units to resolve complex problems in such areas as cost allocation, accounting principles, audit, deferrals and disallowances. As Grants Officer, approves and signs all discretionary grants.

The Unit represents the Regional Hub Director in dealing with ACF Offices on all program and financial policy matters under its jurisdiction. Early alerts are provided to the Regional Hub Director regarding problems or issues that may have significant implications for the programs.

C. The Self-Sufficiency Unit is headed by a manager who reports to the Regional Hub Director. The Unit is responsible for providing program and financial management services, and for technical administration of ACF formula, block and entitlement grant

programs such as Temporary Assistance for Needy Families (TANF), Child Support Enforcement (CSE), Child Care and Development Fund, Foster Care and Adoption Assistance, Child Welfare, Child Abuse and Neglect and Developmental Disabilities. The Unit provides policy guidance to state, county, city, territorial and tribal governments, as well as to other public and private organizations to assure consistent and uniform adherence to federal requirements governing formula, block and entitlement grant programs. State plans are reviewed and approved and/or recommendations concerning state plan approval or disapproval are made to the Regional Hub Director. The Unit provides technical assistance to entities responsible for administering these programs to resolve identified problems; ensures that appropriate procedures and practices are adopted; monitors the programs to ensure their efficiency and effectiveness; establishes regional financial management priorities; reviews cost allocation plans; and provides technical assistance to and monitors state systems projects for designated ACF programs.

The Unit provides financial management services for ACF formula, entitlement, and block grants in the region. It also reviews cost estimates and reports for these grant programs and recommends funding levels. The Unit performs systematic fiscal reviews and makes recommendations to approve, defer or disallow claims for federal financial participation in ACF formula, entitlement and block grant programs. As applicable, recommendations are made on the clearance and closure of audits of state programs, paying particular attention to financial management deficiencies that decrease the efficiency and effectiveness of ACF programs and to monitoring the resolution of such deficiencies. The Unit represents the Regional Hub Director in dealing with the ACF Program Offices on all program and financial policy matters under its jurisdiction. Early alerts are provided to the Regional Hub Director regarding problems or issues that may have significant implications for the programs.

D. The Children and Youth Development Unit is headed by a manager who reports to the Regional Hub Director. The Unit is responsible for providing program and financial management services, and for technical administration of ACF discretionary grant programs such as Head Start (HS) and Runaway and Homeless Youth (RHY) Programs. In that regard, the Unit provides policy guidance to public and

private organizations, as well as to state, county, city, territorial and tribal governments to assure consistent and uniform adherence to federal requirements. The Unit provides technical assistance to and coordinates various training activities for entities responsible for administering these programs to ensure that appropriate procedures and practices are adopted, and monitors the programs to ensure their efficiency and effectiveness. The Unit administers a system of fiscal reviews; reviews costs for allowability; and makes recommendations to disallow costs under ACF discretionary grant programs. It issues certain discretionary grant awards based on a review of project objectives, budget projections, and proposed funding levels. As applicable, recommendations are made on the clearance and closure of audits of grantee programs, paying particular attention to financial management deficiencies that decrease the efficiency and effectiveness of the ACF programs and to monitoring the resolution of such deficiencies.

The Unit represents the Regional Hub Director in dealing with ACF Program Offices on all program policy and financial matters under its jurisdiction. Early alerts are provided to the Regional Hub Director regarding problems or issues that may have significant implications for the programs.

Dated: June 2, 1997.

Olivia A. Golden,

Principal Deputy Assistant Secretary for Children and Families.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration

Retail Food Program Standards; Notice of Grassroots Meetings

AGENCY: Food and Drug Administration, HHS.

ACTION: Notice.

SUMMARY: The Food and Drug Administration (FDA) is announcing that it is sponsoring six grassroots meetings with the Centers for Disease Control and Prevention (CDC) and the United States Department of Agriculture (USDA). The topics of the meetings involve identification and discussion of factors considered central to the operation of effective retail food control programs.

DATES: See Table 1 in the "SUPPLEMENTARY INFORMATION" section of this document.

ADDRESSES: See Table 1 in the "SUPPLEMENTARY INFORMATION" section of this document.

FOR FURTHER INFORMATION CONTACT: Robert H. Brands, Office of Regulatory Affairs, Division of Federal State Relations (HFC-150), Food and Drug Administration, 5600 Fishers Lane, rm. 12-07, Rockville, MD 20857, 301-827-2908 or FAX 301-443-2143.

SUPPLEMENTARY INFORMATION: The U.S. Department of Health and Human Services, through FDA and CDC, and USDA, through the Food Safety Inspection Service, will convene six 1-day public meetings to discuss the development of national program standards for State and local retail food protection programs.

Each meeting will feature a general session at which Federal retail food safety goals, including FDA's retail food protection strategic goals and the President's Food Safety Initiative, will be presented.

There will be three concurrent breakout sessions in the morning and three concurrent breakout sessions in the afternoon. Participants will be asked to discuss and provide input on factors considered central to retail food programs.

The morning breakout sessions will address the following: (1) Regulation equivalency—discussions will concern factors considered essential to provide adequate systems of control and coverage based on the Food Code; (2) trained inspection staff—discussions will concern the development of a national model retail food training curriculum; and (3) program resources—discussions will concern the determination of adequate levels of staffing and significant factors influencing successful application of necessary controls.

The afternoon breakout sessions will address the following: (1) Elements of a Hazard Analysis Critical Control Point (HACCP)-based inspection program—discussions will concern application of HACCP principles in retail food inspection and followup activities; (2) enforcement, compliance/program assessment and recognition—discussions will concern the identification of those elements that support a successful compliance and enforcement program. The possible benefits of program recognition in regard to meeting or exceeding minimum standards will also be explored; and (3) foodborne illness response systems—discussions will

concern the program elements necessary to effectively identify and investigate consumer complaints of foodborne illness.

To facilitate meaningful discussions, the meetings will be limited to 75 participants. Preregistration for the meeting is required. An information packet will be available to the public. All comments will be considered and used to develop a summary from each of the regional meetings.

Summaries of the regional meeting will be provided to all registered participants. The public may request copies of these summaries by submitting a written request to the Freedom of Information Office (HFI-35), Food and Drug Administration, 5600 Fishers Lane, rm. 12A-16, Rockville, MD 20857.

Specific Information Regarding Each of the Meetings

FDA, CDC, and USDA desire a wide range of participants including, but not limited to local, State, and tribal regulatory officials; industry representatives; academicians; and consumers.

Participants will be limited at each of the meeting sites to 75. Preregistration as specified in the following list of sites is required because seating is limited. Persons interested in attending should telephone their name, organization, address, and telephone number to the FDA contact person listed in Table 1.

TABLE 1

Meeting Address	Date and Local Time	FDA Contact Person
ATLANTA: Wyndham Hotel Midtown, 125 10th St. NE., Atlanta, GA	June 26, 1997, Thursday 8 a.m. to 5:30 p.m., register by Monday, June 23, 1997	Nan Kelemen, 404-347-3576, ext. 5247
DALLAS: Wilson World Hotel/DFW Airport South, 4600 Airport Fwy., Irving, TX	July 22, 1997, Tuesday 8 a.m. to 5:30 p.m., register by Tuesday, July 15, 1997	Derrick Fountain, 214-655-8100, ext. 156

TABLE 1—Continued

Meeting Address	Date and Local Time	FDA Contact Person
PITTSBURGH: Holiday Inn—Greentree, 401 Holiday Dr., Pittsburgh, PA	August 14, 1997, Thursday 8 a.m. to 5:30 p.m., register by Thursday, August 7, 1997	Kim Crayton, 215-597-4390
PORTLAND: DoubleTree Hotel, 1230 Congress St., Portland, ME	August 19, 1997, Tuesday 8 a.m. to 5:30 p.m., register by Tuesday, August 12, 1997	Linda Carota, 617-279-1675, ext. 165
PORTLAND: Portland State Office Bldg., 800 NE Oregon, rm. 120C, Portland, OR	August 21, 1997, Thursday 8 a.m. to 5:30 p.m., register by Friday, August 15, 1997	Carolyn Swanson, 206-553-7001, ext. 26
CHICAGO: American Management Association, 8655 West Higgins Rd., rm. 201, Chicago, IL	August 27, 1997, Wednesday 8 a.m. to 5:30 p.m., register by Wednesday, August 20, 1997	John Powell, 312-353-9400, ext. 17

Dated: June 2, 1997.

William K. Hubbard,

Associate Commissioner for Policy Coordination.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Health Care Financing Administration [HCFA-1763]

Agency Information Collection Activities: Proposed Collection; Comment Request

In compliance with the requirement of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Health Care Financing Administration (HCFA), Department of Health and Human Services, is publishing the following summary of proposed collections for public comment.