

ACF

Administration for Children and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families

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To State and Territorial Lead Agencies administering child care programs under the Child Care and Development Block Grant (CCDBG) Act of 1990, as amended, and other interested parties.

Purpose This Program Instruction (PI) conveys the preprinted State Plan (ACF-118) for Child Care and Development Fund (CCDF) services for the FY 2006-2007 biennium and the guidance document for completing and submitting the Plan. This Plan is required by Section 658E of the CCDBG Act.

References Section 418 of the Social Security Act; the Child Care and Development Block Grant Act of 1990, as amended; 45 CFR Parts 98 and 99.

Completing the Plan Except for a new section concerning improper payments, the content of the Plan for the 2006-2007 biennium is generally the same as in the 2004-2005 biennium Plan. Lead Agencies should be guided by the amended CCDBG Act and the CCDF Regulations. Each section in the Plan contains a reference to the applicable section in the statute or the regulations.

Though Lead Agencies will be familiar with most of the information requested in the Plan, they should review the attached guidance, which reflects the statute, regulations and ACF's experience with Plans submitted in the past.

Why Detail Is Important The public takes considerable interest in the way States operate their CCDF programs. ACF makes State Plan information available to many users including members of Congress, Congressional committees, State and local child care administrators, advocacy groups, researchers and the general public. By submitting detailed information in their Plans, Lead Agencies promote an understanding of the CCDF programs in their States and may reduce the number of direct requests for information. The State

Plan presents an opportunity for States to demonstrate the many things they are doing to meet the needs of children and families, and thereby to assure the public and Congress that tax money is being spent responsibly and to best advantage.

Deadlines and
Effective Dates

Lead Agencies must submit their Plans for ACF review by July 1, 2005. When approved by the appropriate ACF Regional Office, Plans become effective on October 1, 2005.

Electronic
Format

States are encouraged to submit their Plans electronically. The State Plan Preprint (ACF-118) is available in word-processing format from ACF Regional Offices.

Plan
Amendments

Any substantive change to the CCDF program in a State requires an amendment to the approved Plan (45 CFR 98.18(b)). Lead Agencies should enter amendment information on the Amendment Log at the beginning of the preprint and submit the Log and amendment within 60 days of the effective date of the change. ACF will make determinations on amendments not later than 90 days following the date on which the amendment is received, unless a written agreement to extend that period has been secured (45 CFR 98.18(b)).

Submitting the
Plan

Copies of the State Plan should be submitted as follows:

1 copy to the:

ACF Regional Administrator (see attached list)

1 copy to the:

ACYF Operations Center

Attn: Child Care Bureau

CCDF 2006-07 State, Tribal, or Territory Plans

118 Q Street, NE

Washington, DC 20002

Please note that the ACYF Operations Center address should be used only for submission of the FY 2006-07 Plans. All other correspondence with the Child Care Bureau should be addressed to 330 C Street, SW, Room 2046, Washington, DC 20447.

If a Lead Agency wishes to submit its Plan electronically, it should contact the appropriate Regional Office.

Inquiries

All inquiries should be directed to the ACF Regional Administrator.

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Joan E. Ohl
Commissioner
Administration on Children, Youth
and Families

Attachments: State Plan Preprint
Preprint Guidance
ACF Regional Administrators