

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
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	<b>4. Key Words:</b> Child Care and Development Fund (CCDF); Financial Reporting Form for Indian Tribes	

### CHILD CARE AND DEVELOPMENT FUND PROGRAM INSTRUCTION

**TO:** Tribal Lead Agencies administering child care programs under the Child Care and Development Block Grant (CCDBG) Act of 1990, as amended, and other interested parties.

**SUBJECT:** Revised Form ACF-696T--a Financial Reporting Form for Child Care and Development Fund (CCDF) Tribal Lead Agencies.

**REFERENCES:** The Child Care and Development Block Grant (CCDBG) Act of 1990 as amended; section 418 of the Social Security Act; 45 CFR Parts 98 and 99.

**PURPOSE:** This Program Instruction distributes the Form ACF-696T and describes the CCDF financial reporting requirements for Tribal CCDF Lead Agencies. The Office of Management and Budget (OMB) approved the Form ACF-696T under OMB # 0970-0195.

**BACKGROUND:** Attached is a copy of the Child Care and Development Fund Financial Report (the ACF-696T). Tribes are required to use the ACF-696T to report expenditures for the Tribal Mandatory, Discretionary and Construction and Renovation funds issued under the CCDF. Tribes must submit the ACF-696T form to the Administration for Children and Families (ACF) on an annual basis.

This year, the ACF-696T is available for submission through the Internet using Online Data Collection (OLDC). Tribal Lead Agencies may access OLDC at <https://extranet.acf.hhs.gov/oldc/> after submitting the OLDC Request Form to the appropriate ACF Regional Office contact. The OLDC Request Form is included with the attached OLDC announcement letter from the ACF Office of Administration (dated August 12, 2004), and is available electronically on the Child Care Bureau's website at [www.acf.hhs.gov/programs/ccb](http://www.acf.hhs.gov/programs/ccb). The completed OLDC Request Form

may be emailed or faxed to your Regional Office contact (see attached). Please submit an OLDC Request Form for each staff person who will play a role in using OLDC. ACF will create a User ID based on the information provided on the OLDC Request Form. An e-mail message is automatically sent to the staff member identified on the Request Form when an OLDC User ID and password is created for that person. Beginning October 1, 2004, grantees who wish to use OLDC may enter and retrieve financial information for their grants for fiscal years 2002, 2003, 2004.

**ACTION  
REQUIRED:**

Tribal Lead Agencies have the option of submitting the form ACF-696T either electronically through OLDC or manually by mailing hard copies. ACF encourages grantees to use OLDC since it reduces paperwork, allows for quicker processing, automatically completes required calculations, and checks for potential errors.

OLDC Submission

- For this year ONLY, electronically-submitted ACF-696T forms using OLDC may be submitted to ACF up to March 31, 2005.
- To meet this deadline, ACF must receive the OLDC Request Forms no later than February 28, 2005.
- These one-time extensions of the regular December 29th deadline are designed to encourage use of OLDC.
- For this year ONLY, electronically submitted forms must be printed from OLDC and mailed to ACF by March 31 in the same manner as manually prepared ACF-696T forms (see below). This step is designed to ensure accuracy and quality control during the first year of OLDC implementation.

Manual Submission.

Manually-submitted forms must be received by ACF within 90 days after the end of the Federal fiscal year—i.e., December 29, 2004.

- One copy with an original signature must be submitted to:

The Administration for Children and Families

Office of Administration  
Division of Mandatory Grants  
370 L'Enfant Promenade, S.W.  
Washington, D.C. 20447

- A signed copy must also be submitted to the ACF Regional Administrator.

**NON-REPORTING  
PENALTIES**

Failure to submit the ACF-696T report on or before the due date may be a basis for withholding financial payments, suspension or termination.

**INQUIRIES:**

Inquiries should be made to the appropriate ACF Regional Office.

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

**Attachments:**

Form ACF-696T  
Instructions for Completion of Form ACF-696T  
List of ACF Regional Offices  
OLDC Announcement Letter from ACF Office of Administration

cc: ACF Regional Offices