

<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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CHILD CARE AND DEVELOPMENT FUND

PROGRAM INSTRUCTION

TO CCDF Tribal Lead Agencies and Other Interested Parties

SUBJECT Child Care and Development Fund (CCDF) Annual Report (Form ACF-700 and Supplemental Narrative) for Tribal Lead Agencies

REFERENCES The Child Care and Development Block Grant (CCDBG) Act of 1990, as amended. 45 CFR 98.70(c).

PURPOSE This Program Instruction provides the Tribal Lead Agency with the instructions for completing the CCDF Annual Report.

BACKGROUND Tribal aggregate information on services provided through the Child Care and Development Fund is required annually.

The CCDF Annual Report consists of 2 parts:

- 1) the Form ACF-700; and
- 2) the Supplemental Narrative

The ACF-700 collects data on all children and families receiving direct CCDF-funded child care services during the period 10/1/99 through 9/30/00 (i.e., Federal fiscal year (FFY) 2000). Data reflects services provided during FFY 2000 regardless of the source FFY of the funds spent. For example, all services provided during FFY 2000 that are paid for with FFY 1998, 1999, or 2000 CCDF funds (i.e., Tribal Mandatory and Discretionary funds -- including funds for resource and referral and school-age care) are to be reported.

Page 2 of the ACF-700 is no longer required and therefore is not attached to this Program Instruction. Tribes were previously required to report CCDBG expenditures (from funds awarded in FFY 1996 and prior years) on page 2 of the ACF-700, but all of these CCDBG funds have now been liquidated. CCDF expenditures (for funds awarded in FFY 1997 and subsequent years) are reported on the ACF-696T form rather than on the ACF-700.

The Supplemental Narrative describes general child care activities and actions occurring in FFY 2000 in the Tribal Lead Agency's service area and is not restricted to CCDF-funded activities.

GUIDANCE

The *Tribal Annual Report: Guide for CCDF Tribal Lead Agencies* (available at the CCB website under the Grantee Reporting tab, ACF-700 section) contains guidance for completing and submitting the ACF-700 and Supplemental Narrative. The guide was developed by the Child Care Automation Resource Center under contract for the Child Care Bureau.

DUE DATE

The CCDF Annual Report is due by December 31, 2000.

ACF-700
SUBMISSION
OPTIONS

The Child Care Bureau encourages Tribal Lead Agencies to submit both the ACF-700 and Supplemental Narrative by electronic means.

Internet Submission of the ACF-700 Form: ACF-700 reports can be submitted through the data entry and submission page on the Child Care Bureau web-site (<http://www.acf.dhhs.gov/cgi-bin/acf700/acf700.cgi>). This page contains a password-protected web-based form that checks the data for compliance with data standards at the time of submission. These built-in edit-checking features make it easier for Tribes to identify and correct errors. Use of the paperless Internet data entry site streamlines submission processing and improves data quality.

The submission web page requires a login and password. Some Tribes have already designated individuals to access the ACF-700 submission site. The login and password carry over to each new reporting period, so there is no need to register each year to use the submission site.

To register new staff or otherwise modify registration information, submit the ACF-700 Internet Registration form (found in the back of the attached guide) by mail or fax to:

U.S. Department of Health and Human Services
Administration on Children, Youth and Families
Child Care Bureau, Attn: Reports Manager
Switzer Building, Room 2046
330 C Street, SW
Washington, DC 20447

FAX: 202-690-5600
Attn: Reports Manager

The Child Care Automation Resource Center will contact the staff identified on the form to provide further instructions and guidance. To obtain information about forgotten login and passwords, contact the Child Care Automation Resource Center at 1-877-249-9117.

Alternate Electronic Submission of the ACF-700 Form: Tribal Lead Agencies may submit an electronic copy of the ACF-700 form and supplemental narrative using compatible electronic media, such as email or disk. The ACF-700 form is in Excel 5.0 format and can easily be transmitted attached to an email message. ACF Regional Offices can email the form if requested. Diskettes are also available from the ACF Regional Offices.

Electronic Submission of the Supplemental Narrative Report: Tribes can submit the Supplemental Narrative report by attaching an electronic Word, WordPerfect or text file to an email to the Child Care Automation Resource Center. The email address is ccarc@childcaredata.org. The Child Care Automation Resource Center will forward copies of the report to the ACF Regional Office and the Child Care Bureau.

Mailed Submissions: A Tribal Lead Agency without access to the Internet or email may submit its Annual Report (both the ACF-700 form and the Supplemental Narrative) on paper through the mail. The original should be mailed to the ACF Regional Office (see contact information in attached guide) and a copy should be sent to the Child Care Bureau at the address below.

U.S. Department of Health and Human Services
Administration on Children, Youth and Families
Child Care Bureau, Attn: Reports Manager
Switzer Building, Room 2046
330 C Street, SW
Washington, DC 20447

FAX: 202-690-5600
Attn: Reports Manager

Faxes are acceptable if followed by a paper copy through the mail.

TECHNICAL
ASSISTANCE

The Child Care Bureau has established a Child Care Automation Resource Center to provide information systems technical assistance. Assistance related to the submission of the ACF-700 is available on the Internet at <http://www.acf.dhhs.gov/programs/ccb/report/formhelp/acf700/index.htm>.

The Resource Center also has liaisons with information systems background who can answer questions and provide technical assistance in completing the ACF-700 report. The Resource Center can be reached toll-free at 1-877-249-9117 weekdays from 9:00 a.m. to 5:00 p.m (Eastern Time).

REPORTING
PROBLEMS OR
POLICY
QUESTIONS

Tribal Lead Agencies anticipating problems in complying with the reporting requirements should contact the ACF Regional Office. Tribes should also contact the Regional Office for policy questions. Contact information for ACF Regional Offices is included in the *Tribal Annual Report: Guide for CCDF Tribal Lead Agencies* (ACF-700 Help Guide).

**REPORTING
BURDEN**

The public reporting burden for collecting the information in this Annual Report is estimated to average 42 hours per response. This estimate includes the time for reviewing the instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the reporting form.

Comments regarding the burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, should be sent to: the Child Care Bureau, Switzer Building, Room 2046, 330 C Street, SW, Washington, DC 20447; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC.

Your help in providing timely and accurate data about the valuable child care services you provide children and families in your Tribe or tribal organization through the CCDF is important. This data helps to document the work that you do and is essential for demonstrating the accomplishments of tribal child care programs.

Patricia Montoya
Commissioner
Administration on Children, Youth
and Families

ATTACHMENTS

Form ACF-700
Tribal Annual Report: Guide for CCDF Tribal Lead Agencies
Contact Information for ACF Regional Offices