

<h1>ACF</h1> <p>Administration For Children And Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
	1. Log No: ACYF-PI-CC-02-04	2. Issuance Date: December 13, 2002
	3. Originating Office: Child Care Bureau	
	4. Key Words: Child Care and Development Fund (CCDF); Reporting Requirements and Instructions for Indian Tribes; ACF-700 Form	

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 must be submitted annually, as required by the CCDF regulations at 45 CFR 98.70(c).

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 10/1/01 through 9/30/02 (i.e., Federal fiscal year (FFY) 2002). Data reflects services provided during FFY 2002 regardless of whether the services were paid for with FFY 2002 funds or prior year CCDF funds. For example, all services provided during FFY 2002 that are paid for with FFY 2000, 2001, or 2002 CCDF funds (i.e., Tribal Mandatory and Discretionary funds -- including funds for resource and referral and school-age care) are to be reported.

The Supplemental Narrative describes general child care activities and actions occurring in FFY 2002 in the Tribal Lead Agency's service area and is not restricted to CCDF-funded activities.

WHO MUST REPORT

All Tribal Lead Agencies (i.e., Tribes, tribal organizations and tribal consortia) that received FY 2002 (or prior year) CCDF funds - - and expended these funds during FY 2002 - - **must** submit a complete ACF-700 form by the due date listed below. It is each Tribal Lead Agency's responsibility to ensure that child care program data is collected and reported to the Child Care Bureau in a timely manner each year.

PENALTIES FOR NON-REPORTING

The statute provides that the Secretary may sanction a Lead Agency for non-compliance with any requirement of the CCDF program. (Child Care Development Block Grant Act, Section 6581(b)(2)(B)) The regulations provide that the Secretary may impose a penalty of not more than four percent of the Discretionary Funds for a Fiscal Year, if it is determined that a Lead Agency has failed to implement a provision of the Act, the regulations, or the Lead Agency's Biennial Plan. (§ 98.92(b)(2)) Tribes failing to provide reports may be subject to this penalty. (63 FR 39980)

GUIDANCE FOR REPORTING

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

DUE DATE

The CCDF Tribal Annual Report is due by December 31, 2002.

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 *Tribal Annual Report: Guide for CCDF Tribal Lead Agencies*) by mail or fax to:

Child Care Automation Resource Center
2600 Tower Oaks Blvd., Suite 600
Rockville, MD 20852

Fax: 301-795-0700

CCARC will contact the staff identified on the form to provide further instructions and guidance. To obtain information about forgotten login and passwords, contact CCARC 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 at ccarc@childcaredata.org. CCARC 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 following address:

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

Fax: 202-690-5600
Attn: Ginny Gorman

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

TECHNICAL ASSISTANCE

The Child Care Automation Resource Center was established by the Child Care Bureau 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>. CCARC also has liaisons with information systems background who can answer questions and provide technical assistance in completing the ACF-700 report. CCARC 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 35 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.

PAPERWORK REDUCTION ACT

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The information collection required under this Program Instruction is approved under OMB Number 0980-0241, which expires November 30, 2004.

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.

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

ATTACHMENTS

Form ACF-700
Tribal Annual Report: Guide for CCDF Tribal Lead Agencies
ACF Regional Administrators List