

<h1>ACF</h1>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
Administration	1. Log No: ACYF-PI-CC-99-09	2. Issuance Date: 11/2/99
for Children	3. Originating Office: Child Care Bureau	
and Families	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 (CCDF) Fund Annual Report (Form ACF-700 and supplemental narrative)

REFERENCES The Child Care and Development Block Grant Act of 1990 (CCDBG), as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193) and the Balanced Budget Act of 1997 (P.L. 105-33).

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. Tribal Lead Agencies use the ACF-700 form for reporting on CCDF services.

The CCDF Annual Report consists of 2 parts:

1. the Form ACF-700 (2 pages); and
2. the supplemental narrative

Page 1 of the ACF-700 collects data on all children and families receiving direct CCDF-funded (or CCDBG-funded) child care services during the period 10/1/98 through 9/30/99 (i.e., Federal fiscal year (FFY) 1999). Data on page 1 reflects services provided during FFY 1999 regardless of the source Federal Fiscal Year of the funds spent. For example, all services provided during FFY 1999 that are paid for with FFY 1996 CCDBG funds, or FFY 1997, 1998, or 1999 CCDF funds (i.e., Tribal Mandatory and Discretionary funds -- including funds for resource and referral and school-age care) are to be reported on page 1.

Page 2 of the ACF-700 collects data, **only on the amount of FFY 1996 CCDBG funds expended during the reporting period 10/1/98 - 9/30/99**. Amounts reported on page 2 are **NOT CUMULATIVE TOTALS** for each fiscal year or expenditure category, but amounts **expended during this reporting period only**.

Please note that Child Care and Development Fund expenditure data for Federal fiscal years 1997-1999 are reported on the ACF-696T form.

The supplemental narrative describes general child care activities and actions in the Tribal Lead Agency's service area and is not restricted to CCDF-funded activities. The Program Guidance for completing the ACF-700 is attached. Also included is guidance on submitting supplemental information, which is not collected on the form.

DUE DATE AND Y2K ISSUES

The CCDF Annual Report is due by December 30, 1999 due to the Federal Holiday on December 31, 1999. **Due to the fact that many Tribal programs will be backing-up and printing automated records during the last two weeks of the calendar year, the Bureau strongly urges Tribes to submit their FFY99 ACF-700 form well in advance of December 30, 1999.**

ACF 700 SUBMISSION OPTIONS

The Child Care Bureau encourages Tribal Lead Agencies to submit their ACF-700 reports through the Internet. If your Tribe does not have access to the Internet, please submit your ACF-700 form on paper through the mail.

Internet: The Child Care Bureau has a web-based form available for the submission of the ACF-700. The web-based form has mechanisms built in to make the submission easier. The form can be revised through the Internet, as well. To ensure the validity of the data submitted, the web site is secured and requires a login and password for submission. To ensure appropriate authorization for this submission method, please submit the attached ACF-700 Internet Registration form either by mail or fax by November 30, 1999 to:

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

Fax: 202/690-5600

The Child Care Automation Resource Center (CCARC) will contact the person identified on the ACF-700 Internet Registration form to provide further instructions and guidance on this mechanism. Upon receipt of the completed ACF-700 form on the internet, the Child Care Bureau will automatically notify the Tribal Lead Agency Administrator and the appropriate ACF Regional Office. The web site for submission of the ACF-700 is: **<http://www.acf.dhhs.gov/programs/ccb/report/>**.

Tribal Lead Agencies may submit a hard copy of the report, but are encouraged to submit the report using compatible electronic media, such as email. The ACF-700 form is in Excel 5.0 format and can easily be transmitted attached to an email message. Diskettes are also available from the ACF Regional Offices

Mail: Tribal Lead Agencies without access to the Internet should mail a copy of the ACF-700 report and Supplemental Narrative to **both** the ACF Regional Office and the Child Care Bureau (faxes may be accepted if followed by the paper copy through the mail). A list of ACF Regional Office addresses is attached. Please mail the Child Care Bureau copy to the address noted identified above.

TECHNICAL ASSISTANCE

The Child Care Bureau has established a Child Care Automation Resource Center as an activity under a contract with Anteon, Corp. for information systems technical assistance and development. The services of the Child Care Automation Resource Center (CCARC) are provided as a part of that contract. Technical assistance related to the submission of the ACF-700 is available at the CCARC web site: **<http://www.acf.dhhs.gov/programs/ccb/ta/ccarc/>**

The Resource Center also has liaisons with information systems background who are ready to assist you with your information systems questions and concerns. You may contact the Resource Center toll free at **1-877-249-9117** weekdays from 9:00 a.m. to 5:00 p.m (Eastern Time) for assistance in completing the ACF-700 report.

**REPORTING
PROBLEMS OR
QUESTIONS**

Tribal Lead Agencies anticipating problems in complying with the reporting requirements should contact the ACF Regional Office for technical assistance. Questions about this Program Instruction should be directed to:

Reporting Issues and Data Questions: ACF Regional Offices

Information Systems: Child Care Automation Resource Center, 1-877-249-9117

CHILD CARE AND DEVELOPMENT FUND
Tribal Aggregate Report (ACF-700) Internet Submission

To ensure appropriate authorization for submitting information via the Internet, please provide the following information

Name:
Title:
Agency:
Mailing address:
Phone:
Fax:
E-mail:

Please complete this form for each authorized individual.

Then fax or mail, by **November 30, 1999**, to:

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

Attn: Reports Manager

FAX: 202-690-5600

A Child Care Automation Resource Center liaison will contact you to provide additional information and instructions about submitting the ACF-800. They can be reached at 1-877-249-9117 or via email at CCARC@childcaredata.org.

**CHILD CARE AND DEVELOPMENT FUND
INSTRUCTIONS FOR THE ANNUAL TRIBAL REPORT (ACF-700)**

CONTENTS: The table below shows the contents of this Program Guidance by topic.

TOPIC
Contents of the CCDF Annual Report
Instructions for Completing Lines 1-7 on Page 1 of the ACF-700
Definitions Used in ACF-700
Instructions for Completing Page 2 of the ACF-700
Instructions for the Supplemental Narrative Report
Form ACF-700

Who must report	All Tribal Lead Agencies must submit an Annual Report (ACF-700).
Reporting burden	<p>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.</p> <p>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 St., SW, Washington, DC 20201; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC.</p>

INSTRUCTIONS FOR COMPLETING LINES 1 - 7 ON PAGE 1 OF THE ACF-700

<p>Background: page 1 of the ACF-700</p>	<p>Page 1 of the ACF-700 collects aggregate data on families and children receiving CCDF-funded (or CCDBG-funded) child care services.</p>
<p>Contact Information</p>	<p>Enter the Tribal Lead Agency's name at the top of each page of the report form. Also, enter the Tribal Lead Agency's address and the name and phone number of a contact person.</p>
<p>How to count children & families (Lines 1 & 2):</p>	<p>In Column A, count each child or family assisted once, regardless of the number of days care was provided, and even if the child or family has exited and re-entered the program. However, a child may be counted in more than one PROVIDER column (Columns B-L) if the child receives care from more than one provider type for different portions of the typical day, week, or month.</p> <p>EXAMPLE 1: A family leaves the program in 3/99 but is reinstated in 8/99. The family is counted 1 time on line 1.</p> <p>EXAMPLE 2: A child receives care in a licensed center in the morning and in a regulated family day care home in the afternoon. The child is counted in both column (L) and column (J) in lines 2b, 3, 5 - 6 on page 1.</p>
<p>How to calculate monthly average (Line2a)</p>	<p>Add the number of children served each month and divide by the number of months of service provided by the Tribal child care program (such as full year, 12 months; or.</p>
<p>When the service was provided determines if the service is counted</p>	<p>On page 1, report the number of children or families provided services during the reporting period 10/1/98 - 9/30/99 regardless of:</p> <ul style="list-style-type: none"> • when the payment for the service was made, <u>or</u> • which fiscal year's funds paid for the service. <p>EXAMPLE: A child received care in 8/99 only. The Tribal Lead Agency paid for that care in 10/99. Count the child on page 1 because the service was received during the report period.</p>
<p>What services to count</p>	<p>Child care services are child care slots purchased through contracts or grants or services purchased through certificates funded under CCDF (or CCDBG)</p> <p>EXAMPLE 1: A Tribal Lead Agency provides child care vouchers/certificates to 100 families to receive child care services at a program of their choice. Enter 100 families on line 1. Enter the number of children receiving child care through a certificate in each type in each type of setting on line 2b</p> <p>The total unduplicated number of children should be reported in column (A) line 2b.</p> <p>EXAMPLE 2: A Tribal Lead Agency contracts with a center for 100 full-time slots for 1999. Count 100 children in the total reported on line 2.</p> <p>Do <u>not</u> count children or families who only <u>generally</u> benefited from services:</p> <ul style="list-style-type: none"> • a grant or contract to establish, expand, or conduct before- and after- school care and early childhood development programs, (i.e., not specific slots);<u>or</u> • an expansion of quality activities funded under the CCDF (or CCDBG). <p>EXAMPLE 3: A Tribal Lead Agency contracts with a resource and referral agency to provide professional staff development training at a center with 78 children. The Tribal Lead Agency does not contract for slots with the center and no children there receive CCDF (or CCDBG) certificates. Do <u>not</u> count the children because they did not receive <u>direct</u> child care services from the CCDF funds expended.</p>

<p>How to report exits or changes during the report period</p>	<p>When a child or family leaves the program before the end of the report period, report the child or family data as of the date of exit from the program. (Enter data on all lines, as appropriate)</p> <p>EXAMPLE 1: A family leaves the program in 4/99. Their 3 year old child was in a licensed center in that month. Count the family in line 1, and the child in line 2 [Column (A) and (L)] and line 3d.</p> <p>When a child or family changes the category of provider or reason for needing care during the report period, report the category or reason as of the end of the report period (or date of exit from the program).</p> <p>EXAMPLE 2: A child receives care in a family day care home from 9/98 to 3/99; uses an in-home provider during 4/99 and a center from 5/99 through 10/99. Count (or include) the child only in column (H) of lines 2, 3, 5 and 6.</p> <p>EXAMPLE 3: A child received care in 10/98 because of her parents' employment. From 11/98 through 9/99 child care was provided because the child was in protective services. Count the child in line 4c only.</p>
<p>When data are "not applicable" on page 1</p>	<p>The data requested on page 1 of the ACF-700 <u>may not apply</u> in very three limited circumstances--when the Tribal Lead Agency does <u>not</u>:</p> <ul style="list-style-type: none"> • have a separate "group home" category [columns (F) (G) and (K)] • serve children 13 years and older (line 3i) • serve children from families above a certain income level (line 7) • are not required to operate a certificate program and specific types of care are not operated by the tribe (exempt tribal Lead Agencies only) [lines 2b, 3a-I, 5 6a-b] <p>When one of these situations applies use "NA." Do not use "0", "--" or leave blanks in these situations. However, If a service is offered--but not used--show "0."</p> <p>EXAMPLE: A Tribe limits eligibility to families up to the poverty level. On page 1 show "NA" on lines 7b, 7c, and 7d.</p>
<p>How to show that data is "not available" on page 1</p>	<p>Use a "-" (dash) to indicate that the data requested apply to a Tribal Lead Agency's program, but are not available when the report is completed.</p> <p><i>When complete data are not available the Tribal Lead Agency should explain in a footnote or attachment when the missing data will be submitted.</i></p> <p>EXAMPLE: At the time the report must be submitted data are not available for every age group on line 3. The Tribal Lead Agency has data showing the number of children served who are over or under age 13. The Tribal Lead Agency completes lines 3a through 3g with "-", lines 3h and 3i show the data that are available. The Tribal Lead Agency submits the data for lines 3a through 3g when they become available.</p>
<p>How to show "no" children served" on page 1</p>	<p>Use a "0" when no children were served in an age group or category of care.</p> <p>EXAMPLE: No parents selected in-home care during this report period. The Tribal Lead Agency shows "0" in columns (B), (C) and (I) on page 1.</p> <p><i>Reminder: Where a Tribal Lead Agency does not serve certain children as explained above show "NA".</i></p>

<p>When a family receives services for multiple reasons: line 4</p>	<p>When a family receives care for more than one reason (e.g., the parent works and is in a training program) count only the activity in which the parent (or child in the case of protective services) spends the most time and is the primary reason for needing subsidized child care. Line 4 entries should be <u>unduplicated counts</u>. NOTE: A Tribal Lead Agency defines the terms "working," "job training and educational program," and "protective services" in Appendix 2 of the Tribal Plan Preprint.</p>
<p>How to calculate the average number of hours per month: line 5</p>	<p>Line 5 asks for the average number of hours of care per child per month. One method of calculating the average number of hours per month is to average the actual number of hours of care used by each child in each of the months in which services are provided or available.</p> <p><i>Tribal Lead Agencies should describe in a footnote how they calculated the average number of hours.</i></p> <p>Some Tribal Lead Agencies do not pay for (or keep records by) the actual number of hours of service per child. Rather, they reimburse by "full" or "part" days of service (or other increments). Such Tribal Lead Agencies can still calculate the average number of hours of child care per child per month by multiplying the average number of "full" and "part" days by the maximum number of hours of service that these definitions represent. For example, a Tribal Lead Agency that defines "part" day as 4 hours per day or fewer, the Tribal Lead Agency would multiply the number of "part" days provided per month by four. "Full days" can be similarly converted.</p>
<p>Calculating the average monthly rate: line 6</p>	<p>Tribal Lead agencies should use the same method for calculating the average monthly amount paid for child care services (i.e., CCDF subsidy on line 6a and parent copayment on 6b) as used to calculate the average number of hours of care as described above.</p> <p>Some Tribal Lead Agencies do not pay for (or keep records by) the month. Rather, they reimburse by "full" or "part" days of care (or other increments). Such Tribal Lead Agencies can still calculate the average monthly amount paid for child care per child. Multiply the number of full or part time days times 22 to calculate the monthly rate.</p>
<p>Poverty thresholds</p>	<p>Line 7 asks for the number of children served from families at specific poverty thresholds. The following table shows the HHS poverty guidelines for 1999 which should be used to complete line 7. (As published in the Federal Register on March 18, 1999 (Vol. 64, No. 52, pp. 13428-13430).</p>

1999 HHS Poverty Guidelines for a family unit of...	All States (except AK & HI) and the District of Columbia	Alaska	Hawaii
1	\$8,240	\$10,320	\$9,490
2	\$11,060	\$13,840	\$12,730
3	\$13,880	\$17,360	\$15,970
For each additional member add...	\$2,820	\$3,520	\$3,240

Child Care Services:

Child care services are child care slots purchased through contracts or grants or services purchased through certificates funded by CCDBG or CCDF funds.

Provider types are broken up into 2 broad categories of "Licensed/Regulated" and "CCDF Provider, No License Category Available." Under each of these categories are 4 types of providers: in-home; family home; group home; and centers (see columns (B) through (L). These terms are defined as follows:

Licensed or regulated provider	Provider legally regulated or licensed by Tribe or State designated licensing agent.
CCDF provider, no license category available	Legally non-regulated care provided in a child's home, family child care home, group home, or center-based site which licensing is not requirement.
Child's Home	Care provided by a caregiver in the child's home.
Family Home	Care provided in a family child care home.
Group Home	Care provided in a group child care home (as differentiated from a family child care home by the grantee).
Center	Care provided in a center-based setting, including programs in schools.
Relative	A provider who is at least 18 years of age and who is a grandparent, great-grandparent, aunt or uncle, or sibling living outside the child's home

INSTRUCTIONS FOR COMPLETING LINES 1 - 7 ON PAGE 2 OF THE ACF-700

<p>Background: page 2 of the ACF-700</p>	<p>Page 2 collects data on the uses for which Tribal Lead Agencies expended FFY 1996 CCDBG funds during the reporting period, 10/1/98 - 9/30/99.</p>
<p>The "FY 1996 CCDBG GRANT: \$___ line</p>	<p>Complete the FY 1996 CCDBG GRANT: \$___ line, which appears next to the "CONTACT PERSON:" field at the top of page 2, by entering the <u>entire</u> amount of the CCDBG grant (i.e., allocation) for FFY 1996. Enter only the <u>total</u> grant amount for FFY 1996. Do <u>not</u> show the total expended year-to-date, the remaining balance, a starting balance or other amount.</p>
<p>When the expenditure is made determines if the expenditure is counted</p>	<p>Show only FY 1996 CCDBG GRANT expenditures made during the report period 10/1/98 through 9/30/99 <u>regardless</u> of when the service was provided.</p> <p>EXAMPLE 1: Service is rendered in 9/98, but paid for in 2/99 using FFY 1996 CCDBG funds. Include the expenditure on page 2 because the expenditure falls within the reporting period. CAUTION: The child would <u>not</u> be counted on page 1, however, because the service was provided <u>before</u> the report period (see "When the service was provided...." on page 2 on this instruction).</p> <p><u>NOTE:</u> Tribal requirements may impact when an expenditure is officially "made."</p>
<p>Report expenditures made only during the report period</p>	<p>Column (A) reports final FFY 1996 expenditures made during the report period 10/1/98 through 9/30/99. Column (A) should not reflect cumulative (i.e., multi-year) expenditures -- only FFY 1996 expenditures that were made during the report period 10/1/98 through 9/30/99.</p> <p>EXAMPLE 1: In 6/99 the Tribal Lead Agency paid \$10,000 as the last part of a 3 year \$30,000 training contract with FFY 1996 funds. Only \$10,000, the amount expended during the reporting period, is shown on line 4d, column (A). (Note: The other \$20,000 of FFY 1996 funds should have been reported previously on the ACF-700s submitted for FFY 1997 and FFY 1998.)</p> <p>EXAMPLE 2: With FFY 1996 funds a Tribal Lead Agency prepays \$100,000 rent for FFY 2000 on 9/30/99. The \$100,000 would be included in line 2a, column (A). (Reminder: Even though the service has not yet been furnished the expenditure occurred during the report period-- see above.)</p>
<p>Complete <u>all</u> items</p>	<p>Complete all rows and columns. If no funds were expended in a category listed in lines 1 through 4 enter "\$0". Do not use "NA", "-" or leave blanks on page 2.</p> <p>EXAMPLE 1: A Tribal Lead Agency spent no funds on monitoring activities. Rows 2f and 4c on page 2 show "\$0".</p> <p>Round all expenditures to the nearest dollar -- omit cents.</p>
<p>Financial Reporting</p>	<p>Amounts reported on page 2 of the ACF-700 should correspond to the amounts reported on the ACF-696-T or the SF-269 form submitted to ACF's Office of Administration for the same period. Do not include program income (i.e., parent fees) with expenditure data reported on the ACF-700.</p>

<p>Cross-checking; entries on page 2</p>	<p>The sum of items in column (A) on page 2 should be equal to <u>or less than</u> the amount shown in the FFY 1996 CCDBG GRANT \$___ line at the top of page 2. The sum of items in column (A) on page 2 cannot exceed the amount of that year's grant.</p> <p>For a non-exempt Tribal Lead Agency that has expended its <u>entire</u> FY 1996 CCDBG allotment in a <u>single</u> fiscal year:</p> <ul style="list-style-type: none"> • line 1d will equal at least 63.75% of that year's grant (shown in the FFY 1996 CCDBG GRANT \$___ line at the top of the page) but will be not more than 75% of that year's total grant. • line 2j must be no more than 11.25% of that year's total grant. • line 3e must be equal to at least 18.75% -- but no more than 20% -- of that year's total grant. • line 4f must be equal to at least 5% -- but no more than 6.25% -- of that year's total grant. • the sum of items 1d and 2j must total 75% of that year's total grant. • the sum of items 3e and 4f must total 25% of that year's total grant. <p>These percentages do <u>not</u> apply to exempt Tribal Lead Agencies.</p>
<p>A note about exempt Tribes</p>	<p>An exempt Tribal Lead Agency must expend at least 63.75% of its FFY 1996 CCDBG grant (excluding the base amount allocation per 45 CFR 98.62(b)) on direct child care services. Exempt Tribes should show the remaining expenditures (including expenditures from the base amount) in the line that most accurately describes the expenditure. <u>Reminder</u>: Where no expenditures are made show "\$0".</p>

INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTAL NARRATIVE REPORT

<p>Supplemental narrative report</p>	<p>The regulations require Tribal Lead Agencies to report other information, in addition to the data collected by Form ACF-700. This information will be included in the Secretary's report to Congress, as appropriate, and will be shared with other Tribal Lead Agencies to inform them of CCDF or CCDBG-funded activities in other tribal programs.</p> <p>There is no required format for the supplemental narrative report. Tribal Lead Agencies are encouraged to include any related materials to accompany the narrative, including brochures, pamphlets or news articles.</p>
<p>Content of narrative report</p>	<p>There are 2 parts to the supplemental narrative:</p> <ul style="list-style-type: none"> • descriptions of the results of specific CCDF or CCDBG-funded activities, <u>and</u> • other information based on "available data".
<p>Descriptions</p>	<p>In the supplemental narrative all Tribal Lead Agencies should describe:</p> <ul style="list-style-type: none"> • any reductions in the level of child care standards and the rationale for this reduction (if applicable) • the extent to which the affordability and availability of child care services has increased, <u>and</u> • efforts to improve the quality of child care
<p>"Available data"</p>	<p>To the extent that the Tribal Lead Agency has reasonably "available data", the following should also be included in the supplemental narrative report:</p> <ul style="list-style-type: none"> • The type and number of child care programs, child care providers, caregivers, and support personnel located in the area served by the Tribal Lead Agency. • Information on salaries and other compensation paid to full- and part-time staff who provide child care services. • A description of unmet child care needs. For example cite the number of eligible children on a waiting list as of 9/30/99, if applicable. A Tribal Lead Agency may also cite the unmet need by providing the number of months child care services are not available due to a lack of CCDF funds. Do not count months where services are reduced. Only count months in which no CCDF services are provided. • A description of collaborative activities which promote comprehensive services, encourage increased quality, business participation, and coordination with State or Tribal agencies responsible for health, education, employment services or workforce development and the State or Tribal agencies responsible for providing Temporary Assistance to Needy Families (TANF) (or tribal agency if the tribe is operating its own TANF program.) <p>NOTE: Information in this section is not limited to CCDF programs, services or activities, but should include all child care available on the Tribal Lead Agency's reservation or tribal service area.</p>

CHILD CARE AND DEVELOPMENT FUND ANNUAL REPORT										OMB Approval Number: 0980-0241				
ON SERVICES PROVIDED FROM OCTOBER 1, 1998 THROUGH SEPTEMBER 30, 1999										Expires: 11/30/01				
COMPLETE NAME OF TRIBAL LEAD AGENCY:						CATEGORY/TYPE OF CHILD CARE								
CARE PROVIDED BY CCDF PROVIDER --														
Address: LICENSED OR REGULATED IN A														
Contact Person/Phone/E-mail:			(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
TOTAL			Relative	Non-Relative	Relative	Non-Relative	Relative	Non-Relative	Center	Child's Home	Family Home	Group Home	Center	
1. Number of families receiving child care services														
2 a. Average number of children served per month														
2 b. Total number of children receiving child care services														
3. Age breakdown of children receiving child care services:														
a. 0 up to 1 year	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.
b. 1 year up to 2 years	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.
c. 2 years up to 3 years	c.	c.	c.	c.	c.	c.	c.	c.	c.	c.	c.	c.	c.	c.
d. 3 years up to 4 years	d.	d.	d.	d.	d.	d.	d.	d.	d.	d.	d.	d.	d.	d.
e. 4 years up to 5 years	e.	e.	e.	e.	e.	e.	e.	e.	e.	e.	e.	e.	e.	e.
f. 5 years up to 6 years	f.	f.	f.	f.	f.	f.	f.	f.	f.	f.	f.	f.	f.	f.
g. 6 years up to 13 years	g.	g.	g.	g.	g.	g.	g.	g.	g.	g.	g.	g.	g.	g.
h. 0 up to 13 years(sum of rows 3a thru 3g)	h.	h.	h.	h.	h.	h.	h.	h.	h.	h.	h.	h.	h.	h.
i. 13 - and older	i.	i.	i.	i.	i.	i.	i.	i.	i.	i.	i.	i.	i.	i.
4. Number of children receiving child care services because:														
a. Parent is (or parents are) working	a.													
b. Parent is (or parents are) in training or education program	b.													
c. Child is receiving or in need of protective services	c.													
5. Average number of hours of child care service provided per child per month														
6. Average monthly amount paid for child care service per child														
a. Average monthly CCDF subsidy	a.													
b. Average monthly parent copayment	b.													
7. Number of children receiving child care services from families with income:														
a. at or below the poverty threshold for families of the same size	a.													
b. above the poverty threshold but at or below 150 percent of the poverty threshold for families of the same size	b.													
c. above 150 percent of the poverty threshold but at or below 200 percent of the poverty threshold for families of the same size	c.													
d. above 200 percent of the poverty threshold for families of the same size	d.													
Comments:														

CHILD CARE AND DEVELOPMENT FUND ANNUAL REPORT ON EXPENDITURES FROM OCT. 1, 1998 THROUGH SEPT. 30, 1999		OMB Approval No.: 0980-0241
COMPLETE NAME OF STATE, TERRITORY, OR TRIBAL LEAD AGENCY:		Expires: 11/30/01
ADDRESS:		
CONTACT PERSON/PHONE/E-mail:		Note: Column (A) below is requesting expenditure data only.
USES FOR WHICH THE GRANTEE EXPENDED FUNDS		(A)
Note: The Regulations cited refer to the CCDBG Final Rule dated August 4, 1992 (57 FR 34352)		TOTAL EXPENDITURES FY 1996
1. Expenditures for child care services authorized under 45 CFR 98.50(a)(1) [75% funds] purchased through:		
a. certificates		a.
b. grants and contracts		b.
c. tribally-operated center		c.
d. total (sum of rows 1a and 1b)		d.
2. Expenditures for the following other activities authorized under 45 CFR 98.50(a)(2) & (3) [75% funds]:		
a. administration		a.
b. activities to establish, expand and conduct before- and after-school care services		b.
c. activities to establish, expand and conduct early childhood development programs		c.
d. resource and referral		d.
e. grants or loans to assist providers in meeting child care standards		e.
f. monitoring		f.
g. training and technical assistance		g.
h. improving compensation for staff who provide child care services		h.
i. other authorized activities		i.
j. total (sum of rows 2a through 2i)		j.
3. Expenditures for the following activities to increase the availability of early childhood development programs and before-and after-school care services authorized under 45 CFR 98.51(b)(1)[25% funds]		
a. direct provision of before-and after-school care services		a.
b. otherwise establishing, expanding, and conducting before-and after-school care		b.
c. direct provision of early childhood development child care services		c.
d. otherwise establishing, expanding, and conducting early childhood development programs		d.
e. total (sum of rows 3a through 3d)		e.
4. Expenditures for the following activities to improve the quality of child care authorized under 45 CFR 98.51(b)(2)) [25% funds]		
a. resource and referral		a.
b. grants or loans to assist providers in meeting child care standards		b.
c. monitoring		c.
d. training and technical assistance		d.
e. improving compensation f. total (sum of rows 4a through 4e)		e.
5. Total expenditures for fiscal year (sum of 1d, 2j, 3e and 4f)		