

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
	<b>1. Log No:</b> ACYF-PI-CC-99-08	<b>2. Issuance Date:</b> 11/2/1999
	<b>3. Originating Office:</b> Child Care Bureau	
	<b>4. Key Words:</b> Child Care and Development Fund (CCDF) - Submission of the State-Level Aggregate Report (ACF-800) and the ACF-700, page 2, by States and Territories	

## CHILD CARE AND DEVELOPMENT FUND PROGRAM INSTRUCTION

**TO:** State and Territorial Child Care Administrators and Other Interested Parties

**SUBJECT:** Child Care and Development Fund Reporting Changes for States and Territories

**REFERENCES:** The Child Care and Development Block Grant (CCDBG) Act of 1990 as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PL 104-193) and the Balanced Budget Act of 1997 (PL 105-33). Information Memorandum Log No. ACYF-IM-CC-97-01 and ACYF-IM-CC-97-02.

**PURPOSE:** To inform States and Territories of instructions for collection of annual state-level aggregate CCDF data (ACF-800). Also, to inform States and Territories concerning the reporting of categorical expenditure information from the FFY 1996 CCDBG grants (ACF-700, page two only).

**BACKGROUND:** State-level aggregate child care program information for the Child Care and Development Fund is required by Sec. 658K of the CCDBG Act as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. This report collection has also been modified by the Balanced Budget Act of 1997.

**DEFINITION:** Aggregate data for the ACF-800 are required to be *total, unduplicated* counts of the State or Territory's CCDF caseload. Therefore, each family, child, and provider must be counted only once during the reporting period.

**DUE DATES FOR THE STATE-LEVEL AGGREGATE REPORT AND THE CCDBG EXPENDITURES PAGE:** The state-level aggregate report (ACF-800) and ACF-700 (page two only) for FFY 1999 are **due December 30, 1999. However, States and Territories are encouraged to submit earlier than December 30 due to year end activities related to Y2K.** Forms and instructions for the completion of these reports are attached.

The OMB-approved form and instructions are enclosed for the third state-level aggregate data collection (see attachment A). The third state-level aggregate report will cover the period of October 1, 1998 to September 30, 1999.

The ACF-700, page two is required to be submitted annually until all CCDBG funds are expended. FFY96 funds must have been expended by September 30, 1999.

**Y2K ISSUES**

Due to the fact that December 31 is a Federal holiday and many State and Territorial programs will be busy backing-up and printing automated files during the last two weeks of the calendar year, the Bureau strongly urges States and Territories to submit their FFY1999 ACF-800 well in advance.

**WHO MUST REPORT**

All lead agencies in the States, the District of Columbia, and Territories (including Puerto Rico, American Samoa, Guam, Northern Marianna Islands, and the US Virgin Islands) are responsible for completing the ACF-700, page 2 and the ACF-800.

**REPORTING BURDEN**

The public reporting burden for collecting the information in this Annual Report is estimated to average 40 hours per form. 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, 330 C Street S.W., Washington, D.C. 20447; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

**DATA USES:**

Data from the reports will be reported to Congress every two years. Additionally, the data will be used in a variety of tables and charts to assist the department in addressing national child care needs and in providing technical assistance to improve the quality of child care for low-income families.

**ADDITIONAL REQUIRED INFORMATION**

In addition to the report, explanatory information will need to be provided by States and Territories so that data analysis can proceed in a timely manner. Explanatory information helps to ensure accurate and timely analysis of the State and Territorial reports.

Four basic areas need explanation: A) Information on Pooling (if applicable), B) Consumer Education Methodology, C) "Other" Consumer Education (if applicable), and D) Footnotes. If you are submitting the ACF-800 form over the Internet, space is available on the Internet form to include this additional information. If you are submitting the ACF-800 in the mail, please include this information in an attachment.

**A) Information on Pooling (if applicable):**

For reporting purposes, the Child Care Bureau wants to know only about the number of children and families served through the Child Care and Development Fund. The CCDF is comprised of the following: Discretionary, Mandatory, Federal Matching Funds, State Matching Funds (from any allowable source under Section 98.53), MOE (from any allowable source under Section 98.53), transfer from TANF into discretionary fund, CCDBG from previous years, and funds for quality and administration.

Many Lead Agencies, however, combine non-CCDF monies to serve the child care needs of their State and do not serve children exclusively with CCDF funds (this is called "pooling"). Examples of funds that States and Territories often include in their pool are: Title XX, Title IV-E funds for children in foster care, Welfare to Work (WtW) funds, non-compulsory education programs, Housing and Urban Development (HUD) Child Care, State-only funds not used for MOE or Match, or other funds not used for match. If your State or Territory pools non-CCDF funds in your Child Care and Development Fund, and you are *not* able to identify which family receives only CCDF funds, you need to report the percentage of your program funds that are CCDF funds in this section. The Bureau will automatically calculate the percentage of each data element which is provided by CCDF funding and report the resulting calculation to Congress.

For information on how to calculate the pooling ratio, please review Section III of Technical Bulletin #8: ACF-801 Clarifications, Final April 1, 1998. This information is also available on the web at:

<http://www.acf.dhhs.gov/programs/ccb/systems/bulet08.htm>.

**B) Consumer Education Methodology:**

All States and Territories must indicate the methodology used to determine the number of families

receiving consumer education.

**C) "Other" Consumer Education (if applicable):**

Additionally, if you indicate "Yes" in the "Other" question under consumer education, you must describe the "other" type of consumer education.

**D) Footnotes:**

Often States and Territories need to provide special or specific information concerning certain data elements. Please feel free to provide explanatory information in footnotes that will help the Bureau and other readers to understand the data being presented.

Additionally, States and Territories often have information of interest to other States and Territories. If you have material developed with CCDF funds which you would like to share, please forward this information to the National Child Care Information Center, 243 Church Street NW, 2nd Floor, Vienna, VA 22180. Electronic information can be sent to information to [information@nccic.org](mailto:information@nccic.org).

**STATE-LEVEL REPORT  
SUBMISSION  
STRATEGIES:**

The state-level aggregate report should be submitted through the Internet. If your State or Territory does not have access to the Internet, please submit your form on paper through the mail. Please note: it has been the Bureau's experience that ACF-800 data submitted through the internet provides much more reliable data in a timely manner due to the built in edit checks of the internet form.

**Internet:** The Child Care Bureau has a web-based form available for the submission of the ACF-800. The web-based form has intelligence built in to make 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-800 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  
Switzer Building  
330 C Street, SW  
Washington, DC 20447  
Attn: Reports Manager

FAX: 202-690-5600

The Child Care Automation Resource Center (CCARC) will contact the staff identified on the form to provide further instructions and guidance on this mechanism.

Upon receipt of the completed ACF-800 form on the internet, the Child Care Bureau will automatically notify the State Lead Agency Administrator and the Regional Office.

**Mail:** States and Territories without access to the Internet should mail a paper copy of the report and the additional required information to both the regional and central ACF offices (faxes may be accepted if followed by the paper copy through the mail). A list of regional office addresses has been attached. Please mail the central office copy to the address identified above.



CHILD CARE AND DEVELOPMENT FUND ANNUAL REPORT  
 FOR SERVICES PROVIDED FROM \_\_\_\_\_ THROUGH \_\_\_\_\_

OMB Approval Number: 0970-0150

Expires: 03/31/2000

Complete Name of Grantee  Address:  Contact Person & Phone:	( A ) TOTAL	CATEGORY/TYPE OF CHILD CARE										
		CARE PROVIDED BY A LICENSED OR REGULATED PROVIDER IN A				CARE PROVIDED BY A LEGALLY OPERATING PROVIDER (LICENSE CATEGORY UNAVAILABLE IN A STATE OR LOCALITY) IN A						
		( B ) Child's Home	( C ) Family Home	( D ) Group Home	( E ) Center	CHILD'S HOME BY A		FAMILY HOME BY A		GROUP HOME BY A		( L ) Center
					( F ) Relative	( G ) Non-Relative	( H ) Relative	( I ) Non-Relative	( J ) Relative	( K ) Non-Relative		
1. Number of families receiving child care services												
2. Number of children receiving child care services												
<b>Payment Methods:</b>												
3. Number of children served through grants or contracts												
4. Number of children receiving child care services through certificates and/or cash												
5. <u>Of children served through certificates</u> , number of children served through cash payments												
6. Number of child care providers receiving CCDF funding by type of care												
7. Estimated number of families receiving consumer education												
<b>Below, Indicate Methods Used on a Regular Basis:</b>												
8. Information to subsidized families concerning the choice of a certificate or grant/contract	Y <input type="radio"/> N <input type="radio"/> NA <input type="radio"/>											
9. Resource and referral counseling	Y <input type="radio"/> N <input type="radio"/>											
10. List of legally operating child care providers	Y <input type="radio"/> N <input type="radio"/>											
11. Brochure, booklet or written material about types of care and quality of care	Y <input type="radio"/> N <input type="radio"/>											

Complete Name of Grantee  Address:  Contact Person & Phone:	(A) TOTAL	CATEGORY/TYPE OF CHILD CARE										
		CARE PROVIDED BY A LICENSED OR REGULATED PROVIDER IN A				CARE PROVIDED BY A LEGALLY OPERATING PROVIDER (LICENSE CATEGORY UNAVAILABLE IN A STATE OR LOCALITY) IN A						
		(B) Child's Home	(C) Family Home	(D) Group Home	(E) Center	CHILD'S HOME BY A		FAMILY HOME BY A		GROUP HOME BY A		(L) Center
				(F) Relative	(G) Non-Relative	(H) Relative	(I) Non-Relative	(J) Relative	(K) Non-Relative			
12. Checklist of health and safety concerns	Y <input type="radio"/> N <input type="radio"/>											
13. Copies of child care regulatory information	Y <input type="radio"/> N <input type="radio"/>											
14. Familiarization with child care provider complaint policies (any method)	Y <input type="radio"/> N <input type="radio"/>											
15. Mass media such as: television, radio, internet sites, billboards, etc.	Y <input type="radio"/> N <input type="radio"/>											
16. Other (Please explain)	Y <input type="radio"/> N <input type="radio"/>											

<p align="center"><b>CHILD CARE AND DEVELOPMENT FUND ANNUAL REPORT ON EXPENDITURES FROM OCTOBER 1, 1998 THROUGH SEPTEMBER 30, 1999</b></p>	<p>OMB Approval No.: 0980-0241 Expires: 11/30/01</p>
<p>COMPLETE NAME OF STATE, TERRITORY, OR TRIBAL LEAD AGENCY: ADDRESS: CONTACT PERSON/PHONE/E-mail:</p>	<p>Note: Column (A) below is requesting expenditure data only.</p>
<p align="center"><b>USES FOR WHICH THE GRANTEE EXPENDED FUNDS</b> <b>Note: The Regulations cited refer to the CCDBG Final Rule dated August 4, 1992 (57 FR 34352)</b></p>	<p align="center"><b>(A) TOTAL EXPENDITURES FY 1996</b></p>
<p>1. Expenditures for child care services authorized under 45 CFR 98.50(a)(I) [75% funds] purchased through:</p> <ul style="list-style-type: none"> <li>a. certificates</li> <li>b. grants and contracts</li> <li>c. tribally-operated center</li> <li>d. total (sum of rows 1a and 1b)</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ul>
<p>2. Expenditures for the following other activities authorized under 45 CFR 98.50(a)(2) &amp; (3) [75% funds]:</p> <ul style="list-style-type: none"> <li>a. administration</li> <li>b. activities to establish, expand and conduct before- and after-school care services</li> <li>c. activities to establish, expand and conduct early childhood development programs</li> <li>d. resource and referral</li> <li>e. grants or loans to assist providers in meeting child care standards</li> <li>f. monitoring</li> <li>g. training and technical assistance</li> <li>h. improving compensation for staff who provide child care services</li> <li>i. other authorized activities</li> <li>j. total (sum of rows 2a through 2i)</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> <li>g.</li> <li>h.</li> <li>i.</li> <li>j.</li> </ul>
<p>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]</p> <ul style="list-style-type: none"> <li>a. direct provision of before-and after-school care services</li> <li>b. otherwise establishing, expanding, and conducting before-and after-school care</li> <li>c. direct provision of early childhood development child care services</li> <li>d. otherwise establishing, expanding, and conducting early childhood development programs</li> <li>e. total (sum of rows 3a through 3d)</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> </ul>
<p>4. Expenditures for the following activities to improve the quality of child care authorized under 45 CFR 98.51(b)(2)) [25% funds]</p> <ul style="list-style-type: none"> <li>a. resource and referral</li> <li>b. grants or loans to assist providers in meeting child care standards</li> <li>c. monitoring</li> <li>d. training and technical assistance</li> <li>e. improving compensation f. total (sum of rows 4a through 4e)</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> </ul>
<p>5. Total expenditures for fiscal year (sum of 1d, 2j, 3e and 4f)</p>	

# Child Care Annual Aggregate Report

## ACF-800 Reporting Definitions

**Note: Data reported should include all Child Care and Development Fund services regardless of CCDF funding stream (Discretionary, Mandatory, Matching, State Match, Maintenance of Effort, and Transfers from Temporary Assistance for Needy Families Program).**

Term	Definition
1. Number of Families	Report the total unduplicated number of families assisted during the report period, counting each family assisted once (even if a family has exited and re-entered the program).
2. Number of Children	Report the total unduplicated number of children assisted during the report period, counting each child assisted once (even if a child has exited and re-entered the program). <u>If the child has had more than one provider type during the reporting period, select the last known provider.</u> In row 2, columns (B-L) across the page indicate the number of children served by the type of provider (see definitions below). The sum of the columns should equal the number in column (A), row 2.
<b>Payment Methods</b>	
3. Number of children served through grants or contracts with providers	Report the total unduplicated number of children served through grants and contracts with providers (for slots) during the reporting period. <u>Count each child once.</u> If the child has had more than one provider type during the reporting period, select the last known provider type. In row 3, columns (B-L) across the page, indicate the number of children served by type of providers (see definitions below) which received grants and contracts. The sum of the columns (B-L), row 3 should equal the number in column (A), row 3.
4. Number of children receiving child care services through certificates to parents, to parents and providers, or to providers	Report the total unduplicated number of children served through certificates (including cash) to parents, to parents and providers, or to providers during the reporting period. Count each child once. If the child has had more than one provider type during the reporting period, select the last known provider type. In row 4, columns (B-L) across the page, indicate the number of children served by type of providers (see definitions below) which received payment through certificates. The sum of the columns (B-L), row 4 should equal the number in column (A), row 4.
5. <u>Of the children served through certificates</u> , number of children served through cash payments directly to parents (only)	Report the total number of children served whose families receive direct cash payments or cash certificates (does not include two-party checks to parents and providers or cash to providers) during the reporting period. Count each child once. If the child has had more than one provider type during the reporting period, select the last known provider type. In row 5, columns (B-L) across the page, indicate the number of children served by the type of providers (see definitions below) which received cash payments from parents. The sum of the columns (B-L), row 5 should equal the number in column (A), row 5.
<b>6. Number of child care providers receiving CCDF funding by type of care</b>	Report the total unduplicated number of child care providers serving subsidized families by provider type. <u>Count each provider once.</u> If a provider should provide more than one type of care (i.e. in-home and family child care) place the provider in the category for which the most hours of service are provided. If an equal number of hours are provided, the State has the discretion as to which category to report the provider. The sum of columns (B-L) row 6 should equal the number in column (A), row 6.



<b>Consumer Education</b>	
7. Estimated number of families receiving consumer education.	Report an estimated number of families receiving consumer education to promote informed child care choices. Explain the methodology for calculating this number in the "comments" field (or as a footnote for those submitting on paper).
8-16. Methods of Consumer Education	Indicate Y for yes if the State provides this method of consumer education on a regular basis as established in the State's child care policy, or N for no if the State does not provide this method of consumer education on a regular basis. For question # 8 we are allowing States to indicate "NA" (or not applicable) if the State does not offer child care through grants or contracts for slots. If reporting a Y for 16 ("other"), the State should explain in the comment (or footnote) section after 16. (The list does not imply that these are the preferred or only methods of consumer education.)
<b>Types of Providers</b>	<b>Provider types are broken up into two broad categories of licensed/regulated and legally operating (no license category available in state or locality). Under each of these categories are four types of providers: in-home, family home, group home, and centers. (See columns (b) through (l).)</b>
Licensed or regulated provider	Provider legally regulated or licensed by State or local public agency or through a State's designated licensing or regulatory agent.
Legally operating provider (license category not available)	For reporting purposes, a legally operating, unregulated provider is one which, if not participating in the CCDF program, would not be subject to any state or local child care regulations. According to section 98.2(x) of the CCDBG regulations, "Licensing or regulatory requirements means requirements necessary for a provider to legally provide child care services in a State or locality, including registration requirements established under State, local or Tribal law...."
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 a grandparent, great-grandparent, aunt or uncle, or sibling living outside the child's home.

### **The Paperwork Reduction Act of 1995**

Public reporting burden for this data collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining data needed, and reviewing the collection of information.

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.

OMB Approval Number: 0970-0150

Expires: 3/31/2000

# 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

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

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

<b>Background: page 1 of the ACF-700</b>	Page 1 of the ACF-700 collects aggregate data on families and children receiving CCDF-funded (or CCDBG-funded) child care services.
<b>Contact Information</b>	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.
<b>How to count children &amp; families (Lines 1 &amp; 2):</b>	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 style="margin-left: 40px;">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 style="margin-left: 40px;">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>
<b>How to calculate monthly average (Lin2a)</b>	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.

<b>When the service was provided determines if the service is counted</b>	On page 1, report the number of children or families provided services during the reporting period 10/1/98 - 9/30/99 regardless of: <ul style="list-style-type: none"> <li>• when the payment for the service was made, <u>or</u></li> <li>• which fiscal year's funds paid for the service.</li> </ul> <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>
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<p><b>What services to count</b></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"> <li>• 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></li> <li>• an expansion of quality activities funded under the CCDF (or CCDBG).</li> </ul> <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><b>How to report exits or changes during the report period</b></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><b>When data are "not applicable" on page 1</b></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"> <li>• have a separate "group home" category [columns (F) (G) and (K)]</li> <li>• serve children 13 years and older (line 3i)</li> <li>• serve children from families above a certain income level (line 7)</li> <li>• 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]</li> </ul> <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><b>How to show that data is "not available" on page 1</b></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><b>EXAMPLE:</b> 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><b>How to show "no" children served" on page 1</b></p>	<p>Use a "0" when no children were served in an age group or category of care.</p> <p><b>EXAMPLE:</b> 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><b>When a family receives services for multiple reasons: line 4</b></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><b>How to calculate the average number of hours per month: line 5</b></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> 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><b>Calculating the average monthly rate: line 6</b></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><b>Poverty thresholds</b></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

**DEFINITIONS FOR FORM ACF-700**

**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**

<b>Background: page 2 of the ACF-700</b>	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.
<b>The "FY 1996 CCDBG GRANT: \$__ line</b>	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.
<b>When the expenditure is made determines if the expenditure is counted</b>	<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>-----</p>
<b>Report expenditures made only during the report period</b>	<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</p>

	during the report period-- see above.)
<b>Complete all items</b>	<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>
<b>Financial Reporting</b>	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.
<b>Cross-checking; entries on page 2</b>	<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"> <li>• 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.</li> <li>• line 2j must be no more than 11.25% of that year's total grant.</li> <li>• line 3e must be equal to at least 18.75% -- but no more than 20% -- of that year's total grant.</li> <li>• line 4f must be equal to at least 5% -- but no more than 6.25% -- of that year's total grant.</li> <li>• the sum of items 1d and 2j must total 75% of that year's total grant.</li> <li>• the sum of items 3e and 4f must total 25% of that year's total grant.</li> </ul> <p>These percentages do <u>not</u> apply to exempt Tribal Lead Agencies.</p>
<b>A note about exempt Tribes</b>	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".
<b>INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTAL NARRATIVE REPORT</b>	
<b>Supplemental narrative report</b>	<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>
<b>Content of narrative report</b>	<p>There are 2 parts to the supplemental narrative:</p> <ul style="list-style-type: none"> <li>• descriptions of the results of specific CCDF or CCDBG-funded activities, <u>and</u></li> <li>• other information based on "available data".</li> </ul>
<b>Descriptions</b>	<p>In the supplemental narrative all Tribal Lead Agencies should describe:</p> <ul style="list-style-type: none"> <li>• any reductions in the level of child care standards and the rationale for this reduction (if applicable)</li> <li>• the extent to which the affordability and availability of child care services has increased, <u>and</u></li> <li>• efforts to improve the quality of child care</li> </ul>

**"Available data"**

To the extent that the Tribal Lead Agency has reasonably "available data", the following should also be included in the supplemental narrative report:

- 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.)

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.



**CHILD CARE AND DEVELOPMENT FUND**  
**State-Level Aggregate Report (ACF-800) Internet Submission**

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

**Please complete this form for each authorized individual.**

<b>Name:</b>
<b>Title:</b>
<b>Agency:</b>
<b>Mailing address:</b>
<b>Phone:</b>
<b>Fax:</b>
<b>E-mail:</b>

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  
330 C Street SW, Room 2046  
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](mailto:CCARC@childcaredata.org).