

Child Care Access Means Parents In School (CCAMPIS) Program

Instructions for Completing the 18-month (36-month) Performance Report

WHAT IS THIS PACKAGE?

This package contains the instructions needed to prepare the 18-month (36-month) performance report for the CCAMPIS Program. The Department of Education uses the information provided in this report to assess a grantee's progress in meeting its approved goals and objectives and to determine if a grantee is making a good faith effort to ensure that its low-income students have access to affordable, quality child care services.

HOW DO WE COMPLETE THE REPORT?

Provide the requested data on the form, itself -- Section I, Section II and Section III items A-G and J. Provide narrative information -- Section III, items H, I, and K -- on separate sheets of paper, identifying the section and item to which the narrative relates.

WHAT IS THE AUTHORITY TO COLLECT THIS INFORMATION?

Title IV, Section 419N, of the Higher Education Act of 1965, as amended.

WHO MUST FILE THIS REPORT?

Every CCAMPIS Program grantee must submit an 18-month (36-month) performance report as a condition of the grant award.

WHAT PERIOD OF TIME IS COVERED IN THE REPORT?

The report covers the 18-month (36-month) performance period.

WHAT INFORMATION MUST BE SUBMITTED?

The report consists of three (I-III) sections: Section I requests project identifying information; Section II requests demographic information on project participants; and Section III requests information on project services and activities.

WHEN SHOULD THE REPORT BE FILED?

Your performance report should be submitted no later than May 7, 2008.

HOW MAY THE REPORT BE SUBMITTED?

An original and one copy of your report must be submitted to the following address:

Child Care Access Means Parents in School Program
c/o Ms. Princess Uzzelle
U.S. Department of Education
1990 K Street, N.W.
Suite 7071
Washington, DC 20006-8510

You may also access a copy of the report and instructions at the following Web address:

www.ed.gov/programs/campisp

WHO MAY BE CONTACTED FOR ADDITIONAL INFORMATION CONCERNING THE SUBMISSION OF THE PERFORMANCE REPORT?

Please contact your education program specialist directly if you have questions regarding the performance report requirements. A state listing of education program specialists and contact information is enclosed.

Warnings

Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

Further Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.590 and 75.720).