

<h1>ACF</h1> Administration for Children and Families	U.S. Department of Health and Human Services Administration on Children, Youth and Families	
	1. Log No: ACYF-PI-CC-03-01	2. Issuance Date: March 4, 2003
	3. Originating Office: Child Care Bureau	
	4. Key Words: Child Care Development Fund Financial Form ACF-696	

TO: State and Territorial Lead Agencies administering child care programs under the Child Care and Development Block Grant (CCDBG) Act of 1990 as amended, and other interested parties.

SUBJECT: Approved Form ACF-696, a Revised Financial Reporting Form for the Child Care and Development Fund

REFERENCES: The Child Care and Development Block Grant (CCDBG) Act of 1990 as amended; section 418 of the Social Security Act; 45 CFR Parts 98 and 99.

EFFECTIVE DATE: Second Quarter of Federal FY 2003 (Quarter Ending March 31, 2003)

PURPOSE: To inform States and Territories of the approval by the Office of Management and Budget (OMB) of the revised Child Care and Development Fund (CCDF) ACF-696 Financial Report, approved under OMB # 0970-0163.

BACKGROUND: States are required to use the Form ACF-696 to report estimates and expenditures for the Mandatory Fund, the Matching Fund, and the Discretionary Fund. Territories are required to use the Form ACF-696 to report estimates and expenditures for the Discretionary Fund only.

OMB approved this new version of the Form ACF-696 through 12/31/2003 to allow ACF one year to implement electronic submission in accordance with the Government Paperwork Elimination Act of 1998 (GPEA).

The revised Form ACF-696 changed the previous version as follows:

1. Removed Discretionary Earmarks from Quality Activities calculation, re-numbering the description column making each Earmark an individual line total
2. Created "Earmark for Quality Expansion" line item, leaving line for "Other Earmarked Funds" for future use
3. Added "Final" option under Submission type

The Instructions for the form have also been revised to provide clarification and/or explanation of the approved changes to the form.

ATTACHMENTS:

1. A copy of the revised Form ACF-696
2. Instructions for completing the revised Form ACF-696

ACTION
REQUIRED:

States and Territories are requested to make sufficient copies of the form and instructions attached to this Program Instruction to meet their reporting requirements.

SUBMISSION:

Form ACF-696 must be received by the last day of the month following the end of each fiscal quarter.

- One copy with an "original signature" should be submitted to:

The Administration for Children and Families
Office of Administration
Division of Mandatory Grants
370 L'Enfant Promenade, S.W.
Washington, DC 20447

- A signed copy must also be submitted to the ACF Regional Administrator

INQUIRIES:

Inquiries should be directed to the appropriate Regional Office.

Joan E. Ohl
Commissioner

Administration on Children,
Youth and Families

Attachments:

Form ACF-696

Instructions for Completion of Form ACF-696

List of ACF Regional Offices

cc: ACF Regional Offices