

Overview of ACF-800 Data Submission for FY 2000

The Office of Management and Budget (OMB) approved the revised ACF-800 form in June, 2000. On November 9, 2000, the Child Care Bureau released a Program Instruction (ACYF-PI-CC-00-05) for the submission of the State-Level Aggregate Report (ACF-800). The due date for states and territories, as stipulated by the statute, is December 31, 2000. This document collection includes:

- FY 2000 Program Instruction
- ACF-800 Form
- ACF-800 Reporting Instructions/Definitions
- ACF-800 Internet Submission Registration Form
- ACF Regional Liaisons

The data submission site has been updated for the FY 2000 data collection to reflect the new OMB-approved form. If you need to submit revised data for prior years, the submission site will show you the same (new) form, but you can ignore Elements 19, 20, and 22.

<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-00-05	2. Issuance Date: 11-9-00
	3. Originating Office: Child Care Bureau	
	4. Key Words: Child Care and Development Fund (CCDF) - Submission of the Revised State-Level Aggregate Report (ACF-800) 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 (CCDF) 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).

PURPOSE To inform States and Territories of instructions for collection of annual State-level aggregate CCDF data (ACF-800).

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 was 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 as indicated.

**DUE DATES
FOR THE
STATE-LEVEL
AGGREGATE**

The State-level aggregate report (ACF-800) for FY 2000 is **due December 31, 2000, as stipulated by the statute**. Forms and instructions for the completion of this report are attached and available on the Child Care Bureau website at:
<http://www.acf.dhhs.gov/programs/ccb/report/formhelp/acf800/index.htm>.

The submission site for ACF-800 data is:
<http://www.acf.dhhs.gov/programs/ccb/report/formhelp/acf800/presub.htm>.

The OMB-approved form and instructions are attached for the fourth State-level aggregate data collection, which is due December 31, 2000 (see Attachment A). This report will cover the period of October 1, 1999 to September 30, 2000.

**WHO MUST
REPORT**

All CCDF 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-800.

**REPORTING
BURDEN**

The public reporting burden for collecting the information in this Annual Report is estimated to average 50 hours per report. This estimate includes the time for completing and 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: Reports Manager, Child Care Bureau, Switzer Building, 330 C Street SW, Washington, D.C. 20447; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

CHANGES

Several changes to the ACF-800 form have been approved by OMB:

1. Line 6b requests the total licensed capacity in all centers, family child care and group care in the State. (Optional)
2. Lines 17-19 request information concerning pooled funds.
3. Line 20 requests information about routine unannounced inspections conducted by the State or Territory. (Optional)
4. Line 21 allows respondents to submit footnotes or other explanatory comments. (Optional)
5. Line 22 requests additional reports, materials, or information developed with CCDF quality funds. (Optional)

**ADDITIONAL
INFORMATION**

The following four items in the report involve additional explanation from Lead Agencies:

Line 7: Consumer Education Methodology

All States and Territories must indicate their methodology for determining the number of families receiving consumer education.

Line 16: "Other" Consumer Education (if applicable)

If a Lead Agency marks Yes in line 16, "Other" Consumer Education, it must describe the other type of consumer education it provides.

Line 21: Explanatory Comments (Optional)

States and Territories often need to provide special or specific information concerning certain data elements. Lead Agencies should feel free to provide footnotes or other explanatory information that will help staff in the Child Care Bureau, the Regional Offices, and other readers understand the data being presented.

Line 22: Reports and Materials (Optional)

Lead Agencies may attach (via email) reports, materials, and other information developed as a result of using CCDF quality funds. Hard copies of reports are also acceptable but must be submitted to the Reports Manager. (See address information in this Instruction.) Lead Agencies are not required to develop additional reports or documents in response to this section, but they are encouraged to provide the information for sharing with other grantees.

Space is available on the Internet form to include the additional information for answers 7, 16, and 21. A Lead Agency may e-mail line 22 reports and materials by selecting the e-mail address that appears at line 22. This will launch an e-mail screen that includes the correct address. Reports and materials may be sent as attachments to the e-mail. (If difficulties are encountered, technical assistance may be obtained through the Child Care Automation Resource Center.)

**STATE-LEVEL
REPORT
SUBMISSION
STRATEGIES**

The State-level aggregate report should be submitted through the Internet, unless other arrangements have been made with the appropriate Regional Office. The Child Care Bureau has a web-based form available for the submission of the revised ACF-800 that will be available by December 1, 2000. To make submission easier, the web-based form automatically checks errors. If errors are found, they are highlighted in red. The data errors can also be corrected through the Internet. To ensure the validity of the data submitted, the web site is secured and requires a log-in and password for submission.

If you or your staff have a password from last year, you do not need to request a new one for this year. (Call the Child Care Automation Resource Center at 1-877-249-9117 to be reminded about your password from last year). To ensure appropriate authorization for new staff to submit the aggregate data electronically, the Lead Agency should submit the ACF-800 Internet Submission Form, which is attached to this Program Instruction. The form should be mailed or faxed by December 1, 2000 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 new staff identified on the form to provide further instructions and guidance on using the ACF-800 data entry site.

**CHILD CARE
INFORMATION
SYSTEMS
TECHNICAL
ASSISTANCE**

The Child Care Bureau awarded a contract for information systems technical assistance and development to Anteon Corp. 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-800 is available at:

<http://www.acf.dhhs.gov/programs/ccb/report/formhelp/acf800/index.htm>.

The Resource Center also has liaisons with backgrounds in information systems who are ready to assist you with your information systems questions and concerns. You may contact the Center for assistance in completing the State-level report at: 877-249-9117 on weekdays, 9:00 a.m. to 5:00 p.m. (Eastern Time)

**REPORTING
PROBLEMS**

Lead agencies anticipating problems in complying with the statutory reporting requirements should contact the appropriate Regional Office for technical assistance. Questions about this information memorandum should be directed as follows:

Reporting Deadlines/Problems: ACF Regional Office (See attachment)

State-Level Report Requirements:

<http://www.acf.dhhs.gov/programs/ccb/report/formhelp/acf800/index.htm>.

Information Systems: Child Care Automation Resource Center

(877-249-9117): <http://www.acf.dhhs.gov/programs/ccb/ta/ccarc/index.htm>.

Patricia Montoya
Commissioner
Administration on Children, Youth and
Families

Attachments:

CCDF Annual Aggregate Report (ACF-800 Form)
ACF-800 Reporting Instructions/Definitions
Internet Registration Form
Regional Office Contact List

Grantee:

Contact Person & Phone:

17. Is this report based on pooled CCDF and non-CCDF funds?	Y _ N _
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18. If this report is based on pooled CCDF and non-CCDF funds, what is the percent of funds which are CCDF?	_____%
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19. If this report is based on pooled CCDF and non-CCDF funds, please indicate which funds are included in the pool.	<p>CCDF Funds:</p> <p>Do you include Pre-K funds as part of Match or MOE:</p> <p style="padding-left: 40px;">Y _ N _ State funds used to match Federal funds?</p> <p style="padding-left: 40px;">Y _ N _ MOE funds?</p>	<p>Non-CCDF Funds:</p> <p>Y _ N _ Title XX</p> <p>Y _ N _ State-only child care funds</p> <p>Y _ N _ Welfare to Work</p> <p>Y _ N _ Title IV-B or Title IV-E</p> <p>Y _ N _ Private/donated funds</p> <p>Y _ N _ Food Stamp child care funds</p> <p>Y _ N _ Non-compulsory school funds</p> <p>Y _ N _ TANF funds not transferred into Discretionary Fund</p> <p>Y _ N _ HUD child care funds</p> <p>Y _ N _ Other:</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>
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20. State or Territory conducts routine unannounced inspections of regulated child care providers.	Y _ N _ (Optional)
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21. Please enter explanatory comments regarding any of the data elements as appropriate.	(Optional)
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22. Please attach any reports, materials, information developed as a result of the use of CCDF quality funds.	(Optional)
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Child Care and Development Fund Annual Aggregate Report

ACF-800 Reporting Instructions/Definitions

Note: Data reported must include all Child Care and Development Fund services regardless of funding stream (Discretionary, Mandatory, Matching, State Match, Maintenance of Effort, and Transfers from Temporary Assistance for Needy Families Program). All counts should reflect the period that ended September 30.

Term	Definition
1. Number of Families	Report the total unduplicated number of families assisted during the reporting period, counting each family assisted only 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 reporting period, counting each child assisted only 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> On line 2, columns (B) through (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).
Payment Methods	
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 only once.</u> If the child has had more than one provider type during the reporting period, select the last known provider type. On line 3, columns (B) through (L) across the page, indicate the number of children served by type of provider (see definitions below) who received grants and contracts. The sum of columns (B) through (L) should equal the number in column (A).
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, providers, or parents and providers during the reporting period. Count each child only once. If the child had more than one type of provider during the reporting period, select the last known type of provider. On line 4, columns (B) through (L) across the page, indicate according to type of provider (see definitions below), the number of children served through certificates and/or cash. The sum of columns (B) through (L) should equal the number in column (A).
5. <u>Of the children served through certificates, number of children served through cash payments directly to parents (only)</u>	Indicate the total number of children served during the reporting period whose families received direct cash payments or certificates. (This does not include two-party checks to parents and providers, or cash to providers). <u>Count each child only once.</u> If the child had more than one type of provider during the reporting period, select the last known type of provider. On line 5, columns (B) through (L) across the page, indicate the number of children served by the type of provider (see definitions below) who received cash payments from parents. The sum of columns (B) through (L) should equal the number in column (A).
Child Care Providers	
6a. Number of child care providers receiving CCDF funding by type of care	Report the total unduplicated number of child care providers serving subsidized families by type of provider. <u>Count each provider only once.</u> If a person provides more than one type of care (i.e. in-home and family child care) count her in the category in which she provides the most hours of service. If she provides an equal number of hours in each category, the State has discretion as to which category to use. The sum of columns (B) through (L) should equal the number in column (A).

6b. Total licensed capacity in centers and homes (Optional)	Report the total number of licensed child care slots in centers, family care, and group care. In columns (C) through (E), report the total number of licensed child care slots by type of provider. The sum of columns (C) through (E) should equal the number in column (A).
Consumer Education	
7. Estimated number of families receiving consumer education	Report an estimated number of families receiving consumer education that promotes informed child care choices. Explain the methodology for calculating this number in the "comments" field provided on line 7. (There is space for this on the electronic version.)
8. through 16. Methods of Providing Consumer Education	<p>Mark "Yes" if the Lead Agency provides this method of consumer education on a regular basis as established in the State's child care policy. Mark "No" if the State does not provide this method of consumer education on a regular basis.</p> <p>Line 8: "Information to subsidized families concerning the choice of a certificate or grant/contract." If no children were reported on line 3 ("Number of children served through grants or contracts with providers"), Lead Agencies should mark NA ("Not Applicable") on line 8. (For additional information, refer to the CCDF Final Rule, /98.30.)</p> <p>Line 16: "Other." If it marks "Yes," the Lead Agency should explain its answer in the comment section on line 16 of the internet form. (The consumer education methods listed on lines 8 through 15 of the ACF-800 are not necessarily the preferred, or only methods for providing consumer education.)</p>
Pooled Funds	
17. Basis for the ACF-800 Report about pooling of funds	<p>The Child Care Bureau needs to know the number of children and families served only through the CCDF program. CCDF combines in one program the following funding sources: Discretionary Funds, Mandatory Funds, Federal Matching Funds, State Matching Funds (provided from any source allowable under /98.53), Maintenance of Effort Funds [MOE] (provided from any source allowable under /98.53), funds transferred from Temporary Assistance for Needy Families Program (TANF) into the CCDF discretionary fund, and funds earmarked for quality and administration.</p> <p>Many Lead Agencies combine their CCDF funds with funds from other sources to serve the child care needs of children. This is called "pooling." States and Territories have often pooled funds such as: Title XX, Title IV-E funds for children in foster care, TANF funds spent directly on child care, Welfare to Work (WtW) funds, non-compulsory education program funds, Housing and Urban Development (HUD) Child Care funds, State-only funds not used for MOE or Match, and other funds not used for match.</p> <p>Because child care counts from the ACF-800/801 will be used to calculate the new child care component of the TANF high performance bonus, it is now to a State's advantage to report pooled funds and include data on children and families served through all sources of funds.</p> <p>Mark "Yes" or "No" to indicate whether the ACF-800 data is based on pooled funds. If the answer is "Yes," questions 18 and 19 must be answered. If the answer is "No," please proceed to question 20.</p>
18. Funds in State/Territory Pool	If a State or Territory pools non-CCDF funds with CCDF funds, the Lead Agency needs to report in this section the percentage of the funds that are provided by CCDF. The Bureau will automatically calculate the percentage of each data element that is provided through CCDF funding and report the result to Congress. This calculation also applies to case-level data provided on the ACF-801 (when aggregated).

19. Identifying the Funds in the Child Care Pool	Mark "Yes" or "No" to indicate the CCDF and Non-CCDF funding sources included in the pool of the State or Territory.
Optional Questions	
20. Unannounced Inspections (Optional)	Mark "Yes" or "No" to indicate whether the State or Territory makes routine, unannounced inspections of regulated child care facilities as a matter of policy. This does not include unannounced inspections that result from formal complaints. (This optional information is being collected as a part of the Child Care Bureau's Performance Measures under the Government Performance and Results Act of 1993.)
21. Explanatory Comments	Information to explain any of the data elements on this form should be provided as necessary. (Optional)
22. Additional Materials	Reports, materials developed, or other information regarding quality activities funded by CCDF should be provided. (Optional)
Types of Providers	Eligible child care providers are broadly divided into licensed/regulated and legally operating (although not required by the State or Territory to be licensed). Whether licensed /regulated or legally operating, there are four types of eligible providers: in-home, family home, group home, and centers. (See columns B through L on the ACF-800.)
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 not required)	For reporting purposes, a legally operating, unregulated provider is one that, if not participating in the CCDF program, would not be subject to any state or local child care regulations. According to /98.2 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 by one individual in a private residence other than the child's own residence for fewer than 24 hours per day per child.
Group Home	Care provided by two or more individuals in a private residence other than the child's own residence for fewer than 24 hours per day per child.
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 50 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: 6/30/2003**



**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:

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

Please complete this form for each authorized individual. IF YOU RECEIVED A PASSWORD LAST YEAR, YOU DO NOT NEED TO REQUEST ANOTHER ONE! (Call CCARC to be reminded about your password.)

Then fax or mail, by December 1, 2000, 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:
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@childcaresdata.org.

**ADMINISTRATION FOR CHILDREN AND FAMILIES
REGIONAL CHILD CARE LIAISONS**

Updated: November 9, 2000

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