

# 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).
<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 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</u> , number of children served through cash payments directly to parents (only)	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).
<b>Child Care Providers</b>	
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 (No longer collected as of FFY 2003)	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).
<b>Consumer Education</b>	
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>
<b>Pooled Funds</b>	
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><b>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.</b></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. <b>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).</b>

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.
<b>Optional Questions</b>	
20. Unannounced Inspections (No longer collected as of FFY 2003)	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)
<b>Types of Providers</b>	<b>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.)</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 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 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: 11/30/2009**