

# ACF

**Administration  
for Children  
and Families**

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

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**3. Originating Office: Child Care Bureau**

**4. Key Words: Child Care and Development Fund Plan: States and Territories, Plan, Preprint (ACF-118)**

**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.

**Purpose** This Program Instruction (PI) conveys the preprinted State Plan (ACF-118) for Child Care and Development Fund (CCDF) services for the fiscal year (FY) 2008-2009 biennium and the guidance document for completing and submitting the Plan. This Plan is required by Section 658E of the CCDBG Act.

**References** Section 418 of the Social Security Act; the Child Care and Development Block Grant Act of 1990, as amended; 45 CFR Parts 98 and 99.

**Completing the Plan** The content of the Plan for the 2008-2009 biennium is generally the same as in the 2006-2007 biennium Plan. Lead Agencies should be guided by the amended CCDBG Act and CCDF Regulations. Each section in the Plan contains a reference to the applicable section in the statute or the regulations.

Though Lead Agencies will be familiar with most of the information requested in the Plan, they should review the attached guidance, which reflects the statute, regulations and ACF's experience with Plans submitted in the past.

**Why Detail Is Important** The public takes considerable interest in the way States operate their CCDF programs. The Administration for Children and Families (ACF) makes State Plan information available to many users including members of Congress, Congressional committees, State and local child care administrators, advocacy groups, researchers and the general public. By submitting detailed information in their Plans, Lead Agencies promote an understanding of the CCDF programs in their States and may reduce the number of direct requests for information. The State Plan presents an opportunity for States to demonstrate the many things they are doing to

meet the needs of children and families, and thereby to assure the public and Congress that tax money is being spent responsibly and to best advantage.

**Deadlines and Effective Dates**

Lead Agencies must submit their Plans for ACF review by July 2, 2007. When approved by the appropriate ACF Regional Office, Plans become effective on October 1, 2007.

**Electronic Format**

States are encouraged to submit their Plans electronically. The State Plan Preprint (ACF-118) is available in word-processing format from ACF Regional Offices.

**Plan Amendments**

Any substantive change to the CCDF program in a State requires an amendment to the approved Plan (45 CFR 98.18(b)). Lead Agencies should enter amendment information on the Amendment Log at the beginning of the preprint and submit the Log and amendment within 60 days of the effective date of the change. ACF will make determinations on amendments no later than 90 days following the date on which the amendment is received, unless a written agreement to extend that period has been secured (45 CFR 98.18(b)).

**Submitting the Plan**

Copies of the State Plan should be submitted as follows:

1 copy to the:

ACF Regional Program Manager (see attached list)

1 copy to the:

Operations Center  
c/o The Dixon Group  
Office of Family Assistance  
Attn: Child Care Bureau – CCDF Plans  
118 Q Street, NE  
Washington, DC 20002-2132

**Please note that the Operations Center address should be used only for submission of the FY 2008-09 Plans. All other correspondence with the Child Care Bureau should be addressed to 1250 Maryland Avenue SW, Portals Building, 8<sup>th</sup> floor, Washington, DC 20024.**

If a Lead Agency wishes to submit its Plan electronically, it should contact the appropriate Regional Office.

**Inquiries**

All inquiries should be directed to the ACF Regional Program Manager.

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Sidonie Squier  
Director  
Office of Family Assistance

Attachments: State Plan Preprint  
Preprint Guidance  
ACF Regional Program Managers