

<h1>ACF</h1> <p><b>Administration for Children and Families</b></p>	<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration on Children, Youth and Families</b>	
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	<b>4. Key Words: Child Care and Development Fund Plan: States and Territories, Plan, Preprint (ACF-118)</b>	

**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 FY 2004-2005 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** Except for a new section concerning the *Good Start, Grow Smart* Presidential initiative, the content of the Plan for the 2004-2005 biennium is generally the same as in the 2002-2003 Biennium Plan. Lead Agencies should be guided by the amended Act and the 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. Examples have been added to the guidance section that will be helpful in completing the Plan.

**Why Detail Is Important** The public takes considerable interest in the way States operate their CCDF programs. 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.

*Good Start, Grow Smart Initiative*

Section 5.2 of the Plan is new for this biennium. It addresses the three child care-related goals of *Good Start, Grow Smart*:

1. Voluntary State guidelines or content standards on early literacy, language, pre-reading and numeracy skills for children ages 3 to 5 that align with State K-12 standards and describe what children need to know and be able to do to succeed in kindergarten;
2. State plans for the professional development and training of child care teachers, providers and administrators to enable them to support the school readiness of young children; and,
3. State plans for coordination across early childhood programs and funding streams.

As indicated in the President's April 2002 announcement, *Good Start, Grow Smart* is envisioned as a Federal-State partnership that creates linkages between CCDF, including funds set aside for quality, and public and private efforts to promote early learning. The announcement specifically indicates that States will address the *Good Start, Grow Smart* goals in their biennial CCDF Plans.

Statutorily, this initiative is supported by sections 658D(b)(1)(D), 658E(c)(3)(B), and 658G of the CCDBG Act of 1990, as amended. These sections require States to coordinate the provision of services with other Federal, State, and local child care and early childhood development programs, and to use a portion of the funding they receive to improve the quality of child care services. Read in conjunction with the No Child Left Behind Act of 2001 (Pub. L 107-110), *Good Start, Grow Smart* and the CCDBG statute call upon States to support the school readiness of young children through nurturing child care environments that foster early literacy, language, pre-reading, and numeracy skills.

Deadlines and Effective Dates

Lead Agencies must submit their Plans for ACF review by July 1, 2003. When approved by the appropriate ACF Regional Office, Plans become effective on October 1, 2003.

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 approve amendments not 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 Administrator (see attached list)

1 copy to the:  
ACYF Operations Center  
Attn: Child Care Bureau  
CCDF 2004-05 State Plans  
1150 Connecticut Avenue, NW., Suite 100  
Washington, DC 20036  
Telephone: 1-800-351-2293  
Email: [CCB@esilsg.org](mailto:CCB@esilsg.org)

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 Administrator.

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Joan E. Ohl  
Commissioner  
Administration on Children, Youth  
and Families

Attachments: State Plan Preprint  
Preprint Guidance  
ACF Regional Administrators