

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
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**CHILD CARE AND DEVELOPMENT FUND
PROGRAM INSTRUCTION**

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

SUBJECT: Revised Form ACF-696T—a Financial Reporting Form for Child Care and Development Fund (CCDF) Tribal Lead Agencies.

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.

PURPOSE: This Program Instruction distributes the Form ACF-696T and describes the CCDF financial reporting requirements for Tribal CCDF Lead Agencies. The Office of Management and Budget (OMB) approved the Form ACF-696T under OMB # 0970-0195.

BACKGROUND: Attached is a copy of the Child Care and Development Fund Financial Report (ACF-696T). Tribes are required to use ACF-696T to report expenditures for the Tribal Mandatory, Discretionary and Construction and Renovation funds issued under CCDF. Tribes must submit the ACF-696T form to the Administration for Children and Families (ACF) on an annual basis.

The attached ACF-696T and instructions contain only minor changes from prior-year versions:

- Tribes must now identify the expenditure period covered by the report (see page 2 of the instructions).

- The instructions contain new guidance regarding the calculation of the 4 percent minimum quality expenditure requirement for non-exempt Tribes and the 15 percent administrative cost cap (see pages 8 to 11 of the instructions).

ACF-696T is available for submission through the Internet using Online Data Collection (OLDC). Tribal Lead Agencies with OLDC assignments may access the system at <https://extranet.acf.hhs.gov/oldc/>. Tribal Lead Agencies without OLDC assignments may access the system at the above address after submitting the OLDC Request Form to the appropriate ACF Regional Office contact.

The OLDC Request Form is attached and is available electronically (along with OLDC help sheets, user guides and tutorials) at <https://extranet.acf.hhs.gov/oldcdocs/materials.html>. The completed OLDC Request Form may be emailed or faxed to your Regional Office contact (see attached). Please submit an OLDC Request Form for each staff person who will play a role in using OLDC. ACF will create a User ID based on the information provided on the OLDC Request Form. An e-mail message is automatically sent to the staff member identified on the Request Form when an OLDC User ID and password is created for that person.

**ACTION
REQUIRED:**

Tribal Lead Agencies have the option of submitting their ACF-696T either electronically through OLDC or manually by mailing hard copies. ACF encourages grantees to use OLDC since it reduces paperwork, allows for quicker processing, automatically completes required calculations and checks for potential errors.

Electronic or manually-submitted forms must be received by ACF within 90 days after the end of the Federal fiscal year—i.e., December 29, 2005.

For manual submissions:

- One copy with an original signature must be submitted to:

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

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

**NON-REPORTING
PENALTIES**

Failure to submit the ACF-696T report on or before the due date may be a basis for withholding financial payments, suspension or termination.

INQUIRIES: Inquiries should be made to the appropriate ACF Regional Office.

/s/

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

Attachments:

Form ACF-696T
Instructions for Completion of Form ACF-696T
List of ACF Regional Offices
OLDC Request Form

cc: ACF Regional Offices