

<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-02-03	2. Issuance Date: December 13, 2002
	3. Originating Office: Administration on Children, Youth and Families	
	4. Key Words: Child Care and Development Fund (CCDF); Financial Reporting Form for Indian Tribes	

**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.

SUBJECT: Revised Form ACF-696T--a Financial Reporting Form for Child Care and Development Fund 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.

EFFECTIVE DATE: This form must be received annually by the Administration for Children and Families (ACF) on or before December 29.

PURPOSE: This Program Instruction distributes a revised 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 revised Child Care and Development Fund ACF-696T Financial Report (the ACF-696T). Tribes are required to use the ACF-696T to report expenditures for the Tribal Mandatory, Discretionary and Construction and Renovation funds issued under the CCDF.

This new version of the ACF-696T contains the following changes from the previous version:

- Nondirect Services. Previous lines 6a (systems), 6b (certificate program), and 6c (eligibility determinations) have been deleted. Now all nondirect services are reported in an aggregate amount on line 6.
- Earmark Certification. New language above the signature line indicates that, by signing the form, the Tribe certifies that “the Tribal Lead Agency has expended required funds in accordance with the earmark for child care resource and referral and school-age care activities.”
- Checkboxes. New checkboxes are included:
 - at the top of the form for the Tribe to indicate whether the report for a given fiscal year is an “interim” or “final” report.
 - at the bottom of the form to indicate whether or not the Tribal Lead Agency’s contact information has changed since last year.

The instructions for the form have also been revised to provide additional clarification and explanation.

ACTION

REQUIRED: Fill out the form and submit it to ACF by December 29.

SUBMISSION: Form ACF-696T must be received by ACF within 90 days after the end of each Federal fiscal year (i.e. December 29 of each year).

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

The Administration on 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

cc: ACF Regional Offices