

# ACF

Administration  
For Children  
And Families

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** CCDF Tribal Lead Agencies and Other Interested Parties

**SUBJECT** Child Care and Development Fund (CCDF) Annual Report (Form ACF-700 and Supplemental Narrative) for Tribal Lead Agencies

**REFERENCES** The Child Care and Development Block Grant (CCDBG) Act of 1990, as amended. 45 CFR 98.70(c).

**PURPOSE** This Program Instruction provides the Tribal Lead Agency with the instructions for completing the CCDF Annual Report.

**BACKGROUND** Tribal aggregate information on services provided through the Child Care and Development Fund must be submitted annually, as required by the CCDF regulations at 45 CFR 98.70(c).

The CCDF Annual Report consists of 2 parts:

- 1) the Form ACF-700; and
- 2) the Supplemental Narrative

The ACF-700 collects data on all children and families receiving direct CCDF-funded child care services during the period 10/1/02 through 9/30/03 (i.e., Federal fiscal year (FFY) 2003). Data reflect services provided during FFY 2003 regardless of whether the services were paid for with FFY 2003 funds or prior year CCDF funds. For example, all services provided during FFY 2003 that are paid for with FFY 2001, 2002, or 2003 CCDF funds (i.e., Tribal Mandatory and Discretionary funds -- including funds for resource and referral and school-age care) are to be reported.

The Supplemental Narrative describes general child care activities and actions occurring in FFY 2003 in the Tribal Lead Agency's service area and is not restricted to CCDF-funded activities.

**WHO MUST REPORT**

All Tribal Lead Agencies (i.e., Tribes, tribal organizations and tribal consortia) that received FY 2003 (or prior year) CCDF funds - - and expended these funds during FY 2003 - - **must** submit a complete ACF-700 form by the due date listed below. It is each Tribal Lead Agency's responsibility to ensure that child care program data are collected and reported to the Child Care Bureau in a timely manner each year.

**PENALTIES FOR NON-REPORTING**

The statute provides that the Secretary may impose sanctions on a Lead Agency for non-compliance with any requirement of the CCDF program. (Child Care Development Block Grant Act, Section 658I(b)(2)(B)) The regulations provide that the Secretary may impose a penalty of not more than four percent of the Discretionary Funds for a Fiscal Year, if it is determined that a Lead Agency has failed to implement a provision of the Act, the regulations, or the Lead Agency's Biennial Plan. (§ 98.92(b)(2)) Tribes failing to provide reports may be subject to this penalty. (63 FR 39980)

**GUIDANCE FOR REPORTING**

The attached *Tribal Annual Report: Guide for CCDF Tribal Lead Agencies* contains guidance for completing and submitting the ACF-700 and Supplemental Narrative. The Guide is also available at the Child Care Bureau's website under the Grantee Reporting tab, ACF-700 section. The Guide was developed by the Child Care Automation Resource Center (CCARC), under contract to the Child Care Bureau.

**DUE DATE**

The CCDF Tribal Annual Report is due by December 31, 2003.

**ACF-700 SUBMISSION OPTIONS**

The Child Care Bureau encourages Tribal Lead Agencies to submit both the ACF-700 and Supplemental Narrative by electronic means.

Internet Submission of the ACF-700 Form:

ACF-700 reports can be submitted through the ACF-700 Data Submission Center on the Child Care Bureau web-site (<http://www.acf.dhhs.gov/cgi-bin/acf700/acf700.cgi>). This page contains a password-protected web-based form that checks the data for compliance with data standards at the time of submission. These built-in edit-checking features make it easier for Tribes to identify and correct errors. Use of the paperless Internet data entry site streamlines submission processing and improves data quality.

The submission web page requires a login and password. Some Tribes have already designated individuals to access the ACF-700 Data Submission Center. The login and password carry over to each new reporting period, so there is no need to register each year to use the submission site.

To register new staff or otherwise modify registration information, submit the ACF-700 Internet Registration form (found in the back of the attached *Tribal Annual Report: Guide for CCDF Tribal Lead Agencies*) by mail or fax to:

Child Care Automation Resource Center  
2600 Tower Oaks Blvd., Suite 600  
Rockville, MD 20852

Fax: 301-795-0700

CCARC will contact the staff identified on the form to provide further instructions and guidance. If you have forgotten your login or password, you may contact CCARC at their toll-free number: 1-877-249-9117, weekdays from 9:00 a.m. to 5:00 p.m. (Eastern Time), or by email at: [ccarc@childcaredata.org](mailto:ccarc@childcaredata.org).

Alternate Electronic Submission of the ACF-700 Form:

Tribal Lead Agencies may submit an electronic copy of the ACF-700 form and supplemental narrative using compatible electronic media, such as email or disk. The ACF-700 form is in Excel 5.0 format and can easily be transmitted attached to an email message. ACF Regional Offices can email the form, if requested. Diskettes are also available from the ACF Regional Offices.

Electronic Submission of the Supplemental Narrative Report:

Tribes can submit the Supplemental Narrative report by attaching an electronic Word, WordPerfect or text file to an email to the Child Care Automation Resource Center at [ccarc@childcaredata.org](mailto:ccarc@childcaredata.org). CCARC will forward copies of the report to the ACF Regional Office and the Child Care Bureau.

Mailed Submissions:

A Tribal Lead Agency without access to the Internet or email may submit its Annual Report (both the ACF-700 form and the Supplemental Narrative) on paper through the mail. The original should be mailed to the ACF Regional Office (see contact information in attached guide) and a copy should be sent to the Child Care Bureau at the following address:

U.S. Department of Health and Human Services  
Administration on Children, Youth and Families  
Child Care Bureau, Attn: Ginny Gorman  
Switzer Building, Room 2046  
330 C Street, SW  
Washington, DC 20447

Fax: 202-690-5600  
Attn: Ginny Gorman

Faxes are acceptable only if followed by a paper copy sent through the mail.

**TECHNICAL ASSISTANCE** The Child Care Automation Resource Center was established by the Child Care Bureau to provide information systems technical assistance. Assistance related to the submission of the ACF-700 is available on the Internet at: <http://www.acf.dhhs.gov/programs/ccb/report/formhelp/acf700/helpdocs/context.htm>. CCARC also has staff with information systems background who can answer questions and provide technical assistance in completing the ACF-700 report. CCARC can be reached toll-free at 1-877-249-9117 weekdays from 9:00 a.m. to 5:00 p.m (Eastern Time).

**REPORTING PROBLEMS OR POLICY QUESTIONS** Tribal Lead Agencies anticipating problems in complying with the reporting requirements should contact the ACF Regional Office. Tribes should also contact the Regional Office for policy questions. Contact information for ACF Regional Offices is included in the *Tribal Annual Report: Guide for CCDF Tribal Lead Agencies* (ACF-700 Help Guide).

**REPORTING BURDEN** The public reporting burden for collecting the information in this Annual Report is estimated to average 35 hours per response. This estimate includes the time for reviewing the instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the reporting form. Comments regarding the burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, should be sent to: the Child Care Bureau, Switzer Building, Room 2046, 330 C Street, SW, Washington, DC 20447; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC.

**PAPERWORK REDUCTION ACT** 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. The information collection required under this Program Instruction is approved under OMB Number 0980-0241, which expires November 30, 2004.

Your help in providing timely and accurate data about the valuable child care services you provide children and families in your Tribe or tribal organization through the CCDF is important. This data help to document the work that you do and are essential for demonstrating the accomplishments of tribal child care programs.

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

## ATTACHMENTS

Form ACF-700  
*Tribal Annual Report: Guide for CCDF Tribal Lead Agencies*  
ACF Regional Administrators List