

# National Center on Data and Reporting

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## **ACF-800 Reporting Guide**

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Revised November 2020



This reporting guide is a technical assistance product of the Office of Child Care, Administration for Children and Families, US Department of Health and Human Services. The guide is for distribution according to department policy. It was revised by General Dynamics Information Technology under Contract HHSN316201200023W.

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# CONTENTS

I. Overview .....	3
II. ACF-800 Form .....	4
III. Data Element Information.....	8
A. List of Required Information.....	8
B. Standards and Guidance for each ACF-800 Data Element .....	11
IV. Submission Information.....	38
V. Resources for Additional Assistance.....	39
Appendix A .....	41
Appendix B .....	42

## I. Overview

The State/Territory-level aggregate report, or ACF-800, is one of two data collections undertaken by the Office of Child Care pursuant to the requirements of the Child Care and Development Block Grant of 1990 (42 USC 9801 et seq.) as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PL 104-93)<sup>1</sup>, the Balanced Budget Act of 1997 (PL 105-33), and the reauthorization of the Child Care and Development Act of 2014 (PL 113-186). All Child Care and Development Fund lead agencies in the States, the District of Columbia, and Territories (including Puerto Rico, American Samoa, Guam, Commonwealth of the Northern Mariana Islands, and the US Virgin Islands) are required to complete and submit the ACF-800 report annually.

The collection of annual aggregate information has occurred since 1997. The ACF-800 Report covers the twelve-month Federal fiscal year (FFY) period of October 1 through September 30. Summaries of ACF-800 results are posted in the Program Data and Statistics section of the Office of Child Care's web site at <https://www.acf.hhs.gov/programs/occ/resource/ccdf-statistics>.

By statute, data from the reports must be reported to Congress. Additionally, the data are used to assist the Department of Health and Human Services in addressing national child care needs and in providing technical assistance to improve the quality of child care for low-income families. The annual ACF-800 data collection is of particular importance in implementing the performance measurement strategy of the Administration for Children and Families, Office of Child Care.

The ACF-800 should only include information about families/children who meet CCDF eligibility requirements, including reason for care and income, and whose direct child care services were provided during the Federal fiscal year, regardless of which year's CCDF funds paid for those services.

*Effective with the FFY 2020 Report, element #15 has been repurposed to allow grantees to describe their COVID-19 response. States/Territories are asked to provide an explanation of the families, children, and providers reported for elements #1, #2, and #8. They are also required to provide several estimates related to the COVID-19 populations served.*

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<sup>1</sup> The other data collection is accomplished through the ACF-801 Report, which requires detailed, case-level data on families served through CCDF.

## II. ACF-800 Form

CHILD CARE AND DEVELOPMENT FUND ANNUAL AGGREGATE REPORT (ACF-800)										OMB Approval Number: 0970-0150								
FOR SERVICES PROVIDED FROM _____ THROUGH _____										Expires: 2/28/2022								
Complete Name of Grantee:  Address:  Contact Person, Phone & Email:	(A) TOTAL	CATEGORY/TYPE OF CHILD CARE																
		CARE PROVIDED BY A LICENSED OR REGULATED PROVIDER IN A					CARE PROVIDED BY A LEGALLY OPERATING PROVIDER (LICENSE CATEGORY UNAVAILABLE IN A STATE OR LOCALITY) IN A											
		(B) Child's Home	(C) Family Home	(D) Group Home	(E) Center	CHILD'S HOME BY A		FAMILY HOME BY A		GROUP HOME BY A		(L) Center						
												(F) Relative	(G) Non-Relative	(H) Relative	(I) Non-Relative	(J) Relative	(K) Non-Relative	
<b>Number Served:</b>																		
1. Number of families receiving child care services																		
2. Number of children receiving child care services																		
2a. Number of child fatalities																		
3a. Does the State claim public pre-kindergarten expenditures on CCDF-eligible children as State CCDF Match?	Y <input type="checkbox"/> N <input type="checkbox"/>																	
3b. Does the State claim public pre-kindergarten expenditures on CCDF-eligible children as State CCDF MOE?	Y <input type="checkbox"/> N <input type="checkbox"/>																	
4. If yes to 3a or 3b, indicate the estimated number of CCDF eligible children receiving public pre-kindergarten services for which CCDF Match or MOE is claimed.																		
<b>Payment Methods:</b>																		
5. Number of children served through grants or contracts																		
6. Number of children receiving child care services through certificates and/or cash																		
7. Of children served through certificates, number of children served through cash payments directly to parents (only)																		
<b>Provider Information:</b>																		
8. Number of child care providers receiving CCDF funding by type of care																		

<b>Consumer Education:</b>	
9a. Estimated number of families receiving consumer education	
9b. How is the estimated number of families receiving consumer education determined?	
<b>10. No longer collected effective FFY2016.</b>	
<b>11. Indicate the <u>Methods</u> Used on a Regular Basis:</b>	
11a. Written materials including brochures, booklets, checklists, newspaper articles, or billboards about child care topics	Y <input type="checkbox"/> N <input type="checkbox"/>
11b. Counseling from Resource and Referral Agencies, eligibility workers, and other entities	Y <input type="checkbox"/> N <input type="checkbox"/>
11c. Mass media broadcasts including TV announcements or radio announcements about child care topics	Y <input type="checkbox"/> N <input type="checkbox"/>
11d. Electronic media publications or broadcasts including Internet sites and webcasts about child care topics.	Y <input type="checkbox"/> N <input type="checkbox"/>
11e. Referral to other programs for which parents might be eligible	Y <input type="checkbox"/> N <input type="checkbox"/>

<b>Pooling Factor:</b>	
12. Is this report based on pooled CCDF and non-CCDF funds?	Y <input type="checkbox"/> N <input type="checkbox"/>
13. If this report is based on pooled CCDF and non-CCDF funds, what is the percent of funds which are CCDF?	_____ %
14. If this report is based on pooled CCDF and non-CCDF funds, please indicate which non-CCDF funds are included in the pool.	
14a. Title XX (Social Services Block Grant, SSBG)	Y <input type="checkbox"/> N <input type="checkbox"/>
14b. State-only child care funds (in excess of State funds used to meet CCDF Match and MOE requirements.)	Y <input type="checkbox"/> N <input type="checkbox"/>
14c. TANF direct funds for child care not transferred into CCDF	Y <input type="checkbox"/> N <input type="checkbox"/>
14d. Title IV-B or IV-E funds	Y <input type="checkbox"/> N <input type="checkbox"/>
14e. No longer collected effective FFY2016.	
14f. Other: (Please specify other non-CCDF funds included in the pool).	Y <input type="checkbox"/> N <input type="checkbox"/> _____ _____
<b>Other:</b>	
15. Please enter explanatory comments - The Office of Child Care (OCC) understands that state and territory systems vary in how they collect and report data for families, children, and providers funded fully or partially with CARES Act dollars versus other CCDF or non-CCDF monies. Please describe the population of families, children, and providers reported under #1, #2, and #8 of this form: [please specify - refer to the ACF-800 instructions for guidance]	
While your actual counts of families, children, and providers funded with CARES Act dollars may not be available as described above, we want all states and territories to provide annual estimates to help us understand how CARES Act dollars were used. Please provide numerical annual unduplicated estimates of the following broad categories of families, children and providers receiving subsidies for slots only, funded fully or partially through grants, contracts, or certificates. Do not include quality and supply grants that are NOT linked to the eligibility of specific families and children as those will be included under the Quality Progress Report.	
15-1. Number of families and children served whose subsidy was fully or partially funded with CARES Act dollars	
15-2. Number of essential worker families and children (e.g., medical workers, first responders, etc. as defined by the state) who received a subsidy because of the COVID-19 crisis (funded with CARES Act and broader CCDF dollars)	
15-3. Number of providers that served children of essential workers (e.g., medical workers, first responders, etc. as defined by the state) who received a subsidy because of the COVID-19 crisis (funded with CARES Act and broader CCDF dollars)	

15-4. Number of providers that closed for some period of time and received subsidies based on enrollment of subsidy-eligible children (funded with CARES Act and broader CCDF dollars)	
16. Please attach any reports, materials, information developed as a result of the use of CCDF quality funds.	

### III. Data Element Information

The table below lists the data categories and specific data elements found in the ACF-800 report. This summary list is followed by a detailed explanation of each data element, including data standards and guidance specific to that element.

#### A. List of Required Information

<b>ACF-800 Data Elements</b>	
<b>Category</b>	<b>Element</b>
Contact Information	<ul style="list-style-type: none"> <li>○ Name of Grantee</li> <li>○ Grantee Address:               <ul style="list-style-type: none"> <li>○ Street Address</li> <li>○ City</li> <li>○ State</li> <li>○ Zip Code</li> </ul> </li> <li>○ Contact Person:               <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Telephone Number</li> <li>○ Email</li> </ul> </li> </ul>
Number Served	<b>1. Number of Families</b> <ul style="list-style-type: none"> <li>○ Column (A) - Total</li> </ul>
	<b>2. Number of Children</b> <ul style="list-style-type: none"> <li>○ Column (A) – Total</li> <li>○ Columns (B) through (L) - by type of care</li> </ul>
	<b>2a. Number of Child Fatalities</b> <ul style="list-style-type: none"> <li>○ Column (A) – Total</li> <li>○ Columns (B) through (L) – by type of care</li> </ul>
CCDF Match and MOE Expenditures	<b>3a. State claim of public pre-kindergarten expenditures as State CCDF Match</b>
	<b>3b. State claim of public pre-kindergarten expenditures as State CCDF MOE</b>
	<b>4. Estimated number of children receiving public pre-kindergarten services for which CCDF Match or MOE is claimed</b> <ul style="list-style-type: none"> <li>○ Column (A) – Total</li> </ul>



<b>ACF-800 Data Elements</b>	
<b>Category</b>	<b>Element</b>
Payment Methods	<p><b>5.</b> Number of children served through grants or contracts</p> <ul style="list-style-type: none"> <li>○ Column (A) – Total</li> <li>○ Columns (B) through (L) - by type of care</li> </ul>
	<p><b>6.</b> Number of children receiving child care services through certificates and/or cash</p> <ul style="list-style-type: none"> <li>○ Column (A) – Total</li> <li>○ Columns (B) through (L) - by type of care</li> </ul>
	<p><b>7.</b> Of children served through certificates, number of children served through cash payments directly to parents (only)</p> <ul style="list-style-type: none"> <li>○ Column (A) – Total</li> <li>○ Columns (B) through (L) - by type of care</li> </ul>
Provider Information	<p><b>8.</b> Number of child care providers receiving CCDF funding</p> <ul style="list-style-type: none"> <li>○ Column (A) – Total</li> <li>○ Columns (B) through (L) - by type of care</li> </ul>
Consumer Education	<p><b>9a.</b> Estimated number of families receiving consumer education</p>
	<p><b>9b.</b> How the estimated number of families receiving consumer education is determined</p>
10. No longer being collected.	<p><b>No longer being collected.</b></p>
11. Consumer Education <b>Methods</b> Used on a Regular Basis	<p><b>11a.</b> Written materials including brochures, booklets, checklists, newspaper articles, or billboards about child care topics</p>
	<p><b>11b.</b> Counseling from Resource and Referral Agencies, eligibility workers, and other entities</p>
	<p><b>11c.</b> Mass media broadcasts including TV announcements or radio announcements about child care topics</p>
	<p><b>11d.</b> Electronic media publications or broadcasts including Internet sites and webcasts about child care topics</p>
	<p><b>11e.</b> Referral to other programs for which parents might be eligible</p>

<b>ACF-800 Data Elements</b>	
<b>Category</b>	<b>Element</b>
Pooling Factor	<b>12.</b> Whether or not the report is based on pooled CCDF and non-CCDF funds
	<b>13.</b> Percent of pooled funds that are CCDF funds
14. Sources of non-CCDF funds	<b>14a.</b> Title XX (Social Services Block Grant, SSBG)
	<b>14b.</b> State-only Child care funds (in excess of State funds used to meet CCDF Match and MOE requirements)
	<b>14c.</b> TANF direct funds not transferred into CCDF
	<b>14d.</b> Title IV-B or IV-E funds
	<b>14e.</b> No longer being collected
	<b>14f.</b> Other sources of non-CCDF funds (specify)
15. Explanatory Comments	<b>15.</b> Description of families, children, and providers funded fully or partially with CARES Act dollars.
	<b>15-1.</b> Number of families and children served fully or partially with CARES Act dollars
	<b>15-2.</b> Number of essential worker families and children who received a subsidy
	<b>15-3.</b> Number of providers that served children of essential workers
	<b>15-4.</b> Number of providers that closed and received subsidies
16. Additional materials	<b>16.</b> Additional materials

## B. Standards and Guidance for each ACF-800 Data Element

Name of Grantee		
<b>Definition:</b> Name of the State/Territorial Lead Agency for the Child Care and Development Fund Grant Program.		
Data Standards		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts all text	<u>Internal Consistency Standard</u> None
<b>Field Size:</b> 250 <b>Format:</b> Text		

Grantee Street Address		
<b>Definition:</b> Street number and street name of the mailing address of the Lead Agency.		
Data Standards		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts all text	<u>Internal Consistency Standard</u> None
<b>Field Size:</b> 50 <b>Format:</b> Text		

Grantee City		
<b>Definition:</b> City of the mailing address of the Lead Agency.		
Data Standards		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts all text	<u>Internal Consistency Standard</u> None
<b>Field Size:</b> 15 <b>Format:</b> Text		

<b>Grantee State</b>		
<b>Definition:</b> Two-letter Postal State abbreviation of the mailing address of the Lead Agency.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts all valid postal State/Territory abbreviations	<u>Internal Consistency Standard</u> None
<b>Field Size:</b> 2		
<b>Format:</b> Text		
<b>Guidance:</b> Click below for a list of all valid State and Territorial Postal abbreviations. <a href="https://pe.usps.com/text/pub28/28apb.htm">https://pe.usps.com/text/pub28/28apb.htm</a>		

<b>Grantee Zip Code</b>		
<b>Definition:</b> 5- or 9-digit code identifying an individual post office or metropolitan area delivery station associated with the mailing address of the Lead Agency.		
<b>Data Standards</b>		
<u>Missing Standard</u> 5 digits required, 4 digit extension optional	<u>Out of Range Standard</u> Accepts all valid zip codes	<u>Internal Consistency Standard</u> Zip code must be valid for State/Territory postal code above
<b>Field Size:</b> 9		
<b>Format:</b> Numeric		
<b>Guidance:</b> A list of valid zip codes is available at: <a href="https://m.usps.com/m/ZipLookupAction">https://m.usps.com/m/ZipLookupAction</a>		

<b>Contact Person Name</b>		
<b>Definition:</b> Name of individual whom the Office of Child Care should contact in regard to this report.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts all text	<u>Internal Consistency Standard</u> None
<b>Field Size:</b> 100		
<b>Format:</b> Text		

<b>Contact Telephone Number</b>		
<b>Definition:</b> Area code and telephone number for the Contact Person.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts all numeric characters	<u>Internal Consistency Standard</u> None
<b>Field Size:</b> 14		
<b>Format:</b> Numeric		

<b>Contact Email</b>		
<b>Definition:</b> Electronic mail address for the Contact Person.		
<b>Data Standards</b>		
<u>Missing Standard</u> Optional	<u>Out of Range Standard</u> Accepts all text	<u>Internal Consistency Standard</u> None
<b>Field Size:</b> 50		
<b>Format:</b> Text		

Element 1, Column A Number of families		
<p><b>Definition:</b> The total unduplicated number of families that received child care services during the report period.</p>		
Data Standards		
<p><u>Missing Standard</u> Required</p>	<p><u>Out of Range Standard</u> Accepts 1 –999,999</p>	<p><u>Internal Consistency Standard</u> This Element must be less than or equal to the value in 2(A)</p>
<p><b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)</p>		
<p><b>Guidance:</b> Aggregate data for the ACF-800 are required to be <i>total, unduplicated</i> counts of the State or Territory’s CCDF caseload. Therefore, each family must be counted only once during the reporting period. Count each family assisted once, even if a family has exited and re-entered the program, or has received service in more than one care type.</p>		

Element 2, Column A Number of children		
<p><b>Definition:</b> The total unduplicated number of children that received child care services during the report period.</p>		
Data Standards		
<p><u>Missing Standard</u> Required</p>	<p><u>Out of Range Standard</u> Accepts 1 – 999,999</p>	<p><u>Internal Consistency Standard</u> This element must be:</p> <ul style="list-style-type: none"> <li>• Greater than or equal to 1(A)</li> <li>• Equal to the sum of 2(B) through 2(L)</li> <li>• Equal to the sum of 5(A) and 6(A)</li> </ul>
<p><b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)</p>		
<p><b>Guidance:</b> Aggregate data for the ACF-800 are required to be <i>total, unduplicated</i> counts of the State or Territory’s CCDF caseload. Therefore, each child must be counted only once during the reporting period. Count each child assisted once even if a child has exited and re-entered the program or has had multiple types of care.</p>		

**Element 2, Columns B through L  
Number of children by type of care**

**Definition:** The total number of children served by the type of care.

**Data Standards**

<u>Missing Standard Required</u>	<u>Out of Range Standard Accepts 0 – 999,999</u>	<u>Internal Consistency Standard</u>
		The sum of 2(B) through 2(L) must be equal to 2(A)  2(x) must be equal to the sum of 5(x) and 6(x) where x represents each care type column

**Field Size:** 6

**Format:** Numeric (no comma)

**Guidance:** If the child has had more than one type of care during the reporting period, select the last known provider. If at the time of reporting, the child is receiving care concurrently in multiple types of care, record the primary type.

Aggregate data for the ACF-800 are required to be *total, unduplicated* counts of the State's or Territory's CCDF caseload. Therefore, each child must be counted only once during the reporting period. Count each child assisted once even if a child has exited and re-entered the program or has had multiple types of care.

Types of care are broken up into two broad categories of licensed/regulated and legally operating (no license category available in State or locality). Under each of these categories are four types of care: in-home, family home, group home, and centers. (See columns B through L)

**Licensed or regulated provider** = Provider is legally regulated or licensed by State or local public agency or through a State's designated licensing or regulatory agent.

**Legally operating provider** (license category not available) = For reporting purposes, a legally operating, unregulated provider is one which, if not participating in the CCDF program, would not be subject to any State or local child care regulations. According to 45 CFR 98.2 of the CCDBG regulations, "*Licensing or regulatory requirements means requirements necessary for a provider to legally provide child care services in a State or locality, including registration requirements established under State, local or tribal law....*"

**Child's Home** = Care provided by a caregiver in the child's home.

**Family Home** = Care provided by one individual in a private residence other than the child's own residence for fewer than 24 hours per day per child.

**Group Home** = Care provided by two or more individuals in a private residence other than the child's own residence for fewer than 24 hours per day per child (as differentiated from a family child care home by the grantee).

**Center** = Care provided in a center-based setting outside of the child's or provider's home, including programs in schools or churches.

**Relative** = A provider who is a grandparent, great-grandparent, aunt or uncle, or sibling living outside the child's home.

<b>Element 2a, Column A Number of child fatalities</b>		
<b>Definition:</b> The total number of child fatalities.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 0 – 999,999	<u>Internal Consistency Standard</u> This element must be less than or equal to 2(A)
<b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)		
<p><b>Guidance:</b> Report the total number of child fatalities that were the result of an accident or injury that occurred while the child was in the care and facility of a child care provider that received CCDF subsidy payments (regardless of whether the child received a CCDF subsidy).</p> <p>Report zero only if the state/territory collected data and no child fatalities occurred. If the number is currently unknown or not available, leave the element blank rather than report zero. The number is limited to providers that receive CCDF subsidy payments. If the state/territory currently collects data for a larger population of providers (e.g., all licensed providers), and cannot yet distinguish which providers serve CCDF families, leave this element blank (do not report zero) and include a comment in element #15 describing the data limitation.</p>		



**Element 2a, Columns B through L  
Number of child fatalities by type of provider**

**Definition:** The total number of child fatalities by type of care.

**Data Standards**

Missing Standard  
Required

Out of Range Standard  
Accepts 0 – 99

Internal Consistency Standard  
The sum of 2a(B-L) must be equal to  
2a(A)

For each column (x=column), 2a(x)  
must be less than or equal to 2(x)

**Field Size:** 2

**Format:** Numeric (no comma)

**Guidance:** Report the number of child fatalities that occurred in each care type as the result of an accident or injury while the child was in the care and facility of a child care provider that received CCDF subsidy payments (regardless of whether the child received a CCDF subsidy).

Report zero only if the state/territory collected data and no child fatalities occurred. If the number is currently unknown or not available, leave the element blank rather than report zero. The number is limited to providers that receive CCDF subsidy payments. If the state/territory currently collects data for a larger population of providers (e.g., all licensed providers), and cannot yet distinguish which providers serve CCDF families, leave this element blank (do not report zero) and include a comment in element #15 describing the data limitation.

<b>Element 3a</b>		
<b>Does the State claim public pre-kindergarten expenditures on CCDF-eligible children as State CCDF Match?</b>		
<b>Definition:</b> Whether or not public pre-kindergarten expenditures are claimed as part of the required Match.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts Y = Yes, N = No	<u>Internal Consistency Standard</u> If Element #3a = Yes, then element #4 must be completed  If <u>both</u> Elements #3a and #3b= No, then Element #4 may be skipped and left blank
<b>Field Size:</b> 1 <b>Format:</b> Radio Button		
<b>Guidance:</b> Public pre-kindergarten (Pre-K) expenditures may be used to meet up to 30% of the State's share of the CCDF Matching Fund requirement.		

<b>Element 3b</b>		
<b>Does the State claim public pre-kindergarten expenditures on CCDF-eligible children as State CCDF MOE?</b>		
<b>Definition:</b> Whether or not public pre-kindergarten expenditures are claimed as part of the required MOE.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts Y = Yes, N = No	<u>Internal Consistency Standard</u> If Element #3b = Yes, then Element #4 must be completed  If <u>both</u> Elements #3a and #3b = No, then Element #4 may be skipped and left blank
<b>Field Size:</b> 1 <b>Format:</b> Radio Button		
<b>Guidance:</b> Public pre-kindergarten (Pre-K) expenditures may be used to meet up to 20% of the State's Maintenance-of-Effort (MOE) requirement.		

<b>Element 4</b>		
<b>Estimated number of CCDF-eligible children receiving public pre-kindergarten services for which CCDF Match or MOE is claimed</b>		
<p><b>Definition:</b> The estimated number of children being served through the public Pre-K program who were determined to be CCDF eligible and for which CCDF Match and MOE expenditures were claimed.</p>		
<b>Data Standards</b>		
<p><u>Missing Standard</u> Required if Element #3a or Element #3b = Yes</p>	<p><u>Out of Range Standard</u> Accepts 1 – 999,999</p>	<p><u>Internal Consistency Standard</u> If the answer to either Element 3a or 3b is “Yes,” question 4 must be answered. If the answers to both Element #3a and #3b are “No,” then this question should be left blank.  This number must be smaller than Element 2.</p>
<p><b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)</p>		
<p><b>Guidance:</b> In this data element, the Lead Agency is asked to report on the total unduplicated number of children served through the public Pre-K program who were determined to be CCDF eligible and for which CCDF Match and MOE expenditures were claimed.</p> <p>This count may be calculated by estimating the proportion of children served in the public Pre-K program who also are CCDF eligible. This estimate should correspond to the level of Pre-K services claimed as CCDF Match or MOE on the ACF-696 Report. The methodology should take into consideration the number of children served by the Pre-K program who are from families who would be eligible for CCDF based on State income eligibility limits, participation in employment, training, or education activities.</p> <p>The estimated number of children reported in data element #4 is distinct from the number of children reported in element #2. The children reported in data element #4 should <u>not</u> be reported as part of other data elements on the ACF-800.</p>		

<b>Element 5, Column A</b>		
<b>Number of children served through grants or contracts</b>		
<b>Definition:</b> The total unduplicated number of children served through grants and contracts with providers (for slots) during the reporting period.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 0 – 999,999	<u>Internal Consistency Standard</u> This field must be equal to the sum of 5(B) through 5(L)  The sum of 5(A) and 6(A) must be equal to 2(A)
<b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)		
<b>Guidance:</b> Aggregate data for the ACF-800 are required to be <i>total, unduplicated</i> counts of the State or Territory’s CCDF caseload. Therefore, each child must be counted only once during the reporting period. Count each child assisted once even if a child has exited and re-entered the program or has had multiple types of care.		

<b>Element 5 Columns B through L</b>		
<b>Number of children served through grants or contracts by provider type</b>		
<b>Definition:</b> The number of children served through grants or contracts in each type of care.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 0 – 999,999	<u>Internal Consistency Standard</u> The sum of 5(B) through 5(L) must be equal to 5(A)  2(x) must be equal to the sum of 5(x) and 6(x) where x represents each care type column
<b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)		

**Guidance:** If the child has had more than one provider type during the reporting period, select the last known provider. If at the time of reporting, the child is receiving services concurrently in multiple types of care, record the primary type.

Types of care are broken up into two broad categories of licensed/regulated and legally operating (no license category available in State or locality). Under each of these categories are four types of care: in-home, family home, group home, and centers. See Element #2 for definitions.

<b>Element 6, Column A</b>		
<b>Number of children receiving child care services through certificates and/or cash</b>		
<b>Definition:</b> The total unduplicated number of children served through certificates (including cash) to parents, providers, or parents and providers, during the reporting period.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 1 – 999,999	<u>Internal Consistency Standard</u> This field must be equal to the sum of 6(B) through 6(L).  The sum of 5(A) and 6(A) must be equal to 2(A). This field must be greater than or equal to 7(A)
<b>Field Size:</b> 6		
<b>Format:</b> Numeric (no comma)		
<b>Guidance:</b> Aggregate data for the ACF-800 are required to be <i>total, unduplicated</i> counts of the State’s or Territory’s CCDF caseload. Therefore, each child must be counted only once during the reporting period. Count each child assisted once even if a child has exited and re-entered the program or has had multiple types of care.		

<b>Element 6, Columns B through L</b>		
<b>Number of children receiving child care services through certificates and/or cash by care type</b>		
<p><b>Definition:</b> The number of children served in each care type by providers that received payment through certificates and/or cash.</p>		
<b>Data Standards</b>		
<p><u>Missing Standard</u> Required</p>	<p><u>Out of Range Standard</u> Accepts 0 – 999,999</p>	<p><u>Internal Consistency Standard</u> The sum of 6(B) through 6(L) must be equal to 6(A)</p> <p>2(x) must be equal to the sum of 5(x) and 6(x) where x represents each care type column</p> <p>6(x) must be greater than or equal to 7(x) where x represents each care type column</p>
<p><b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)</p>		
<p><b>Guidance:</b> If the child has had more than one type of care during the reporting period, select the last known type. If at the time of reporting, the child is receiving services concurrently in multiple types of care, record the primary type.</p> <p>Care types are broken up into two broad categories of licensed/regulating and legally operating (no license category available in State or locality). Under each of these categories are four types of care: in-home, family home, group home, and centers. See Element #2 for definitions.</p>		



<b>Element 7, Column A</b>		
<b>Of children served through certificates, number of children served through cash payments directly to parents (only)</b>		
<b>Definition:</b> The total number of children served whose families received direct cash payments during the reporting period.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 0 – 999,999	<u>Internal Consistency Standard</u> 7(A) must be less than or equal to 6(A)  This field must be equal to the sum of 7(B) through 7(L)
<b>Field Size:</b> 6		
<b>Format:</b> Numeric (no comma)		
<b>Guidance:</b> This does not include two-party checks to parents and providers or cash to providers.  Aggregate data for the ACF-800 are required to be <i>total, unduplicated</i> counts of the State or Territory’s CCDF caseload. Therefore, each child must be counted only once during the reporting period. Count each child assisted once even if a child has exited and re-entered the program or has had multiple types of care.		

<b>Element 7, Columns B through L</b>		
<b>Of children served through certificates, number of children served through cash payments directly to parents (only) by provider type</b>		
<b>Definition:</b> The numbers of children served whose families received direct cash payments or cash certificates during the reporting period by type of care.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 0 – 999,999	<u>Internal Consistency Standard</u> The sum of 7(B) through 7(L) must be equal to 7(A)  7(x) must be less than or equal to 6(x) where x represents each care type column
<b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)		
<b>Guidance:</b> This does not include two-party checks to parents and providers or cash to providers.  If the child has had more than one type of care during the reporting period, select the last known type. If at the time of reporting, the child is receiving services concurrently in multiple types of care, record the primary type.  Care types are broken up into two broad categories of licensed/regulating and legally operating (no license category available in State or locality). Under each of these categories are four types of care: in-home, family home, group home, and centers. See Element #2 for definitions.		

<b>Element 8, Column A</b>		
<b>Number of child care providers receiving CCDF funding</b>		
<b>Definition:</b> The total unduplicated number of child care providers serving subsidized families.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 1 – 999,999	<u>Internal Consistency Standard</u> This field must be equal to the sum of 8(B) through 8(L)
<b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)		
<b>Guidance:</b> Each provider is only counted once regardless of how many children are provided for or how many types of care are provided. However, if a provider operates in multiple locations, each location should be counted as a unique provider.		

<b>Element 8, Columns B-L</b>		
<b>Number of child care providers receiving CCDF funding by type of care</b>		
<b>Definition:</b> The total unduplicated number of child care providers serving subsidized families, by provider type.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 0 – 999,999	<u>Internal Consistency Standard</u> The sum of 8(B) through 8(L) must equal 8(A)
<b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)		
<b>Guidance:</b> If a provider offers more than one type of care (i.e. in-home and family child care), count the provider in the category for which the most hours of service are provided. If an equal number of hours are provided, the State has the discretion as to which category to use. Assign each provider to only one type of care. However, if a provider operates in multiple locations, each location should be counted as a unique provider.		

<b>Element 9a</b>		
<b>Estimated number of families receiving consumer education</b>		
<b>Definition:</b> The estimated number of families receiving consumer education that promotes informed child care choices.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 1 – 99,999,999	<u>Internal Consistency Standard</u> None
<b>Field Size:</b> 8 <b>Format:</b> Numeric (no comma)		

<b>Element 9b</b>		
<b>Explanation of Methodology for calculating the number of families</b>		
<b>Definition:</b> The explanation of the methodology used for obtaining the number of families receiving consumer education.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts Text	<u>Internal Consistency Standard</u> None
<b>Field Size:</b> 1000 <b>Format:</b> Alphanumeric		
<b>Guidance:</b> Explain the methodology for calculating the number of families that received consumer education. If the Lead Agency used data collected through its consumer education website to estimate the number of families receiving consumer education, this explanation should include the information used to estimate the number of families, such as number of unique visitors or number of page views during the reporting period.		

**Element 10a-f**  
**No longer being collected effective FFY2016**

**Element 11a-e**  
**Consumer Education Methods**

**Definition:** Whether or not consumer education methods or media were used on a regular basis to provide consumer education.

**Data Standards**

<u>Missing Standard</u>	<u>Out of Range Standard</u>	<u>Internal Consistency Standard</u>
A response is required for each choice	Accepts: Y = Yes, N = No,	At least one element in fields 11a through 11e must have a “Y” value
<p><b>Field Size:</b> 1  <b>Format:</b> Radio Button</p>		
<p><b>Guidance:</b> Indicate Y if the State used this method or media on a regular basis to provide consumer education as established in the state’s child care policy or N if the State does <u>not</u> use this method or media on a regular basis.</p>		

<b>Element 12</b>		
<b>Is this report based on pooled CCDF and non-CCDF funds?</b>		
<p><b>Definition:</b> Whether or not CCDF and non-CCDF funds are combined and used together to provide child care services to families receiving subsidies.</p>		
<b>Data Standards</b>		
<p><u>Missing Standard</u> Required</p>	<p><u>Out of Range Standard</u> Accepts Y = Yes, N = No</p>	<p><u>Internal Consistency Standard</u></p> <p>If Element #12 = Yes, then elements #13 and #14 must be completed</p> <p>If Element #12 = No, then the value of Element #13 (Percent of Funds which are CCDF) will be 100%</p> <p>If Element #12 = Yes, then the value of Element #13 must be greater than 0% and less than 100%</p>
<p><b>Field Size:</b> 1 <b>Format:</b> Radio Button</p>		
<p><b>Guidance:</b> Many Lead Agencies combine their CCDF funds with funds from other sources to serve the child care needs of children. This is called "pooling." States and Territories pool funds from other sources including additional State funds (in excess of State funds used to meet the CCDF Match and MOE requirements), Title XX - the Social Services Block Grant (SSBG) funds, and TANF direct funds for child care not transferred to CCDF. These are flexible funding sources that can be used to supplement CCDF dollars to serve additional children and families. (TANF funds transferred to CCDF are considered CCDF Discretionary funds and thus should be considered CCDF funds when determining the pooling factor.)</p> <p>For reporting purposes, ACF needs to know the number of children and families served <u>only through the CCDF program (including TANF transfer)</u>. Therefore, ACF applies the pooling factor reported in Item #13 to the State's ACF-800 (aggregate, unduplicated count of children and families) and the ACF-801 (case-level, average monthly count of children and families) to calculate and report on the number of children and families served by CCDF funds alone.</p> <p><b>NOTE:</b> While ACF allows States to report data on all children and families served by pooled funds in order to ease administrative burden, all children and families served by pooled funds <u>must meet Federal CCDF eligibility requirements</u>. States that use non-CCDF funding sources to serve targeted or special populations of children and families who are not eligible for CCDF services should <u>not</u> report administrative data on those children and families on the ACF-800 or ACF-801 reports.</p>		

<b>Element 13</b>		
<b>If this report is based on pooled CCDF and non-CCDF funds, what is the percent of funds which are CCDF?</b>		
<b>Definition:</b> The percent of the pooled funds that are from the CCDF grant.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required if Element # 12 = Yes	<u>Out of Range Standard</u> Accepts 0.01 - 99.99	<u>Internal Consistency Standard</u> If Element #12 = No, then this element will be 100%  If Element #12 = Yes, then the value for Element #13 must be less than 100% and greater than 0%
<b>Field Size:</b> 4		
<b>Format:</b> Numeric (two digit number with two decimal places)		

**Guidance:** If a State or Territory pools non-CCDF funds with CCDF funds to provide child care subsidies to families, the Lead Agency needs to report in this section the percentage of funds in the direct services budget pool that are CCDF funds. To determine the budget pool only include sources of funding used to provide direct services to eligible children and families as reported in data elements 1, 2, 5, 6, and 7 on the ACF-800 and the case-level data on the ACF-801. Funding sources used for any other purposes, such as for child care quality improvement activities, non-direct services and child care administrative costs should not be included in the pool for the determination of the pooling factor.

$$\frac{\text{CCDF Funds} + \text{CCDF CARES Act Funds}}{\text{CCDF Funds} + \text{CARES Act Funds} + \text{Non-CCDF Funds}} \times 100 = \text{CCDF \%}$$

OCC will use this percentage to automatically calculate the portion of each data element that is provided by CCDF funding, and will report the resulting numbers to Congress. This calculation also applies to case-level data provided on the ACF-801 (when aggregated).

Note that the CCDF block grant consists of three component funding streams: the Discretionary Fund which are 100% Federal funds, the Mandatory funds which are 100% Federal funds, and the Matching Fund. In order to receive their full Federal share allotment of the Matching Fund, States must expend their Maintenance-of-Effort (MOE) requirement and expend the State's share of the Matching fund. All of these component funding streams comprise the CCDF block grant and should be considered "CCDF funds" when calculating the pooling factor. See the latest version of *Technical Bulletin # 1: ACF-800 State-Level Data Standards* (<https://www.acf.hhs.gov/occ/resource/current-technical-bulletins>), including the *Pooling Factor Calculation Guidance* (located in the Appendix) and the attached *Pooling Factor Calculation Spreadsheet* for further guidance.

**NOTE:** Funds transferred from Temporary Assistance for Needy Families (TANF) block grant are considered CCDF Discretionary Funds.



<b>Element 14a-f</b>		
<b>If this report is based on pooled CCDF and non-CCDF funds, please indicate which non-CCDF funds are included in the pool</b>		
<b>Definition:</b> Identification of non-CCDF funds that are included in the Child Care Pool.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required if Element #12, Basis for the ACF-800 Report = Yes	<u>Out of Range Standard</u> Accepts Y = Yes, N = No	<u>Internal Consistency Standard</u> If Element #12, Basis for the ACF-800 Report = No, then each option a-f should be marked N (No)  If Element #12, Basis for the ACF-800 Report = Yes, then at least one option a-f should be marked Y (Yes)  If Element 14f is marked Y (Yes), specify additional sources of non-CCDF funds in the pool (not included in the list) in the space provided
<b>Field Size:</b> 1 <b>Format:</b> Radio button		
<b>Guidance:</b> All sources of funds in the child care pool should be identified regardless of the total value their contribution represents. Note that Element #14e is no longer being collected effective FFY2016.		

**Element 15**  
**Explanatory Comments**

**Definition:** Description of the population of families, children, and providers reported under #1, #2 and #8 of this form.

**Data Standards**

Missing Standard  
Required

Out of Range Standard  
Accepts Text

Internal Consistency Standard  
None

**Field Size:** 4000

**Format:** Alpha Numeric

**Guidance:** The Office of Child Care (OCC) understands that state and territory systems vary in how they collect and report data for families, children, and providers funded fully or partially with CARES Act dollars versus other CCDF or non-CCDF monies. Please describe the population of families, children, and providers reported under #1, #2, and #8 of this form: *[please specify]*

Examples of such explanations include:

- My State has included all families, children, and providers funded with broader CCDF funds and CARES Act dollars in this report (and if pooling, non-CCDF funds as well) – ***OCC PREFERS THIS APPROACH***
- My State has included all families, children and providers funded with broader CCDF funds and a subset of families, children, and providers funded by CARES Act dollars. The subset is composed of
  - those families, children and providers who were funded fully or partially based on enrollment, AND/OR
  - children of essential workers and providers who provided child care services to them, AND/OR
  - those families, children and providers where the State paid another provider for the same time of service (double pay of both a closed and open provider)
- My State has only included families, children, and providers funded with broader CCDF funds in this report (not CARES Act funds) (if pooling, non-CCDF funds as well).

<b>Element 15-1, Column A</b> <b>Number of families and children</b> <b>who received services under CARES Act dollars</b>		
<b>Definition:</b> The total unduplicated number of <b>families and children</b> that received child care services that were fully or partially funded with <b>CARES Act dollars</b> during the report period.		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 1 — 999,999	<u>Internal Consistency Standard</u> The number of families must be less than or equal to the number of children
<b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)		
<b>Guidance:</b> Provide annual estimates to help OCC understand how CARES Act dollars were used. Please provide <b>numerical annual unduplicated estimates</b> of the following broad categories of families, children and providers receiving subsidies for slots only, funded fully or partially through grants, contracts, or certificates. Do not include quality and supply grants that are NOT linked to the eligibility of specific families and children as those will be included under the Quality Progress Report.		

<b>Element 15-2, Column A</b> <b>Number of essential worker families and children</b> <b>who received services because of the COVID-19 crisis</b>		
<b>Definition:</b> The total unduplicated number of <b>essential worker families and children</b> (e.g., medical workers, first responders, etc. as defined by the state) who received a subsidy because of the COVID-19 crisis during the report period (funded with CARES Act and broader CCDF dollars).		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 1 — 999,999	<u>Internal Consistency Standard</u> The number of families must be less than or equal to the number of children
<b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)		
<b>Guidance:</b> Provide annual estimates to help OCC understand how CARES Act dollars were used. Please provide <b>numerical annual unduplicated estimates</b> of the following broad categories of families, children and providers receiving subsidies for slots only, funded fully or partially through grants, contracts, or certificates. Do not include quality and supply grants that are NOT linked to the eligibility of specific families and children as those will be included under the Quality Progress Report.		

<b>Element 15-3, Column A</b>		
<b>Number of providers serving essential workers</b>		
<b>Definition:</b> The total unduplicated number of <b>providers that served children of essential workers</b> who received a subsidy because of the COVID-19 crisis during the report period (funded with CARES Act and broader CCDF dollars).		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 1 — 999,999	<u>Internal Consistency Standard</u> None
<b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)		
<b>Guidance:</b> Provide annual estimates to help OCC understand how CARES Act dollars were used. Please provide <b>numerical annual unduplicated estimates</b> of the following broad categories of families, children and providers receiving subsidies for slots only, funded fully or partially through grants, contracts, or certificates. Do not include quality and supply grants that are NOT linked to the eligibility of specific families and children as those will be included under the Quality Progress Report.		

<b>Element 15-4, Column A</b>		
<b>Number of providers that closed and received subsidies</b>		
<b>Definition:</b> The total unduplicated number of <b>providers that closed for some period of time and received subsidies</b> based on enrollment of subsidy-eligible children during the report period (funded with CARES Act and broader CCDF dollars).		
<b>Data Standards</b>		
<u>Missing Standard</u> Required	<u>Out of Range Standard</u> Accepts 1 — 999,999	<u>Internal Consistency Standard</u> This element must be less than or equal to 8(A)
<b>Field Size:</b> 6 <b>Format:</b> Numeric (no comma)		
<b>Guidance:</b> Provide annual estimates to help OCC understand how CARES Act dollars were used. Please provide <b>numerical annual unduplicated estimates</b> of the following broad categories of families, children and providers receiving subsidies for slots only, funded fully or partially through grants, contracts, or certificates. Do not include quality and supply grants that are NOT linked to the eligibility of specific families and children as those will be included under the Quality Progress Report.		

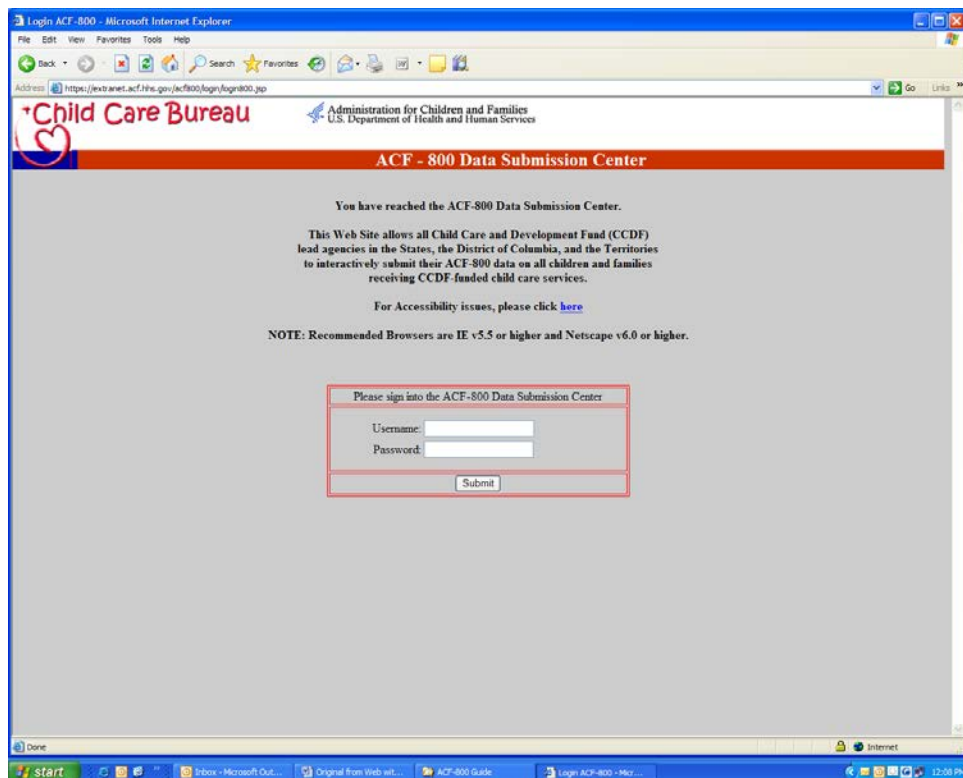
<b>Element 16 Additional Materials (Optional)</b>		
<b>Definition:</b> Additional attachments include any reports, materials developed, or other information regarding quality activities funded by CCDF.		
<b>Data Standards</b>		
<u>Missing Standard</u> Optional	<u>Out of Range Standard</u> Not applicable	<u>Internal Consistency Standard</u> None
<b>Field Size:</b> N/A		
<b>Format:</b> N/A		
<b>Guidance:</b> Illustrative attachments such as reports, materials developed, or other information may be provided to the <a href="#">Regional Office Child Care Program Manager</a> .		

## IV. Submission Information

Each State and Territory must submit the information requested on the ACF-800 by December 31, as stipulated by the statute, for the preceding Federal fiscal year. The report covers the period from October 1 through September 30. ACF regional offices are responsible for monitoring compliance with timeliness of submissions. If a grantee is unable to meet the deadline for any reason, staff should contact the regional office as soon as the difficulty is known.

Contact information for the Office of Child Care Regional Program Managers can be found online at: <https://www.acf.hhs.gov/occ/resource/regional-child-care-program-managers>.

The ACF-800 is submitted electronically via the Internet at the Office of Child Care's web site (<https://extranet.acf.hhs.gov/acf800/login/login800.jsp>). The electronic submission site requires a user name and password to ensure the safety and confidentiality of the information entered. If you do not already have a user name and password, complete the ACF-800 Registration form available at [https://www.acf.hhs.gov/sites/default/files/occ/acf\\_800\\_reg\\_form\\_ncdr.pdf](https://www.acf.hhs.gov/sites/default/files/occ/acf_800_reg_form_ncdr.pdf) and submit it to the National Center on Data and Reporting (NCDR). Section V provides the NCDR contact information.



When you have successfully entered the secure site, the data-entry form and your individual agency profile will appear. Please make sure that your agency profile is correct before proceeding to fill out the form. If there are errors in the profile, please contact the NCDR.

The online form is designed to resemble the paper version. However, due to its size, the entire form may not be visible on your screen and you may have to scroll vertically or horizontally to view all the cells. By selecting a report by fiscal year, you also are able to see reports that were submitted for past years.

The electronic submission site includes data quality checks that will help you to ensure that your data are complete and consistent. On-line guidance will help you to identify and correct noted errors. Once you have completed all of the items, click the Save/Submit button. Your report will be submitted automatically to OCC.

## V. Resources for Additional Assistance

If you have other questions or need more information about the ACF-800 report, there are two primary resources for additional help – the Regional Office Child Care Program Manager for program and policy questions, and the National Center on Data and Reporting (NCDR) for general reporting questions.

The Office of Child Care (OCC) is represented by staff in each of the ten administrative regions across the country. You should contact your Regional Office if you have questions regarding your Child Care program policy or operations. Contact information for the **Regional Offices** can be found on the OCC website: <https://www.acf.hhs.gov/occ/resource/regional-child-care-program-managers>.

NCDR works with OCC to provide technical assistance to all of the State, Territory, and Tribal CCDF Grantees with matters related to the required CCDF data reporting. You can reach **NCDR** Monday to Friday from 9:00 am – 5:00 pm, prevailing Eastern Time.

Phone (toll-free): 1-877-249-9117  
E-mail: [ncdr@ecetta.info](mailto:ncdr@ecetta.info)

## **APPENDICES**

- A. ACF-800 Submission Site Registration Form
- B. Pooling Factor Guidance and Worksheet



## Appendix A

### ACF-800 Submission Site Registration Form



#### **CHILD CARE AND DEVELOPMENT FUND** **State-Level Aggregate Report (ACF-800) Internet Submission**

To ensure appropriate authorization for submitting information via the Internet, please provide the following information:

<b>Name:</b>
<b>Title:</b>
<b>Agency:</b>
<b>Mailing address:</b>
<b>Phone:</b>
<b>Fax:</b>
<b>E-mail:</b>

**Please complete this form for each authorized individual.**

Then email your completed form to [NCDR@ecetta.info](mailto:NCDR@ecetta.info).

A National Center on Data and Reporting TA specialist will contact you to provide additional information and instructions about submitting the ACF-800. They can be reached at 1-877-249-9117 or via email at [NCDR@ecetta.info](mailto:NCDR@ecetta.info).

## Appendix B

### Appendix Pooling Factor Calculation Guidance and Worksheet

#### Introduction

The Pooling Factor Calculation Worksheet (below) is designed to assist States and Territories that pool Child Care and Development Fund (CCDF) dollars with other Federal and State funds with calculating an accurate pooling factor.

The pooling factor takes only direct service costs into account. The pooling factor for a given Federal fiscal year is defined as the proportion (percent) of all direct service costs for the families and children reported on the ACF-801 and the ACF-800 in that Federal fiscal year that are paid for with CCDF funds (CCDF direct service costs ÷ All direct service costs).

For the purpose of calculating the pooling factor, the appropriation year is not relevant. Thus, if funds appropriated in FFY 2018, FFY 2019, and FFY 2020 were used to pay for child care services for families and children reported on the ACF-801 and ACF-800 in FFY 2020, all these funds would be included in the calculation of the pooling factor. Funds used for quality improvement, administration, or non-direct services (e.g., eligibility determination, computerized information systems, etc.) should not be included in the calculation.

To reiterate, only families and children that are CCDF-eligible (that is, meet CCDF reason for care, child's age, and income requirements) should be reported on the ACF-800 and the ACF-801. The direct costs of child care services associated with families and children that do not meet CCDF eligibility requirements should never be included in the calculation of the pooling factor since those families and children should not be reported on the ACF-800 and the ACF-801.

The pooling factor is subsequently used by the Office of Child Care (OCC) with the State's ACF-800 (aggregate) and ACF-801 (case-level) data to calculate the number of families and children served with CCDF funds alone.

The attached worksheet has two tabs. One is a blank form into which actual State data can be entered. The other is an example using sample financial data.

#### Instructions

**Step 1.** Review the funding sources listed in Column A of the worksheet. You will notice that the funds are divided into categories, CCDF Funding Sources on the top and Non-CCDF Funding Sources below. For each funding source, indicate whether any funds were used for the costs of direct child care services (column B). Then, for each funding source, indicate whether the families and children that received the direct services paid for with these funds are included on the ACF-801 and the ACF-800. If the answers in both columns B and C are “Yes,” then direct service costs from these funds should be included going forward with the calculation of the pooling factor. If the answers in columns B and C are not both “Yes,” then these sources should NOT be included in the next steps.

State Matching and Maintenance of Effort (MOE). For purposes of calculating the pooling factor, only the required State Match and MOE used for direct services for families and children reported on the ACF-800 and ACF-801 should be counted under CCDF funding sources. (Pre-K dollars used for the Match and MOE should not be included in the pooling factor.) Any additional State spending in excess of the required CCDF Match/MOE should be considered a Non-CCDF funding source.

**In response to the COVID-19 health crisis, the Federal government provided relief funds through the CARES Act to areas beyond child care, such as education and unemployment. The CCDF CARES Act funds would be included as a part of your numerator (CCDF funds), while any other CARES Act funds expended on direct child care services would be a part of your denominator.**

**STEP 2.** For each funding source for which a “Yes” appears in both columns B and C, fill in under each appropriation year the amount of direct child care costs for the FFY for which the pooling factor is being calculated (e.g. for FFY 2019).

**STEP 3.** The worksheet has been auto-populated with formulas to calculate the pooling factor, which appears in the bottom right hand corner of the worksheet, in bold. Be sure to check that all costs have been entered accurately, and then save the worksheet as back-up documentation for the Pooling Factor Confirmation Forms which are submitted to NCDR.

**Pooling Factor Calculation Worksheet for FFY 2020**

**INCLUDING ONLY Direct Service Costs for Families and Children Reported on the ACF-801 and the ACF-800**

A	B	C	D	E	F	G
	Funds Used for Direct Services (YES/NO)	Children and Families Included on the ACF-801 and ACF-800 (YES/NO)				
			2018	2019	2020	Total
<b>CCDF FUNDING SOURCES</b>						
Federal Mandatory Funds	YES	YES	\$ 50,000	\$ 100,000	\$ 1,200,000	\$ 1,353,000
Federal Matching Funds	YES	YES	\$ 30,000	\$ 500,000	\$ 2,000,000	\$ 2,530,000
Federal Discretionary Funds	YES	YES	\$ 100,000	\$ 200,000	\$ 500,000	\$ 800,000
State Matching Funds (limited to the required amount)*	YES	YES			\$ 2,000,000	\$ 2,000,000
State MOE Funds (limited to the required amount)*	YES	YES			\$ 1,700,000	\$ 1,700,000
TANF Funds Transferred to CCDF	YES	YES			\$ 400,000	\$ 400,000
CCDF CARES Act Funds	YES	YES			\$ 500,000	\$ 500,000
						\$ -
<b>Total CCDF Used to Provide Services in FFY 2020</b>			<b>\$ 180,000</b>	<b>\$ 800,000</b>	<b>\$ 8,300,000</b>	<b>\$ 9,283,000</b>
<b>Non-CCDF FUNDING SOURCES</b>						
Title XX (Social Services Block Grant - SSBG)	YES	YES		\$ 30,000	\$ 100,000	\$ 130,000
State-Only child care funds (in excess of State funds used to meet CCDF Match and MOE requirements)*	YES	YES			\$ 1,000,000	\$ 1,000,000
TANF Direct funds for child care not transferred into CCDF	YES	YES		\$ 2,000	\$ 30,000	\$ 32,000
Title IV-B or IV-E funds	YES	YES			\$ 10,000	\$ 10,000
Other: (Please specify other non-CCDF funds included in the pool)						
Foundation Funding	YES	YES			\$ 2,000	\$ 2,000
						\$ -
						\$ -
<b>Total Non-CCDF Used to Provide Services in FFY 2020</b>				<b>\$ 32,000</b>	<b>\$ 1,142,000</b>	<b>\$ 1,174,000</b>
<b>Total All Funds</b>						<b>\$ 10,457,000</b>
<b>CCDF as a % of Total</b>						<b>88.8%</b>

\* Pre-K dollars, whether used for the Match, MOE, or State-only funds, should not be included in the pooling factor.

**Pooling Factor Calculation Worksheet for FFY 2020**

**INCLUDING ONLY Direct Service Costs for Families and Children Reported on the ACF-801 and the ACF-800**

A	B	C	D	E	F	G
	Funds Used for Direct Services (YES/NO)	Children and Families Included on the ACF-801 and ACF-800 (YES/NO)				
			2018	2019	2020	Total
<b>CCDF FUNDING SOURCES</b>						
Federal Mandatory Funds						\$ -
Federal Matching Funds						\$ -
Federal Discretionary Funds						\$ -
State Matching Funds (limited to the required amount)*						\$ -
State MOE Funds (limited to the required amount)*						\$ -
TANF funds Transferred to CCDF						\$ -
CARES Act Funds						\$ -
<b>Total CCDF Used to Provide Services in FFY 2020</b>			\$ -	\$ -	\$ -	\$ -
<b>Non-CCDF FUNDING SOURCES</b>						
Title XX (Social Services Block Grant - SSBG)						\$ -
State-Only child care funds (in excess of State funds used to meet CCDF Match and MOE requirements)*						\$ -
TANF Direct funds for child care not transferred into CCDF						\$ -
Title IV-B or IV-E funds						\$ -
Other: (Please specify other non-CCDF funds included in the pool)						\$ -
						\$ -
						\$ -
<b>Total Non-CCDF Used to Provide Services in FFY 2020</b>			\$ -	\$ -	\$ -	\$ -
<b>Total All Funds</b>						\$ -
<b>CCDF as a % of Total</b>						

\* Pre-K dollars, whether used for the Match, MOE, or State-only funds, should not be included in the pooling factor.