

HOW TO USE A **FILLABLE PDF** TO SUBMIT YOUR FY2020-2022 CCDF TRIBAL PLAN



ADMINISTRATION FOR
CHILDREN & FAMILIES



NATIONAL CENTER ON
Child Care Data and Reporting

WELCOME



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Division
Office of Child Care
U.S. Department for Health
and Human Services
Administration for Children
and Families

SESSION GOALS: YOU WILL LEARN

- What you need to be able to use a fillable PDF form
- How to start
- How to share your working file with others
- How to move through the PDF
- How to enter data in the form
- How to view attachments
- How to submit the form
- How to get help

FORMAT FOR THE CCDF TRIBAL PLAN PREPRINT

- FY2020–2022 CCDF Tribal Plan Preprint is provided as a *fillable* PDF
 - A *fillable* PDF is an interactive document you complete by selecting or typing responses into fields
 - This format allows OCC to summarize information provided in CCDF Tribal Plans



ADOBE ACROBAT READER DC

HOW TO USE A FILLABLE PDF

1. You need to download the Adobe Acrobat Reader

- <https://get.adobe.com/reader/>
- Free software – does not require a license
- Adobe Acrobat Reader DC is preferred (this is the newest version)

2. If you have any question or issues, contact the National Center on Data and Reporting (NCDR)

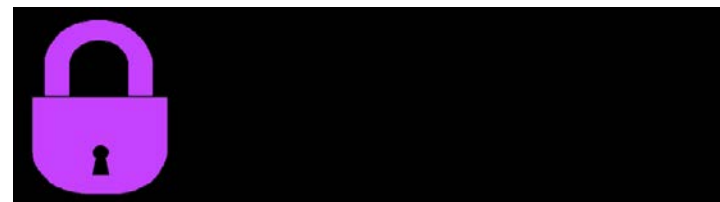
NCDR@ECETTA.info or toll-free 1-877-249-9117



DOWNLOADING ADOBE – ADMINISTRATIVE RIGHTS

If you don't have administrative rights to download software to your computer, please work with your IT staff to download Adobe Acrobat Reader DC.

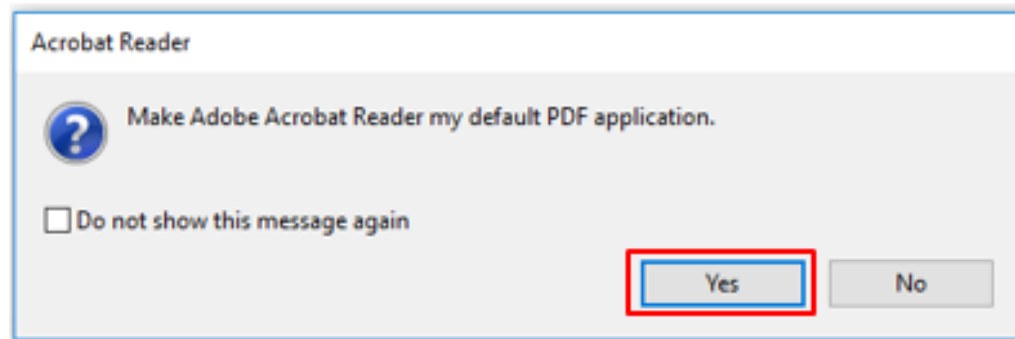
- Ask them to download the software on the computers of ALL staff that will help you with entering information in your Plan.



MAKING ADOBE ACROBAT READER THE DEFAULT READER

For users with Microsoft 10, your default PDF viewer is Microsoft Edge. To ensure the fillable PDF opens in Adobe Acrobat Reader, make it your default viewer:

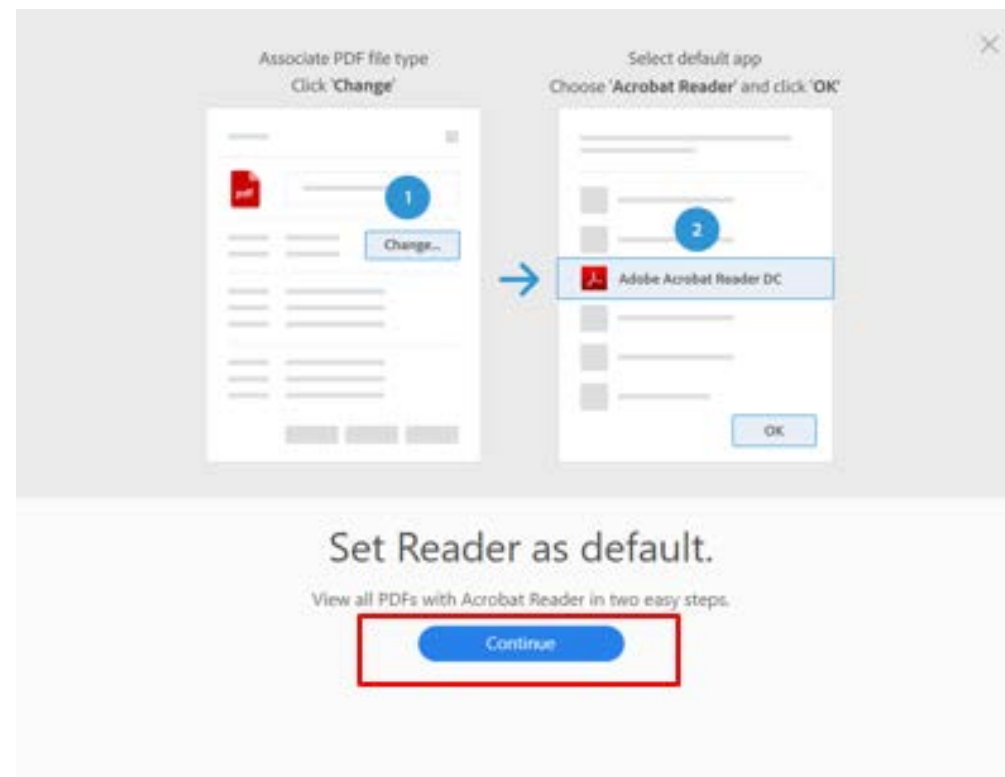
- Open Adobe Acrobat Reader after you have downloaded the software.
- After a few seconds, a dialog box will open that says “Make Adobe Reader my default PDF application.” Click “Yes”.



MAKING ADOBE ACROBAT READER THE DEFAULT READER

On the next screen:

- Click the **'Continue'** button and follow the steps on the next slide



MAKING ADOBE ACROBAT READER THE DEFAULT READER

Next:

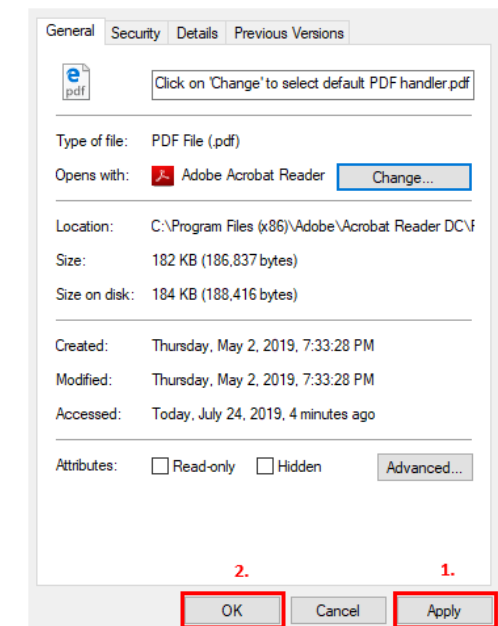
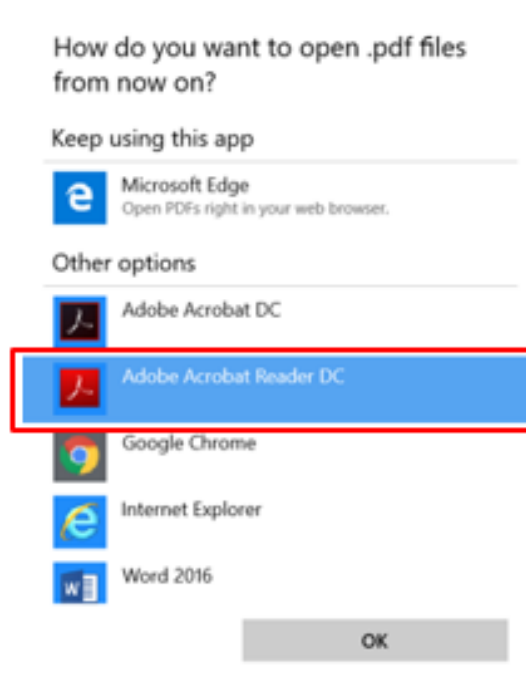
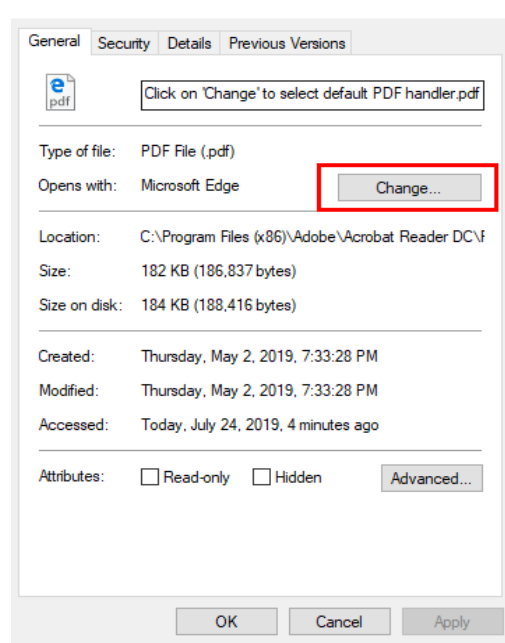
- Click the **'Change'** button



- Select **Adobe Acrobat Reader DC**



- Click the **'Apply'** button
- Click the **'OK'** button



NEED HELP WITH ADOBE VERSIONS

**If you have any questions or issues, contact the
National Center on Data and Reporting (NCDR)**

NCDR@ECETTA.info or toll-free 1-877-249-9117

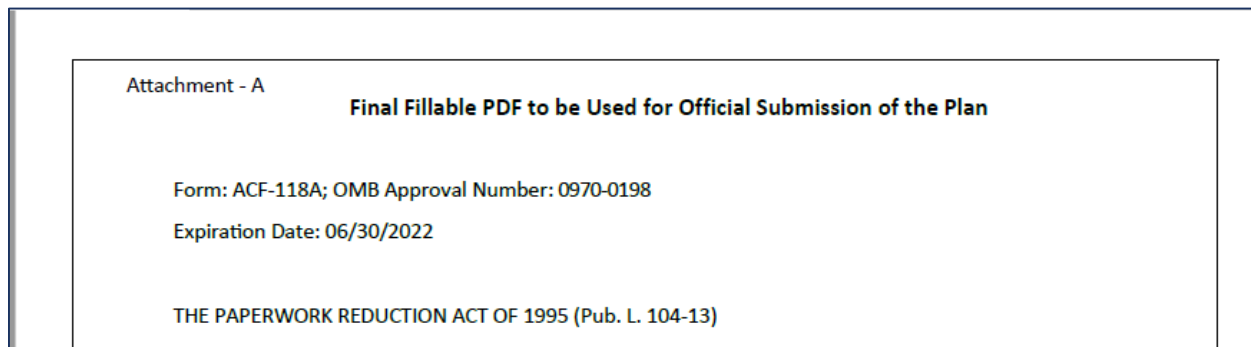


FINAL FILLABLE PDF VERSION

PDF – FINAL FILLABLE PDF FOR OFFICIAL SUBMISSION

The Plan Preprint was sent via email Monday July 29:

- Ensure HEADER at the top of the first page: **“Final Fillable PDF to be Used for Official Submission of the Plan”**



Attachment - A

Final Fillable PDF to be Used for Official Submission of the Plan

Form: ACF-118A; OMB Approval Number: 0970-0198

Expiration Date: 06/30/2022

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

HOW TO START

- Save the blank form to your computer
 - Save the form to your computer with a new file name, for example:
FY2020-2022 CCDF Tribal Plan Tribal Name [Version 1](#).pdf
- Double-click on the form to open it when you are ready to enter data
 - Note: Make sure Adobe Acrobat Reader is your default PDF viewer prior to trying to open the Plan Preprint



USING THE FILLABLE PDF

HOW TO SHARE

- As other staff may want to enter data, share the working document by:
 - Providing it to others using Email or USB flash drive , or
 - Placing the file on a shared drive



HOW TO MOVE THROUGH THE PDF

- Scroll down to find the question you want to answer; or
- Press "Tab" to move forward to the next form field
- Refer to the *CCDF Tribal Plan Preprint: Fillable PDF User Guide* for more information on other options



HOW TO ENTER INFORMATION IN THE FILLABLE PDF

- Enter information in the blank fields throughout the form by typing or selecting responses
- Five types of Fields:
 - Text boxes
 - Check boxes
 - Date boxes
 - Radio buttons
 - Attachments

HOW TO ENTER DATA: TEXT BOXES

- Text boxes are **SIZE LIMITED**. The amount of space shown is the amount of space you have to enter your response.
- You can copy and paste text from Word or other programs
- Some questions ask for web links, so you'll copy and paste a URL.

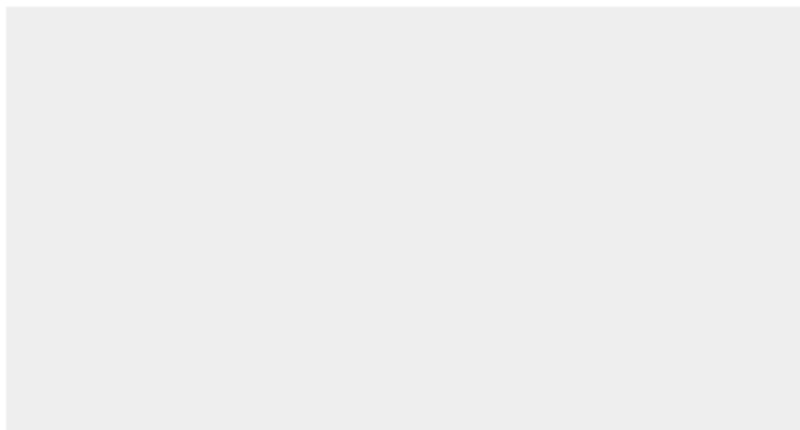


Reminder: Spell Check feature is available through the Edit Menu

TEXT BOXES: ACTIVE VERSUS INACTIVE

- Text Boxes with associated check boxes are inactive until activated by ‘checking’ the box. The text box color will be a darker shade of blue.

Other. Describe:

A large, empty rectangular text box with a light gray background, representing an inactive state.

Other. Describe:

A large, empty rectangular text box with a light blue background, representing an active state.

HOW TO ENTER DATA: CHECK BOXES AND RADIO BUTTONS

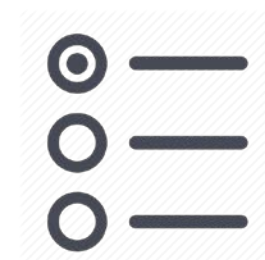
■ Check Boxes

- Check boxes allow for multiple response selection
- Click the boxes you want to select
- Undo a selection by clicking again



■ Radio Buttons

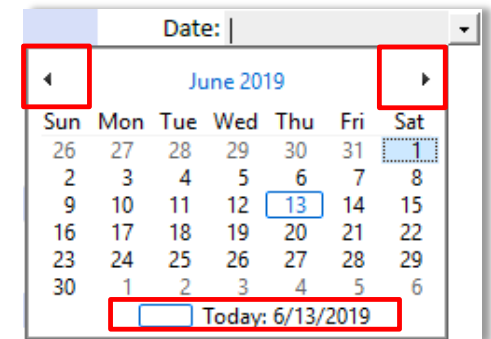
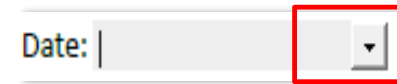
- Radio buttons allow for a single response
- Click the button you wish to select



HOW TO ENTER DATA: DATE BOXES

Dates can be entered in the date fields in two different ways:

- Type the date in the proper format (MM/DD/YYYY), or
- Click on the drop down arrow to select dates from the calendar.*
 - Use left and right arrows to navigate by month.
 - Click on the dates to select
 - OR select the current date by clicking on the bottom of the calendar



* Only in Adobe Acrobat Reader DC

HOW TO ENTER DATA: ATTACHMENTS

- Some questions allow for attachments
- Click on the **Add or remove attachment** button
- Browse for your file and click **Open**

a. The list is provided as Attachment #:

Add or remove attachment

Fillable PDF testing.docx

a. The list is provided as Attachment #:


Add or remove attachment



- To remove, click **Add or remove attachment** again

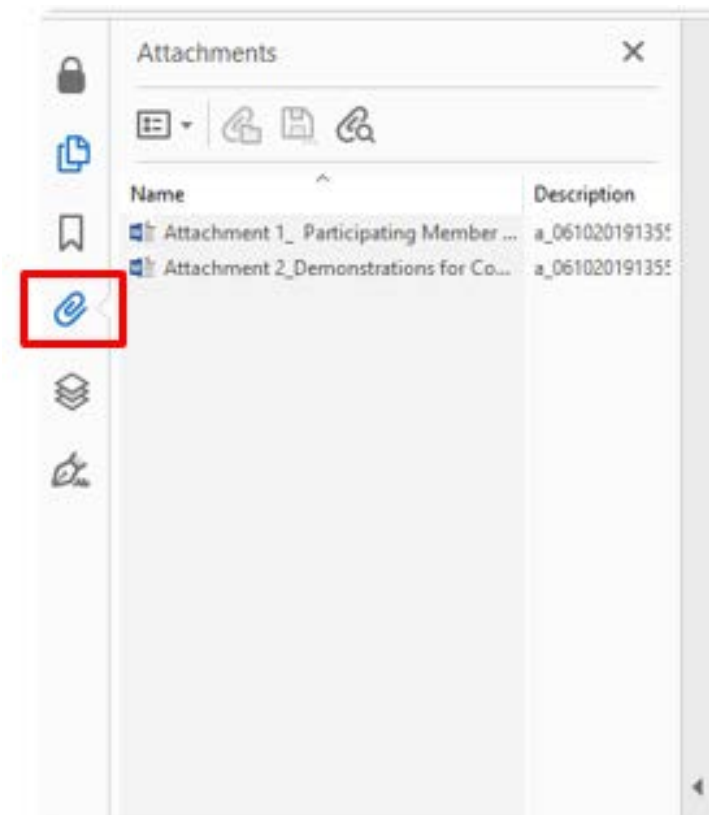
This action cannot be undone - only click the button a second time if you want to remove the attachment

HOW TO VIEW ATTACHMENTS

- Open the **Attachments Icon**  in the Navigation Pane
- Attachments will be listed by Document Name
- Double-click on the document you wish to open

If the attachments icon does not show in the Navigation Pane click:

View > Show/Hide > Navigation Panes > Attachments



SKIP PATTERNS

Depending upon your responses, some questions must be skipped. For questions that must be skipped, the fields will be locked.

abbreviated CCDF Plan.

4.1 Indicate if this *Tribe with a small allocation* will offer direct child care services. Check the appropriate box below:

Not applicable, as a Tribe with a medium or large allocation we will describe direct services in the next sections. ([Skip to Section 5](#))

No, as a *Tribe with a small allocation* we will not be offering direct child care services.

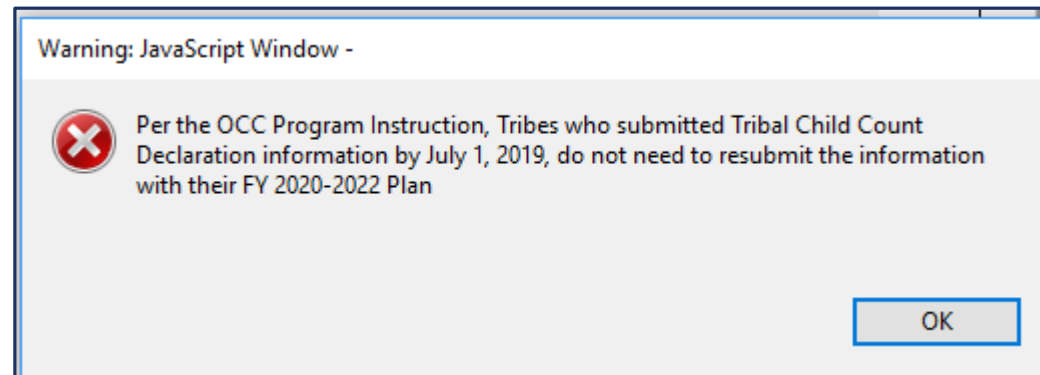
[Stop here and go to the appendices.](#)

Yes, *Tribe with a small allocation* we will offer direct child care services. Complete the questions below.

a. The Tribal Lead Agency allows parents to choose from the following categories of care. Check all that apply:

LOCKED SECTIONS

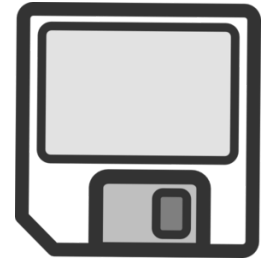
Sections 1.5, 1.6, and Appendices 1 and 1-A are locked because grantees are not required to provide responses. For example, 1.6 Child Counts: If you click on the section, you will receive the pop-up message below:



REMEMBER TO SAVE YOUR WORK

Save your work frequently to prevent loss of data!

- Name your working copy with:
 - The name of your Tribe and Version number
Example: FY2020-2022 CCDF Tribal Plan Tribe Name **Version 1**.pdf
 - Be careful to use the current version of your PDF when you make changes





SUBMITTING YOUR PLAN AND HELPFUL RESOURCES

HOW TO SUBMIT YOUR PLAN

Submit your CCDF Tribal Plan via email to your OCC Regional Office

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

Things to include in your email:

- The completed version of your CCDF Tribal Plan (Fillable PDF, which includes your attachments)
- A signed letter from your Tribal Leader indicating this is your Tribe's application for CCDF funds



HOW TO SUBMIT YOUR PLAN

If you encounter issues emailing your Fillable PDF, see the *CCDF Tribal Plan Preprint: Fillable PDF User Guide* for additional guidance on how to:

- 1) Zip your file if it is too large (file size limits will depend upon your organization's policies or email server limitations), or
- 2) Encrypt your file if your Lead Agency requires that you encrypt attachments sent via email.



HOW TO GET HELP



OCC Regional Office

- Contact your OCC Regional Office for guidance and support in completing the CCDF Tribal Plan Preprint
- Contact information can be found at <https://www.acf.hhs.gov/occ/resource/regional-child-care-program-managers>.

National Center on Child Care Data and Reporting (NCDR)

- Contact NCDR for questions using the fillable PDF by emailing NCDR@ECETTA.info or calling toll-free 1-877-249-9117



RESOURCES

- **CCDF Tribal Plan Preprint: Fillable PDF User Guide**

- In-depth instructions on all functions of the fillable PDF
- Will be released with the slides after this Webinar

- **Tribal Plan Preprint Available on OCC Website at:**

- <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2019-03>





FREQUENTLY ASKED QUESTIONS (FAQS)

Q: WHAT IF MY RESPONSE DOES NOT FIT WITHIN THE TEXT FIELD IN THE FILLABLE PDF?

- A: The fillable PDF text boxes are a fixed size based on the requested information. Lead Agencies are asked to be succinct and provide information specific to the question. Text copied and pasted from other documents may be too long to fit in the text box, or may have hidden characters that are being pasted into the text box. TLAs are encouraged to seek assistance from their regional office staff to edit responses down to the necessary content and from NCDR for guidance about copying and pasting.

Q: WHY CAN'T I ENTER RESPONSES FOR 1.5 AND 1.6?

- A: Questions 1.5 and 1.6 refer to components of the child count. Tribes submitted these child count numbers on July 1 and do not need to resubmit this information. Sections 1.5, 1.6, and Appendices 1 and 1A have also been disabled.

Q: WHERE CAN I FIND INSTRUCTIONS FOR COMPLETING THE PREPRINT?

- A: The Program Instruction for the Plan and the Plan Preprint can be found at <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2019-03>. A recording of the technical training for the fillable PDF will be available on the OCC website soon. Contact your regional office staff for additional assistance.

Q: WHAT IF MY COMPLETED PLAN IS TOO LARGE TO EMAIL?

- The completed fillable PDF can get quite large, especially after attaching documents. Contact NCDR for assistance with sending large documents.

THANK YOU!



For help, contact the
**National Center on Child Care
Data and Reporting**

6003 Executive Blvd., Suite 400
Rockville, MD 20852

Toll-free 1-877-249-9117
Fax 301-816-8640

NCDR@ECETTA.info



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