

# Child Care and Development Fund

## ACF-901 Provider-Level Data Standards

*Technical Bulletin #16*  
*December 2021*

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The ACF-901 is a new data collection form designed to collect American Rescue Plan (ARP) Act Stabilization Grants provider-level data. The ARP Act of 2021 included approximately \$24 billion in funding for child care stabilization grants. State and territory lead agencies must spend at least 90 percent of the stabilization funds as grants to qualified child care providers to support the stability of the child care sector during and after the Coronavirus Disease 2019 (COVID-19) public health emergency. Data collection efforts through the new ACF-901 will include child care provider-level information about the number and characteristics of child care providers receiving stabilization grant awards. This data collection effort is necessary to provide transparency and accountability in the use of this funding for the expansions of and improvements for child care.

This Technical Bulletin lists the data standards for the ACF-901 data. The data standards described here serve as the principle guidance for identifying and correcting errors in provider-level data and ensuring accurate data submissions. **Note:** Refer to [Technical Bulletin #15](#) for information on current file formatting requirements for the ACF-901.

If unable to report certain provider-level data for the stabilization grants supported with ARP Act funds, provide a general footnote describing specifically what you are unable to report on the ACF-901 report.

### Effective Dates

Grantees are required to begin reporting the ACF-901 quarterly data by January 31, 2022. Each state/territory shall report a quarterly file for each quarter the state/territory had awarded stabilization grants to providers. The date of when the state/territory began awarding stabilization grant awards will determine how many quarterly files will be due by January 31, 2022. If the state/territory began awarding stabilization grants to providers

- prior to July 1, 2021 – State/territory will submit three quarterly files for
  1. April 1, 2021 to June 30, 2021 (Quarter 3 of federal fiscal year FFY 2021)
  2. July 1, 2021 to September 30, 2021 (Quarter 4 of FFY 2021)
  3. October 1, 2021 to December 31, 2021 (Quarter 1 of FFY 2022)
- after June 30, 2021 and prior to October 1, 2021 – State/territory will submit two quarterly files for
  1. July 1, 2021 to September 30, 2021 (Quarter 4 of FFY 2021)
  2. October 1, 2021 to December 31, 2021 (Quarter 1 of FFY 2022)
- after September 30, 2021 and prior to January 1, 2022 – State/territory will submit one quarterly file for
  1. October 1, 2021 to December 31, 2021 (Quarter 1 of FFY 2022)

After the initial data submission in January 2022, states/territories will submit regular quarterly reports for each quarter they award stabilization funds, and can stop reporting ACF-901 data when the state/territory has expended their ARP Act stabilization grant funding. A state/territory

should include a footnote in the last quarterly ACF-901 submission to inform OCC that this is the last quarterly file.

The data standards for each item in the ACF-901 report are found in the table beginning on page 3, which is formatted as follows:

**Data Element Number and Name:** The first two columns on the table provide the number and name of each data element that must be reported. These data elements are available in the [ACF-901](#) – American Rescue Plan (ARP) Stabilization Grants Provider-Level Data (draft form pending OMB approval). For example, the first data element is “1. Start of the Reporting Period”.

**Length:** The third column lists the size (number of digits or characters) of the data element. Any numeric data elements with responses that do not use all the available digits should be right-justified and padded with leading zeroes. For example, for Data Element #3 “Total Number of Providers Included”, the Field Size is 7. If the value were 2,387, it would be formatted as “0002387” so that it contains seven digits.

**Missing Data Standard:** The fourth column indicates whether the data element is required.

**Acceptable Range of Values:** The fifth column indicates the acceptable range of data values. All values must occur within this range. For example, for Data Element #12 (Gender: of the center director or family child care owner), the reported value must be one of the following: 1=Male, 2=Female, 3=Non-binary, 9=No response.

**Internal Consistency Standard:** The sixth column lists the standards for consistency among related elements. These standards reflect intuitively logical relationships. For example, the value of Data Element #1 (Start of Reporting Period) must be a date prior to Element #2 (End of Reporting Period).

**Suggestions / Guidance:** The final column provides additional guidance related to each data element.

### **Resources for Additional Assistance:**

If you have questions or need more information about the ACF-901 report, there are two primary resources for additional help – Office Child Care (OCC) Regional Program Manager for program and policy questions, and the Child Care Automated Reporting System (CARS) team for general reporting questions.

OCC is represented by staff in each of the ten administrative regions across the country. Contact information for the **Regional Offices** can be found on the [OCC website](#).

The CARS team works with OCC to provide technical assistance to states, territories, and tribes in matters related to the required CCDF data reporting. You can reach the CARS team Monday through Friday from 9:00 am – 6:00 pm, prevailing Eastern Time.

Phone (toll-free): 1-877-249-9117

E-mail: [CARS@gdit.com](mailto:CARS@gdit.com)

## Section II. HEADER INFORMATION

Data Element Number	Data Element Name	Length	Missing Data Standard	Acceptable Range Values	Internal Consistency Standard	Suggestions / Guidance
01	Start of Reporting Period	8	Always Required	Format YYYYMMDD:  2021 <= YYYY <= current year  01 <= MM <= 12	Date must be before the date entered for Element #2 – End of Reporting Period	This data element identifies the date of the start of the reporting period.  For example, if the report covers October 1, 2021 to December 31, 2021, this element would be “20211001”.
02	End of Reporting Period	8	Always Required	Format YYYYMMDD:  2021 <= YYYY <= current year  01 <= MM <= 12	Date must be after the date entered for Element #1 – Start of Reporting Period	This data element identifies the date of the end of the reporting period.  For example, if the report covers October 1, 2021 to December 31, 2021, this element would be “20211231”.
03	Total Number of Providers Included	7	Always Required	All numeric characters allowed.	No internal consistency standard.	The total number of providers included in this quarterly report, and who received at least one stabilization grant award during the quarter.  The number should be right-justified within the field and padded with leading zeroes. For example, 2,387 would be formatted as “0002387”.

## Section II. HEADER INFORMATION

Data Element Number	Data Element Name	Length	Missing Data Standard	Acceptable Range Values	Internal Consistency Standard	Suggestions / Guidance
4a	State/ Territory Point of Contact – First Name	50	Always Required	All alpha characters allowed.	No internal consistency standard.	The point of contact who is designated to receive a report after the processing of these data, and who can respond to questions regarding ACF-901 data submission.  There are three fields, First Name, Middle Name, Last Name.
4b	State/ Territory Point of Contact – Middle Name	50	Optional	All alpha characters allowed.	No internal consistency standard.	The point of contact who is designated to receive a report after the processing of these data, and who can respond to questions regarding ACF-901 data submission.  There are three fields, First Name, Middle Name, Last Name.
4c	State/ Territory Point of Contact – Last Name	50	Always Required	All alpha characters allowed.	No internal consistency standard.	The point of contact who is designated to receive a report after the processing of these data, and who can respond to questions regarding ACF-901 data submission.  There are three fields, First Name, Middle Name, Last Name.

## Section II. HEADER INFORMATION

Data Element Number	Data Element Name	Length	Missing Data Standard	Acceptable Range Values	Internal Consistency Standard	Suggestions / Guidance
5a	State/ Territory Point of Contact Phone Number	20	Optional	All alphanumeric characters allowed.	No internal consistency standard.	The telephone number of the state/territory child care contact, who can respond to questions regarding ACF-901 data submission.  For example, “703-555-1234 x684”.
5b	State/ Territory Point of Contact Phone Type	1	Optional	1, 2  1= Work 2=Mobile	No internal consistency standard.	Indicates whether the phone number provided is a work phone (1) or mobile phone (2)
06	State/ Territory Point of Contact – Email Address	50	Always Required	All alphanumeric characters allowed.	No internal consistency standard.	The valid e-mail address of the state/territory child care contact, who can respond to questions regarding ACF-901 data submission.

### Section III. PROVIDER CHARACTERISTICS

Data Element Number	Data Element Name	Length	Missing Data Standard	Acceptable Range Values	Internal Consistency Standard	Suggestions / Guidance
07	Provider Unique State ID	15	<p>If the State does not have Provider Unique State IDs, leave field blank AND report the provider's Federal Employer Identification Number (FEIN).</p> <p>In the absence of a FEIN, OCC requires that states assign a Provider Unique State ID to the provider.</p>	All alphanumeric characters allowed.	If a record has neither a FEIN nor a Provider Unique State ID, the data related to the provider cannot be processed.	<p>If the provider operates in multiple locations in the state, then the state is required to assign a Provider Unique State ID for each location who applied for a grant.</p> <p>The Provider Unique State ID should never be "recycled" between different locations or different providers. This allows OCC to identify unique providers over time.</p> <p>Social Security Numbers may not be used as the Provider Unique State ID.</p>
08	Provider FEIN	9	If a FEIN is unavailable, the state must provide a Provider Unique State ID in data element #7.	All numeric characters allowed.	If a record has neither a FEIN nor a Provider Unique State ID, the data related to the provider cannot be processed.	<p>If the provider operates in multiple locations in the state, then the state should follow the instructions for data element #7.</p> <p>Social Security Numbers may not be reported in lieu of FEINs.</p>

### Section III. PROVIDER CHARACTERISTICS

Data Element Number	Data Element Name	Length	Missing Data Standard	Acceptable Range Values	Internal Consistency Standard	Suggestions / Guidance
09	Provider type	1	Always required	1-5  1=Licensed Family Home 2=Licensed Center 3=License-Exempt Family Home 4=License-Exempt Center 5=Child's Home	No internal consistency standard.	<p>Provider types are divided into two broad categories: “licensed” and “license-exempt”. License-exempt means facilities that are not required to meet “licensing or regulatory requirements” as defined in the CCDF regulations at 45 CFR 98.2.</p> <p>Associated terms include “legally exempt” and “legally operating without regulation”. The “licensed” and “license-exempt” categories each include two types of providers (each state's definition of these terms apply): family home (which includes group home care) and centers.</p>
10	Provider County FIPS Code	5	Always Required	<p>County Federal Information Processing Series (FIPS) Code: The FIPS Code geographic identifiers are issued by the National Bureau of Standards. A list of all FIPS codes can be found at</p> <p><a href="https://www.census.gov/library/reference/code-lists/ansi.html#par_statelist">https://www.census.gov/library/reference/code-lists/ansi.html#par_statelist</a>.</p>	No internal consistency standard.	<p>The County FIPS code should be a location where child care services are actually delivered, not a location that is solely for administrative offices.</p> <p>If the provider operates in multiple locations in the state, then the FIPS code should represent the provider location receiving the stabilization grant.</p>

### Section III. PROVIDER CHARACTERISTICS

Data Element Number	Data Element Name	Length	Missing Data Standard	Acceptable Range Values	Internal Consistency Standard	Suggestions / Guidance
11	Provider Zip Code	5	Always required	Use 5-digit postal codes used by the U.S. Postal Service (USPS):  <a href="https://tools.usps.com/go/ZipLookupAction!input.action">https://tools.usps.com/go/ZipLookupAction!input.action</a>	No internal consistency standard.	This should be a location where child care services are actually delivered, not a location that is solely for administrative offices.  If the provider operates in multiple locations in the state, then the zip code should represent the provider location receiving the stabilization grant.
12	Gender	1	Always required	1-3; 9  1=Male 2=Female 3=Non-binary 9=No response	No internal consistency standard.	This should be the gender for the center director or family child care owner.  If a provider declines to provide gender information, the state should report “9”.
13	Hispanic or Latino Ethnicity	1	Always required	0-1; 9  0=No 1=Yes 9=No response	No internal consistency standard.	This should be the Hispanic or Latino ethnicity of the center director or family child care owner.  If a provider declines to provide ethnicity information, the state should report “9”.



### Section III. PROVIDER CHARACTERISTICS

Data Element Number	Data Element Name	Length	Missing Data Standard	Acceptable Range Values	Internal Consistency Standard	Suggestions / Guidance
14	American Indian or Alaskan Native	1	Always required.	0-1; 9  0=No 1=Yes 9=No response	At least one of the races in Data Elements #14 through #18 must be answered "Yes" (equal to 1).  For multi-racial providers, more than one of the race Data Elements #14 through #18 should be answered "Yes" (equal to 1).	This should be the response for each race of the center director or family child care owner.  If a provider declines to provide race information, the state should report "9".
15	Asian	1	Always required.	0-1; 9  0=No 1=Yes 9=No response	At least one of the races in Data Elements #14 through #18 must be answered "Yes" (equal to 1).  For multi-racial providers, more than one of the race Data Elements #14 through #18 should be answered "Yes" (equal to 1).	This should be the response for each race of the center director or family child care owner.  If a provider declines to provide race information, the state should report "9".

### Section III. PROVIDER CHARACTERISTICS

Data Element Number	Data Element Name	Length	Missing Data Standard	Acceptable Range Values	Internal Consistency Standard	Suggestions / Guidance
16	Black or African American	1	Always required	0-1; 9  0=No 1=Yes 9=No response	At least one of the races in Data Elements #14 through #18 must be answered "Yes" (equal to 1).  For multi-racial providers, more than one of the race Data Elements #14 through #18 should be answered "Yes" (equal to 1).	This should be the response for each race of the center director or family child care owner.  If a provider declines to provide race information, the state should report "9".
17	Native Hawaiian or Pacific Islander	1	Always required	0-1; 9  0=No 1=Yes 9=No response	At least one of the races in Data Elements #14 through #18 must be answered "Yes" (equal to 1).  For multi-racial providers, more than one of the race Data Elements #14 through #18 should be answered "Yes" (equal to 1).	This should be the response for each race of the center director or family child care owner.  If a provider declines to provide race information, the state should report "9".

### Section III. PROVIDER CHARACTERISTICS

Data Element Number	Data Element Name	Length	Missing Data Standard	Acceptable Range Values	Internal Consistency Standard	Suggestions / Guidance
18	White	1	Always required	0-1; 9  0=No 1=Yes 9=No response	At least one of the races in Data Elements #14 through #18 must be answered "Yes" (equal to 1).  For multi-racial providers, more than one of the race Data Elements #14 through #18 should be answered "Yes" (equal to 1).	This should be the response for each race of the center director or family child care owner.  If a provider declines to provide race information, the state should report "9".
19	Total licensed or identified capacity	4	Always Required	Greater than 0 and less than or equal to 9999	No internal consistency standard.	This is the provider's total licensed or identified capacity (i.e., total number of children the provider can serve).  If the provider operates in multiple locations in the state, then Data Element #19 should represent the provider capacity for the location receiving the stabilization grant.

### Section III. PROVIDER CHARACTERISTICS

Data Element Number	Data Element Name	Length	Missing Data Standard	Acceptable Range Values	Internal Consistency Standard	Suggestions / Guidance
20	Infant licensed or identified capacity	4	Optional	Greater than or equal to 0 and less than or equal to 9999	At least one of the age categories in Data Elements #20 through #23 must have a value greater than '0000' and the value must not be greater than Data Element #19.	<p>This is the provider's infant licensed or identified capacity (i.e., total number of infants the provider can serve), based on the state's definition of infants.</p> <p>If the provider operates in multiple locations in the state, then Data Element #20 should represent the provider infant capacity for the location receiving the stabilization grant.</p> <p>If the provider does not serve infants, then '0000' should be reported. Reporting zeroes ('0000') indicates that the state knows that the provider is not serving infants.</p> <p>If the provider's infant capacity is unknown, the state should report blanks, and not '0000'.</p>
21	Toddler licensed or identified capacity	4	Optional	Greater than or equal to 0 and less than or equal to 9999	At least one of the age categories in Data Elements #20 through #23 must have a value greater than '0000' and the value must not be greater than Data Element #19.	<p>This is the provider's toddler licensed or identified capacity (i.e., total number of toddlers the provider can serve), based on the state's definition of toddlers.</p> <p>If the provider operates in multiple locations in the state, then Data Element #21 should represent the provider toddler capacity for the location receiving the stabilization grant.</p> <p>If the provider does not serve toddlers, then '0000' should be reported. Reporting zeroes ('0000') indicates that the state knows that the provider is not serving toddlers.</p> <p>If the provider's toddler capacity is unknown, the state should report blanks, and not '0000'.</p>

### Section III. PROVIDER CHARACTERISTICS

Data Element Number	Data Element Name	Length	Missing Data Standard	Acceptable Range Values	Internal Consistency Standard	Suggestions / Guidance
22	Preschooler licensed or identified capacity	4	Optional	Greater than or equal to 0 and less than or equal to 9999	At least one of the age categories in Data Elements #20 through #23 must have a value greater than '0000' and the value must not be greater than Data Element #19.	<p>This is the provider's preschooler licensed or identified capacity (i.e., total number of preschoolers the provider can serve), based on the state's definition of preschoolers.</p> <p>If the provider operates in multiple locations in the state, then Data Element #22 should represent the provider preschooler capacity for the location receiving the stabilization grant.</p> <p>If the provider does not serve preschoolers, then '0000' should be reported. Reporting zeroes ('0000') indicates that the state knows that the provider is not serving preschoolers.</p> <p>If the provider's preschooler capacity is unknown, the state should report blanks, and not '0000'.</p>
23	School-age children licensed or identified capacity	4	Optional	Greater than or equal to 0 and less than or equal to 9999	At least one of the age categories in Data Elements #20 through #23 must have a value greater than '0000' and the value must not be greater than Data Element #19.	<p>This is the provider's school-age children licensed or identified capacity (i.e., total number of school-age children the provider can serve), based on the state's definition of school-age children.</p> <p>If the provider operates in multiple locations in the state, then Data Element #23 should represent the provider school-age children capacity for the location receiving the stabilization grant.</p> <p>If the provider does not serve school-age children, then '0000' should be reported. Reporting zeroes ('0000') indicates that the state knows that the provider is not serving school-age children.</p> <p>If the provider's school-age children capacity is unknown, the state should report blanks, and not '0000'.</p>

### Section III. PROVIDER CHARACTERISTICS

Data Element Number	Data Element Name	Length	Missing Data Standard	Acceptable Range Values	Internal Consistency Standard	Suggestions / Guidance
24	Serving children who receive subsidy, at time of application	1	Always Required	0-1 0=No 1=Yes	No internal consistency standard.	<p>The provider who, at time of application for stabilization funding, was already serving children who received Child Care and Development Fund (CCDF) subsidies should be reported as 'Yes' (1). This definition does not include the broader pool of providers who accept children eligible for CCDF subsidies but were not serving any such children at time of application.</p> <p>If the provider operates in multiple locations in the state, then Data Element #24 should represent the response for the location receiving the stabilization grant</p>
25	Provider temporarily closed at time of application	1	Always Required	0-1 0=No 1=Yes	No internal consistency standard.	<p>The provider who temporarily closed, at time of application, due to public health, financial hardship, or other reasons relating to COVID-19 should be reported as 'Yes' (1).</p> <p>If the provider operates in multiple locations in the state, then Data Element #25 should represent the response for the location receiving the stabilization grant.</p>

## Section IV. AWARD CHARACTERISTICS

Data Element Number	Data Element Name	Field Size	Missing Data Standard	Out-of-Range Standard	Internal Consistency Standard	Suggestions / Guidance
26	Award amount	7	Always Required	Greater than 0 and less than or equal to 9999999	No internal consistency standard.	<p>The award amount should be rounded to the nearest dollar.</p> <p>The amount reported is the grant award amount that was dispersed to the provider on the award date (Data Element #27), and not the grant amount at the time the grant was approved.</p> <p>If a child care provider received award amounts on multiple dates during the reporting period, each award amount and date should be reported under a separate award record.</p> <p>If the provider operates in multiple locations in the state, the response should represent the award amount for the specific location receiving the stabilization grant.</p>
27	Date of award	8	Always required	<p>Format YYYYMMDD:</p> <p>2021 &lt;= YYYY &lt;= current year</p> <p>01 &lt;= MM &lt;= 12</p>	No internal consistency standard.	<p>The award date is the date the grant award amount (Data Element #26) was dispersed to the provider. This is not the date the grant award amount was approved.</p> <p>If a child care provider received awards on multiple dates during the reporting period, each award amount and date should be reported under a separate award record.</p> <p>If the provider operates in multiple locations in the state, the response should represent the award date for the specific location receiving the stabilization grant.</p>

## Section IV. AWARD CHARACTERISTICS

Data Element Number	Data Element Name	Field Size	Missing Data Standard	Out-of-Range Standard	Internal Consistency Standard	Suggestions / Guidance
28	Personnel Costs	1	Always required	0-1  0=No 1=Yes	At least one use in Data Elements #28 through #33 must have a value '1'.	<p>This data element indicates the provider's uses of the stabilization grant award.</p> <p>A provider can have a 'Yes' (1) in at least one use, and as many as every Data Element #28 to #33.</p> <p>Personnel Costs include payroll and salaries or similar compensation for an employee – including any sole proprietor or independent contractor – employee benefits, premium pay, or costs for employee recruitment and retention.</p>
29	Rent/ Mortgage/ Utilities	1	Always required	0-1  0=No 1=Yes	At least one use in Data Elements #28 through #33 must have a value '1'.	<p>This data element indicates the provider's uses of the stabilization grant award.</p> <p>A provider can have a 'Yes' (1) in at least one use, and as many as every Data Element #28 to #33.</p> <p>Rent/Mortgage/Utilities include rent (under a lease agreement) or payment on any mortgage obligation, utilities, facility maintenance or improvements, or insurance.</p>



## Section IV. AWARD CHARACTERISTICS

Data Element Number	Data Element Name	Field Size	Missing Data Standard	Out-of-Range Standard	Internal Consistency Standard	Suggestions / Guidance
30	Personal protective equipment	1	Always required	0-1  0=No 1=Yes	At least one use in Data Elements #28 through #33 must have a value '1'.	<p>This data element indicates the provider's uses of the stabilization grant award.</p> <p>A provider can have a 'Yes' (1) in at least one use, and as many as every Data Element #28 to #33.</p> <p>Personal protective equipment includes cleaning and sanitization supplies and services, or training and professional development related to health and safety practices.</p>
31	Purchases of or updates to equipment and supplies	1	Always required	0-1  0=No 1=Yes	At least one use in Data Elements #28 through #33 must have a value '1'.	<p>This data element indicates the provider's uses of the stabilization grant award.</p> <p>A provider can have a 'Yes' (1) in at least one use, and as many as every Data Element #28 to #33.</p> <p>Purchases of or updates to equipment and supplies are defined as those necessary to respond to the COVID-19 public health emergency.</p>

## Section IV. AWARD CHARACTERISTICS

Data Element Number	Data Element Name	Field Size	Missing Data Standard	Out-of-Range Standard	Internal Consistency Standard	Suggestions / Guidance
32	Goods and services	1	Always required	0-1  0=No 1=Yes	At least one use in Data Elements #28 through #33 must have a value '1'.	<p>This data element indicates the provider's uses of the stabilization grant award.</p> <p>A provider can have a 'Yes' (1) in at least one use, and as many as every Data Element #28 to #33.</p> <p>Goods and services are defined as those necessary to maintain or resume child care services.</p>
33	Mental health supports	1	Always required	0-1  0=No 1=Yes	At least one use in Data Elements #28 through #33 must have a value '1'.	<p>This data element indicates the provider's uses of the stabilization grant award.</p> <p>A provider can have a 'Yes' (1) in at least one use, and as many as every Data Element #28 to #33.</p> <p>Mental health supports encompass supports for children and employees.</p>