Child Care and Development Fund
Annual Aggregate Report

ACF-800 Reporting Instructions/Definitions (*Effective for FFY2010 and Subsequent Reports)*

The state-level aggregate report, or ACF-800, is one of two data collections undertaken by the Child Care Bureau 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) [1] and the Balanced Budget Act of 1997 (PL 105-33). All Child Care and Development Fund lead agencies in the States, the District of Columbia, and Territories (including Puerto Rico, American Samoa, Guam, Northern Marianna Islands, and the US Virgin Islands) are responsible for completing the ACF-800. For more information, please see the CCB website at: http://www.acf.hhs.gov/programs/ccb/report/formhelp/acf800/index.htm

In November 2009, the Office of Management and Budget (OMB) approved changes that the Child Care Bureau (CCB) made to the required ACF-800 Annual Aggregate Report. These changes will become effective with the FFY 2010 report. The FFY 2009 report should be submitted on the existing form.

The changes address data elements:

# 3-4:	Pre-K Expenditures and Children (new on the ACF-800)
# 9-11:	Consumer Education
# 12-14:	Pooling Factor

In addition, other minor changes have been made to clarify the language and the accompanying CCB guidance. Please note that the numbering of data elements has changed for most of the data elements.

As always, when submitting the ACF-800 report, data must include all children served by the Child Care and Development Fund, regardless of funding stream (Discretionary, Mandatory, Matching, State Match, Maintenance of Effort, and Transfers from Temporary Assistance for Needy Families Program). For States that pool CCDF and non-CCDF Funds, the data also must include all children funded by these sources. All counts should reflect the period that begins October 1 and ends September 30. Each State and Territory must submit the ACF-800 by December 31, reporting on services provided during the preceding Federal Fiscal Year.

INSTRUCTIONS	
Number Served	
1. Number of Families	Report the total unduplicated number of families assisted during the reporting period, counting each family assisted only once (even if a family has exited and re-entered the program).
2. Number of Children	Report the total unduplicated number of children assisted during the reporting period, counting each child assisted only once (even if a child has exited and re-entered the program). If the child has had more than one provider type during the reporting period, select the last known provider. On line 2, columns (B) through (L) across the page, indicate the number of children served by the type of provider (see definitions below). The sum of the columns should equal the number in column (A).

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

3. Does the State use public pre-kindergarten expenditures on CCDF eligible children to meet the CCDF Match or MOE requirement?	**Mark "Yes" or "No" for items 3a and 3b, "Match" and "MOE". If the answer is "Yes" to either of these items question 4 must be answered. If the answer is no to both of these items then question 4 should be skipped.** 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 and up to 20% of the State's Maintenance-of-Effort (MOE) requirement in the CCDF program. (45 CFR 98.53(h)(3)). The Lead Agency should only mark "Yes" to this item if it also reports for the same federal fiscal year a State Share of expenditures of Pre-K funds [Line 2(c), Columns B and D on the ACF-696 Financial Report]. The Lead Agency also is required to indicate in their approved Plan whether it intends to use public Pre-K funds in excess of 10% to meet the CCDF Match or MOE requirement.
4. Indicate the estimated number of CCDF eligible children receiving public pre-kindergarten services for which CCDF Match or MOE is claimed.	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. This estimated number of children reported in this data element is distinct from the number of children reported in data element 2. These children should **not** be reported as part of other data elements on the ACF-800. Expenditures from State-funded public Pre-K services claimed as CCDF Match or MOE **must be for services to children from families who meet CCDF eligibility criteria.** A Lead Agency may report an estimate for this element if a precise child count is not available. This estimate should correspond to the level of Pre-K services claimed as CCDF Match or MOE on the ACF-696 Report. Lead Agencies that do not have child-specific information may develop a methodology for calculating Pre-K expenditures for purposes of claiming Match and MOE by estimating the proportion of children served in the public Pre-K program who are also CCDF eligible. (63 FR 39966). 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, etc.
Payment Methods	
5. Number of children served through grants or contracts with providers	Report the total unduplicated number of children served through grants and contracts with providers (for slots) during the reporting period. Count each child only once. If the child has had more than one provider type during the reporting period, select the last known provider type. On line 5, columns (B) through (L) across the page, indicate the number of children served by type of provider (see definitions below) who received grants and contracts. The sum of columns (B) through (L) should equal the number in column (A).
6. Number of children receiving child care services through certificates (to parents, to parents and providers, or to providers) and/or cash	Report the total unduplicated number of children served through certificates (including cash) to parents, providers, or parents and providers during the reporting period. Count each child only once. If the child had more than one type of provider during the reporting period, select the last known type of provider. On line 6, columns (B) through (L) across the page, indicate according to type of provider (see definitions below), the number of children served through certificates and/or cash. The sum of columns (B) through (L) should equal the number in column (A).
7. Of the children served through certificates, number of children served through cash payments directly to parents (only)	Indicate the total number of children served during the reporting period whose families received direct cash payments. (This does not include two-party checks to parents and providers, or cash to providers). Count each child only once. If the child had more than one type of provider during the reporting period, select the last known type of provider. On line 7, columns (B) through (L) across the page, indicate according to the type of providers (see definitions below), the number of children served through cash payments directly to parents. The sum of columns (B) through (L) should equal the number in column (A).

Provider Information	
8. Number of child care providers receiving CCDF funding by type of care	Report the total unduplicated number of child care providers serving subsidized families by type of provider. Count each provider only once. If a person provides more than one type of care (i.e. in-home and family child care) count her in the category in which she provides the most hours of service. If she provides an equal number of hours in each category, the State has discretion as to which category to use. On line 8, the sum of columns (B) through (L) should equal the number in column (A).
Consumer Education	
9a. Estimated number of families receiving consumer education	Report an estimated number of families receiving consumer education that promotes informed child care choices.
9b. Explanation of Methodology for calculating the number of families	Explain the methodology for calculating this number of families receiving consumer education.
10. Consumer Education Content	For Items 10a-10f, Mark "Yes" if the Lead Agency provides information about the specified topic on a regular basis as established in the State's child care policy. Mark "No" if the State does not provide information about the topic on a regular basis.
11. Consumer Education Methods	For Items 11a-11d, Mark "Yes" if the Lead Agency uses this method or media on a regular basis to provide consumer education as established in the State's child care policy. Mark "No" if the State does not use this method or media to provide consumer education on a regular basis.
Pooling Factor	
12. Is this ACF-800 report based on pooled CCDF and non-CCDF funds?	Mark "Yes" or "No" to indicate whether the ACF-800 data is based on pooled funds. If the answer is "Yes," questions 13 and 14 must be answered. If the answer is "No," please proceed to question 15. 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.) For reporting purposes, ACF needs to know the number of children and families served only through the CCDF program (including TANF transfer). 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. **NOTE**: 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 must meet Federal CCDF eligibility requirements. 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 not report administrative data on those children and families on the ACF-800 or ACF-801 reports.

13. If this report is based on pooled CCDF and non-CCDF funds, what is the percent of funds which are CCDF?	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. 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 *Technical Bulletin # 1r-v2: ACF-800 State-Level Data Standards* (http://www.acf.hhs.gov/programs/ccb/report/formhelp/techbull/tb01r-2.htm) and 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.
14. If this report is based on pooled CCDF and non-CCDF funds, please indicate which non-CCDF funds are included in the pool.	**For items 14a – 14f, mark "Yes" or "No" to indicate whether the non-CCDF funding source is included in the pool of the State or Territory.** Please specify for item 14f any additional sources of non-CCDF funds in the pool (not included in the list) in the space provided.
Optional Questions	
15. Explanatory Comments	Information to explain any of the data elements on this form should be provided as necessary. (Optional)
16. Additional Materials	Reports, materials developed, or other information regarding quality activities funded by CCDF may be provided to the Regional Office Child Care Program Manager. (Optional)

DEFINITIONS	
Types of Providers	**Eligible child care providers are broadly divided into licensed/regulated and legally operating (although not required by the State or Territory to be licensed). Whether licensed /regulated or legally operating, there are four types of eligible providers: in-home, family home, group home, and centers. (See columns B through L on the ACF-800.) In addition, care may be provided by a relative or a non-relative.**
Licensed or regulated provider	Provider legally regulated or licensed by State or local public agency or through a State's designated licensing or regulatory agent.
Legally operating provider (license not required)	For reporting purposes, a legally operating, unregulated provider is one that, if not participating in the CCDF program, would not be subject to any state or local child care regulations. According to § 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 own 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.
Center	Care provided in a center-based setting, 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.

The Paperwork Reduction Act of 1995 -- Public reporting burden for this data collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.
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