ACF Administration for Children and Families	U.S. Department of Health and Human Services	
	1. Log No: CCDF-ACF-PI-2015-08	**2. Issuance Date:** December 9, 2015
	3. Originating Office: Office of Child Care	
	4. Key Words: Child Care and Development Fund (CCDF); Financial Reporting Form for Indian Tribes	

PROGRAM INSTRUCTION

TO: Tribal Lead Agencies administering child care programs under the Child Care and Development Block Grant (CCDBG) Act of 1990, as amended and other interested parties.

SUBJECT: Form ACF-696T—a Financial Reporting Form for Child Care and Development Fund (CCDF) Tribal Lead Agencies.

REFERENCES: The Child Care and Development Block Grant (CCDBG) Act of 1990 as amended; section 418 of the Social Security Act; 45 CFR Parts 98 and 99.

PURPOSE: This Program Instruction is a reminder to CCDF Tribal Lead Agencies of the annual financial reporting requirements (i.e., ACF-696T), consistent with the terms and conditions of the CCDF program. The Office of Management and Budget (OMB) approved the Form ACF-696T under OMB 0970-0195.

BACKGROUND: Attached is a copy of the Child Care and Development Fund Financial Report (ACF-696T). Tribes are required to use the ACF-696T to report expenditures for the Tribal Mandatory, Discretionary, and construction and renovation funds issued under CCDF. Tribes must submit the ACF-696T form to the Administration for Children and Families (ACF) on an annual basis.

Tribal Lead Agencies must submit separate annual reports for each fiscal year in which CCDF funds were awarded. Therefore, a Tribe may be submitting as many as three separate ACF-696T reports this year—one for funds awarded in FY 2013; one for funds awarded in FY 2014; and one for funds awarded in FY 2015.

ACF-696T is available for submission through the Internet using Online Data Collection (OLDC). Tribal Lead Agencies with OLDC assignments may access the system at: https://extranet.acf.hhs.gov/ssi. Tribal Lead

Agencies without OLDC assignments may access the system at the above address after submitting the OLDC Request Form to the appropriate ACF Regional Office contact.

For Tribes that would like to use OLDC but currently lack access, please request access using the OLDC Request Form, which is available (along with OLDC help sheets, user guides, and tutorials) at: https://extranet.acf.hhs.gov/oldcdocs/materials.html. The completed OLDC Request Form may be emailed or faxed to your Regional Office contact (see attached). Please submit an OLDC Request Form for each staff person who will play a role in using OLDC. ACF will create a User Identification (ID) based on the information provided on the OLDC Request Form. An email message is automatically sent to the staff member identified on the Request Form when an OLDC User ID and password is created for that person.

ACTION: REQUIRED: Tribal Lead Agencies must submit their ACF-696T electronically through OLDC (see Action Transmittal No. OGM-AT-13-01). OLDC reduces paperwork, allows for quicker processing, automatically completes required calculations, and checks for potential errors.

Electronically-submitted forms must be received by ACF within 90 days after the end of the Federal fiscal year (December 29, 2015).

NON-REPORTING PENALTIES: Failure to submit the ACF-696T report on or before the due date may be a basis for withholding financial payments, suspension, or termination.

INQUIRIES: Inquiries should be made to the appropriate ACF Regional Office.

ATTACHMENTS:
A. A copy of Form ACF-696T
B. Instructions for completing Form ACF-696T
C. Contact information for ACF Regional Grants Staff
D. Request for Online Data Collection (OLDC) Access

/s/

Rachel Schumacher
Director
Office of Child Care

cc: ACF Regional Child Care Program Managers
ACF Regional Grants Managers