ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
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	3. **Originating Office:** Office of Child Care	
	4. **Key Words**: Child Care and Development Fund (CCDF); Data Reporting Requirements and Instructions for Indian Tribes; ACF-700 Form; Supplemental Narrative Report	

PROGRAM INSTRUCTION

TO: Child Care and Development Fund (CCDF) Tribal Lead Agencies and Other Interested Parties

SUBJECT: Child Care and Development Fund (CCDF) Annual Report (Form ACF-700 and Supplemental Narrative) for Tribal Lead Agencies

REFERENCES: The Child Care and Development Block Grant (CCDBG) Act of 1990, as amended (42 USC 9858, et seq.); regulations at 45 CFR 98.70(c).

PURPOSE: This Program Instruction is a reminder to CCDF Tribal Lead Agencies of the annual administrative reporting requirements (i.e., ACF-700 and Supplemental Narrative), consistent with the terms and conditions of the CCDF program.

BACKGROUND: Tribal aggregate information on services provided through CCDF must be submitted annually, as required by the CCDF regulations at 45 CFR 98.70(c).

The CCDF Annual Report consists of two parts:

1) Form ACF-700 Report; and
2) Supplemental Narrative Report.

The Administration for Children and Families' (ACF) form ACF-700 Report collects data on all children and families receiving direct CCDF-funded child care services during the period October 1, 2014 through September 30, 2015 (i.e., Federal Fiscal Year (FFY) 2015). The data should include any services funded by CCDF Tribal Mandatory or Discretionary funds. The data reflect services provided during FFY 2014 regardless of whether the services were paid for with FFY 2015 funds or prior years' CCDF funds. For example, all services provided during FFY 2015 that are paid for with FFYs 2013, 2014 or 2015 CCDF funds (i.e., Tribal Mandatory and Discretionary, including funds for resource and referral and school-age care) are to be reported.

In addition, if a program uses other non-CCDF funds to further support direct child care services for the children being reported on the ACF-700, Tribes should indicate the use of those funds and identify the funding source in the "Comments" field of the ACF-700 report.

The Supplemental Narrative Report requests descriptions of the results of specific CCDF-funded activities available on the Tribal Lead Agency's reservation or Tribal service area during FFY 2015.

WHO MUST REPORT: All Tribal Lead Agencies (i.e., Tribes, Tribal organizations, and Tribal consortia) that received FFY 2015 (or prior year) CCDF funds—and expended any of these funds during FFY 2015—**must** submit a complete ACF-700 form by December 31, 2015. It is each Tribal Lead Agency's responsibility to ensure that child care program data are collected and reported to the Office of Child Care in a timely manner each year.

PENALTIES FOR NON-REPORTING: The statute provides that the Secretary of Health and Human Services may impose sanctions on a Lead Agency for non-compliance with any requirement of the CCDF program [CCDBG Act, Section 658I(b)(2)(B); 42 USC 9858g(b)(2)(B)]. For example, the regulations provide that the Secretary may impose a penalty of not more than 4 percent of the discretionary funds for a fiscal year, if it is determined that a Lead Agency has failed to implement a provision of the Act, the regulations, or the Lead Agency's Biennial Plan (45 CFR 98.92(b)(2)). Tribes failing to provide reports may be subject to this penalty or other sanctions. [Additional information is provided in the preamble to the 1998 CCDF final rule at 63 FR 39936, at 39980 (July 24, 1998).]

DATA USES: The data received through this collection provides the Office of Child Care with the means to analyze and evaluate the CCDF program and the extent to which Tribal Lead Agencies are assisting families in addressing child care needs. This information will provide ACF with data for its biennial report to Congress, and will help to inform technical assistance efforts to assist grantees.

GUIDANCE FOR REPORTING: The *Tribal Annual Report: Guide for CCDF Tribal Lead Agencies* (ACF-700 Help Guide) contains detailed guidance for completing and submitting the ACF-700 and Supplemental Narrative. The Guide is available on the Office of Child Care's website at: http://www.acf.hhs.gov/programs/occ/resource/tribal-annual-report-guide-for-ccdf-tribal-lead-agencies under the heading "Additional Information and Help Available."

DUE DATE: The CCDF Tribal Annual Report for FFY 2015 is due by December 31, 2015.

ACF-700 SUBMISSION OPTIONS:

CCDF Tribal Lead Agencies are required to submit two separate report sections: ACF-700 data form and the Supplemental Narrative.

ACF-700 Data Form:

Tribal grantees should enter their reports in the OCC Internet submission site at https://extranet.acf.hhs.gov/acf700/login/login700.jsp. This page contains a password-protected web-based form that checks the data for compliance with data standards at the time of submission. These built-in edit-checking features make it easier for Tribes to identify and correct errors. Use of the paperless Internet data entry site streamlines submission processing and improves data quality. If you submit the ACF-700 report electronically, you do not have to also send a paper copy of the report via mail or fax. You should, however, notify your Federal Regional Office of Child Care Staff when you have completed your electronic submission.

The submission web page requires a login and password. Some Tribes have already designated individuals to access the ACF-700 Data Submission Center. The login and password carry over to each new reporting period, so there is no need to register each year to use the submission site.

To register new staff or otherwise modify registration information, submit the ACF-700 Internet Submission Registration Form (found in Appendix B of the attached ACF-700 Help Guide) by email, mail, or fax to:

National Center on Child Care Data and Technology (NCDT)
2600 Tower Oaks Boulevard, Suite 600
Rockville, Maryland 20852
NCDT@childcaredata.org
Fax: 301-861-8640

NCDT will contact the staff identified on the form to provide further instructions and guidance. The Tribal Lead Agency may contact NCDT at their toll-free number: 1-877-249-9117, weekdays from 9:00 a.m. to 5:00 p.m. (Eastern Time), or by email at: NCDT@childcaredata.org.

ACF-700 Supplemental Narrative:

The web-based submission site allows grantees to submit their Supplemental Narrative Reports via a link at the bottom of the ACF-700 report page. Grantees must submit this section of the report by uploading an electronic Word file.

TECHNICAL ASSISTANCE: NCDT was established by the Office of Child Care to provide technical assistance related to the grantee reporting requirements. Assistance related to the submission of the ACF-700 also is available via links from the submission site. . NCDT Technical Assistance Specialists can answer questions and provide guidance in preparation of the program information and submission of the ACF-700 report. NCDT can be reached toll-free at 1-877-249-9117 weekdays from 9:00 a.m. to 5:00 p.m. (Eastern Time) or via email at ncdt@childcaredata.org.

REPORTING PROBLEMS OR POLICY QUESTIONS: Tribal Lead Agencies anticipating problems in complying with the reporting requirements should contact the ACF Regional Office. Tribes should also contact the Regional Office for policy questions. Contact information for ACF Regional Offices is included in the ACF-700 Help Guide. A list of Regional Program Managers is also available on the Office of Child Care's website at: http://www.acf.hhs.gov/programs/occ/resource/regional-child-care-program-managers.

PAPERWORK REDUCTION ACT: 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. The information collection required under this Program Instruction is approved under OMB Number 0970-0430, which expires October 31, 2016.

Your help in providing timely and accurate data about the valuable child care services you provide children and families in your Tribe or Tribal organization through the CCDF is important. These data help to document the work that you do and are essential for demonstrating the accomplishments of Tribal child care programs.

/s/

Rachel Schumacher
Director
Office of Child Care

Attachments:

Form ACF-700
Supplemental Narrative Report
ACF Regional Child Care Program Managers List