

ACF

Administration
for Children
and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

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PROGRAM INSTRUCTION

To: State and Territorial Lead Agencies administering child care programs under the Child Care and Development Block Grant Act (the CCDBG Act), as amended, and other interested parties.

Subject: Child Care and Development Fund (CCDF) Child Care Annual Aggregate Report and Instructions (ACF-800 Report) for State and Territorial Lead Agencies.

References: The Child Care and Development Block Grant (CCDBG) Act (42 U.S.C. § 9858 *et seq.*), as amended by the CCDBG Act of 2014 (Pub. L. 113-186). Relevant Technical Bulletins are located on the Office of Child Care website at the following address:
<http://www.acf.hhs.gov/programs/occ/report/formhelp/techbull/index.htm>.

Purpose: To inform States and Territories that the Office of Management and Budget has renewed approval of the ACF-800 Report with changes. The changes include revisions related to the reauthorization of the CCDBG Act. The form and instructions are attached.

Background: Annual aggregate child care program information for the Child Care and Development Fund (CCDF) is required by Section 658K of the CCDBG Act, as amended. The annual aggregate administrative information received through this collection provides the means to analyze and evaluate the CCDF program and the extent to which States are assisting families in addressing child care needs.

This collection will provide the Administration for Children and Families (ACF) with the information necessary to make its biennial report to Congress, address national child care needs, offer technical assistance to grantees, meet performance measures, and conduct research.

Report and Instructions: The Office of Management and Budget (OMB) has extended approval for the ACF-800 Report through December 31, 2018

(OMB Control Number 0970-0150). The report includes the following changes:

- As reauthorized, section 658K(a)(2)(F) of the CCDBG Act now requires States to report (for each provider type) the number of fatalities occurring among children while in the care and facility of child care providers serving CCDF children (regardless of whether the child who dies was receiving CCDF). The new data element will be required with the reporting period beginning October 1 of 2015 (FFY 2016).
- In light of the reauthorized law's new emphasis on consumer education, there are several revisions to the consumer education elements on the ACF-800. First, items 10a through 10g regarding the content of consumer education have been deleted. Given the law's new specificity regarding consumer education, many of these content areas are now mandatory, and we can collect information on State's implementation status through other mechanisms such as the State Plan. Second, we have added language to the ACF-800 instructions to indicate that States may use data collected through its consumer education website, required by the new law, as one source for calculating the number of families receiving consumer education (item 9). Finally, we've revised item 11 regarding consumer education methods, including by adding referrals to other programs for which parents might be eligible. These revisions will become effective with the reporting period beginning October 1 of 2015 (FFY 2016).

Revised Report and Instructions:	The Office of Management and Budget (OMB) has extended approval for the ACF-800 Report through December 31, 2018 (OMB Control Number 0970-0150).
Due Dates:	Annual aggregate reports are due December 31 (three months after the end of the reporting period). A CCDF reporting overview for States and Territories is available at: http://www.acf.hhs.gov/programs/occ/report/st_ovrvw.htm
Who Must Report:	All Lead Agencies in the United States, the District of Columbia (DC), and Territories (including Puerto Rico, American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands) are responsible for completing the ACF-800 Report.
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)). For example, the regulations provide that the Secretary may impose a penalty of not more than four percent of the discretionary funds for a fiscal year, if a determination is made 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)). Lead Agencies failing to provide reports may be subject to

this penalty (63 FR 39980) or other sanctions.

Electronic File
Transfer Method:

ACF-800 reports must be submitted through the ACF-800 Data Submission Center on the Office of Child Care website (<https://extranet.acf.hhs.gov/acf800/login/login800.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 grantees to identify and correct errors.

The submission web page requires a login and password. Grantees should have designated individuals to access the ACF-800 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-800 Internet Registration form available at:

<http://www.acf.hhs.gov/programs/occ/resource/registration-for-acf-800-internet-submissions>

(also attached to this Program Instruction) and mail or fax to:

The National Center on Child Care Data and Technology (NCDT)
2600 Tower Oaks Boulevard, Suite 600
Rockville, Maryland 20852
Fax: 301-692-0700

NCDT will contact the staff identified on the form to provide further instructions and guidance. To renew the login or password, grantees 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.

Technical
Assistance:

NCDT was established by the Office of Child Care to provide technical assistance for grantee reporting requirements. Assistance related to the submission of the ACF-800 Report is available on the internet at: <http://www.acf.hhs.gov/programs/occ/resource/acf-800-annual-aggregate-child-care-data-report>

NCDT Technical Assistance Specialists can answer questions and provide guidance in preparation of the program information and submission of the ACF-800 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 at ncdt@childcaredata.org.

Reporting Problems
or Policy
Questions:

Lead agencies that have problems complying with the statutory reporting requirements should contact ACF for technical assistance. Questions should be directed to the appropriate ACF Regional Child Care Program Manager (see attached list):

Paperwork
Reduction Act:

Collection of the information for the ACF-800 Report is expected to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the 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. The information collection required under this Program Instruction is approved under OMB Control Number 0970-0150, which expires December 31, 2018.

/s/

Rachel Schumacher
Director
Office of Child Care

Attachments: [List of ACF Regional Child Care Program Managers](#)
ACF-800 Report and Instructions
ACF-800 Internet Registration Form