

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. <b>Log No:</b> CCDF-ACF-PI-2020-04	2. <b>Issuance Date:</b> August 12, 2020
	3. <b>Originating Office:</b> Office of Child Care	
	4. <b>Key Words:</b> Child Care and Development Fund (CCDF); ACF-800 Child Care Annual Aggregate Report and Instructions	

### PROGRAM INSTRUCTION

**TO:** Child Care and Development Fund (CCDF) State and Territorial Lead Agencies 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 of 1990, as amended (42 USC 9857, et seq.); regulations at 45 CFR 98.70(c). Relevant [Technical Bulletins](#) are located on the Office of Child Care website.

**PURPOSE:** To inform States and Territories that the Office of Management and Budget (OMB) has approved changes to the ACF-800 Report that will allow the Office of Child Care to collect and report critical data about the use of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. The form and instructions are attached.

**BACKGROUND:** Annual aggregate child care program information for the 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.

State and Territory Lead Agencies were provided additional discretionary Federal funds for child care to respond to the COVID-19 pandemic health crisis through the CARES Act, with additional flexibility in allowable activities for expending the funds. Lead Agencies may expend the funding on a combination of activities, including direct services to children of essential workers (e.g., medical workers, first responders, etc., as defined by the State/Territory) during this health crisis, continuing payments to providers who were forced to close during the pandemic, providing cleaning/sanitization grants to providers, and

numerous other actions.

The revised ACF-800 Report will provide the Administration for Children and Families (ACF) with the information necessary to make its biennial Report to Congress, report critical data about the use of CARES Act funding, address national child care needs, offer technical assistance to grantees, meet performance measures, and conduct research.

Report and Instructions: The OMB approved an updated ACF-800 form that requires the State and Territory Lead Agencies to report annual estimates of families, children and providers receiving subsidies due to COVID-19 circumstances, which were funded through grants, contracts, or certificates. These annual estimates will be reported as part of “Element #15: Comments”, along with a description of the population of families, children, and providers reported in ACF-800 data elements #1, #2, and #8. The annual estimates include the numbers of:

- Families and children served whose subsidy was partially or fully funded with CARES Act dollars;
- Essential worker (e.g., medical workers, first responders, etc. as defined by the State) families and children served because of the COVID-19 crisis (funded with CARES Act and broader CCDF dollars);
- Providers that served children of essential workers because of the COVID-19 crisis (funded with CARES Act and broader CCDF dollars); and
- Providers that closed for some period of time and received subsidies based on enrollment (funded with CARES Act and broader CCDF dollars).

**REVISED**

**REPORT AND INSTRUCTIONS:**

The OMB has approved the ACF-800 Report through February 28, 2022 (OMB Control Number 0970-0150).

**DUE DATES:**

Annual aggregate reports are due December 31 (three months after the end of the reporting period).

**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.

The statute provides that the Secretary of Health and Human Services may

**PENALTIES  
FOR NON-  
REPORTING:**

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  
REPORT:**

ACF-800 reports must be submitted through the ACF-800 Data Submission Center at <https://extranet.acf.hhs.gov/acf800/login/login800.jsp>. This site 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 submit the [ACF-800 Internet Registration form](#) available online, and email it to the National Center on Child Care Data and Reporting (NCDR) at [ncdr@ecetta.info](mailto:ncdr@ecetta.info).

NCDR will contact the staff identified on the form to provide further instructions and guidance. To renew the login or password, grantees may contact NCDR 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 [ncdr@ecetta.info](mailto:ncdr@ecetta.info).

**TECHNICAL  
ASSISTANCE:**

NCDR 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 online. NCDR Technical Assistance Specialists can answer questions and provide guidance in preparation of the program information and submission of the ACF-800 Report. NCDR can be reached toll-free at 1-877-249-9117 weekdays from 9:00 a.m. to 5:00 p.m. (Eastern Time) or by email at [ncdr@ecetta.info](mailto:ncdr@ecetta.info).

**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](#).

**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 February 28, 2022.

/s/

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Shannon Christian  
Director  
Office of Child Care

Attachment:  
ACF-800 Report and Instructions