



Office of Child Care

## “FUN”DAMENTALS OF CCDF ADMINISTRATION



### CHAPTER 1

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<https://www.acf.hhs.gov/programs/occ/resource/ccdf-grantee-state-and-territory-contacts>
- Child Care Development Fund Tribal Grantees Contact List  
<https://www.acf.hhs.gov/programs/occ/resource/ccdf-tribal-grantees-listed-by-state>
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## “FUN”DAMENTALS OF CCDF ADMINISTRATION



### OVERVIEW OF OFFICE OF CHILD CARE

The Administration for Children and Families’ (ACF) Office of Child Care (OCC) supports working families with low incomes by providing access to affordable, high-quality early care and afterschool programs. OCC administers the Child Care and Development Fund (CCDF) and works with State, Territory, and Tribal governments to provide quality developmental support for children and their families struggling to juggle work schedules with participation in child care programs that fit household needs while preparing children to succeed in school.

CCDF also improves the quality of care available to support children’s healthy development and learning by supporting child care licensing, developing quality improvement systems to help programs meet higher standards, and offering support for child care workers to attain more training and education. To support CCDF services, OCC establishes and oversees the implementation of child care policies, and provides guidance and technical assistance to States, Territories, and Tribes as they administer CCDF programs.

#### History

CCDF is authorized under the Child Care and Development Block Grant Act (CCDBG), which was enacted under the Omnibus Budget Reconciliation Act of 1990. The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 amended and reauthorized the CCDBG and consolidated three Federal child care programs previously serving low-income families under the program formerly known as Aid to Families with Dependent Children. CCDF allocations made over \$5 billion available to States, Territories, and Tribes in Fiscal Year (FY) 2011.

#### *Services provided by CCDF*

- **Child Care** – Subsidized child care services are available to eligible families through certificates (vouchers), or grants and contracts with providers. Parents may select a child care provider that satisfies any applicable State and local requirements, including basic health and safety requirements. These requirements address prevention and control of infectious diseases including

immunizations, environment and physical premises safety, and basic health and safety training. More than 1.6 million children receive a child care subsidy from the CCDF program every month.

- **Quality Activities** – A minimum of **four** percent of CCDF funds must be used to improve the quality of child care and other additional services to parents, such as resource and referral counseling regarding the selection of child care providers. Consistent with prior years, the FY 2011 discretionary appropriation included funding for targeted purposes: \$284 million for quality expansion activities of which \$104 million is to improve the quality of care for infants and toddlers; and \$19 million to improve school-age care and child care resource and referral services.

To improve the health and safety of available child care, CCDF Lead Agencies may provide training, grants, and loans to providers; improved monitoring; compensation projects; and other innovative programs. Many Lead Agencies are making systemic investments, such as developing quality rating and improvement systems and professional development programs. Tribal Lead Agencies may use a portion of their funds to construct child care facilities provided there is no reduction in the current level of child care services.

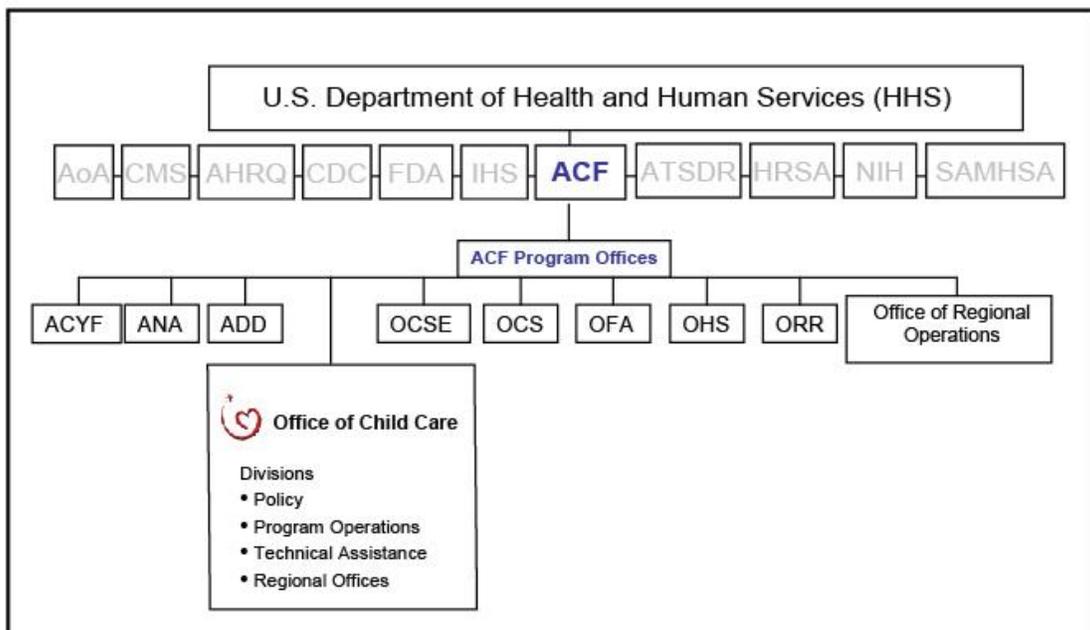
- **Coordination of Resources** – CCDF allows States to serve families through a single, integrated child care subsidy program under the rules of CCDBG. States may coordinate CCDF with Head Start, preK, and other early childhood programs. States can also transfer a portion (up to 30%) of their Temporary Assistance for Needy Families (TANF) grant to CCDF, or spend TANF funds directly for child care.
- **State and Tribal Child Care Plans** – States, Territories, and Tribes must submit comprehensive plans every two years and conduct public hearings in which the public is invited to comment prior to submission of the plan.
- **Research** – FY 2011 funding included approximately \$10 million for child care research, demonstration, and evaluation activities. These funds are increasing the capacity for child care research at the national, State, and local levels while addressing critical questions with implications for children and families. Funds have been awarded to support individual project areas, including policy research,

research partnerships, research scholars, and a web-based archive called Child Care and Early Education Research Connections.

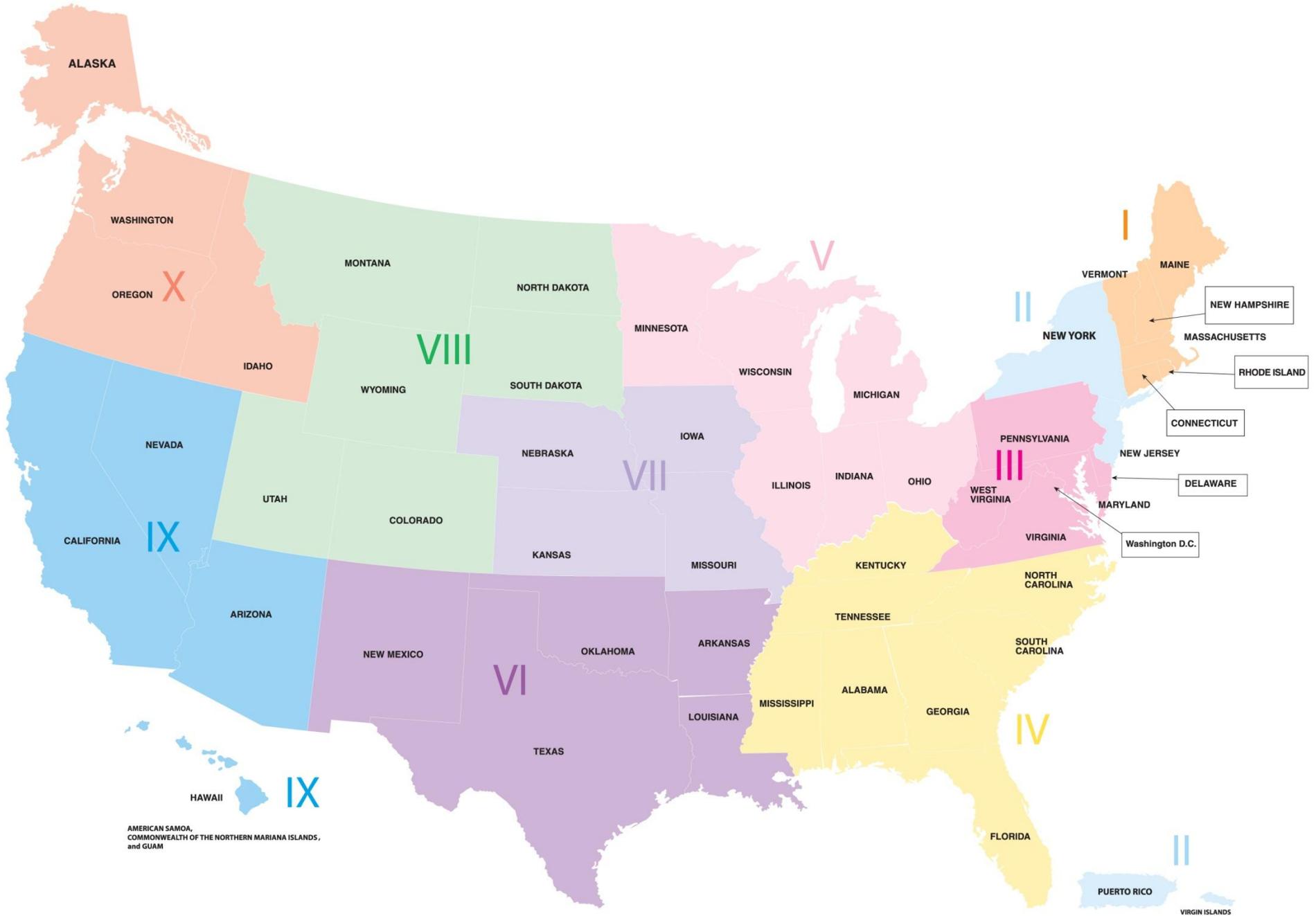
- **Technical Assistance** – One-quarter of 1 percent of the total CCDF is used by the Office of Child Care to provide technical assistance (TA) to grantees. The established TA network is designed to address the needs of States, Territories, and Tribes administering CCDF.

### **Organizational Structure within the U.S. Department of Health and Human Services**

The organization chart below highlights OCC in relation to other program offices within ACF and the U.S. Department of Health and Human Services. (Five additional ACF offices are not shown because they are not program offices: the Office of Legislative Affairs and Budget; the Office of Planning, Research and Evaluation; the Office of Public Affairs; the Office of Regional Operations; and the Office of Administration.)



# ACF REGIONS



AMERICAN SAMOA,  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS,  
and GUAM



Office of Child Care

## “FUN”DAMENTALS OF CCDF ADMINISTRATION



### OCC CONTACT INFORMATION

#### OCC Mailing Address

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## "FUN" DAMENTALS OF CCDF ADMINISTRATION



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## “FUN”DAMENTALS OF CCDF ADMINISTRATION



### FREQUENTLY USED TERMS AND ACRONYMS

**Child Care and Development Block Grant (CCDBG)** – Created by the Omnibus Budget and Reconciliation Act of 1990. Funding began in Fiscal Year 1991 to provide States and Tribes the opportunity to increase the availability, affordability, and quality of child care services.

**Child Care and Development Fund (CCDF)** – Consolidated entitlement and discretionary child care funding program created in 1996 as a result of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. CCDF consists of discretionary funds authorized by CCDBG and entitlement (or mandatory and matching) funds provided by the Social Security Act.

(CCDF is the regulatory term and this language is not directly found in the statutes).

**Personal Responsibility and Work Opportunity Reconciliation Act of 1996 – PL 104-193 (PRWORA)** – Statutory provisions unified a fragmented child care subsidy system to form CCDF. This replaced child care programs under title IV-A of the Social Security Act – Aid to Families with Dependent Children (AFDC) Child Care, Transitional Child Care, and At Risk Child Care – and amended CCDBG to increased funding levels. Also repealed AFDC, Job Opportunities and Basic Skills Training, and Emergency Assistance, and created Temporary Assistance for Needy Families and Native Employment Works.

**Temporary Assistance for Needy Families (TANF)** – A comprehensive welfare reform program with time-limited assistance that focuses on moving recipients into work.

#### Acronyms

ACF	Administration for Children and Families
ACYF	Administration on Children, Youth and Families
BIA	Bureau of Indian Affairs
CACFP	Child and Adult Care Food Program
CAP	Corrective Action Plan

CB	Children's Bureau
CCB	Child Care Bureau ( <i>former name of the Office of Child Care</i> )
CCDBG	Child Care and Development Block Grant
CCDF	Child Care and Development Fund
CCR&R/R&R	Child Care Resource and Referral
CCTAN	Child Care Technical Assistance Network
CDBG	Community Development Block Grant
CFR	Code of Federal Regulations
DRA	Deficit Reduction Act
ELAC	Early Learning Advisory Council
EHS	Early Head Start
FEMA	Federal Emergency Management Administration
FFY/FY	Federal Fiscal Year
FOIA	Freedom of Information Act
FPL	Federal Poverty Level
GMI	Grantee Median Income
HHS	U.S. Department of Health and Human Services
HS	Head Start
IDEA	Individuals with Disabilities Education Improvement Act
IHS	Indian Health Service
IM	Information Memorandum
IPIA	Improper Payment Information Act
IT	Infant & Toddler
LA	Lead Agency
MRS	Market Rate Survey

MOE	Maintenance of Effort
NACCRRRA	National Association of Child Care Resource & Referral Agencies
NAEYC	National Association for the Education of Young Children
NARA	National Association of Regulatory Administrators
NPRM	Notice of Proposed Rule Making
OCC	Office of Child Care
OCSE	Office of Child Support Enforcement
OFA	Office of Family Assistance
OHS	Office of Head Start
OMB	Office of Management & Budget
PD	Professional Development
PI	Program Instruction
PIQ	Policy Interpretation Question
PL	Public Law
QPR	Quality Performance Report
QRIS	Quality Rating Improvement System
RFP	Request for Proposals
RPM	Regional Program Manager
RTT	Race to the Top
SA	State Administrator
SAC	School-Age Care
SAC	State Advisory Council
SIDS	Sudden Infant Death Syndrome
SNAP	Supplemental Nutrition Assistance Program
SSBG	Social Services Block Grant

SMI	State Median Income
TA	Technical Assistance
T&TA	Training and Technical Assistance
TANF	Temporary Assistance for Needy Families
TQRIS	Tiered Quality Rating Improvement System
USDA	U. S. Department of Agriculture