

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 (CCDBG) Act of 1990, as amended, and other interested parties.
- Subject:** This Program Instruction (PI) transmits the State/Territory Plan Preprint (ACF-118) for the Child Care and Development Fund (CCDF) program for the Fiscal Year (FY) 2010-2011 biennium and provides guidance for completing and submitting the Plan. This Plan is required by Section 658E of the CCDBG Act.
- References:** Section 418 of the Social Security Act; the Child Care and Development Block Grant Act of 1990, as amended; 45 CFR Parts 98 and 99.
- Purpose:** The CCDF Plan serves as the Lead Agency's application for CCDF funds by providing a description of the child care program and services available to eligible families. The Plan also provides certain assurances and certifications required by CCDBG statute. The Plan provides information about the overall management of CCDF services, including information regarding income eligibility guidelines, provider payment rates, service priorities, parental rights and responsibilities, and quality improvement activities. CCDF Plans submitted by Lead Agencies are made publicly available by the Administration for Children and Families (ACF). The CCDF Plan also presents an opportunity for States and Territories to demonstrate the many activities and services they are providing to meet the needs of low-income children and families.
- Guidance:** State and Territorial Lead Agencies are required to submit a CCDF Plan for the FY 2010-2011 biennium (October 1, 2009-September 30, 2011). The State and Territory CCDF Plan Preprint (ACF-118) for FY 2010 – 2011 is included as Attachment A and is structured similarly to the 2008-2009 biennium Plan Preprint. Lead Agencies are encouraged to use the 2010-2011 CCDF Plan Guidance, included as Attachment B, to develop this Plan. The attached checklist (Attachment C) is provided as an additional tool to help ensure that a complete Plan is submitted. Unless otherwise specified, all attachments must be

submitted along with the Plan Preprint. Lead Agencies must complete and submit the attached ACF-118 CCDF Plan Preprint, which contains the valid OMB approval control number and expiration date on the front page.

ACF has clarified certain provisions of the CCDF regulation regarding local market rate surveys, including the deadline for completion of the market rate survey. For this Plan period, Lead Agencies must complete and analyze the market rate survey no earlier than October 1, 2007 and no later than June 30, 2009. For additional information, see Program Instruction CCDF-ACF-PI-2009-02 which is available on the Child Care Bureau's website at:

<http://www.acf.hhs.gov/programs/ccb/law/guidance/current/pi2009-02/pi2009-02.htm>

Deadlines and Effective Dates: Lead Agencies must submit their Plans for ACF review no later than July 1, 2009. Upon receipt of approval by ACF, Plans are effective on October 1, 2009.

Plan Amendments: Any substantive change to the CCDF program requires an amendment to the approved Plan per 45 CFR 98.18(b) of CCDF regulations. Lead Agencies should enter amendment information on the Amendment Log at the beginning of the Plan and submit the Log and amendment within 60 days of the effective date of the change. ACF will make determinations on amendments no later than 90 days following the date on which the amendment is received, unless a written agreement to extend that period has been secured. Program Instruction, CCDF-ACF-PI-2009-01, provides additional clarification regarding Plan amendments and is available on the Child Care Bureau's website at:
<http://www.acf.hhs.gov/programs/ccb/law/guidance/current/pi2009-01/pi2009-01.htm>

Electronic Format: The CCDF Plan Preprint for States and Territories is available in word processing format from the ACF Regional Offices. A copy of the CCDF Plan Preprint is also available on the Child Care Bureau's website:
<http://www.acf.hhs.gov/programs/ccb/law/index.htm>.

Submitting the Plan: Submit copies of the CCDF Plan as follows:

One (1) copy to:
ACF Regional Office
Attn: Child Care Program Manager (see Attachment D)

One (1) copy to the:
Child Care Bureau - Communications Management Center
BLH Technologies, Inc.
Attention: Rose Salton
Re: CCDF 2010-2011 CCDF Plans
1803 Research Boulevard, #305
Rockville, MD 20850

Note: The Communications Management Center address should be used only for submission of the FY 2010-11 Plans. All other correspondence with the Child Care Bureau should be addressed to: 370 L'Enfant Promenade, SW, Aerospace Building, 5th floor East, Washington, DC 20447

Inquiries: Direct all inquiries to the ACF Regional Offices (see Attachment D).

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Ann H. Barbagallo
Acting Director
Office of Family Assistance

Attachments: Attachment A: FY 2010-2011 CCDF Plan Preprint (ACF-118)
Attachment B: FY 2010-2011 CCDF Plan Guidance
Attachment C: Checklist for Completing the CCDF Plan Preprint
Attachment D: ACF Regional Child Care Program Managers