

<h1>ACF</h1> <p>Administration For Children and Families</p>	<h2>U.S. Department of Health and Human Services</h2>	
	1. Log No: CCDF-ACF-PI-2009-08	2. Issuance Date: October 29, 2009
	3. Originating Office: Child Care Bureau, Office of Family Assistance	
	4. Key Words: Child Care Development Fund Financial Form ACF-696 for FY 2009 Grant Award, American Recovery and Reinvestment Act of 2009	

PROGRAM INSTRUCTION

- TO:** State and Territorial Lead Agencies administering child care programs under the Child Care and Development Block Grant Act of 1990, as amended, and other interested parties.
- SUBJECT:** Approved Form ACF-696, the Financial Reporting Form for the Child Care and Development Fund (CCDF).
- REFERENCES:** The Child Care and Development Block Grant Act of 1990, as amended; section 418 of the Social Security Act; 45 CFR Parts 98 and 99; the American Recovery and Reinvestment Act (ARRA) of 2009.
- PURPOSE:** This Program Instruction distributes the Form ACF-696 and describes the CCDF financial reporting requirements for State and Territorial Lead Agencies for FY 2009 funds only. The Office of Management and Budget (OMB) approved the Form ACF-696 under OMB 0970-0163.
- BACKGROUND:** States are required to use Form ACF-696 to report estimates and expenditures for the three funding streams that comprise the Child Care and Development Fund, the Mandatory Fund, the Matching Fund, and the Discretionary Fund. Territories are required to use the Form ACF-696 to report estimates and expenditures for the Discretionary Fund only. States and Territories are also required to report expenditures for the ARRA funds awarded in FY 2009.

This revised version of Form ACF-696 for the FY 2009 grant award includes three changes. The first is an additional column [Column (E)] for reporting the separate expenditures of supplemental ARRA CCDF funds. Second, a new line (Line 9) has been added to capture an estimate of child service months funded by ARRA. Finally, Lead Agencies are required to attach a narrative report to the 4th quarter submission describing specific activities funded with FY 2009 CCDF Targeted Funds [Lines 1(c) through 1(e)], including ARRA funds. The new instructions for completing ACF-696 include details on completing these additional fields.

FY 2008 and earlier funds should not be reported on the attached form. Refer to the Program Instruction and form issued on July 17, 2007, (Log No: CCDF-ACF-PI-2007-05) for information on reporting expenditures of funds from FY 2008 and earlier.

Form ACF-696 must be received by the last day of the month following the end of each fiscal quarter.

SUBMISSION:

Form ACF-696 is available for electronic submission in accordance with the Government Paperwork Elimination Act of 1998. Instructions for access to the electronic submission system can be obtained from the appropriate Regional Office.

If the Lead Agency does not submit electronically, it must submit two copies:

- One copy with an "original signature" should be submitted to:

Administration for Children and Families
Office of Administration
Office of Grants Management
Division of Mandatory Grants (CCDF)
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

- A signed copy must also be submitted to the Administration for Children and Families Regional Office (see attached list).

**NON-REPORTING
PENALTIES:**

Failure to submit the ACF-696T report on or before the due date may be a basis for withholding financial payments, suspension, or termination.

INQUIRIES:

Inquiries should be directed to the appropriate Regional Office (see attached list).

ATTACHMENTS:

1. A copy of the Form ACF-696
2. Instructions for completing Form ACF-696
3. Contact information for ACF Regional Grants Staff

/s/

Ann H. Barbagallo
Acting Director
Office of Family Assistance

cc: ACF Regional Child Care Program Managers
ACF Regional Grants Managers