

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
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	4. <b>Key Words:</b> Child Care and Development Fund (CCDF); Data Reporting Requirements and Instructions for Indian Tribes; ACF-700 Form; Supplemental Narrative Report	

### PROGRAM INSTRUCTION

- TO:** Child Care and Development Fund (CCDF) Tribal Lead Agencies and Other Interested Parties
- SUBJECT:** Child Care and Development Fund (CCDF) Annual Report (Form ACF-700 and Supplemental Narrative) for Tribal Lead Agencies
- REFERENCES:** The Child Care and Development Block Grant (CCDBG) Act of 1990, as amended (42 USC 9858, et seq.); regulations at 45 CFR 98.70(c).
- PURPOSE:** This Program Instruction provides the Tribal Lead Agency with the instructions for completing the CCDF Annual Report.
- BACKGROUND:** Tribal aggregate information on services provided through CCDF must be submitted annually, as required by the CCDF regulations at 45 CFR 98.70(c).

The CCDF Annual Report consists of two parts:

- 1) Form ACF-700 Report; and
- 2) Supplemental Narrative Report.

The Administration for Children and Families' (ACF) form ACF-700 Report collects data on all children and families receiving direct CCDF-funded child care services during the period October 1, 2011 through September 30, 2012 (i.e., Federal Fiscal Year (FFY) 2012). The data should include any services funded by CCDF Tribal Mandatory or Discretionary funds. The data reflect services provided during FFY 2012 regardless of whether the services were paid for with FFY 2012 funds or prior years' CCDF funds. For example, all services provided during FFY 2012 that are paid for with FFYs 2010, 2011 or 2012 CCDF funds (i.e., Tribal Mandatory and Discretionary, including funds for resource and referral and school-age care) are to be reported.

In addition, if a program uses other non-CCDF funds to further support direct child care services for the children being reported on the ACF-700, Tribes should indicate the use of those funds and identify the funding source in the “Comments” field of the ACF-700 report.

The Supplemental Narrative Report requests descriptions of the results of specific CCDF-funded activities available on the Tribal Lead Agency’s reservation or Tribal service area during FFY 2012.

**WHO MUST REPORT:**

All Tribal Lead Agencies (i.e., Tribes, Tribal organizations, and Tribal consortia) that received FFY 2012 (or prior year) CCDF funds—and expended these funds during FFY 2012—**must** submit a complete ACF-700 form by December 31, 2012. It is each Tribal Lead Agency’s responsibility to ensure that child care program data are collected and reported to the Office of Child Care in a timely manner each year.

**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); 42 USC 9858g(b)(2)(B)]. For example, the regulations provide that the Secretary may impose a penalty of not more than 4 percent of the discretionary funds for a fiscal year, if it is determined 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)). Tribes failing to provide reports may be subject to this penalty or other sanctions. [Additional information is provided in the preamble to the 1998 CCDF final rule at 63 FR 39936, at 39980 (July 24, 1998).]

**DATA USES:**

The data received through this collection provides the Office of Child Care with the means to analyze and evaluate the CCDF program and the extent to which Tribal Lead Agencies are assisting families in addressing child care needs. This information will provide ACF with data for its biennial report to Congress, and will help to inform technical assistance efforts to assist grantees.

**GUIDANCE FOR REPORTING:**

The *Tribal Annual Report: Guide for CCDF Tribal Lead Agencies* (ACF-700 Help Guide) contains detailed guidance for completing and submitting the ACF-700 and Supplemental Narrative. The Guide is available at the Office of Child Care’s website at: <http://www.acf.hhs.gov/programs/occ/resource/acf-700-tribal-annual-report>, under the heading “Additional Information and Help Available.”

**DUE DATE:**

The CCDF Tribal Annual Report for FFY 2012 is due by December 31, 2012.

**ACF-700  
SUBMISSION  
OPTIONS:**

CCDF Tribal Lead Agencies are required to submit two separate report sections: ACF-700 data form and the Supplemental Narrative.

ACF-700 Data Form:

*Tribal Grantees with Access to the Internet*

Tribal grantees that have access to the Internet should enter their own report numbers into the OCC Internet submission site at <https://extranet.acf.hhs.gov/acf700/login/login700.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 Tribes to identify and correct errors. Use of the paperless Internet data entry site streamlines submission processing and improves data quality. If you submit the ACF-700 report via the web site, you do not have to also send a paper copy of the report via mail or fax. You should, however, notify your Federal Regional Office of Child Care Staff when you have completed your report submission.

The submission web page requires a login and password. Some Tribes have already designated individuals to access the ACF-700 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-700 Internet Submission Registration Form (found in Appendix B of the attached ACF-700 Help Guide) by email, mail or fax to:

National Center on Child Care Data and Technology (NCDT)  
2600 Tower Oaks Boulevard, Suite 600  
Rockville, Maryland 20852  
ncdt@childcaredata.org  
Fax: 301-861-8640

NCDT will contact the staff identified on the form to provide further instructions and guidance. The Tribal Lead Agency 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](mailto:ncdt@childcaredata.org).

***Tribal Grantees with NO access to the Internet***

Tribal grantees that have no access to the Internet may submit the ACF-700 document by mail or using compatible electronic media, such as email or a disk. The ACF-700 form is in Excel® 5.0 format and can easily be transmitted as an attachment to an email message. (ACF Regional Offices can provide a blank version of the ACF-700 form if requested.)

The original document should be mailed to the ACF Regional Office (see contact information attached) and a copy should be sent to NCDT at the following address:

National Center on Child Care Data and Technology  
2600 Tower Oaks Boulevard, Suite 600  
Rockville, Maryland 20852  
[ncdt@childcaredata.org](mailto:ncdt@childcaredata.org)  
Fax: 301-816-8640

Faxed copies are acceptable only if followed by a paper copy sent through the mail.

**ACF-700 Supplemental Narrative:**

Supplemental Narrative Reports are not submitted on the web-based submission site. Grantees must submit this section of the report by mail or by attaching an electronic Word® or text file to an email. The original Supplemental Narrative document should be sent to the ACF Regional Office and a copy should be sent to NCDT at the address above. Faxed copies are acceptable only if followed by a paper copy sent through the mail.

**TECHNICAL ASSISTANCE:**

NCDT was established by the Office of Child Care to provide technical assistance related to the grantee reporting requirements. Assistance related to the submission of the ACF-700 also is available via links from the submission site.. NCDT Technical Assistance Specialists can answer questions and provide guidance in preparation of the program information and submission of the ACF-700 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 via email at [ncdt@childcaredata.org](mailto:ncdt@childcaredata.org).

**REPORTING PROBLEMS OR POLICY QUESTIONS:**

Tribal Lead Agencies anticipating problems in complying with the reporting requirements should contact the ACF Regional Office. Tribes should also contact the Regional Office for policy questions. Contact information for ACF Regional Offices is included in the ACF-700 Help Guide.

**PAPERWORK  
REDUCTION  
ACT:**

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 Number 0980-0241, which expires December 31, 2013.

Your help in providing timely and accurate data about the valuable child care services you provide children and families in your Tribe or Tribal organization through the CCDF is important. These data help to document the work that you do and are essential for demonstrating the accomplishments of Tribal child care programs.

/s/

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Shannon L. Rudisill  
Director  
Office of Child Care

Attachments:

Form ACF-700  
Supplemental Narrative Report  
Tribal Annual Report Guide  
ACF Regional Child Care Program Managers List