

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Administration for Children and Families**

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3. **Originating Office:** Office of Child Care (OCC)
4. **Key Words:** Child Care and Development Fund (CCDF), Financial Reporting, States and Territories

**PROGRAM INSTRUCTION**

**TO:** State and Territorial Lead Agencies administering child care programs under the Child Care and Development Block Grant Act of 1990 (the CCDBG Act), as amended, and other interested parties.

**SUBJECT:** Approved Revised 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.

**PURPOSE:** This Program Instruction distributes the revised Form ACF-696 Child Care and Development Fund Financial Report, which was approved by the Office of Management and Budget (OMB) under OMB Control Number 0970-0163.

**BACKGROUND:** States and Territories use the Financial Report Form ACF-696 to report Child Care and Development Fund (CCDF) expenditures. Authority to collect and report this information is found in section 658G of the Child Care and Development Block Grant Act of 1990, as revised. In addition to the Program Reporting Requirements set forth in 45 CFR Part 98, Subpart H, the regulations at 45 CFR 98.65(g) and 98.67(c)(1) authorize the Secretary to require financial reports as necessary.

The Form ACF-696 provides specific data regarding claims and provides a mechanism for States to request Child Care grant awards and to certify the availability of State matching funds. States are required to use the Form ACF-696 to report 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 expenditures for the Discretionary Fund only.

**REVISED REPORT AND INSTRUCTIONS:** Other than removing the now outdated column related to the American Recovery and Reinvestment Act of 2009 (ARRA), ACF has not made substantive revisions to the reporting form itself. However, ACF has revised the accompanying instructions to provide more detailed guidance to assist grantees with completing the form.

**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 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” must 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.

**NON-REPORTING PENALTIES:** Failure to submit the ACF-696 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.

**ATTACHMENTS:**

1. A copy of the Form ACF-696
2. Instruction for completing Form ACF-696
3. List of ACF Regional Grant Contacts

Sincerely,

/s/

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Shannon L. Rudisill  
Director  
Office of Child Care  
Administration for Children and Families

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