

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 Act of 1990 (the CCDBG Act), as amended , and other interested parties.
- Subject:** Child Care and Development Fund (CCDF) Child Care Annual Aggregate Report and Instructions (ACF-800 Report) for State and Territorial Lead Agencies.
- References:** The Child Care and Development Block Grant (CCDBG) Act of 1990, as amended ; 45 CFR 98.70(b) and 98.71(b). Relevant Technical Bulletins are located on the Office of Child Care website at the following address:
<http://www.acf.hhs.gov/programs/occ/report/formhelp/techbull/index.htm>.
- Purpose:** To inform States and Territories that the Office of Management and Budget has renewed approval of the ACF-800 Report without any revisions. The form and instructions are attached.
- Background:** Annual aggregate child care program information for the Child Care and Development Fund (CCDF) is required by Section 658K of the CCDBG Act, as amended. The annual aggregate administrative information received through this collection provides the means to analyze and evaluate the CCDF program and the extent to which States are assisting families in addressing child care needs. This collection will provide the Administration for Children and Families (ACF) with the information necessary to make its biennial report to Congress, address national child care needs, offer technical assistance to grantees, meet performance measures, and conduct research.
- Report and Instructions:** The Office of Management and Budget (OMB) has extended approval for the ACF-800 Report through June 30, 2015 (OMB Control Number 0970-0150). The report does not include any changes.
- Due Dates:** Annual aggregate reports are due December 31 (three months after the end of the reporting period). A CCDF reporting overview for States and Territories is available at: http://www.acf.hhs.gov/programs/occ/report/st_ovrvw.htm

Who Must Report:	All Lead Agencies in the United States, the District of Columbia (DC), and Territories (including Puerto Rico, American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands) are responsible for completing the ACF-800 Report.
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)). For example, the regulations provide that the Secretary may impose a penalty of not more than four percent of the discretionary funds for a fiscal year, if a determination is made 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). Lead Agencies failing to provide reports may be subject to this penalty (63 FR 39980) or other sanctions.
Electronic File Transfer Method:	<p>ACF-800 reports must be submitted through the ACF-800 Data Submission Center on the Office of Child Care website (https://extranet.acf.hhs.gov/acf800/login/login800.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 grantees to identify and correct errors.</p> <p>The submission web page requires a login and password. Grantees should have designated individuals to access the ACF-800 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-800 Internet Registration form available at: http://www.acf.hhs.gov/programs/occ/report/formhelp/acf800/reg_form.htm (also attached to this Program Instruction) and <u>mail</u> or <u>fax</u> to:</p> <p>The National Center on Child Care Data and Technology (NCDT) 2600 Tower Oaks Boulevard, Suite 600 Rockville, Maryland 20852 Fax: 301-692-0700</p> <p>NCDT will contact the staff identified on the form to provide further instructions and guidance. To renew the login or password, grantees 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.</p>
Technical Assistance:	<p>NCDT was established by the Office of Child Care to provide technical assistance for grantee reporting requirements. Assistance related to the submission of the ACF-800 Report is available on the internet at: http://www.acf.hhs.gov/programs/occ/report/formhelp/acf800/index.htm</p> <p>NCDT Technical Assistance Specialists can answer questions and provide guidance in preparation of the program information and submission of the ACF-800 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 at ncdt@childcaredata.org.</p>

Reporting Problems or Policy Questions: Lead agencies that have problems complying with the statutory reporting requirements should contact ACF for technical assistance. Questions should be directed to the appropriate ACF Regional Child Care Program Manager (see attached list):

Paperwork Reduction Act: Collection of the information for the ACF-800 Report is expected to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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 Control Number 0970-0150, which expires June 30, 2015.

/s/

Shannon Rudisill
Director
Office of Child Care

Attachments: [List of ACF Regional Child Care Program Managers](#)
ACF-800 Report and Instructions
ACF-800 Internet Registration Form

Child Care and Development Fund Annual Aggregate Report

The state-level aggregate report, or ACF-800, is one of two data collections undertaken by the Office of Child Care pursuant to the requirements of the Child Care and Development Block Grant of 1990 (42 USC 9801 et seq.) as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PL 104-93)¹ and the Balanced Budget Act of 1997 (PL 105-33). All Child Care and Development Fund lead agencies in the States, the District of Columbia, and Territories (including Puerto Rico, American Samoa, Guam, Northern Mariana Islands, and the US Virgin Islands) are responsible for completing the ACF-800. For more information, please see the OCC website at: <http://www.acf.hhs.gov/programs/occ/report/formhelp/acf800/index.htm>

As always, when submitting the ACF-800 report, data must include all children served by the Child Care and Development Fund, regardless of funding stream (Discretionary, Mandatory, Matching, State Match, Maintenance of Effort, and Transfers from Temporary Assistance for Needy Families Program). For States that pool CCDF and non-CCDF Funds, the data also must include all children funded by these sources. All counts should reflect the period that begins October 1 and ends September 30. Each State and Territory must submit the ACF-800 by December 31, reporting on services provided during the preceding Federal Fiscal Year.

INSTRUCTIONS	
Number Served	
1. Number of Families	Report the total unduplicated number of families assisted during the reporting period, counting each family assisted only once (even if a family has exited and re-entered the program).
2. Number of Children	Report the total unduplicated number of children assisted during the reporting period, counting each child assisted only once (even if a child has exited and re-entered the program). <u>If the child has had more than one provider type during the reporting period, select the last known provider.</u> On line 2, columns (B) through (L) across the page, indicate the number of children served by the type of provider (see definitions below). The sum of the columns should equal the number in column (A).

¹ The other data collection is accomplished through the ACF-801 Report, which requires detailed, case-level data on families served through CCDF.

<p>3. Does the State use public pre-kindergarten expenditures on CCDF eligible children to meet the CCDF Match or MOE requirement?</p>	<p>Mark “Yes” or “No” for items 3a and 3b, “Match” and “MOE”. If the answer is “Yes” to either of these items question 4 must be answered. If the answer is no to both of these items then question 4 should be skipped.</p> <p>Public pre-kindergarten (Pre-K) expenditures may be used to meet up to 30% of the State’s share of the CCDF Matching fund requirement and up to 20% of the State’s Maintenance-of-Effort (MOE) requirement in the CCDF program. (45 CFR 98.53(h)(3)).</p> <p>The Lead Agency should only mark “Yes” to this item if it also reports for the same federal fiscal year a State Share of expenditures of Pre-K funds [Line 2(c), Columns B and D on the ACF-696 Financial Report]. The Lead Agency also is required to indicate in their approved Plan whether it intends to use public Pre-K funds in excess of 10% to meet the CCDF Match or MOE requirement.</p>
<p>4. Indicate the estimated number of CCDF eligible children receiving public pre-kindergarten services for which CCDF Match or MOE is claimed.</p>	<p>In this data element, the Lead Agency is asked to report on the total unduplicated number of children served through the public Pre-K program who were determined to be CCDF eligible and for which CCDF Match and MOE expenditures were claimed. This estimated number of children reported in this data element is distinct from the number of children reported in data element 2. These children should not be reported as part of other data elements on the ACF-800.</p> <p>Expenditures from State-funded public Pre-K services claimed as CCDF Match or MOE must be for services to children from families who meet CCDF eligibility criteria.</p> <p>A Lead Agency may report an estimate for this element if a precise child count is not available. This estimate should correspond to the level of Pre-K services claimed as CCDF Match or MOE on the ACF-696 Report. Lead Agencies that do not have child-specific information may develop a methodology for calculating Pre-K expenditures for purposes of claiming Match and MOE by estimating the proportion of children served in the public Pre-K program who are also CCDF eligible. (63 FR 39966). The methodology should take into consideration the number of children served by the Pre-K program who are from families who would be eligible for CCDF based on State income eligibility limits, participation in employment, training, or education activities, etc.</p>
<p>Payment Methods</p>	
<p>5. Number of children served through grants or contracts with providers</p>	<p>Report the total unduplicated number of children served through grants and contracts with providers (for slots) during the reporting period. <u>Count each child only once. If the child has had more than one provider type during the reporting period, select the last known provider type.</u> On line 5, columns (B) through (L) across the page, indicate the number of children served by type of provider (see definitions below) who received grants and contracts. The sum of columns (B) through (L) should equal the number in column (A).</p>
<p>6. Number of children receiving child care services through certificates (to parents, to parents and providers, or to providers) and/or cash</p>	<p>Report the total unduplicated number of children served through certificates (including cash) to parents, providers, or parents and providers during the reporting period. <u>Count each child only once. If the child had more than one type of provider during the reporting period, select the last known type of provider.</u> On line 6, columns (B) through (L) across the page, indicate according to type of provider (see definitions below), the number of children served through certificates and/or cash. The sum of columns (B) through (L) should equal the number in column (A).</p>
<p>7. <u>Of the children served through certificates</u>, number of children served through cash payments directly to parents (only)</p>	<p>Indicate the total number of children served during the reporting period whose families received direct cash payments. (This does not include two-party checks to parents and providers, or cash to providers). <u>Count each child only once. If the child had more than one type of provider during the reporting period, select the last known type of provider.</u> On line 7, columns (B) through (L) across the page, indicate according to the type of providers (see definitions below), the number of children served through cash payments directly to parents. The sum of columns (B) through (L) should equal the number in column (A).</p>

Provider Information	
8. Number of child care providers receiving CCDF funding by type of care	Report the total unduplicated number of child care providers serving subsidized families by type of provider. <u>Count each provider only once.</u> If a person provides more than one type of care (i.e. in-home and family child care) count her in the category in which she provides the most hours of service. If she provides an equal number of hours in each category, the State has discretion as to which category to use. On line 8, the sum of columns (B) through (L) should equal the number in column (A).
Consumer Education	
9a. Estimated number of families receiving consumer education	Report an estimated number of families receiving consumer education that promotes informed child care choices.
9b. Explanation of Methodology for calculating the number of families	Explain the methodology for calculating this number of families receiving consumer education.
10. Consumer Education Content	For Items 10a-10f, Mark "Yes" if the Lead Agency provides information about the specified topic on a regular basis as established in the State's child care policy. Mark "No" if the State does not provide information about the topic on a regular basis.
11. Consumer Education Methods	For Items 11a-11d, Mark "Yes" if the Lead Agency uses this method or media on a regular basis to provide consumer education as established in the State's child care policy. Mark "No" if the State does not use this method or media to provide consumer education on a regular basis.
Pooling Factor	
12. Is this ACF-800 report based on pooled CCDF and non-CCDF funds?	<p>Mark "Yes" or "No" to indicate whether the ACF-800 data is based on pooled funds. If the answer is "Yes," questions 13 and 14 must be answered. If the answer is "No," please proceed to question 15.</p> <p>Many Lead Agencies combine their CCDF funds with funds from other sources to serve the child care needs of children. This is called "pooling." States and Territories pool funds from other sources including additional State funds (in excess of State funds used to meet the CCDF Match and MOE requirements), Title XX - the Social Services Block Grant (SSBG) funds, and TANF direct funds for child care not transferred to CCDF. These are flexible funding sources that can be used to supplement CCDF dollars to serve additional children and families. (TANF funds transferred to CCDF are considered CCDF Discretionary funds and thus should be considered CCDF funds when determining the pooling factor.)</p> <p>For reporting purposes, ACF needs to know the number of children and families served <u>only through the CCDF program (including TANF transfer)</u>. Therefore, ACF applies the pooling factor reported in Item #13 to the State's ACF-800 (aggregate, unduplicated count of children and families) and the ACF-801 (case-level, average monthly count of children and families) to calculate and report on the number of children and families served by CCDF funds alone.</p> <p>NOTE: While ACF allows States to report data on all children and families served by pooled funds in order to ease administrative burden, all children and families served by pooled funds <u>must meet Federal CCDF eligibility requirements</u>. States that use non-CCDF funding sources to serve targeted or special populations of children and families who are not eligible for CCDF services should <u>not</u> report administrative data on those children and families on the ACF-800 or ACF-801 reports.</p>

<p>13. If this report is based on pooled CCDF and non-CCDF funds, what is the percent of funds which are CCDF?</p>	<p>If a State or Territory pools non-CCDF funds with CCDF funds to provide child care subsidies to families, the Lead Agency needs to report in this section the percentage of funds in the direct services budget pool that are CCDF funds. To determine the budget pool only include sources of funding used to provide direct services to eligible children and families as reported in data elements 1, 2, 5, 6, and 7 on the ACF-800 and the case-level data on the ACF-801. Funding sources used for any other purposes, such as for child care quality improvement activities, non-direct services and child care administrative costs should not be included in the pool for the determination of the pooling factor.</p> <p>Note that the CCDF block grant consists of three component funding streams: the Discretionary Fund which are 100% Federal funds, the Mandatory funds which are 100% Federal funds, and the Matching Fund. In order to receive their full Federal share allotment of the Matching Fund, States must expend their Maintenance-of-Effort (MOE) requirement and expend the State's share of the Matching fund. All of these component funding streams comprise the CCDF block grant and should be considered "CCDF funds" when calculating the pooling factor. See <i>Technical Bulletin # 1r-v2: ACF-800 State-Level Data Standards</i> (http://www.acf.hhs.gov/programs/occ/report/formhelp/techbull/tb01r-2.htm) and attached "Pooling Factor Calculation Spreadsheet" for further guidance.</p> <p>NOTE: Funds transferred from Temporary Assistance for Needy Families (TANF) block grant are considered CCDF Discretionary Funds.</p>
<p>14. If this report is based on pooled CCDF and non-CCDF funds, please indicate which non-CCDF funds are included in the pool.</p>	<p>For items 14a – 14f, mark "Yes" or "No" to indicate whether the non-CCDF funding source is included in the pool of the State or Territory.</p> <p>Please specify for item 14f any additional sources of non-CCDF funds in the pool (not included in the list) in the space provided.</p>
<p>Optional Questions</p>	
<p>15. Explanatory Comments</p>	<p>Information to explain any of the data elements on this form should be provided as necessary. (Optional)</p>
<p>16. Additional Materials</p>	<p>Reports, materials developed, or other information regarding quality activities funded by CCDF may be provided to the Regional Office Child Care Program Manager. (Optional)</p>

DEFINITIONS	
Types of Providers	Eligible child care providers are broadly divided into licensed/regulated and legally operating (although not required by the State or Territory to be licensed). Whether licensed /regulated or legally operating, there are four types of eligible providers: in-home, family home, group home, and centers. (See columns B through L on the ACF-800.) In addition, care may be provided by a relative or a non-relative.
Licensed or regulated provider	Provider legally regulated or licensed by State or local public agency or through a State's designated licensing or regulatory agent.
Legally operating provider (license not required)	For reporting purposes, a legally operating, unregulated provider is one that, if not participating in the CCDF program, would not be subject to any state or local child care regulations. According to § 98.2 of the CCDBG regulations, "Licensing or regulatory requirements means requirements necessary for a provider to legally provide child care services in a State or locality, including registration requirements established under State, local or Tribal law...."
Child's Home	Care provided by a caregiver in the child's own home.
Family Home	Care provided by one individual in a private residence other than the child's own residence for fewer than 24 hours per day per child.
Group Home	Care provided by two or more individuals in a private residence other than the child's own residence for fewer than 24 hours per day per child.
Center	Care provided in a center-based setting, including programs in schools or churches.
Relative	A provider who is a grandparent, great-grandparent, aunt or uncle, or sibling living outside the child's home.

The Paperwork Reduction Act of 1995 -- Public reporting burden for this data collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining data needed, and reviewing the collection of information.

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.
OMB Approval Number: 0970-0150 Expires: 06/30/2015



**CHILD CARE AND DEVELOPMENT FUND
State-Level Aggregate Report (ACF-800) Internet Submission**

To ensure appropriate authorization for submitting information via the Internet, please provide the following information:

Name:
Title:
Agency:
Mailing address:
Phone:
Fax:
E-mail:

Please complete this form for each authorized individual.

Then fax or mail to:

The National Center on Child Care Data and Technology (NCDT)
2600 Tower Oaks Blvd.
Suite 600
Rockville, MD 20852
Fax: 301-816-8640

A NCDT liaison will contact you to provide additional information and instructions about submitting the ACF-800. They can be reached at 1-877-249-9117 or via email at NCDT@childcaredata.org.

Consumer Education:	
9a. Estimated number of families receiving consumer education	
9b. How is the estimated number of families receiving consumer education determined?	
10. Indicate the <u>Content</u> Used on a Regular Basis:	
10a. Information about use of certificates, grants or contracts	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
10b. Information for locating legally operating child care providers, and/or lists of legally operating child care providers	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
10c. Information about types and quality of child care	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
10d. Information about health and safety requirements	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
10e. Information about child care laws and regulations	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
10f. Information about provider complaint policies	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
11. Indicate the <u>Methods</u> Used on a Regular Basis:	
11a. Written materials including brochures, booklets, checklists, newspaper articles, or billboards about child care topics	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
11b. Counseling from Resource and Referral Agencies	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
11c. Mass media broadcasts including TV announcements or radio announcements about child care topics	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
11d. Electronic media publications or broadcasts including Internet sites and webcasts about child care topics	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Pooling Factor:	
12. Is this report based on pooled CCDF and non-CCDF funds?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
13. If this report is based on pooled CCDF and non-CCDF funds, what is the percent of funds which are CCDF?	_____ %

<p>14. If this report is based on pooled CCDF and non-CCDF funds, please indicate which non-CCDF funds are included in the pool.</p> <p>14a. Title XX (Social Services Block Grant, SSBG)</p> <p>14b. State-only child care funds (in excess of State funds used to meet CCDF Match and MOE requirements)</p> <p>14c. TANF direct funds for child care not transferred into CCDF</p> <p>14d. Title IV-B or IV-E funds</p> <p>14e. Supplemental Nutrition Assistance Program (formerly Food Stamps)</p> <p>14f. Other: (Please specify other non-CCDF funds included in the pool)</p>	<p>Y <input type="radio"/> N <input type="checkbox"/></p> <hr/> <hr/> <hr/>
<p><u>Other: (Optional)</u></p>	
<p>15. Please enter explanatory comments regarding any of the data elements as appropriate.</p>	
<p>16. Please attach any reports, materials, information developed as a result of the use of CCDF quality funds.</p>	