

What is the Child Count Declaration?

- The child count certifies the number of Indian children (as defined by the CCDF Tribal Lead Agency) younger than 13 years who reside on or near the Tribal Lead Agency–defined reservation or service area.

Steps to Conducting a Triennial Child Count

- **Step One: Define “Indian Child”**
 - Tribes have flexibility in defining “Indian child,” and may include children from other Tribes, if such Tribes are federally recognized, consistent with the CCDBG Act’s definition of Indian Tribe.
- **Step Two: Define “Service Area”**
 - A Tribal Lead Agency’s service area must be “on or near the reservation,” and therefore must be within a reasonably close geographic proximity to the delineated borders of a tribe’s reservation, with the exception of Alaska, California, and Oklahoma. ACF will not approve an entire state as a Tribal Lead Agency’s service area.
 - If CCDF plans indicate “near” or indicates a specific boundary, define that boundary.
 - Tribal Lead Agencies may not count any child who is included in the child count of another CCDF Tribal Lead Agency.
- **Step Three: Identifying Existing Data and Determining the Child Count**
 - Coordinate and identify resources or partners that can help you submit an accurate account.
 - Upon receipt of data, it should be documented and cross-referenced to ensure that there is not duplication in the count.
- **Step Four: Complete the Tribal Child Count Declaration Form for submission to the Regional Office by July 1, 2019**
 - Ensure the child count is conducted after July 1, 2018 and no later than June 30, 2019
 - Prepare the form for Tribal leadership/representative/administrator approval.

More on the Child Count Declaration: The child count declaration is used by the Administration for Children and Families to calculate the amount of the grant award, or CCDF allocation.

The child count submitted is not reflective of the number of children who receive direct services. Instead, the child count gives the number of potentially eligible children who meet the Tribal Lead Agency’s definition of Indian Child and reside in the designated CCDF service area. The child count includes all children in the service area, even if they will not ultimately be eligible for CCDF-funded services.

Considerations for Child Count

- Child count is due every 3 years (no longer due annually).
- The child count remains valid for the 3-year CCDF Plan cycle, with one exception for tribal consortia. If a consortium gains or loses one of its member organizations, adjustments to the child count must be made accordingly

Considerations for Child Count Data Sources

- Data sources located in the service area should be contacted well in advance of the date the information is needed.
- The data request should include the purpose/use of the information being requested, the specific data you need (e.g. number of Indian children, resident of service area, under the age of 13 as of what date), date Tribe needs to receive the information and statement of confidentiality.
- Include Tribe’s definition of “Indian Child” and “Service Area.”
- Document your steps, contacts, and resources in collecting the data.
- Ensure that you can document your child count calculation steps.
- If CCDF service areas overlap with other CCDF service areas, the Tribal Lead Agencies are required to confer, consult, and coordinate with the neighboring Tribal Lead Agencies.

Possible Data Sources:

- School Systems
- Head Start/Early Head Start
- Local child care programs

- Tribal Enrollment
- Tribal Vital Statistics/Census Data
- Indian Health Service
- Tribal Hospitals/Clinics

- WIC Programs
- Child Protective Services/ICWA
- BIA Labor Force Reports
- Education/Social Service Programs/Agencies