Child Care and Development Fund: Fiscal Management and Data Reporting for American Indian and Alaska Native Grantees: Part II

ACF-700 Reporting Requirements
&
Introduction to Data Tracker Software

National Center on Child Care Data and Reporting (NCDR) and the National Center on Tribal Early Childhood Development (NCTECD)
NCDR Team

Leigh Bolick
Project Director

Kristie Lange
TA and Training Specialist

Rosa Williams
TA and Training Manager
Session Objectives

- Review annual CCDF reporting requirements
- Discuss data challenges and quality assurance measures
- Review how to report both parts of the ACF-700 report
- Introduce the Child Care Data Tracker as a case management software tool
CCDF Reporting Requirements

ACF-700 Data Report
Supplemental Narrative

See current information and guidance at:

Due no later than December 31st
Annual ACF-700 Report is Due By December 31st

<table>
<thead>
<tr>
<th>CHILD CARE AND DEVELOPMENT FUND ANNUAL REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON SERVICES PROVIDED FROM OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020</td>
</tr>
</tbody>
</table>

**COMPLETE NAME OF TRIBAL LEAD AGENCY:**

**ADDRESS:**

**CONTACT PERSON:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-Mail</th>
<th>(A)</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

**CARE PROVIDED BY A CCDF PROVIDER—NO LICENSE CATEGORY AVAILABLE IN A:**

<table>
<thead>
<tr>
<th>CHILD'S HOME BY A</th>
<th>FAMILY HOME BY A</th>
<th>GROUP HOME BY A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relative</td>
<td>Non-Relative</td>
<td>Relative</td>
</tr>
</tbody>
</table>

**CARE PROVIDED BY CCDF PROVIDER—LICENSED OR REGULATED IN A:**

<table>
<thead>
<tr>
<th>Center</th>
<th>Child's Home</th>
<th>Family Home</th>
<th>Group Home</th>
<th>Center</th>
</tr>
</thead>
</table>

1. Total number of **families** that received child care services this fiscal year

2. **a.** Average number of **children** served each month

2. **b.** Total number of **children** that received services this fiscal year

3. **Total number of children** receiving services that fall into each age category:

   **a.** 0 up to 1 year
   
   **b.** 1 year up to 2 years
   
   **c.** 2 years up to 3 years
   
   **d.** 3 years up to 4 years
   
   **e.** 4 years up to 5 years
   
   **f.** 5 years up to 6 years
   
   **g.** 6 years up to 13 years
   
   **h.** Total number of children 0 to 13 years (add Column A, 3a thru 3g)
   
   **i.** 13 years and older

4. **Number of children** who received child care services

   **Because:**
   
   **a.** Their parent(s) worked
   
   **b.** Their parent(s) were in training or an education program
   
   **c.** Child received or needed protective services
   
   **Because there was a Federal Emergency and:**
   
   **d.** Their parent(s) worked
   
   **e.** Their parent(s) were in training or an education program
   
   **f.** Child received or needed protective services

5. **Average number of hours of child care service provided per child per month**

6. **Average monthly amount paid for child care service**

   **a.** Average monthly CCDF program subsidy per child
   
   **b.** Average monthly parent copayment per child

7. **Number of children** served whose family income was:

   **a.** at or below the poverty threshold for families of the same size
   
   **b.** above the poverty threshold but at or below 150 percent of the poverty threshold for families of the same size
   
   **c.** above 150 percent of the poverty threshold but at or below 200 percent of the poverty threshold for families of the same size
   
   **d.** above 200 percent of the poverty threshold for families of the same size

8. **Number of children** served by payment type this fiscal year:

   **a.** Grant/contract with provider
   
   **b.** Certificate or voucher to parent and/or provider
   
   **c.** Cash payment to parent
   
   **d.** Tribally-operated center

**Comments:** (Please use the back of this sheet if necessary)

Public reporting burden for this collection of information is estimated to average 35 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.
Supplemental Narrative
(Submit on ACF-700 Site)

Describes:

1. Efforts to improve child care quality
2. Unmet child care needs, e.g., waiting list for eligible children or impact of inadequate funds on availability of child care services
3. Collaborative activities to promote comprehensive early care and education services and coordination with State or Tribal agencies responsible for health, education, employment services and Temporary Assistance to Needy Families (TANF)
4. Efforts to improve the quality of data collection and reporting, specifically if and how you use the Child Care Data Tracker
#1
How many families did you serve?

#2a
What was the average number of children served each month?

#2b
How many children in total did you serve?

Total and by Care Type
## Number of Families and Children Served

### Complete Name of Tribal Lead Agency:

**Address:**

**Contact Person:**

**Phone:**

**E-mail:**

**TOTAL**

<table>
<thead>
<tr>
<th>CHILD'S HOME BY A</th>
<th>FAMILY HOME BY A</th>
<th>GROUP HOME BY A</th>
<th>CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARE PROVIDED BY A CCDF PROVIDER—NO LICENSE CATEGORY AVAILABLE</td>
<td>CARE PROVIDED BY CCDF PROVIDER—LICENSED OR REGULATED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RELATIVE</td>
<td>NON-RELATIVE</td>
<td>RELATIVE</td>
<td>NON-RELATIVE</td>
</tr>
<tr>
<td>IN A</td>
<td>IN A</td>
<td>IN A</td>
<td>IN A</td>
</tr>
</tbody>
</table>

### 1. Total number of families that received childcare services this fiscal year

### 2. a. Average number of children served each month

### 2. b. Total number of children that received services this fiscal year

### 3. Total number of children receiving services that fall into each age category

- 0 up to 1 year
- 1 year up to 2 years
- 2 years up to 3 years
- 3 years up to 4 years
- 4 years up to 5 years
- 5 years up to 6 years
- 6 years up to 13 years
- 13 years and older

### 4. Number of children who received childcare services

#### Because:
- Their parent(s) worked
- Their parent(s) were in training or an education program
- Children received or needed protective services
- Because there was a Federal Emergency and:
- Their parent(s) worked
- Their parent(s) were in training or an education program
- Children received or needed protective services

### 5. Average number of hours of childcare service provided per child per month

### 6. Average monthly amount paid for childcare services

#### a. Average monthly CCDF program subsidy per child

#### b. Average monthly parent copayment per child

### 7. Number of children served whose family income was:

- At or below the poverty threshold for families of the same size
- Above the poverty threshold but at or below 150 percent of the poverty threshold for families of the same size
- Above 150 percent of the poverty threshold but at or below 200 percent of the poverty threshold for families of the same size
- Above 200 percent of the poverty threshold for families of the same size

### 8. Number of children served by payment type this fiscal year:

- Child support match
- Direct child support
- Child support to parent and/or provider
- Cash payment to parent
- Federally operated center
Child Care Types (Columns B-L)

Child’s Home – Care that takes place in the child’s own home.

Family Home – Care that is provided by one person in a residence of someone other than the child(ren) receiving care. Usually a family home is the residence of the child care provider.

Group Home – Service provided by more than one person in a residence of someone other than the children receiving care.

Center – Service provided in a facility other than a private home.
A licensed/regulated provider may operate only after receiving legally defined approval to deliver services as a licensed or regulated provider. The licensing agent usually is the Tribe or State. In order to be counted as a regulated provider, the provider must meet established standards that are more comprehensive than CCDF health and safety requirements, and be subject to monitoring inspections based on those standards.

A non-licensed provider must meet all State or Tribal health, safety, and other child care program regulations to be operating legally. It may include providers who have to sign up in order to participate in your CCDF program but do not have to meet any other local licensing requirements.
OCC distinguishes *relative vs. non-relative* care:

**Relative** care is delivered by a grandparent, great-grandparent, aunt, uncle, or sibling (if s/he lives outside of the child’s home).

**Non-relative** care is delivered by all other persons who are not included in the relative definition above.
#3

What were the children’s ages?

As of the end of the Fiscal Year or the date of their exit from the program

Total and by Care Type
# Child’s Age Information

<table>
<thead>
<tr>
<th>COMPLETE NAME OF TRIBAL LEAD AGENCY:</th>
<th>CATEGORY/TYPE OF CHILD CARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>CARE PROVIDED BY</td>
</tr>
<tr>
<td>CONTACT PERSON:</td>
<td>A CCDF PROVIDER—</td>
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<tr>
<td>E-MAIL:</td>
<td>NON LICENSE CATEGORY</td>
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<tr>
<td></td>
<td>AVAILABLE IN A</td>
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<table>
<thead>
<tr>
<th>CHILD’S HOME BY A</th>
<th>FAMILY HOME BY A</th>
<th>GROUP HOME BY A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relative</td>
<td>Relative</td>
<td>Relative</td>
</tr>
<tr>
<td>Non-Relative</td>
<td>Non-Relative</td>
<td>Non-Relative</td>
</tr>
<tr>
<td>Center</td>
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<td>Center</td>
</tr>
</tbody>
</table>

1. Total number of families that received child care services this fiscal year
2. a. Average number of children served each month
   b. Total number of children that received services this fiscal year
3. Total number of children receiving services that fall into each age category:
   a. 0 up to 1 year
   b. 1 year up to 2 years
   c. 2 years up to 3 years
   d. 3 years up to 4 years
   e. 4 years up to 5 years
   f. 5 years up to 6 years
   g. 6 years up to 13 years
   h. Total number of children 0 to 13 years (add Column A, 3a thru 3g)
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4. Number of children who received child care services
   Because:
   a. Their parent(s) worked
   b. Their parent(s) were in training or an education program
   c. Child received or needed protective services
   Because there was a Federal Emergency and:
   d. Their parent(s) worked
   e. Their parent(s) were in training or an education program
   f. Child received or needed protective services
5. Average number of hours of child care service provided per child per month
6. Average monthly amount paid for child care service
   a. Average monthly CCDF program
   b. Average monthly parent
   c. Average monthly copayment per child
7. Number of children served whose family income was:
   a. at or below the poverty threshold for families of the same size
   b. above the poverty threshold but at or below 150 percent of the poverty threshold for families of the same size
   c. above 150 percent of the poverty threshold but at or below 200 percent of the poverty threshold for families of the same size
   d. above 200 percent of the poverty threshold for families of the same size
8. Number of children served by payment type this fiscal year:
   a. Grant/contract with provider
   b. Certificate or voucher to parent and/or provider
   c. Cash payment to parent
   d. Tribally-operated center
#4

Why did your families need child care?

Only three allowable reasons for care: Work, Training/Education, and Protective Services
### Reason for Care

<table>
<thead>
<tr>
<th>Reason for Care</th>
<th>Table</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
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<td>A CCDF PROVIDER—NO LICENSE CATEGORY AVAILABLE</td>
<td></td>
</tr>
<tr>
<td>CARE PROVIDED BY</td>
<td>CCDF PROVIDER—LICENSED OR REGULATED</td>
<td></td>
</tr>
<tr>
<td>CHILD'S HOME</td>
<td>RELATIVE</td>
<td>NON-RELATIVE</td>
</tr>
<tr>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
</tr>
<tr>
<td>1. Total number of families that received child care services this fiscal year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2a. Average number of children served each month</td>
<td></td>
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<tr>
<td>2b. Total number of children that received services the fiscal year</td>
<td></td>
<td></td>
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<tr>
<td>3. Total number of children receiving services that fall into each age category</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. 0 up to 1 year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. 1 year up to 2 years</td>
<td></td>
<td></td>
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<tr>
<td>c. 2 years up to 3 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. 3 years up to 4 years</td>
<td></td>
<td></td>
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<tr>
<td>e. 4 years up to 5 years</td>
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<td></td>
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<tr>
<td>f. 5 years up to 6 years</td>
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<td></td>
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<tr>
<td>g. 6 years up to 10 years</td>
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<tr>
<td>h. 10 years and older</td>
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<tr>
<td>4. Number of children who received child care services</td>
<td></td>
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<tr>
<td>Because</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Their parent(s) worked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Their parent(s) were in training or an education program</td>
<td></td>
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<tr>
<td>c. Child received or needed protective services</td>
<td></td>
<td></td>
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<tr>
<td>Because there was a Federal Emergency and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Their parent(s) worked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Their parent(s) were in training or an education program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Child received or needed protective services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Average number of hours of child care service provided per child per month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Average monthly amount paid for child care service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Average monthly CCDF program subsidy per child</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Average monthly parent payment per child</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Number of children served whose family income was:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. at or below the poverty threshold for families of the same size</td>
<td></td>
<td></td>
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<tr>
<td>b. above the poverty threshold but at or below 100 percent of the poverty threshold for families of the same size</td>
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<td></td>
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<tr>
<td>c. above 100 percent of the poverty threshold but at or below 200 percent of the poverty threshold for families of the same size</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. above 200 percent of the poverty threshold for families of the same size</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Number of children served by payment type this fiscal year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Grant awarded to provider</td>
<td></td>
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</tr>
<tr>
<td>b. Certificate or voucher to parent and/or provider</td>
<td></td>
<td></td>
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<tr>
<td>c. Cash payment to parent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Fully operated center</td>
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</tr>
<tr>
<td>Comments: (Please use the back of this sheet if necessary)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
#5
On average, how many hours were children in care each month?

Total and by care type
## Hours of Service Per Child Per Month

**Complete Name of Tribal Lead Agency:**

**Address:**

**Contact Person:**

**Phone:**

**E-Mail:**

### CARE PROVIDED BY

- **A CCDF Provider--No License Category Available**
- **Care Provided by CCDF Provider--Licensed or Regulated**

<table>
<thead>
<tr>
<th>Child's Home by A</th>
<th>Family Home by A</th>
<th>Group Home by A</th>
<th>Child's Home</th>
<th>Family Home</th>
<th>Group Home</th>
<th>Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relative (A)</td>
<td>Non-Relative (B)</td>
<td>Relative (C)</td>
<td>Non-Relative (D)</td>
<td>Relative (E)</td>
<td>Non-Relative (F)</td>
<td>Center</td>
</tr>
<tr>
<td>Child's Home (G)</td>
<td>Family Home (H)</td>
<td>Group Home (I)</td>
<td>Child's Home (J)</td>
<td>Family Home (K)</td>
<td>Group Home (L)</td>
<td>Center</td>
</tr>
</tbody>
</table>

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1. **Total number of families** that received child care services this fiscal year

2. **a. Average number of children** served each month

3. **Total number of children** receiving services that fall into each age category:
   - 0 up to 1 year
   - 1 year up to 2 years
   - 2 years up to 3 years
   - 3 years up to 4 years
   - 4 years up to 5 years
   - 5 years up to 6 years
   - 6 years up to 12 years
   - Total number of children 0 to 13 years (Add Column A, 3a through 3g)
   - 13 years and older

4. **Number of children** who received child care services
   - Because:
     - Their parent(s) worked
     - Their parent(s) were in training or an education program
     - Child received or needed protective services
   - **Because there was a Federal Emergency and:**
     - Their parent(s) worked
     - Their parent(s) were in training or an education program
     - Child received or needed protective services

5. **Average number of hours** of child care service provided per child per month

6. **Average monthly amount paid** for child care service
   - Average monthly CCDF program subsidy per child
   - Average monthly parent copayment per child

7. **Number of children** served whose family income was:
   - At or below the poverty threshold for families of the same size
   - Above the poverty threshold but at or below 150 percent of the poverty threshold for families of the same size
   - Above 150 percent of the poverty threshold but at or below 200 percent of the poverty threshold for families of the same size
   - Above 200 percent of the poverty threshold for families of the same size

8. **Number of children** served by payment type this fiscal year:
   - Grant/contract with provider
   - Certificate or voucher to parent and/or provider
   - Cash payment to parent
   - Tribally-operated center
#6a
How much did the Tribe pay on each child’s behalf from its CCDF grant?

Total and by care type
## Average Monthly CCDF Subsidy

### Complete Name of Tribal Lead Agency:

<table>
<thead>
<tr>
<th>Address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>(A)</td>
</tr>
<tr>
<td>Phone:</td>
<td>TOTAL</td>
</tr>
<tr>
<td>E-Mail:</td>
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</tbody>
</table>

### 1. Total number of families that received child care services this fiscal year

<table>
<thead>
<tr>
<th></th>
<th>CARE PROVIDED BY</th>
<th>CARE PROVIDED BY CCDF PROVIDER--LIENSSED OR REGULATED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A CCDF PROVIDER--NO LICENSE CATEGORY AVAILABLE</td>
<td>LICENSED OR REGULATED</td>
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<tr>
<td></td>
<td>IN A</td>
<td>K</td>
</tr>
<tr>
<td>CHILD'S HOME BY A</td>
<td>(B)</td>
<td>(I)</td>
</tr>
<tr>
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<td>(C)</td>
<td>(J)</td>
</tr>
<tr>
<td>GROUP HOME BY A</td>
<td>(D)</td>
<td>(K)</td>
</tr>
<tr>
<td>CENTER</td>
<td>(E)</td>
<td>(L)</td>
</tr>
<tr>
<td>CENTER</td>
<td>(F)</td>
<td></td>
</tr>
<tr>
<td>RELATIVE</td>
<td>(G)</td>
<td></td>
</tr>
<tr>
<td>NON-RELATIVE</td>
<td>(H)</td>
<td></td>
</tr>
</tbody>
</table>

### 2. a. Average number of children served each month

### 2. b. Total number of children that received services this fiscal year

### 3. Total number of children receiving services that fall into each age category:

|  | a. | 0 up to 1 year | b. | 1 year up to 2 years | c. | 2 years up to 3 years | d. | 3 years up to 4 years | e. | 4 years up to 5 years | f. | 5 years up to 6 years | g. | 6 years up to 13 years | h. | Total number of children 0 to 13 years (add Column A, 3a thru 3g) | i. | 13 years and older |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | a. | b. | c. | d. | e. | f. | g. | h. | i. |

### 4. Number of children who received child care services

**Because:**
- a. Their parent(s) worked
- b. Their parent(s) were in training or an education program
- c. Child received needed protective services
- **Because there was a Federal Emergency and:**
  - d. Their parent(s) worked
  - e. Their parent(s) were in training or an education program
  - f. Child received needed protective services

### 5. Average number of hours of child care service provided per child per month

### 6. Average monthly amount paid for child care service:

<table>
<thead>
<tr>
<th></th>
<th>a. Average monthly CCDF program subsidy per child</th>
<th>b. Average monthly parent copayment per child</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a.</td>
<td>b.</td>
</tr>
</tbody>
</table>

### 7. Number of children served whose family income was:

<table>
<thead>
<tr>
<th></th>
<th>a. at or below the poverty threshold for families of the same size</th>
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<tr>
<td></td>
<td>a.</td>
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<td>d.</td>
</tr>
</tbody>
</table>

### 8. Number of children served by payment type this fiscal year:

<table>
<thead>
<tr>
<th></th>
<th>a. Grant/contract with provider</th>
<th>b. Certificate or voucher to parent and/or provider</th>
<th>c. Cash payment to parent</th>
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<tbody>
<tr>
<td></td>
<td>a.</td>
<td>b.</td>
<td>c.</td>
<td>d.</td>
</tr>
</tbody>
</table>

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19
Average Monthly Subsidy

• Record the subsidy separately for each provider for each month

• Tribes that operate their own center can estimate the average monthly subsidy per child using the record of *expenditures for direct services* that is submitted on the required ACF-696T, the Tribal financial report.
#6b
How much did the Families pay for each child’s care?

*Family co-payment for each child in the family receiving CCDF services*

*Total and by care type*
### Average Monthly Family Co-Payment per Child

<table>
<thead>
<tr>
<th>COMPLETE NAME OF TRIBAL LEAD AGENCY:</th>
<th>ADDRESS:</th>
<th>CONTACT PERSON:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Phone:</td>
</tr>
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<td></td>
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<td>E-Mail:</td>
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</table>

#### Category/Type of Child Care

<table>
<thead>
<tr>
<th>Category/Type of Child Care</th>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
<th>(D)</th>
<th>(E)</th>
<th>(F)</th>
<th>(G)</th>
<th>(H)</th>
<th>(I)</th>
<th>(J)</th>
<th>(K)</th>
<th>(L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child's Home by A</td>
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<tr>
<td>Family Home by A</td>
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<tr>
<td>Group Home by A</td>
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<td></td>
</tr>
<tr>
<td>Care Provided by CCDF Provider—Licensed or Regulated</td>
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<td></td>
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</tr>
</tbody>
</table>

1. Total number of families that received child care services this fiscal year
2. Average number of children served each month
3. Total number of children receiving services that fall into each age category:
   - 0 up to 1 year
   - 1 year up to 2 years
   - 2 years up to 3 years
   - 3 years up to 4 years
   - 4 years up to 5 years
   - 5 years up to 6 years
   - 6 years up to 13 years
   - 13 years and older
4. Number of children who received child care services
   - Because:
     - Their parent(s) worked
     - Their parent(s) were in training or an education program
     - Child received or needed protective services
   - Because there was a Federal Emergency and:
     - Their parent(s) worked
     - Their parent(s) were in training or an education program
     - Child received or needed protective services
5. Average number of hours of child care service provided per child per month
6. Average monthly amount paid for child care service
   - Average monthly CCDF program subsidy per child
   - Average monthly parent copayment per child
7. Number of children served whose family income was:
   - at or below the poverty threshold for families of the same size
   - above the poverty threshold but at or below 150 percent of the poverty threshold for families of the same size
   - above 150 percent of the poverty threshold but at or below 200 percent of the poverty threshold for families of the same size
   - above 200 percent of the poverty threshold for families of the same size
8. Number of children served by payment type this fiscal year:
   - Grant/contract with provider
   - Certificate or voucher to parent and/or provider
   - Cash payment to parent
   - Tribally-operated center
#7

How many children were in families whose incomes fell in each of the defined Federal poverty levels?
## Family Incomes

### Family Incomes Table

<table>
<thead>
<tr>
<th>Category/Type of Child Care</th>
<th>Child’s Home by A</th>
<th>Family Home by A</th>
<th>Group Home by A</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Care Provided by A CCDF Provider—No License Category Available</td>
<td>(B)</td>
<td>(C)</td>
<td>(D)</td>
<td>(E)</td>
</tr>
<tr>
<td>Care Provided by CCDF Provider—Licensed or Regulated</td>
<td>(F)</td>
<td>(G)</td>
<td>(H)</td>
<td>(I)</td>
</tr>
</tbody>
</table>

| Child’s Home | Child’s Home | Family Home | Group Home | Center | Child’s Home | Child’s Home | Family Home | Group Home | Center | Child’s Home | Child’s Home | Family Home | Group Home | Center |
|--------------|--------------|-------------|------------|-------|--------------|--------------|-------------|------------|-------|--------------|--------------|-------------|------------|--------|-------|
| (A)          | (B)          | (C)         | (D)        | (E)   | (F)          | (G)          | (H)         | (I)        | (J)   | (K)          | (L)          | (M)         | (N)        | (O)    |

### Notes

1. Total number of families that received child care services this fiscal year.
2. a. Average number of children served each month.
3. Total number of children that received services this fiscal year.
4. Number of children who received child care services:
   a. Their parent(s) worked.
   b. Their parent(s) were in training or an education program.
   c. Child received or needed protective services.
   d. Because there was a Federal Emergency.
5. Average number of hours of child care service provided per child per month.
6. Average monthly amount paid for child care service:
   a. Average monthly CCDF program subsidy per child.
   b. Average monthly parent copayment per child.
7. Number of children served whose family income was:
   a. At or below the poverty threshold for families of the same size.
   b. Above the poverty threshold but at or below 150 percent of the poverty threshold for families of the same size.
   c. Above 150 percent of the poverty threshold but at or below 200 percent of the poverty threshold for families of the same size.
   d. Above 200 percent of the poverty threshold for families of the same size.
8. Number of children served by payment type this fiscal year:
   a. Grant to contract with provider.
   b. Certificate or receipt to parent and/or provider.
   c. Cash payment to parent.
   d. Tracked-operated center.

---

24
Income by Poverty Thresholds

• This is a count of CHILDREN, NOT families

• Based on the family size and the family income for each child that received child care services
Poverty Thresholds

The HHS annual poverty guidelines are available at:

http://aspe.hhs.gov/poverty/

and

The HHS Poverty Guidelines can also be accessed from the OCC web site at https://www.acf.hhs.gov/occ/resource/acf-700-tribal-annual-report
#8

How did you pay providers?

Count of *children* by payment type

*Total and for each care type*
# Payment Type

<table>
<thead>
<tr>
<th>Category Type of Child Care</th>
<th>License Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Care Provided by A CCDF Provider - No License Category Available in A</td>
<td>Licensed or Regulated in A</td>
</tr>
<tr>
<td>Child's Home by A</td>
<td>Family Home by A</td>
</tr>
<tr>
<td>Relative</td>
<td>Non-Relative</td>
</tr>
<tr>
<td>(B)</td>
<td>(C)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-Mail</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

1. Total number of families that received child care services this fiscal year:

2. Average number of children served each month:

3. Total number of children receiving services that fall into each age category:
   - a. 0 up to 1 year
   - b. 1 year up to 2 years
   - c. 2 years up to 3 years
   - d. 3 years up to 4 years
   - e. 4 years up to 5 years
   - f. 5 years up to 6 years
   - g. 6 years up to 8 years
   - h. Total number of children 0 to 13 years (add Column A, 3a thru 3g)
   - i. 13 years and older

4. Number of children who received child care services:
   a. Their parent(s) worked
   b. Their parent(s) were in training or an education program
   c. Child received or needed protective services
   d. Because there was a Federal Emergency
   e. Their parent(s) were in training or an education program
   f. Child received or needed protective services

5. Average number of hours of child care service provided per child per month:

6. Average monthly amount paid for child care service:
   a. Average monthly CCDF program subsidy per child
   b. Average monthly copayment per child

7. Number of children served whose family income was:
   a. at or below the poverty threshold for families of the same size
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   d. above 200 percent of the poverty threshold for families of the same size

8. Number of children served by payment type this fiscal year:
   a. Grant/contract with provider
   b. Certificate or voucher to parent and/or provider
   c. Cash payment to parent
   d. Tribally-operated center
Payment Types

• Grant/Contract with Provider: A legally binding agreement with a child care provider to deliver services, defining the terms and conditions of those services.

• Certificate or Voucher to Parent and/or Provider: A document (that may be a check or some other form) that is issued directly to a parent to verify their eligibility for subsidized services.

• Cash Payment to Parent: Money paid to parents to cover the cost of child care services.

• Tribally-operated Center (TOC): TOC payment reflects the Center’s own operational cost of running the direct service program, including such things as rent and staff salaries.
Gather information from providers and clients

Check for accuracy

Enter information into the client

Record

Generate the ACF-700 for submission by 12/31

Generate periodic reports to ensure quality of data

Regularly review and update information

Information and Quality Management
Commonly Made Errors

• Submitting data that does not match the program description included in your Tribal Plan
• Not following OCC reporting guidelines
• Estimating numbers
• Skipping questions
• Typographical errors
Getting it Right!

Report the Right Clients

All families and children should be counted on the ACF-700 report if they:

- Meet CCDF eligibility criteria
- Received any CCDF-funded direct child care services during the report period
Getting it Right!

Report the Right Numbers

Some data elements require that you calculate AVERAGES.

Calculate AVERAGES by adding the value of figures and dividing by the count of the figures you added together.

Always ROUND to whole numbers without decimal points.

↑ Round UP if 0.5 or higher (161.65 = 162 hours)
↓ Round DOWN if less than 0.5 ($23.21 = $23)
Establish **Written Policies and Procedures**

- Have you assigned staff to be responsible for capturing information and preparing the required ACF-700 report?
- Do at least two staff members know how to manage required reporting?
- Have you defined a schedule for creating and updating files?
- Have you established quality review procedures to ensure accuracy of information?

• What barriers get in the way of your ability to submit high quality reports on time?

• What might need to change in order for you to submit high quality reports on time?
Finally….

Record or update the **required** information **MONTHLY**!

By now you should have:

- Identify the staff person(s) who will be responsible for generating and submitting your report and make sure each has a User Name and Password to access the submission site (available from NCDR).

- Identify the staff person who will have ultimate responsibility for approving the report prior to submission.

- Begin calculating the values needed for the report.
When you have good data, use it!

- Program evaluation and development
- Program accountability
- Community education
- Resource development
- Staff recruitment and training
- Public relations campaigns
- ??
OCC Web Site
https://www.acf.hhs.gov/occ
ACF-700 Tribal Annual Report

November 20, 2013

Categories: Child Care Development Fund (CCDF) Reporting
Topics: ACF-700, Tribes

Submission dates:
- The ACF-700 must be submitted by December 31.
- Fiscal years run from October 1 through September 30.
- Information on timeliness of submissions

Submit data via:
- **Web-based ACF-700 submission site**
  - How to use the submission site
  - Registration for ACF-700 Internet Submission

ACF-700 Submission Site

September 18, 2012

Categories: Child Care Development Fund (CCDF) Reporting
Topics: ACF-700, Tribes

On an annual basis, Tribal Lead Agencies of the Child Care and Development Fund (CCDF) are required to submit aggregate information on services provided. The Tribal CCDF Annual Report consists of two parts:

- The ACF-700 form collects data on all children and families receiving direct CCDF-funded child care services.
- The Supplemental Narrative describes general child care activities and actions in the Lead Agency’s reservation or Tribal service area.

The collection of annual aggregate information has occurred since 1992. Reports cover the twelve-month federal fiscal year period of October 1 through September 30. The CCDF Annual Report is due by the following December 31 each year.

Go to ACF-700 data submission site now

Or:

Program Instruction for Tribal Annual Report (ACF-700)
ACF-700 Submission Site
https://extranet.acf.hhs.gov/acf700/login/login700.jsp

You have reached the ACF-700 Data Submission Center.

This Web Site allows Tribal Lead Agencies of the Child Care and Development Fund (CCDF) to interactively submit their ACF-700 data on all children and families receiving CCDF-funded child care services.

For Accessibility issues, please click here

Please sign into the ACF-700 Data Submission Center

<table>
<thead>
<tr>
<th>Username:</th>
<th>Password:</th>
</tr>
</thead>
</table>

Submit
Welcome Screen

Use this version for Part 1
ACF-700 Submission Form

---

**Complete Name of Tribal Lead Agency:**

**Address:**

City: [ ]

State: [ ]

Zip: [ ]

Contact Person: [ ]

Phone: [ ]

E-mail: [ ]

---

**Category/Type of child care**

<table>
<thead>
<tr>
<th>Category/Type of child care</th>
<th>CARE PROVIDED BY CCDF PROVIDER - NO LICENSE CATEGORY AVAILABLE IN A</th>
<th>CARE PROVIDED BY CCDF PROVIDER - LICENSED OR REGULATED IN A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHILD'S HOME BY A</td>
<td>CHILD'S Home</td>
</tr>
<tr>
<td></td>
<td>FAMILY HOME BY A</td>
<td>Family Home</td>
</tr>
<tr>
<td></td>
<td>GROUP HOME BY A</td>
<td>Group Home</td>
</tr>
<tr>
<td></td>
<td>Non-Relative</td>
<td>Relative</td>
</tr>
<tr>
<td></td>
<td>(A)</td>
<td>(B)</td>
</tr>
<tr>
<td>1. Total number of families that received services this fiscal year</td>
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<td>[ ]</td>
</tr>
<tr>
<td>2a. Average number of children served each month</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>2b. Total number of children that received services this fiscal year</td>
<td>[ ]</td>
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</tr>
<tr>
<td>3. Total number of children receiving services that fall into each age category:</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>a. 0 up to 1 year</td>
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<td>[ ]</td>
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<tr>
<td>b. 1 year up to 2 years</td>
<td>[ ]</td>
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<tr>
<td>c. 2 years up to 3 years</td>
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<tr>
<td>d. 3 years up to 4 years</td>
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<td>[ ]</td>
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<tr>
<td>e. 4 years up to 5 years</td>
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<td>[ ]</td>
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<tr>
<td>f. 5 years up to 6 years</td>
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<tr>
<td>g. 6 years up to 13 years</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>h. Total number of children 0 up to 13 years (Add Column A, 3a through 3g)</td>
<td>[ ]</td>
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</tr>
<tr>
<td>i. 13 years and older</td>
<td>[ ]</td>
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</tr>
<tr>
<td>4. Number of children who received child care services</td>
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<tr>
<td>Because:</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>a. Their parent(s) worked</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
Yellow fields indicate inconsistent information; Click the red arrows to get more information about the inconsistencies

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total number of families that received services this fiscal year</td>
</tr>
<tr>
<td>2a. Average number of children served each month</td>
</tr>
<tr>
<td>2b. Total number of children that received services this fiscal year</td>
</tr>
<tr>
<td>3. Total number of children receiving services that fall into each age category</td>
</tr>
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</tr>
<tr>
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<tr>
<td>c. 2 years up to 3 years</td>
</tr>
<tr>
<td>d. 3 years up to 4 years</td>
</tr>
<tr>
<td>e. 4 years up to 5 years</td>
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</tr>
<tr>
<td>h. Total number of children 0 up to 13 years (Add Column A, 3a through 3g)</td>
</tr>
<tr>
<td>i. 13 years and older</td>
</tr>
<tr>
<td>4. Number of children who received child care services Because:</td>
</tr>
<tr>
<td>a. Their parent(s) worked</td>
</tr>
<tr>
<td>b. Their parent(s) were in training or an education program</td>
</tr>
<tr>
<td>c. Child received or is in need of protective services</td>
</tr>
<tr>
<td>Because there was a Federal Emergency and:</td>
</tr>
<tr>
<td>d. Their parent(s) worked</td>
</tr>
<tr>
<td>e. Their parent(s) were in training or an education program</td>
</tr>
<tr>
<td>f. Child received or is in need of protective services</td>
</tr>
<tr>
<td>5. Average number of hours of child care service provided per child per month</td>
</tr>
<tr>
<td>6. Average monthly amount paid for child care service</td>
</tr>
</tbody>
</table>
Click the red arrow to open a window with additional information.
A report without colored fields or arrows indicates the submission site detects no missing or inconsistent data…but is it accurate?
Supplemental Narrative Report

**Note:** OCC revised the Supplemental Narrative Report last year.

The new SNR features a variety of questions about Tribal childcare programs.

Grantees used the new version last year.
Using this to access Element #1
### ACF-700 Submission Form

**Part 2: Tribal Narrative Questions**

**Page 1: Contains Element #1**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1a. What training does the Tribal Lead Agency provide for child care providers? Check all that apply. | - Prevention and control of infectious diseases (including immunizations)  
- Prevention of illnesses related to child care practices  
- Administration of medications, consistent with state policies for mandated prescription  
- Prevention of allergy to medicines due to food and allergic reactions  
- Prevention of common baby injuries  
- Emergency preparedness  
- Training for emergency situations, including identification of risks and protection from hazards that can cause bodily injury such as exposure to asbestos, lead, water, and other hazards  
- Prevention of communicable diseases  
- Training in the care and management of children  
- Family engagement  
- Nutrition  
- Parent education  
- Promotion of child development  
- Fiscal management  
- Curriculum development and instruction  
| |
| 2a. Did the Tribal Lead Agency support childcare providers in achieving any of the following career pathways? Check all that apply. | |
| 3a. How did the Tribal Lead Agency assist providers in meeting health and safety standards? Check all that apply. | |
| 4a. How did the Tribal Lead Agency support and provide culturally appropriate activities to children, parents, and providers? Check all that apply. | |
| 5a. How did the Tribal Lead Agency provide consumer education to parents and providers? Check all that apply. | |
Elements #1a- #1g

Provide a brief description of the Tribe's quality improvement activities by responding to questions 1a – 1g.

• Check all the boxes that apply.

• Under the "Describe" field, identify the Tribal Lead Agency's accomplishments and best practices.
Elements #1a - #1d

#1a: What trainings were made available for providers?

#1b: Did your TLA support child care providers in achieving credits, credentials, certificates, or degrees?

#1c: How did the TLA assist providers in meeting health and safety standards?

#1d: How did your TLA provide culturally appropriate activities to children, families, and providers?
Elements #1e - #1g

#1e: How did your TLA provide consumer education to parents and providers?

#1f: In which quality programs did providers participate?

#1g: Describe other quality activities the TLA offered and in which providers participated?
Accessing Part 2, Page 2 (from the Welcome Screen)

Use this to access Elements #2 - 7
**ACF-700 Submission Form**  
**Part 2: Tribal Narrative Questions**  
**Page 2: Contains Elements #2 - #7**

Note: For #6, please refer to Section 5.2 of your FY2014-16 CCDF Plan, not the current CCDF Plan.
Elements #2 - #4

#2: Did the TLA coordinate activities with child care and early childhood development programs?

- Check all the boxes that apply.
- Under the "Describe" field, elaborate on any coordinated activities.

#3: Did the child care program use other funds to supplement the CCDF grant?

#3a: If yes, what other funds were used?

#4: Are there any unmet technical assistance needs?
Elements #5 - #7

#5: Was the *Child Care Data Tracker* used to help collect data for Part I of this report?

  #5a: If yes, describe how it was used.
  #5b: If no, describe why it was not used.

#6a: What progress was made towards reaching goals identified in *Section 5.2 of your FY2014-16 Tribal Plan*, and how is the progress tracked and measured?

#6b: What changes were made as a result of progress made towards the identified goals?

#7: Are there any additional comments (optional)?
Remember....

• Do not leave any fields blank – use zeroes if there is no data for any particular field (data report)

• Read each item carefully and provide the information requested

• Be sure to enter information in the correct row and column.

• Double check for accuracy before you submit the report.
ACF-700 Report: Review

• When is the ACF-700 report due?
• When should you begin collecting report data?
• What information do you need to complete the ACF-700 report?
• How do you access the ACF-700 Data Submission site?
• How do you submit your Supplemental Narrative Report?
Child Care Data Tracker
The Tracker: Your Tool for Case Management

The Tracker can be used to:

– Generate your ACF-700 data **automatically** and provide numbers for easy completion of the online ACF-700

– Easily access individual case records

– View and print lists of clients or providers

– Update child care records smoothly

– Search client records by selected criteria

– Create and print official certificates, approval letters, and data documents
The *Child Care Data Tracker* stores all the information needed for the ACF-700 report.
Password Protected to Secure Data

Tribal Child Care Data Tracker

Version 2.0c

USERNAME: 

PASSWORD: 

OK

EXIT
Standard Search Screen
Report Module

Tribal Child Care Data Tracker

- Provider Information
- Client Information
- Service Authorization
- Payment Authorization

Tribal Child Care Data Tracker

- Reports Menu
  - ACF-700/Program Profile Reports
  - Applicant Reports
  - Provider Reports
  - Review Date Reports
  - Service Authorization Reports
  - Payment Authorization Reports
  - Mailing Labels
  - Main Menu
ACF-700 Report

Summary Reports

ACF-700/Program Profile Reports

- **ACF 700**
- Program Profile (Story Page)
- Financial Profile

Federal Fiscal Year: FFY2017

Or

Desired Period: To

View/Print  Help  Close
ACF-700 Reporting Guidance

- Program Instruction CCDF-ACF-PI-2017-04
  Data Reporting for Indian Tribes: ACF-700 Form
- Technical Bulletins
  #11 – ACF-700 and Other CCDF Reporting Requirements: Frequently Asked Questions
  #12 – ACF-700 Clarifications
  #13 – Child Care Data Tracker Clarifications
  #14 – CCDF Reporting Clarifications for Tribally Operated Centers
  https://www.acf.hhs.gov/occ/resource/current-technical-bulletins
Contact us

National Center on Child Care Data and Reporting (NCDR)
• Phone: 877-249-9117
• Email: ncdr@ecetta.info
• Website: https://childcareta.acf.hhs.gov/centers/national-center-child-care-data-and-reporting

National Center on Tribal Early Childhood Development (NCTECD)
• Phone: 877-296-2401
• Email: nctecd@ecetta.info
• Website: https://childcareta.acf.hhs.gov/centers/national-center-tribal-early-childhood-development
• Newsletter: http://eepurl.com/cs6Osv