



The role of the CCDF Administrator (or Co-administrator) varies across Lead Agencies. It is a complex and engaging role that requires extensive coordination and collaboration within the Lead Agency and across agencies, as well as with stakeholders, providers, and the general public. Consider the following key tasks:

- ☑ **Contact your Office of Child Care (OCC) regional office.** In addition to being a resource, they can enable access to federal resources, including technical assistance.
- ☑ **Review the [Child Care and Development Block Grant \(CCDBG\) Act of 2014](#) and [CCDF final regulations](#).** The Code of Federal Regulations, at 45 C.F.R., parts 98 and 99, includes provisions from the 1998 and 2016 CCDF final rules, CCDF State Match Provisions final rule, and CCDF Error Rate Reporting final rule.
- ☑ **Determine the role of the CCDF Administrator in each of the CCDF reporting requirements.** CCDF reports for State and Territories include the ACF-118, the Quality Progress Report (is due annually on December 31st); the Error Rate and Improper Payment Review SDAP (Sampling Decisions, Assurances, and Fieldwork Preparation Plan), ACF-403, ACF-404, ACF-405, Financial Report ACF-696, Annual Aggregate Report ACF-800, and Case Level Report ACF-801. See [Ensure Grantee Accountability](#) for details of reports, reporting periods, and due dates.
- ☑ **Review the most current [CCDF Plan](#) and [ACF-118 E-Submission Site State/Territory User's Guide](#).** CCDF Plans are available through the OCC website and your regional office. In FY 2012–2013, Lead Agencies began submitting the CCDF Plan through an electronic submission (e-submission) process. It is important to consult with your regional office to ensure that you receive federal updates, guidance, and information.
- ☑ **Contact your State or Territory's fiscal office and review the program budget to ensure that it can support the activities described in the current CCDF Plan.** Familiarize yourself with funding and reporting timelines and processes.
- ☑ **Review program management and implementation policies and procedures and update as needed.**
- ☑ **Review the timelines for public hearings and market rate survey or alternative methodology, CCDF Plan amendments, and other requirements.** Allow time for consultation in the development of the CCDF Plan.
- ☑ **Get to know the needs of the families using child care services and those who may need services.**
 1. Is there a current state, territory, or community needs assessment? (For example, Head Start is required to conduct a needs assessment, which could provide useful insights into community child care needs within your State or Territory.)
 2. Are child care services accessible and affordable, and do they provide a level of quality that meets children's developmental needs?
 3. Do the available programs and services meet the needs of working families?
 4. Are families active partners in CCDF program planning and implementation?
 5. Do families have the information they need to make the best decisions for their children's care?



- Get to know the child care providers and other early childhood and school-age programs in your State, Territory, or community.**
 1. Are the services meeting the needs of infants, toddlers, preschoolers, and school-age children?
 2. Do the programs and services meet the needs of all populations, including special needs, English-language learners, children experiencing homelessness, and children in foster care?
 3. What is needed to recruit and retain a high-quality child care workforce?
 4. Is there a professional development plan that enables child care staff and providers to increase their knowledge and competencies?
- Build partnerships with other federal, state, tribal, and community programs that serve children and families.** States and Territories should seek out opportunities to coordinate with partners to expand accessibility of services and continuity of care for children and families. Visit the OCC website for the latest information about Early Head Start–Child Care partnerships.
- Keep current on new information (such as program instructions and formal guidance) and resources to support child care.** Visit the OCC website for the most up-to-date requirements and resources you need to improve the quality of early care and education and school-age care and assistance to reach your CCDF Plan goals.
- Take advantage of opportunities to network and share ideas, successes, and challenges with other CCDF Administrators.** Regional offices regularly convene meetings of States and Territories to provide these types of opportunities. Visit the OCC website for the current listing of regional offices and CCDF Administrators.

The State Capacity Building Center (SCBC) works with State and Territory leaders and their partners to create innovative early childhood systems and programs that improve results for children and families. The SCBC is funded by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Care.

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A Service of the Office of Child Care**

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