

Equal Access in American Indian and Alaska Native Child Care and Development Fund Programs

Presentation for Medium- and Large- Allocation Grantees

Agenda

- ◆ Review: Subsidy eligibility
- ◆ Equal access
 - Family contribution to payment
 - Child care market rates
 - Payment practices and provider stability
- ◆ Resource spotlight: Child Care Data Tracker



Review: Subsidy Eligibility

◆ Subsidy Eligibility Part I

- Overview of child care subsidy
- Eligibility requirements
- Record keeping
- Presentation slides:

https://childcareta.acf.hhs.gov/sites/default/files/public/subsidy_eligibility_m_and_l_webinar_part_i_052118.pdf

◆ Subsidy Eligibility Part II

- 12-month eligibility
- Graduated phase-out
- Grantee median income
- Presentation slides:

https://childcareta.acf.hhs.gov/sites/default/files/public/subsidy_eligibility_medium_and_large_webinar_part_ii.pdf

Definitions

- ◆ **Sliding fee scale** means the chart used by the Tribal Lead Agency to determine the fee schedule based on income and size of the family.
- ◆ **Payment rate** means the amount authorized by the Tribal Lead Agency to pay to the eligible provider.
- ◆ **Parent co-payment** means the portion of the care paid for by the parent as determined by the Tribal Lead Agency's sliding fee scale.

$$\frac{\text{Tribal subsidy payment} + \text{Parent co-payment}}{\text{Payment to provider}}$$



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Early Childhood Development**

Family Contribution to Payment

Sliding Fee Scales

- ◆ Tribal Lead Agencies must establish a sliding fee scale that varies based on:
 - Family income
 - Size of family

While Tribal Lead Agencies must establish sliding fee scales based on family income and family size, they have flexibility to consider other factors. Any additional factors must be described in their CCDF plan. However, sliding fee scales may not be based on the cost of care or amount of subsidy payment.

Source: Child Care and Development Fund, 45 C.F.R. § 98.45(k) (2016); Tribal CCDF Plan Preprint FFY 2017-2019

Source: Child Care and Development Fund, 45 C.F.R. § 98.45(k) (2016).

Example Sliding Fee Scale: Percentage Based

100% of Grantee Median Income (GMI)						
		\$5,000		\$6,000		
Percentage	GMI or Federal Poverty Level (FPL)	Copay % of Income	Two-Person Family Gross Monthly Income	Two-Person Family Copay Amount	Three-Person Family Gross Monthly Income	Three-Person Family Copay Amount
100.00	FPL	0.0%	\$2,085	\$0	\$2,625	\$0
50.00	GMI	0.1%	\$2,500	\$2.50	\$3,000	\$3.00
55.00	GMI	1.0%	\$2,750	\$27.50	\$3,300	\$33.00
60.00	GMI	2.0%	\$3,000	\$60.00	\$3,600	\$72.00
65.00	GMI	3.0%	\$3,250	\$97.50	\$3,900	\$117.00
70.00	GMI	4.0%	\$3,500	\$140.00	\$4,200	\$168.00
75.00	GMI	5.0%	\$3,750	\$187.50	\$4,500	\$225.00
80.00	GMI	6.0%	\$4,000	\$240.00	\$4,800	\$288.00
85.00	GMI	7.0%	\$4,250	\$297.50	\$5,100	\$357.00

Note: Tribal Lead Agencies should contact their OCC Regional Office for assistance with sliding fee scales.

Example Sliding Fee Scale: Fee Based

Family Size	0%–100% of FPL	101%–125% of FPL	126%–150% of FPL
1	\$0–\$973	\$974–\$1,216	\$1,217–\$1,459
2	\$0–\$1,311	\$1,312–\$1,639	\$1,640–\$1,966
3	\$0–\$1,649	\$1,650–\$2,061	\$2,062–\$2,474
Monthly Family co- payment amount	<i>Family pays \$0</i>	<i>Family pays \$50</i>	<i>Family pays \$85</i>

Note: Tribal Lead Agencies should contact their OCC Regional Office for assistance with sliding fee scales.

Co-payments

- ◆ Co-payments are a family's contribution to the cost of care.
- ◆ Co-payments should not be barriers to families receiving assistance.
- ◆ Co-payments may not be based on the cost of care or subsidy payment.

In addition to income and size of the family, the Tribal Lead Agency may use other factors when determining family contributions/co-payments.

Source: Child Care and Development Fund, 45 C.F.R. § 98.45(k) (2016).

Waiving Co-payments

Co-payments can be waived under the following circumstances:

- ◆ For families at or below the federal poverty level
- ◆ On a case-by-case basis for families receiving or at risk of receiving protective services
- ◆ For families that meet other criteria established by the Tribal Lead Agency

Source: Child Care and Development Fund, 45 C.F.R. § 98.45(k) (2016).

Co-payments during Eligibility Period

- ◆ Co-payments cannot be raised during an eligibility period unless the family is in graduated phase-out of care.
- ◆ Co-payments can be lowered in response to a family's change in circumstances.

Source: Child Care and Development Fund, 45 C.F.R. § 98.21(a) (2016).



Cliff Effect

- ◆ Co-payments should be set to minimize the abrupt termination of assistance due to an increase in family income.



Considerations for Co-payments

- ◆ Does the co-payment schedule vary by geographic location?
- ◆ Does the fee vary based on geographic location?
- ◆ Is the fee per child, or per family?
 - Does the Tribal Lead Agency offer a discount for additional children?
 - Does the Tribal Lead Agency stop increasing the co-payment amount after a certain number of children?

Fees Above the Co-payment

If a Tribal Lead Agency allows providers to charge families in addition to the required co-payment, it may leave families with a “hidden co-payment,” rendering licensed or regulated care unaffordable, pushing families to use unlicensed or unregulated child care options.





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Child Care Market Rates

Payment Rates

- ◆ American Indian and Alaska Native (AI/AN) grantees are exempt from the market rate survey, but are still required to have rates that support quality.
- ◆ Grantees may not establish payment rates based on a family's eligibility status or circumstances (for example, a family is receiving Temporary Assistance for Needy Families (TANF) or a parent is a student rather than working).
- ◆ AI/AN grantees may set differential payment rates.

Source: Child Care and Development Fund, 45 C.F.R. §§ 98.45(g), 98.83(d) (2016).

Considerations for Rate Setting

- ◆ Strategic goals
- ◆ Narrow cost estimate
- ◆ Market rate survey
 - 75th percentile



Rate Setting Poll Question

What data does your Tribal Lead Agency use when setting rates?

- ◆ Local child care resource and referral data within their service area
- ◆ State market rate survey
- ◆ State alternative methodology
- ◆ Informal provider survey
- ◆ Other appropriate methods as determined by the Tribal Lead Agency

Base Payment Rates

Base payment rates typically include the following:

- ◆ Staff salaries and benefits
- ◆ Training and professional development costs
- ◆ Cost of curricula and supplies
- ◆ Group sizes and ratios
- ◆ Facility costs



Examples of Differentiating Payment Rates

- ◆ Age
 - Infants and toddlers
 - School-age programs
- ◆ Special needs
- ◆ Service area
 - Urban versus rural



Examples of Differentiating Rates (continued)

- ◆ Nontraditional hours
- ◆ Higher quality
 - Higher ratings based on state or tribal quality rating and improvement system (QRIS)
 - Accredited facilities
- ◆ Other
 - Native-language speakers
 - Providers who incorporate certain levels of language and culture into the program

Rate Add-Ons

Additional payments made to providers who meet certain criteria, including:

- ◆ Professional development milestones
- ◆ Providing care during nontraditional hours
- ◆ Language and culture revitalization

Example: Differential Payment Rates by Provider Type (Monthly Rates)

Center-Based Care

	Full Time	Part Time
0–12 months	\$1,000.00	\$500.00
13–36 months	\$800.00	\$400.00
37–60 months	\$700.00	\$350.00
61–144 months	\$600.00	\$300.00

In-Home Care

	Full Time	Part Time
0–12 months	\$675.00	\$337.50
13–36 months	\$600.00	\$300.00
37–60 months	\$487.50	\$243.75
61–144 months	\$412.50	\$168.75

Licensed Home Care

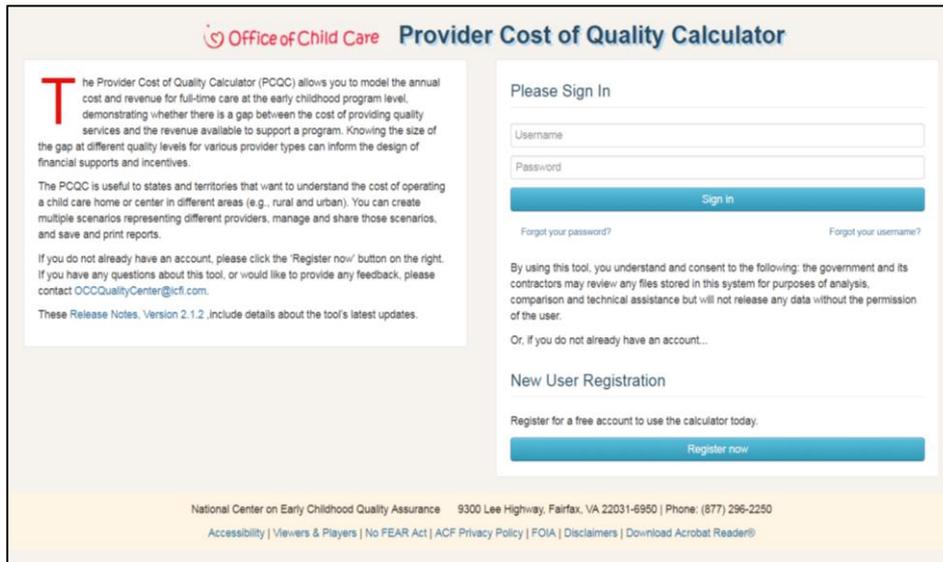
	Full Time	Part Time
0–12 months	\$900.00	\$450.00
13–36 months	\$800.00	\$400.00
37–60 months	\$650.00	\$325.00
61–144 months	\$550.00	\$225.00

Differentiated Rates for Children with Special Needs

	Full Time	Part Time
0–12 months	\$1,012.50	\$506.25
13–36 months	\$900.00	\$450.00
37–60 months	\$731.25	\$365.63
61–144 months	\$618.75	\$253.13

Provider Cost of Quality Calculator

- ◆ The [Provider Cost of Quality Calculator](#) can help you estimate the cost of providing child care.
- ◆ The [National Center on Early Childhood Quality Assurance](#) can help you use this online tool.



The screenshot shows the website for the Office of Child Care Provider Cost of Quality Calculator. The page has a header with the logo and title. The main content area is divided into two columns. The left column contains introductory text about the calculator's purpose and how to use it. The right column features a 'Please Sign In' section with input fields for 'Username' and 'Password', a 'Sign In' button, and links for 'Forgot your password?' and 'Forgot your username?'. Below this is a 'New User Registration' section with a 'Register now' button. At the bottom of the page, there is contact information for the National Center on Early Childhood Quality Assurance, including the address, phone number, and various links like 'Accessibility', 'Viewers & Players', and 'Download Acrobat Reader'.



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<https://www.ecequalitycalculator.com>

Sharing



Facts Used to Determine Rates are Sufficient to Ensure Equal Access

- ◆ A description of the grantee's payment rates, how they are established, and how they support quality.
- ◆ How a choice of the full range of providers is available
- ◆ How the base payment rate allows providers to meet health, safety, staffing, and quality requirements

When appropriate, grantees should include a description of how their rates support cultural and linguistic appropriateness.

Source: Child Care and Development Fund, 45 C.F.R. §§ 98.45(b), 98.81(b) (2016).

Facts Used to Determine Rates are Sufficient to Ensure Equal Access (continued)

- ◆ How the Tribal Lead Agency took the cost of higher quality into account
- ◆ How co-payments are affordable and the extent to which providers charge above the co-payment (if applicable)
- ◆ How payment practices support equal access to a range of providers by providing funding stability
- ◆ What factors are used to differentiate payment rates
- ◆ Any additional relevant facts used in setting payment rates

Source: Child Care and Development Fund, 45 C.F.R. §98.45(b), 98.81(b) (2016).



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Improving Payment Practices and Provider Stability

Payment Practices

- ◆ Practices should reflect the generally accepted practices of local providers
- ◆ Prompt notice must be given to provider when there is a change to a family's eligibility status that will affect payment
- ◆ Payment policies must support providers' fixed costs

Source: Child Care and Development Fund, 45 C.F.R. § 98.45(l) (2016).

Payment Practices

Payments must be delinked from children's occasional absences:

- ◆ Pay based on enrollment versus attendance;
- ◆ Provide full payment if 85 percent attendance or if absent for 5 or fewer days in a month; or
- ◆ Use an alternative approach, subject to approval by the Office of Child Care.



Source: Child Care and Development Fund, 45 C.F.R. § 98.45(l) (2016).

Payment Practices

Tribal Lead Agencies must have payment practices that reflect the generally accepted payment practices of providers who do not receive CCDF subsidies, which must include the following:

- ◆ Paying on a full- or part-time basis (instead of hourly, or smaller blocks of time)
- ◆ Paying for reasonable registration fees
 - This requirement doesn't cover other fees such as materials, activity, transportation, or late fees, but those fees may be paid at the discretion of the Tribal Lead Agency

Source: Child Care and Development Fund, 45 C.F.R. § 98.45(l) (2016).

Timeliness of Payments

- ◆ AI/AN CCDF grantees must ensure timeliness of payments by
 - paying providers **before** care is provided, or
 - paying within **no more** than 21 calendar days of receipt of a complete invoice.



Source: Child Care and Development Fund, 45 C.F.R. § 98.45(l) (2016).

Sharing





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Caseload Management

How Many Children Can be Served?

- ◆ State-tribal coordination
- ◆ Tribal funds
- ◆ Waiting lists
- ◆ Application freezes



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Resource Spotlight: Child Care Data Tracker

The *Data Tracker*: A Case Management and ACF-700 Reporting Tool

by the
National Center on Child Care Data and Reporting (NCDR)

Objectives

- Provide an overview of the ACF-700 Report
- Introduce the *Child Care Data Tracker* as a case-management tool
- Highlight upcoming training on the ACF-700 Report and the *Data Tracker* software

CCDF Reporting Requirements

ACF-700 Data Report & Supplemental Narrative

See current information and guidance at:

<https://www.acf.hhs.gov/occ/resource/acf-700-tribal-annual-report>

Due no later than December 31st

Annual ACF-700 Report is Due By December 31st

CHILD CARE AND DEVELOPMENT FUND ANNUAL REPORT ON SERVICES PROVIDED FROM OCTOBER 1, 20__ THROUGH SEPTEMBER 30, 20__										OMB Control Number: 0970-0430 Expiration Date: 11/30/2019		
COMPLETE NAME OF TRIBAL LEAD AGENCY: ADDRESS: CONTACT PERSON: Phone: E-Mail:	(A) TOTAL	CATEGORY/TYPE OF CHILD CARE										
		CARE PROVIDED BY A CCDF PROVIDER – NO LICENSE CATEGORY AVAILABLE IN A						CARE PROVIDED BY CCDF PROVIDER – LICENSED OR REGULATED IN A				
		CHILD'S HOME BY A		FAMILY HOME BY A		GROUP HOME BY A		(H) Center	(I) Child's Home	(J) Family Home	(K) Group Home	(L) Center
		(B) Relative	(C) Non- Relative	(D) Relative	(E) Non- Relative	(F) Relative	(G) Non- Relative					
PART 1												
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	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.
b. 1 year up to 2 years	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.
c. 2 years up to 3 years	c.	c.	c.	c.	c.	c.	c.	c.	c.	c.	c.	c.
d. 3 years up to 4 years	d.	d.	d.	d.	d.	d.	d.	d.	d.	d.	d.	d.
e. 4 years up to 5 years	e.	e.	e.	e.	e.	e.	e.	e.	e.	e.	e.	e.
f. 5 years up to 6 years	f.	f.	f.	f.	f.	f.	f.	f.	f.	f.	f.	f.
g. 6 years up to 13 years	g.	g.	g.	g.	g.	g.	g.	g.	g.	g.	g.	g.
h. Total number of children 0 to 13 years (add Column A, 3a thru 3g)	h.	h.	h.	h.	h.	h.	h.	h.	h.	h.	h.	h.
i. 13 years and older	i.	i.	i.	i.	i.	i.	i.	i.	i.	i.	i.	i.
4. Number of children who received child care services												
Because:												
a. Their parent(s) worked	a.											
b. Their parent(s) were in training or an education program	b.											
c. Child received or needed protective services	c.											
Because there was a Federal Emergency and:												
d. Their parent(s) worked	d.											
e. Their parent(s) were in training or an education program	e.											
f. Child received or needed protective services	f.											
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	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.
b. Average monthly parent copayment per child	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.
7. Number of children served whose family income was:												
a. at or below the poverty threshold for families of the same size	a.											
b. above the poverty threshold but at or below 150 percent of the poverty threshold for families of the same size	b.											
c. above 150 percent of the poverty threshold but at or below 200 percent of the poverty threshold for families of the same size	c.											
d. above 200 percent of the poverty threshold for families of the same size	d.											
8. Number of children served by payment type this fiscal year:												
a. Grant/contract with provider	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.	a.
b. Certificate or voucher to parent and/or provider	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.	b.
c. Cash payment to parent	c.	c.	c.	c.	c.	c.	c.	c.	c.	c.	c.	c.
d. Tribally-operated center	d.	d.	d.	d.	d.	d.	d.	d.	d.	d.	d.	d.
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.												

CCDF grantees with 102-477 status are not required to complete the ACF-700 report.

Getting it Right!



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)

Getting it Right!



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?

ACF-700 Resources

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

System Requirements

The Data Tracker can be used with newer versions of Microsoft Access (2000 and later) and Windows operating systems (2000 or later, XP, NT 4.0, and Millennium Edition). Depending on your system setup, you will need to modify the way in which the software is installed.

Please contact NCDR if you are installing the Tracker on a new computer or on a computer with recently upgraded software.

Information Management Process

Gather information from providers and clients

Check for accuracy



Generate the ACF-700 for submission by 12/31



Generate periodic reports to ensure quality of data

Regularly review and update information that is in the *Tracker*

CHILD CARE AND DEVELOPMENT FUND ANNUAL REPORT		OMB APPROVAL NO.: 0980-0041													
FOR SERVICES PROVIDED FROM October 01, 2007 THROUGH September 30, 2008		EXPIRATION DATE: 2/28/2011													
COMPLETION OF THIS DATA SHEET:		CARE PROVIDED BY:						CARE PROVIDED BY CDDT PROVIDER-							
Member center:		A CDDT PROVIDER-NO LICENSE CATEGORY AVAILABLE						LICENSED OR REGULATED							
ADDRESS: 2000 Main Oak Blvd		OCCUPANCY		TODDLER		PRESCHOOL		LIC. CENTER		LIC. CENTER		LIC. CENTER		LIC. CENTER	
CDDT ID: 301430202		%		%		%		%		%		%		%	
FACILITY:		TOTAL		TOTAL		TOTAL		TOTAL		TOTAL		TOTAL		TOTAL	
1. Number of enrolled children (0-5 year olds)	3														
2a. Number of children enrolled per month	20														
2b. Number of children enrolled (0-5 year olds)	8	1	0	0	0	0	0	0	4	2	0	0	0	1	
3. Age breakdown of children enrolled (0-5 year olds):															
0-1 year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1-1.99 year	1	0	0	0	0	0	0	0	1	0	0	0	0	0	
2-2.99 year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3-3.99 year	2	1	0	0	0	0	0	0	0	1	0	0	0	0	
4-4.99 year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5-5.99 year	1	0	0	0	0	0	0	0	1	0	0	0	0	0	
6-6.99 year	4	0	0	0	0	0	0	0	2	1	0	0	0	0	
7-7.99 year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8-8.99 year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9-9.99 year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10-10.99 year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11-11.99 year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12-12.99 year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4. Number of children enrolled (0-5 year olds) by center:															
a. Parents in parent unit working	2														
b. Parents in parent unit working in a subunit program	1														
c. Child in waiting or transfer of the center	1														
d. Other (not applicable)	0														
e. Total parents in unit	2														
f. Child in waiting or transfer of the center	1														
g. Child enrolled or transfer of the center	0														
5. Average monthly enrollment (0-5 year olds) by center per quarter:															
Q1 2008	10,119	000	000	000	000	000	000	000	7300	5570	000	000	190,000		
Q2 2008	10,072	000	000	000	000	000	000	000	1176.00	107.00	000	000	430,000		
Q3 2008	14,458	000	000	000	000	000	000	000	4,430	10,000	000	000	620,000		
6. Number of children enrolled (0-5 year olds) by center by month:															
a. All centers for every first day of the month	7														
b. All centers for every 15th day of the month	1														
c. All centers for every 30th day of the month	0														
d. All centers for every 1st day of the month	0														
7. Number of children enrolled (0-5 year olds) by center by month:															
a. Child in parent unit working	0	1	0	0	0	0	0	0	3	2	0	0	0	0	
b. Child in parent unit working in a subunit program	1	0	0	0	0	0	0	0	1	0	0	0	0	0	
c. Child in waiting or transfer of the center	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
d. Other (not applicable)	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
e. Total parents in unit	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
f. Child in waiting or transfer of the center	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
g. Child enrolled or transfer of the center	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Password Protected to Secure Data

Tribal Child Care Data Tracker

Tribal Child Care Data Tracker

Version 2.0c

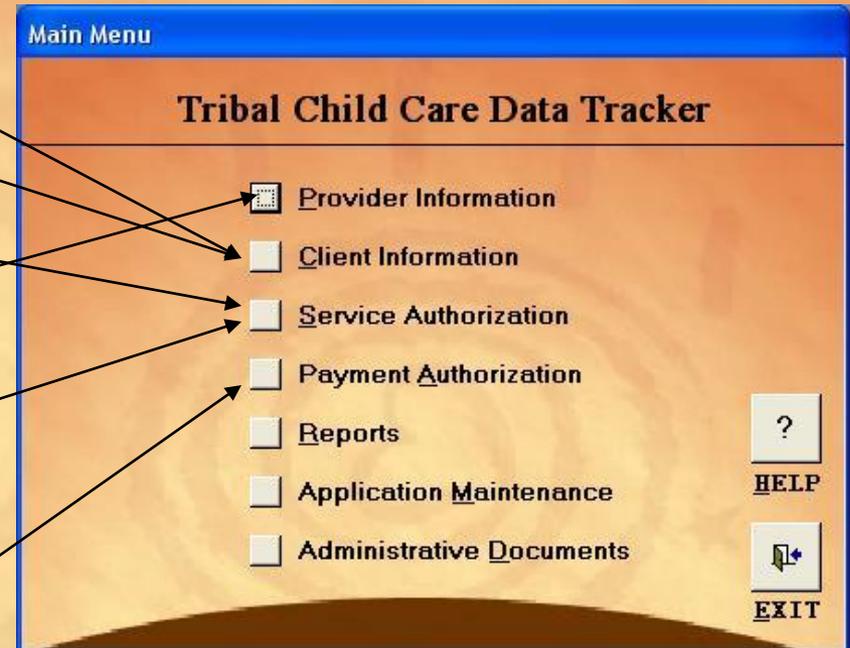
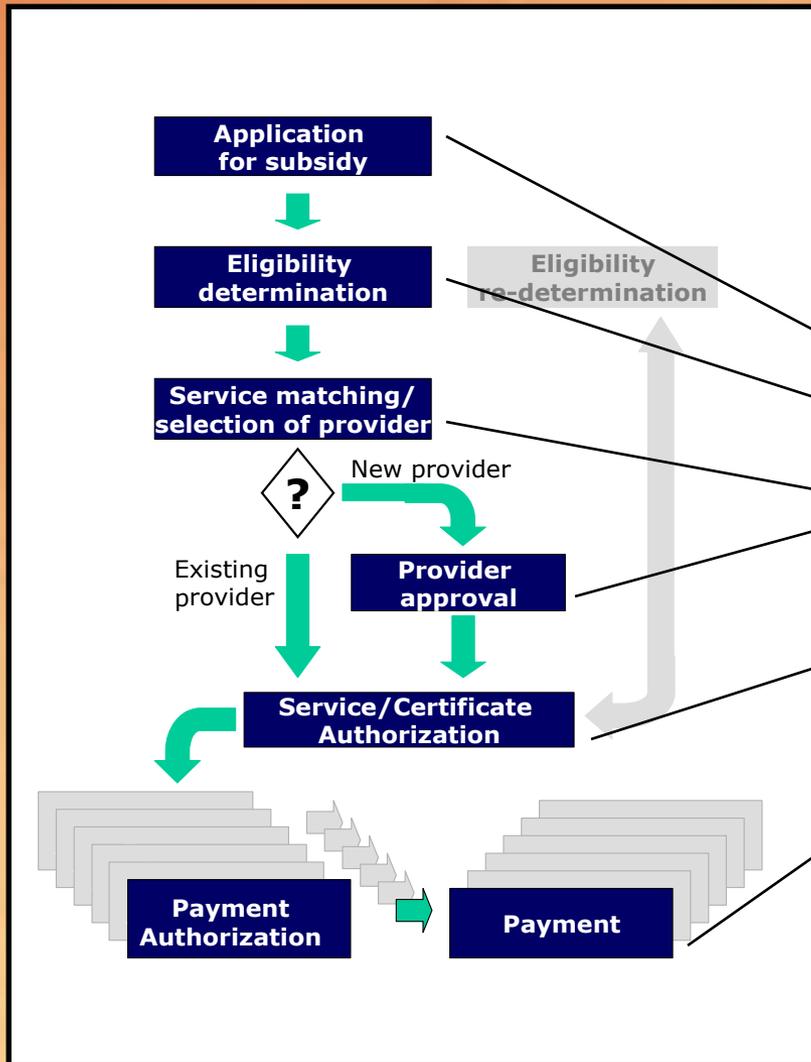
USERNAME:

PASSWORD:

OK

EXIT

The *Child Care Data Tracker* stores all the information needed for the ACF-700 report.



Integrated Help System

The screenshot displays the 'Id Care Data Tracker' application. The main window shows a 'Provider Information' form with fields for Vendor Number, Provider Name, SSN/EIN, Street, City, State, Zip, County/Parish, Telephone No, and a Mailing Address section. A 'Help' window is overlaid on the main window, containing a table of contents and instructions for adding provider information. The 'Help' window is highlighted with a red border. A red arrow points from the 'Help' button in the bottom right of the main window to the 'Help' window.

Id Care Data Tracker
Insert Records Window Help
Compact Database Close

Provider Information

Vendor Number
Provider Name
SSN / EIN
Street
City
State Zip
County/Parish
TelephoneNo
Mailing Address
Copy Address From Above
Street
City
State Zip
Comments
Accreditation
Type
Certifications/ Accreditation

Help
Hide Back Print Options

- 1. Overview: What is Tribal Tracker?
- 2. Getting Started
- 3. Main Menu
- 4. Provider Information
 - 4.1 Add A Provider
 - 4.2 Edit A Provider
- 5. Client Information
- 6. Service Authorization
- 7. Payment Authorization
- 8. Reports
- 9. Application Maintenance
- 10. Administrative Documents

Add Provider Information

To ensure accuracy of reports and to have optimal use of the Tracker, enter as much information as possible about the Providers.

1. Click on the **Provider Information** button on the Main Menu.
2. Click on the **Add Provider Information** button to open the *Provider Information* form

Provider Information

Vendor Number
Provider Name

Data Entry Fields

Required Fields

Check Boxes

Drop Down Lists

The screenshot shows a 'Provider Information' form with several sections and fields:

- Vendor Information:** Vendor Number, Provider Name (highlighted in yellow), SSN/EIN, Street, City, State (drop-down), Zip, County/Parish (drop-down), TelephoneNo.
- Mailing Address:** Copy Address From Above, Street, City, State (drop-down), Zip.
- Comments:** A large text area for notes.
- Approval Information:** Application Date, Approval Date, Last Review Date, Next Review Date, Background Check? (checkbox), Background Check Date.
- License/Accreditation Information:** Licensed/Regulated? (radio buttons for Yes and No), License Type (drop-down), License Number, Exp Date, Accreditation Type (drop-down), Certifications/Accreditation.
- Setting:** A drop-down menu with options: Child's Home, Family's Home, Group Home, Center.
- Other Fields:** Status, Changed Date, Closed Date.

Annotations with red arrows point to:

- Required Fields:** Points to the 'Provider Name' field.
- Check Boxes:** Points to the 'Background Check?' checkbox.
- Drop Down Lists:** Points to the 'Setting' drop-down menu.
- Select Buttons:** Points to the 'Yes' radio button in the 'Licensed/Regulated?' section.
- Text Field:** Points to the 'Comments' text area.

Buttons at the bottom include: View/Print Provider Info, Save, Help, Close.

Text Field

Select Buttons

Search Screen

Provider Search

Provider Search

Select Provider Select City Select Zip Code

Betty Jones	Beverly Hills	80302
Grandma Moses' Daycare	Boulder	85716
Kiddie Corral	Tucson	90210

0 record(s) found from a total of 3 Provider record(s)

Edit	Print View	Help
View All Providers	Clear View	Close

Search Screen (with search results)

Provider Search

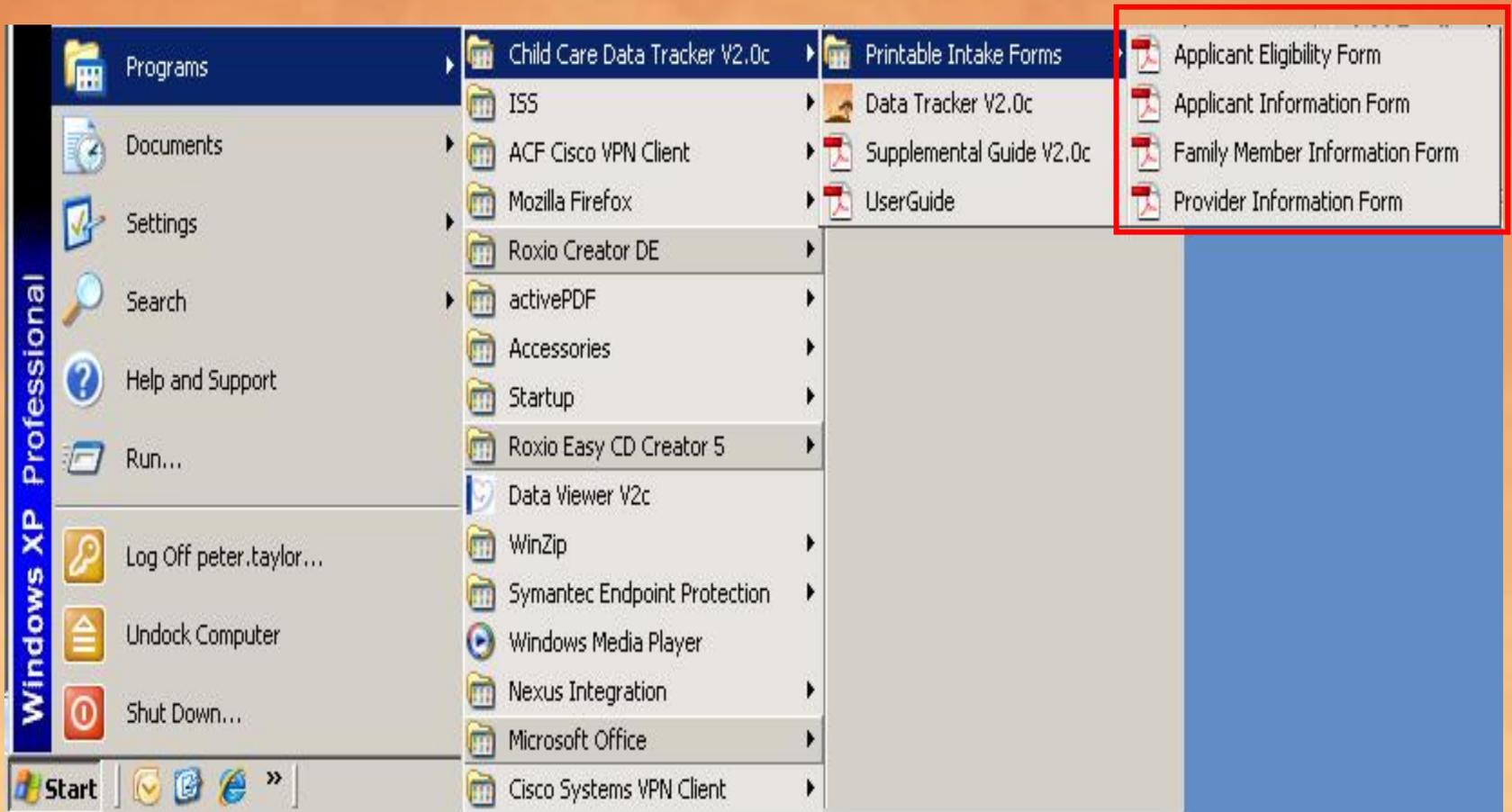
Provider Search

Select Provider Select City Select Zip Code

Provider Name	Address	City	County	State	Zip Code
Betty Jones	579 Evergreen Ln.	Beverly Hills		CA	90210
Grandma Moses' Daycare	908 Duncan Ave	Tucson		AZ	85716
Kiddie Corral	758 King St	Boulder		CO	80302

3 record(s) found from a total of 3 Provider record(s)

Printable Intake Forms



Client / Applicant Information Form

Local Case ID: _____

Application Date: _____

Tribal Affiliation: _____

Tribal ID: _____

Initial Date: _____

Case Worker: _____

Applicant SSN: _____

Last Review Date: _____

Program Defined Info: _____

First Name: _____ MI: _____

Next Review Date: _____

Last Name: _____

Closed Date: _____

Address: _____

Closed Reason (check all that apply):

Eligibility Criteria (check all that apply):

City: _____

State: _____ ZIP: _____

County: _____

Phone Number: _____

Single Parent? (Y / N) Family Size: _____

Reason for Subsidy (check one):

- Work
- Training/Education
- Protective Services

(Due to Federally Declared Emergency)

- Work
- Training/Education
- Protective Services

Comments:

- Income too large
- Children too old
- Eligibility expired
- Family moved
- Voluntarily left program
- Unknown
- Unemployed
- School Out
- Graduation
- Other: _____
- _____
- _____
- _____

- Employment/Working
- Protective Services
- Maximum Income Limit
- TANF Eligibility
- Teen Parent
- Special Needs Child
- Other: _____
- Other: _____
- Other: _____

Eligibility Documents (check all that apply):

- Employment Verification
- Income Verification
- Indian Certification
- Proof of Child's Age
- Proof of Guardianship
- Proof of Residence
- Protective Services Case Number
- School/Training Verification
- Special Needs Child Documentation
- Special Needs Parent Documentation
- TANF Eligibility Verification
- Teen Parent
- Other: _____
- _____
- _____

Application Maintenance Module

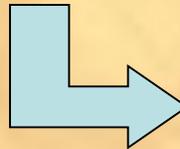
Main Menu

Tribal Child Care Data Tracker

- Provider Information
- Client Information
- Service Authorization
- Payment Authorization
- Reports
- Application Maintenance**
- Administrative Documents

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HELP

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EXIT



Application Maintenance

License Type List	Program Defined Information	Poverty Guidelines Chart	Username / Password
Case Worker List	Program Location List	Marital Status List	Client Closed Reason List
Approval Letter Subj Text	Approval Letter Footer Text	Certificate Title Text	Certificate Footer Text
Letterhead Information	Tribal Affiliation List	Eligibility Lists	Payment Schedule/Copayment

Agency Name:

Street Address:

City:

State: Zip Code:

Contact:

Contact Title:

Email Address:

Phone #:

Fax #:

Administrative Documents

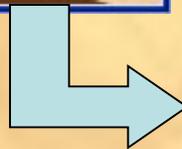
Main Menu

Tribal Child Care Data Tracker

- Provider Information
- Client Information
- Service Authorization
- Payment Authorization
- Reports
- Application Maintenance
- Administrative Documents

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HELP

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EXIT



Tribal Child Care Data Tracker

- Approval Letters
- Certificates
- Status Change Notification
- Main Menu

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HELP

Main Menu

Main Menu

Tribal Child Care Data Tracker

- Provider Information
- Client Information
- Service Authorization
- Payment Authorization
- Reports
- Application Maintenance
- Administrative Documents

HELP

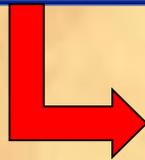
EXIT

Report Module

Main Menu

Tribal Child Care Data Tracker

- Provider Information
- Client Information
- Service Authorization
- Payment Authorization
- Reports
- Application Maintenance
- Administrative Documents



Reports Menu

Tribal Child Care Data Tracker

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

HELP

ACF-700 Report

Summary Reports

ACF-700/Program Profile Reports

ACF 700

Program Profile (Story Page)

Financial Profile

Federal
Fiscal Year: ▼

Or

Desired Period: To

***ACF 700 REPORT
SUBMISSION***

Submission

Both parts of the ACF-700 Report (Data Report and Supplemental Narrative) are submitted via the ACF-700 Submission site.

Submitting the ACF-700 Report

You will need a Username and Password to access the site.

Contact
NCDR@ecetta.info
for access

The screenshot shows the ACF-700 Data Submission Center interface. At the top left is the 'Child Care' logo. At the top right is the logo for the Administration for Children and Families, U.S. Department of Health and Human Services. Below this is a red banner with the text 'ACF - 700 Data Submission Center' and 'Welcome Herman Lavatai'. The main content area has a light blue background with a faint American flag pattern. It displays 'Congratulations !!!' and a message: 'You have successfully entered the ACF-700 Data Submission Center. Please follow the instructions below to access your ACF-700 data and/or to generate a Tribal Story Page based on your ACF-700 data'. Step 1) asks to select the Federal Fiscal Year, with a dropdown menu showing 'FFY 2017'. Step 2) asks to select an option: 'the ACF-700 Form (Data Entry) Button to enter, edit, view ACF-700 data Or the Tribal Story Page Button to generate ACF-700 Tribal Story Page (NOTE: ACF-700 data must be entered to generate Tribal Story Page)'. Below these instructions are several buttons: 'ACF-700 Form (Data Entry)', 'Tribal Story Page', '(Text Version)', 'ACF-700 Form Part 2 Page 1', and 'ACF-700 Form Part 2 Page 2'.



Remember....

- Do not leave any fields blank – use zeroes if there is no data for any particular field
- 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 Reporting Guidance

- Program Instruction CCDF-ACF-PI-2015-07
Data Reporting for Indian Tribes: ACF-700 Form
<https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2017-06>
- 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>



Upcoming Trainings

Date	Training
June 20th, 2-3:30pm	R 1-6 Beginner DT
June 22nd, 2-3:30pm	R 7-9 Beginner DT
July 10th, 2-3:30pm	R 1-6 Advanced DT
July 13th, 2-3:30pm	R 7-9 Advanced DT

Contact:
**National Center on Child Care
Data and Reporting**

ncdr@ecetta.info

Toll-free 1-877-249-9117

NCDR

For assistance, contact the
**National Center on Child Care
Data and Reporting**

2600 Tower Oaks Blvd., Suite 600
Rockville, MD 20852

Toll-free 1-877-249-9117

Fax 301-816-8640

ncdr@ecetta.info

**National Center on Subsidy Innovation and Accountability
A Service of the Office of Child Care**

12300 Twinbrook Parkway, Suite 310
Rockville, MD 20852
Phone: 301-881-2590, ext. 273
Email: ncccsia@ecetta.info

**National Center on Tribal Early Childhood Development
A Service of the Office of Child Care**

9300 Lee Highway
Fairfax, VA 22031
Phone: 877-296-2401
Email: nctecd@ecetta.info

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CHILDREN & FAMILIES