

## REQUIRED CCDF ANNUAL REPORT FOR TRIBES (ACF-700)

On an annual basis, Tribal Lead Agencies for the Child Care and Development Fund (CCDF) grantees 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 children and families receiving CCDF-funded child care services, and on services being provided.
- The Supplemental Narrative describes general child care activities and actions in the Lead Agency's reservation or Tribal service area.

Each year, the ACF-700 collects data on all children and families receiving direct CCDF-funded child care services during the Federal fiscal year. The data reflect services provided during the year, regardless of whether the services were paid for with funds from that year or a previous year, and regardless of whether the funds used were Tribal Mandatory Funds or Discretionary Funds (including funds targeted for resource and referral and school-age care).

Reports cover the twelve-month Federal fiscal year period from October 1 through September 30. Tribes should report only services that occurred within the fiscal year for which the report is being calculated.

**The CCDF Annual Report is due by DECEMBER 31.**

FFY 2008 Changes to the Report: In FFY 2008, the ACF-700 form was modified to include additional selection options for Data Element 4 – *Reason for Receiving Care* and to add a new data element to the report. The additional selection options for Data Element 4 address circumstances where the grantees may be providing care in response to, or associated with, Federally Declared Emergencies. The new data element added to the report is: # 8 – *Number of Children served by Payment Type*.

The following instructions provide guidance for completing both the ACF-700 form and the Supplemental Narrative. These instructions begin with general information that applies to all of the data elements on the ACF-700, followed by a discussion of each separate data element. The final section provides guidance for preparing the Supplemental Narrative. For more information about the CCDF Tribal reporting requirements, see the *Tribal Annual Report Guide for CCDF Tribal Lead Agencies* which is available on the CCB website at: <http://www.acf.hhs.gov/programs/ccb/report/formhelp/acf700/index.htm>.

If you have questions or need additional assistance, contact the Child Care Automation Resource Center (CCARC) by phone at 1-877-249-9117 or by e-mail at [ccarc@childcaredata.org](mailto:ccarc@childcaredata.org). CCARC staff are available Monday-Friday, from 9:00 a.m. – 5:00 p.m. prevailing Eastern time.

## GENERAL INSTRUCTIONS FOR THE ACF-700 REPORT

The following general instructions apply to all of the data elements on the ACF-700 form.

Report Period – Federal Fiscal Year	The Federal fiscal year (FFY) begins on October 1 and ends on September 30 of each year. The ACF-700 report should include information about <u>only</u> those activities that occurred during this time frame.
Allowable Values	Generally, the fields should only contain numbers or letters. Do not use decimals, dollar signs, or other characters except those indicated in the section below.
Not-applicable fields	If you do not offer a particular type of child care service (for example, in-home care) you can enter NA in that field. If you do not use a particular type of payment (for example, cash payments), likewise you can enter NA in fields across line #8 c. Use NA only if the service option is not one that you use, or a category of families and children you do not serve. <b>If you <u>do</u> offer a service, but no child utilized it, then you would enter zero (0) for your count.</b>
Blank Fields	<b>DO NOT LEAVE ANY BLANK FIELDS.</b> Every field should have either a count (a number) or NA (not applicable).
Rounding	Please round up or down to the nearest full number. For example, 66.3 hours should be rounded down to 66. A dollar amount of \$45.75 should be rounded up to \$46.00. In this case you would enter 46 on the ACF-700 form with <b>no dollar sign and no decimal point.</b>
Unduplicated Counts (Column A)	In Column A, you should report each family or child only once regardless of how many times they may have entered and exited service during the Federal fiscal year, or if they received services from more than one provider during the year.
Duplicated Counts (Columns B-L)	A child should be counted in a column if they received services from that type of provider. The numbers of children reported by provider type (Columns B-L) may be more than the total being reported in Column A, however the number may not be less than Column A. Duplicated counts are used for data elements 2b, 3a-i, and 8a-d.
Counting Children not Families	There is only one data element that requires a family count – Element 1, Column A: Total number of families that received child care services this fiscal year.  Other data elements requesting counts of who received services are counts of <b>children</b> (2a, 2b, 3 a-i, 4 a-f, 7a-d, and 8 a-d).

<p>What to Report – Counts or Averages</p>	<p>Some data elements require that you provide counts (for example, counts of families or children) while others require that you provide averages rather than counts.</p> <p><b>Counts</b> are required for data elements 1, 2a, 2b, 3a-i, 4 a-f, 7 a-d, and 8 a-d.</p> <p><b>Averages</b> are required for data elements 5, 6a, and 6b. To calculate averages, refer to the guidance included in this document for each data element.</p>
<p>Data Accuracy Checks</p>	<p>Please see the guidance included with each data element to check the accuracy of the numbers you are reporting. Note that some numbers must add up to, and equal, numbers reported in other fields. Likewise, some numbers must be less than numbers reported in other fields. If your numbers do not meet the data accuracy check, there is an error that you need to fix.</p>

## INSTRUCTIONS FOR COMPLETING THE ACF-700 REPORT

### Tribal Lead Agency Contact Information:

Tribal Lead Agency Data Elements
<p><i>Name of Tribal Lead Agency</i></p> <p><b>Definition:</b> Name of the Tribal Lead Agency for the Child Care and Development Fund <b>Allowable Values:</b> Text</p>
<p><i>Tribal Lead Agency Address</i></p> <p><b>Definition:</b> Mailing address of the Tribal Lead Agency for the Child Care and Development Fund <b>Allowable Values:</b> Text, Numbers</p>
<p><i>Tribal Lead Agency City</i></p> <p><b>Definition:</b> City of the mailing address of the Tribal Lead Agency for the Child Care and Development Fund <b>Allowable Values:</b> Text</p>
<p><i>Tribal Lead Agency State</i></p> <p><b>Definition:</b> Two-letter postal State abbreviation of the mailing address of the Tribal Lead Agency for the Child Care and Development Fund <b>Allowable Values:</b> Valid postal State abbreviations</p> <p><b>Guidance:</b> Click below for a list of all valid State and Territorial postal State codes <a href="http://www.usps.com/ncsc/lookups/usps_abbreviations.html">http://www.usps.com/ncsc/lookups/usps_abbreviations.html</a></p>
<p><i>Tribal Lead Agency Zip Code</i></p> <p><b>Allowable Values:</b> Accepts all valid zip codes 5 digits required 4 digit extension option (do not include hyphen)</p> <p><b>Guidance:</b> You can search for valid zip codes at: <a href="http://www.usps.com/zip4/citytown_zip.htm">http://www.usps.com/zip4/citytown_zip.htm</a></p>

## Tribal Lead Agency Contact Information (continued)

Contact Person Information
<p><i>Contact Person Name</i></p> <p><b>Definition:</b> Full name of individual whom the Child Care Bureau should contact in regard to this report</p> <p><b>Allowable Values:</b> Text</p>
<p><i>Contact Telephone Number</i></p> <p><b>Definition:</b> Area code and telephone number for the contact person</p> <p><b>Allowable Values:</b> Numbers</p> <p><b>Guidance:</b> Include area code</p>
<p><i>Contact E-mail</i></p> <p><b>Definition:</b> Electronic mail address for the contact person</p> <p><b>Allowable Values:</b> Text</p> <p><b>Guidance:</b> Please be sure that the entered e-mail address is clearly legible</p>

**DATA ELEMENT 1, Column A: Total number of families that received child care services this Federal fiscal year**

<b>Element 1, Column A Number of Families Receiving Child Care Services</b>
<p><b>Definition:</b> Unduplicated count of families who receive CCDF subsidized child care during the Federal fiscal year. Child care services include slots purchased through contracts/grants, services purchased through certificates/vouchers, and services provided in a tribally-operated facility.</p>
<p><b>Data Accuracy Check:</b> Element 1, number of <u>families</u> receiving services should be less than or equal to Element 2b, the total number of <u>children</u> receiving services.</p>
<p><b>Guidance:</b></p> <p>Count each family assisted once, regardless of the number of days care was provided, and even if the family has exited and re-entered the program.</p> <p>Example 1: A family leaves the program in March but is reinstated in August. The family is counted one time in Element 1.</p> <p>Report the number of families for whom you provided services during the reporting period October 1 – September 30 regardless of:</p> <ul style="list-style-type: none"><li>• when the payment for the service was made, <u>or</u></li><li>• which fiscal year's funds paid for the service.</li></ul> <p>Example 2: A child received care in August only. The Tribal Lead Agency paid for that care in October. Count the family because the service was received during the report period.</p> <p><i>When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.</i></p>

**DATA ELEMENT 2a, Column A: Average number of children served each month**

**Element 2a, Column A  
Average Number Of Children Served Per Month**

**Definition:** The average number of the children served each month.

**Data Accuracy Check:** Element 2a, the average number of children served per month should be less than or equal to element 2b, the total number of children receiving services all year.

**Guidance - How to Calculate Monthly Average:**

Add the number of children you served each month during the Federal fiscal year and divide by the number of months the Tribal child care program provided services (such as full year, 12 months).

**Note:** This is a **monthly** average, not a yearly average. The following demonstrates how a monthly average can be calculated.

Month	# Children
Oct	15
Nov	12
Dec	13
Jan	13
Feb	12
Mar	14
Apr	11
May	12
Jun	13
Jul	15
Aug	15
Sep	18
Total count for all months	163
Divide by the number of months provided service (12) to get a monthly average.	13.58 (Round to 14)

*When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.*

**DATA ELEMENT 2b, Column A: Total number of children that received services this Federal fiscal year**

<b>Element 2b, Column A Total Number of Children Receiving Child Care Services</b>
<p><b>Definition:</b> The number of children receiving child care services for the whole year regardless of the type of care.</p>
<p><b>Data Accuracy Checks:</b></p> <p><b>Check 1:</b> Element 2b, Column A, should be greater than or equal to Element 1, the total number of families receiving services.</p> <p><b>Check 2:</b> Element 2b, Column A, should be greater than or equal to Element 2a, Column A, the average number of children receiving care each month.</p>
<p><b>Guidance:</b> Count each child that you assisted one time only, regardless of the number of days care was provided, or if the child exited and re-entered the program.</p> <p>Example 1: A child leaves the program in March, but is reinstated in August. The child is counted one time in Element 2b, Column A.</p> <p>To determine what services to count, child care services are defined as slots purchased through contract/grants, services purchased through certificates/vouchers, or services provided in a tribally operated facility funded under CCDF.</p> <p>Example 2: A Tribal Lead Agency provides child care vouchers/certificates to 100 families to receive child care services at a program of their choice. The total unduplicated number of children should be counted in Element 2b, Column A. Enter the number of children receiving child care through a voucher/certificate regardless of their setting type on line 2b, Column A.</p> <p>Example 3: A Tribal Lead Agency contracts with a center for 50 full-time slots for the Federal fiscal year. The total unduplicated number of children receiving child care through agency contracts with centers should be reported in Element 2b, Column A. If you contract for 50 slots, the number of children served may be less or more than the available slots depending on the utilization rate.</p> <p>(continued)</p>

**DATA ELEMENT 2b, Column A (continued)**

Do not count children or families who only generally benefited from services such as when your program:

- Receives a grant or contract to establish, expand, or conduct an early childhood school readiness enrichment program (i.e., not specific slots); or
- You initiate an expansion of quality activities funded under the CCDF. Your use of quality dollars to improve the quality of care should be explained in your Supplemental Narrative.

Example 4: A Tribal Lead Agency contracts with a resource and referral agency to provide professional staff development training at a Center serving 78 children. The Tribal Lead Agency does not contract for slots with the center and no children there receive CCDF certificates. Do not count the children because they did not receive direct child care services from the CCDF funds expended.

*When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.*

**DATA ELEMENT 2b, Columns B-L: Total number of children that received services this fiscal year in each care type.**

<b>Element 2b, Columns B-L Total Number Of Children Receiving Child Care Services – By Category/Type Of Child Care</b>
<p><b>Definition:</b> Total number of children for the fiscal year receiving child care services in each provider type.</p>
<p><b>Data Accuracy Check:</b> Add the number of children being served in each care type (Element 2b, Columns B-L). This number should be equal to, or greater than, the total unduplicated number of children reported in Element 2b, Column A. The sum of the children being served in all care types can not be less than the total number of children reported in Column A.</p>
<p><b>Guidance:</b> A child may be counted in more than one provider type column (Columns B-L) if the child receives care from more than one provider type for different portions of the typical day, week, or month.</p> <p>Example 1: A child attends a family child care home before school hours and a child care center after school hours. The child would be counted under provider types of both family home and center based child care.</p> <p>When a child changes the category of provider during the report period, count the child separately in each care type.</p> <p>Example 2: A child receives care in a family day care home from September to March, uses an in-home provider during April and a center from May through October. The child would be counted under each provider type – family care, in-home child care, and center care.</p> <p>Provider types are broken up into two broad categories of licensed/regulated and legally operating (no license category available). Under each of these categories are four types of providers: in-home, family home, group home, and centers. Additionally, several no-license category provider types are also broken down into relative and non-relative care.</p> <p>(Continued)</p>

**DATA ELEMENT 2b, Columns B-L (continued):**

**Licensed or regulated provider** = Provider legally regulated or licensed by Tribe or State designated licensing agent.

**No License Category Available** (legally operating provider) = For reporting purposes, a legally operating, unregulated provider is one which, if not participating in the CCDF program, would not be subject to state or local child care regulations. According to section 98.2 of the CCDF 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...."*

**DEFINITIONS:**

<b>In-Home Care</b>	Care provided by a caregiver in the child's own home.
<b>Family Home</b>	Care provided in the family home of the provider (i.e., care provided by an individual in their own private residence). Generally family home care is provided only to a limited number of children at any one time (e.g. 3-5).
<b>Group Home</b>	Care provided in the family home of the provider with the assistance of at least one additional hired staff member. Group homes can provide services to a larger number of children at any one time (e.g. 6-10).
<b>Center-Based</b>	Care provided in a center-based setting, including programs in schools or churches.
<b>Relative Care</b>	A provider who is a grandparent, great-grandparent, aunt or uncle, or sibling living outside the child's home.

*When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.*

**DATA ELEMENT 3 a-i, Column A: Total number of children receiving services that fall into each age category**

<b>Element 3 a-i, Column A Total Number Of Children, By Age Breakdown, Receiving Child Care Services</b>
<b>Definition:</b> Breakdown by age of children receiving child care services.
<b>Data Accuracy Checks:</b>  <b>Check 1:</b> Add the total number of children in each age bracket for Elements 3a through 3g in Column A. Compare your answer to the number in Element 3h, Column A. If they are not the same, there is an error in the data which should be corrected.  <b>Check 2:</b> Add the total number of children in Element 3h, Column A <u>and</u> the number of children in Element 3i, Column A. Your answer should equal the number in Element 2b, Column A. If not, there is an error in the data which should be corrected.
<b>Guidance:</b> Count each child assisted once, regardless of the number of days care was provided, and even if the child has exited and re-entered the program.  Example 1: A child leaves the program in March, but is reinstated in August. The child is counted one time in Elements 3 a-i, Column A.  The age of the child is reported <u>as of the end of the report period</u> (or the date of exit from the CCDF program).  Example 2: A 2-year-old child receives services starting in March. On September 15 she turns 3-years-old and continues to receive services through the reporting period. The child should be reported as a 3-year-old on line 3d, Column A.  <i>When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.</i>

**DATA ELEMENT 3 a-i, Columns B-L: Total number of children receiving services that fall into each age category for each type of care.**

**Element 3 a-i, Columns B-L  
Age Breakdown Of Children Receiving Child Care Services – By Category/Type Of  
Child Care**

**Definition:** Breakdown by age of children receiving child care services by category/type of care.

**Data Accuracy Checks:**

**Check 1:** For each type of care, add the number of children in each age bracket for Elements 3a to 3g in each column. Your number should match the number in Element 3h for that column. If the numbers do not match there is an error that should be corrected.

**Check 2:** For each type of care, add the number of children in Element 3h and the number of children in Element 3i for that column. Compare your answer to the value entered in Element 2b of that column. If the numbers are not the same, there is an error that should be corrected.

**Guidance:** A child may be counted in more than one provider column (Columns B-L) if the child receives care from more than one provider type during the Federal fiscal year.

**Example 1:** A child attends a child care center in the morning and a family child care home in the afternoon. The child would be counted under both provider types of center-based and family child care.

**Example 2:** If a child only attended a child care center starting in June and switched to a family child care home starting August 16 and continuing through September 30, count the child once in each category.

Provider types are broken up into the two broad categories of licensed/regulating and legally operating (no license category available in state or locality). Under each of these categories are four types of providers: in-home, family home, group home, and centers. Additionally, several no-license category provider types are also broken down into relative and non-relative care.

Refer to definitions provided for Element 2b, Columns B-L.

*When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.*

**DATA ELEMENT 4 a-f, Column A: Number of children who received child care services because of each specified reason for receiving child care.**

**Element 4 a - f, Column A  
Number Of Children Receiving Child Care Service – By Reason For Care**

**Definition:** The number of children receiving child care service by reason for care.

This element separates reason for care into six categories:

- a. Parent working
- b. Parent in a training or education program
- c. Child receiving or needing Protective Services
- d. A Federally declared emergency and parent working
- e. A Federally declared emergency and parent in a training or education program
- f. A Federally declared emergency and a child receiving or needing Protective Services

**Data Accuracy Check:** Add the number of children recorded for Elements 4 a-f Column A. This answer and the number in Element 2b, Column A should be the same. If they are not the same, there is an error.

**Guidance:** This is a count of **children**, NOT families. Each child may be counted only once.

When a family receives care for more than one reason (e.g., the parent works and is in a training program), count only the activity in which the parent (or child, in the case of protective services) spends the most time and is the primary reason for needing subsidized child care – that is, the reason the family is eligible to receive a subsidy.

Element 4, Column A entries should be unduplicated counts.

When a child’s reason for needing care changes during the report period, report the reason as of the end of the report period (or date of exit from the program).

Example 1: A child received care in October because of her parents' employment. From November through September child care was provided because the child was in protective services. Count the child in line 4c only.

**NOTE:** Each Tribal Lead Agency defines the terms "working," "job training and educational program" and "protective services" in Appendix 2 of its Tribal Plan Preprint.

(continued)

**DATA ELEMENT 4 a-f, Column A: (continued)**

**NOTE:** Effective in FFY 2008, three new categories of *Reason for Care* were added. These categories relate to special situations during which the reason for receiving subsidized care is related to the existence of a Federally declared emergency, and when other routine eligibility criteria may not necessarily have to apply in the same way. This generally is a temporary category used only for the duration of the emergency.

**A Federally declared emergency is an emergency that has resulted in a declaration by the President of the U.S. indicating that Federal assistance is necessary.**

*When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.*

**DATA ELEMENT 5, Column A: Average number of hours of child care service provided per child per month.**

<b>Element 5, Column A Average Number Of Hours Of Child Care Service Provided Per Child Per Month</b>
<b>Definition:</b> The average number of hours of child care service provided per child per month.
<b>Data Accuracy Check:</b> Generally, full-time care is about 40 hours per week for 4 weeks (about 160 hours per month). If your reported average monthly hours of service per child is substantially higher or substantially lower than 160, check to be sure the numbers are correct.
<b>Guidance:</b> Element 5, Column A is the average number of hours of child care services provided per child per month regardless of category/type of child care.  One method to calculate the average number of hours of care per child per month:  <ol style="list-style-type: none"><li>1) Calculate the total number of hours of care for all children for month X (for example, October)</li><li>2) Calculate the total number of children served during month X</li><li>3) Divide the total number of hours from step 1 by the total number of children from step 2 to get the average number of hours of care provided per child for month X</li><li>4) Do steps 1 – 3 for each month services were provided</li><li>5) Add together each of the monthly average hours to get a sum</li><li>6) Divide the sum from step 5 by the total number of months services were provided during the year to get the average number of hours of care provided per child per month</li></ol> Some Tribal Lead Agencies do not pay for (or keep records for) the actual number of hours of service per child. Rather, they reimburse by "full" or "part" days of service (or other increments). Such Tribal Lead Agencies still can calculate the average number of hours of child care per child per month based on the program's definitions or estimate of the number of hours that "full" or "part" days represent.  For example, a Tribal Lead Agency may define a part day as 4 hours or fewer per day (and estimate a "part" day at 4 hours of care). This same grantee may define a "full" day as more than 5 hours (and estimate a "full" day at 8 hours of care). In step #1 of the above calculations, the Tribal Lead Agency would calculate 4 hours of care for each "part" day and "8" hours for each "full" day they paid for child care services to get the total number of hours of care for all children for month X.  <i>When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted. Tribal Lead Agencies should also describe in a footnote how they calculated the average number of hours.</i>

**DATA ELEMENT 5, Columns B-L: Average number of hours of child care service provided per child per month in each type of care**

<b>Element 5, Columns B- L</b> <b>Average Number Of Hours Of Child Care Service Provided Per Child Per Month – By Category/Type Of Child Care</b>
<b>Definition:</b> The average number of hours of child care service provided per child per month – by category/type of child care.
<b>Data Accuracy Check:</b> Generally, full-time care is about 40 hours per week for 4 weeks (about 160 hours per month). If your reported average monthly hours of service per child is substantially higher or substantially lower than 160, check to be sure the numbers are correct.
<b>Guidance:</b> Element 5, Columns B-L asks for the average number of hours of care per child per month by category/type of childcare.  One method to calculate the average number of hours of care per child per month by category/type of child care:  <ol style="list-style-type: none"><li>1) Work with one care type at a time and calculate the total number of hours of care for month X (for example, October) for all of the children in that type of child care</li><li>2) For that care type, count the total number of children served during month X</li><li>3) Divide the total number of hours for that type of child care from step 1 by the total number of children from step 2 to get the average number of hours of care provided per child for month X for that type of child care</li><li>4) Do steps 1 –3 for each month services were provided in that care type</li><li>5) Add together each of the monthly averages for that type of child care to get a sum</li><li>6) Divide the sum (from step 5) by the total number of months services were provided during the year in that care type to get the average number of hours of care provided per child per month for that category/type of child care</li><li>7) Repeat steps 1-6 for each type of care</li></ol> Some Tribal Lead Agencies do not pay for (or keep records by) the actual number of hours of service per child. Rather, they reimburse by "full" or "part" days of service (or other increments). Such Tribal Lead Agencies can still calculate the average number of hours of child care per child per month based on the programs definition or estimate of the number of hours that “full” or “part” days represent.  For example, a Tribal Lead Agency may define a part day as 4 hours or fewer per day (and estimate a “part” day at 4 hours of care). This same grantee may define a “full” day as more than 5 hours (and estimate a “full” day at 8 hours of care). In step #1 of the above calculations, the Tribal Lead Agency would calculate 4 hours of care for each “part” day and “8” hours for each “full” day they paid for child care services to get the total number of hours of care for all children in that type of child care.  <i>When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.</i>

**DATA ELEMENT 6a, Column A: Average monthly CCDF subsidy amount paid for child care service per child**

<b>Element 6a, Column A</b> <b>Average Monthly Subsidy Paid Per Child</b>
<p><b>Definition:</b> The average monthly CCDF subsidy paid per child.</p>
<p><b>Data Accuracy Check:</b> Except in rare circumstances, Element 6a, Column A, the average monthly subsidy paid per child, will be greater than Element 6b, Column A, the average monthly parent co-payment paid per child.</p>
<p><b>Guidance:</b> Element 6a, Column A is the <b>average</b> monthly CCDF subsidy amount paid per child for child care services provided, regardless of category/type of child care.</p> <p>Tribal Lead Agencies should use the same method for calculating the average monthly subsidy amount paid in Element 6a as used to calculate the average number of hours of care for Element 5.</p> <p>One method to calculate the average monthly CCDF subsidy paid for child care services per month per child:</p> <ol style="list-style-type: none"><li>1) Calculate the total amount of CCDF subsidy paid for child care services for month X (for example, October)</li><li>2) Calculate the total number of children served during month X</li><li>3) Divide the total amount from step 1 by the total number of children from step 2 to get the average amount of CCDF subsidy paid for child care services for month X</li><li>4) Do steps 1 – 3 for each month services were provided</li><li>5) Add together each of the monthly averages to get the a sum of averages</li><li>6) Divide the sum from step 5 by the total number of months services were provided during the year to get the average subsidy amount paid for child care services per month</li></ol> <p>(continued)</p>

**DATA ELEMENT 6a, Column A (continued)**

Some Tribal Lead Agencies run their own center(s) and do not technically “pay” a provider. Such agencies can still estimate the “average” monthly CCDF subsidy amount paid per child for child care services provided using the record of expenditures that is submitted annually on the required ACF-696T, the Tribal financial report.

**Calculation to estimate the average monthly subsidy per child (for programs with a Tribally Operated Center):**

- 1) Add the Tribal Mandatory, Discretionary, and Discretionary Fund Base amount expenditures (*not including expenditures for construction and renovation*) that your Tribe reported on Line 4 of the ACF-696T – Expenditures for Child Care Services. During the fiscal year, if you expended funds from more than one grant year, you must add the appropriate expenditures from each of the reports submitted regardless of the year that the grant was awarded.
- 2) Divide the above total by the number of months that you provided services during the year (ranging from 1 to 12 months) to get an overall monthly subsidy amount.
- 3) Divide the monthly subsidy amount by the average number of children served per month (data element 2a) to estimate the average monthly subsidy per child.

*When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.*

**DATA ELEMENT 6a, Columns B-L: Average monthly CCDF program subsidy amount paid for child care service per child for each care type**

<b>Element 6a, Columns B-L Average Monthly Subsidy Paid Per Child By Category/Type Of Child Care</b>
<b>Definition:</b> The average monthly amount of CCDF subsidy paid per child by category/type of care.
<b>Data Accuracy Check:</b> Except in rare circumstances, Element 6a, Columns B-L, the average monthly subsidy paid per child will be greater than Element 6b, Columns B-L, the average monthly co-pay paid per child.
<p><b>Guidance:</b> Element 6a, Columns B-L asks for the average monthly CCDF subsidy amount paid per child for child care services provided by category/type of care.</p> <p>Tribal Lead Agencies should use the same method for calculating the <b>average</b> monthly CCDF subsidy in Element 6a, Columns B-L as used to calculate the average number of hours of care for Element 5, Columns B-L.</p> <p>One method to calculate the average monthly CCDF subsidy amount paid for child care services per month for each category/type of child care:</p> <ol style="list-style-type: none"><li>1) Work with one care type at a time and calculate the total amount of CCDF subsidy paid for child care services for month X (for example, October) for one type of care</li><li>2) For that care type, count the total number of children served during month X</li><li>3) Divide the total amount from step 1 by the total number of children from step 2 to get the average amount of CCDF subsidy paid for child care services for month X for that care type</li><li>4) Do steps 1 – 3 for each month services were provided by that care type</li><li>5) Add together each of the monthly subsidy averages for that type of care to get a sum</li><li>6) Divide the of the sum from step 5 by the total number of months services were provided during the year in that care type to get the average amount paid for child care services per month for that care type</li><li>7) Repeat steps 1-6 for each type of care</li></ol>
(continued)

**DATA ELEMENT 6a, Columns B-L (continued)**

Some Tribal Lead Agencies run their own center(s) and do not technically “pay” a provider. Such agencies can still estimate the “average” monthly CCDF subsidy amount paid per child for child care services provided using the record of expenditures that is submitted annually on the required ACF-696T, the Tribal financial report.

**Calculation to estimate the average monthly subsidy per child (for programs with a Tribally Operated Center):**

- 1) Add the Tribal Mandatory, Discretionary, and Discretionary Fund Base amount expenditures (*not including expenditures for construction and renovation*) that your Tribe reported on Line 4 of the ACF-696T – Expenditures for Child Care Services. During the fiscal year, if you expended funds from more than one grant year, you must add the appropriate expenditures from each of the reports submitted regardless of the year that the grant was awarded.
- 2) Divide the above total by the number of months that you provided services during the year (ranging from 1 to 12 months) to get an overall monthly subsidy amount.
- 3) Divide the monthly subsidy amount by the average number of children served per month (data element 2a) to estimate the average monthly subsidy per child.

*When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.*

**DATA ELEMENT 6b, Column A: Average monthly CCDF co-payment amount paid for child care service**

<b>Element 6b, Column A Average Monthly Parent Co-Payment Per Child</b>
<b>Definition:</b> The average monthly parent co-payment per child.
<b>Data Accuracy Check:</b> Generally the parent co-payment is less than the subsidy amount (Element 6a). If your co-payment is larger than the reported subsidy, check to be sure that your numbers are correct.
<b>Guidance:</b> This element is the <b>average</b> monthly parent co-payment per child for child care services provided, regardless of category/type of child care.  Tribal Lead Agencies should use the same method for calculating the average monthly parent co-payment on Element 6b, Column A as used to calculate the average number of hours of care for Element 5, Column A.  One method to calculate the average monthly parent co-payment amount paid for child care services per month per child for each category/type of child care:  <ol style="list-style-type: none"><li>1) Calculate the total amount of CCDF co-payments made by all parents for child care services for month X (for example, October)</li><li>2) Count the total number of children served during month X</li><li>3) Divide the total amount from step 1 by the total number of children from step 2 to get the average CCDF co-payment paid per child for child care services for month X</li><li>4) Do steps 1 – 3 for each month services were provided</li><li>5) Add together each of the monthly co-payment averages to get a sum</li><li>6) Divide the sum from step 5 by the total number of months services were provided during the year to get the average parent co-payment amount paid for child care services per month per child</li></ol> <i>When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.</i>

**DATA ELEMENT 6b, Column B-L: Average monthly CCDF co-payment per child for care service in each care type**

<b>Element 6b, Columns B-L Average Monthly Parent Co-Payment Per Child By Category/Type Of Child Care</b>
<b>Definition:</b> The average monthly parent co-payment per child by category/type of care.
<b>Data Accuracy Check:</b> Generally the parent co-payment is less than the subsidy amount. If your co-payment is larger than the reported subsidy, check to be sure that your numbers are correct.
<b>Guidance:</b> Element 6b, Columns B-L ask for the average monthly parent co-payment per child for child care services provided by each category/type of child care.  Tribal Lead Agencies should use the same method for calculating the <b>average</b> monthly parent co-payment in Element 6b, Columns B-L as used to calculate the average number of hours of care for Element 5, Columns B-L.  One method to calculate the average monthly amount paid for child care services per month for each category/type of child care:  <ol style="list-style-type: none"><li>1) Work with one care type at a time and calculate the total amount of parent co-payments paid for child care service for month X (for example, October) for one care type</li><li>2) Count the total number of children served during month X for that care type</li><li>3) Divide the total amount of co-payments from step 1 by the total number of children from step 2 to get the average parent co-payment paid for child care services for month X for that type of care</li><li>4) Do steps 1 – 3 for each month services were provided for that type of care</li><li>5) Add together each of the monthly averages for that care type to get a sum of the averages</li><li>6) Divide the sum from step 5 by the total number of months that services were provided for that care type during the year to get the average co-payment amount paid for child care services per child per month for that care type</li><li>7) Repeat steps 1-6 for each type of care</li></ol> <i>When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.</i>

**DATA ELEMENT 7 a-d, Column A: Number of children served whose family income was at various levels of poverty**

**Element 7 (a-d), Column A  
Number Of Children Receiving Child Care Services From Families By Income Level as a  
Percent Of Poverty Threshold**

**Definition:** This is the number of children receiving Child care services whose family’s income was at various levels of poverty.

This element separates income into four categories:

- 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

**Data Accuracy Check:** The sum of rows 7a, 7b, 7c and 7d must equal Element 2b, Column A. If the numbers are not the same, there maybe an error that should be corrected.

**Guidance:** This is a count of **children**, NOT parents. Each child may be counted only once.

**Example:** If a family’s income is below the poverty threshold for families of the same size, and they have 3 children receiving subsidized care, Element 7a would include a count of “3” for that family. The count would be “3” even if the children were receiving care from more than one provider.

Element 7 asks for the number of children served from families at specific poverty thresholds. The current Health and Human Services (HHS) poverty guidelines, as published in the US Department of Health and Human Services Poverty Guidelines, Research, and Measurement site <http://aspe.hhs.gov/poverty> should be used in completing Element 7.

*When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.*

**DATA ELEMENT 8 a-d, Column A: Number of children served by payment type this fiscal year**

<b>Element 8 a-d, Column A Number of children served by payment types</b>
<p><b>Definition:</b> The number of children served by payment type</p> <p>This element separates payment type into four categories:</p> <ul style="list-style-type: none"><li>a. Grant/Contract with provider</li><li>b. Certificate or voucher to parent and/or provider</li><li>c. Cash payment to parent</li><li>d. Tribally-Operated Center</li></ul>
<p><b>Data Accuracy Check:</b> The sum of rows 8a, 8b, 8c and 8d must equal Element 2b, Column A. If they are not the same, there is an error that should be corrected</p>
<p><b>Guidance:</b> This is a count of <b>children</b>, NOT families.</p> <p>Each child should be counted only once. If payment type for services for a child changes during the reporting period, select the last known payment type.</p> <p>Example: From October through February you paid for a child’s services with cash payments to the applicant. Beginning in March and through the remainder of the fiscal year, the child’s services were paid through a grant or contract. This child should be counted in 8a, Column A (grant or contract with provider) only.</p> <p>If services for the child were are paid for with two types of payment at the same time during the reporting period, select the primary payment type, that is, the type with the most hours.</p> <p>Example: For the entire Federal fiscal year, a child received services from an in-home provider for 2 hours a day in the early morning, and this provider was paid with cash. At the same time, this child received services for the rest of the day in a center for 8 hours each day, and the center was paid through a contract. You would report this child under 8a, Column A (grant/contract with provider) only.</p> <p>(Continued)</p>

**DATA ELEMENT 8 a-d, Column A (continued)**

Definitions:

**Grant/Contract with Provider:** Report the total unduplicated number of children served through grants and contracts with providers (for slots) during the reporting period. Count each child only once.

**Certificate or Voucher to Parent and/or Provider:** Report the total unduplicated number of children served through certificates /vouchers to parents, providers, or parents and providers during the reporting period. Count each child only once.

**Cash Payment to Parent:** Indicate the total unduplicated 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). Count each child only once. Note that the term “parent” includes any individual operating *in loco parentis*, as defined in the Tribe’s CCDF plan.

**Tribally-Operated Center:** Report the total unduplicated number of children served in Centers that were directly operated by the Tribal grantee receiving CCDF grants. A Tribally-operated center differs from a grant or contract in that a Tribal Lead Agency pays the operational costs of the Center (including teacher salaries). Count each child only once.

*When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.*

**DATA ELEMENT 8 a-d, Column B-L: Number of children served by payment type this fiscal year for each type of care**

<b>Element 8 a-d, Column B-L Number of children served by payment types</b>
<p><b>Definition:</b> Total number of <b>children</b> in each care type whose service was paid for by each payment type.</p> <p>This element separates payment type into four categories:</p> <ul style="list-style-type: none"> <li>a. Grant/Contract with provider</li> <li>b. Certificate or voucher to parent and/or provider</li> <li>c. Cash payment to parent</li> <li>d. Tribally-Operated Center</li> </ul>
<p><b>Data Accuracy Checks:</b></p> <p><b>Check 1:</b> The sum of rows 8a, 8b, 8c and 8d must equal Element 2b in the same column. If the numbers are not the same, there is an error that should be corrected.</p> <p><b>Check 2:</b> Add the reported numbers across each row (Columns B-L). The total sum must be equal to, or greater than, the number reported on the same row in Column A. If the sum is less than the number reported on the same row in Column A, there is an error.</p>
<p><b>Guidance:</b> This is a count of <b>children</b>, NOT families. For each payment type (row) a child can be counted in more than one provider type column (Columns B-L) if the child receives care from more than one provider type for different portions of the typical day, week, or month.</p> <p>Example: If a child being served using certificates (8b) receives before school care with a family home provider, and after school care in a center, that child would be counted on row 8b in two care type columns (family home and center).</p> <p>Definitions:</p> <p><b>Grant/Contract with Provider:</b> On line 8a, Columns B-L across the page, indicate the number of children served by each provider type whose services were paid for by grants and contracts.</p> <p><b>Certificate or Voucher to Parent and/or Provider:</b> On line 8b, Columns B-L across the page, indicate the number of children served by each provider type whose services were paid for with certificates /vouchers.</p> <p>(continued)</p>

**DATA ELEMENT 8 a-d, Column B-L (continued)**

**Cash Payment to Parent:** On line 8c, Columns B-L across the page, indicate the number of children served by each provider type whose families received direct cash payments. (This does not include two-party checks to parents and providers, or cash to providers). Note that the term “parent” includes any individual operating *in loco parentis*, as defined in the Tribe’s CCDF plan.

**Tribally-Operated Center:** On line 8d, Column L, indicate the number of children served in Centers that were directly operated by the Tribal grantee receiving CCDF grants. A Tribally-operated center differs from a grant or contract in that a Tribal Lead Agency pays the operational costs of the Center (including teacher salaries)

*When data are applicable but not available, provide a footnote in the comment section explaining when the missing data will be submitted.*

## **INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTAL NARRATIVE REPORT**

The **Supplemental Narrative Report** (to the ACF 700 Form) requests descriptions of the results of specific CCDF-funded activities available on the Tribal Lead Agency's (TLA) reservation or Tribal service area. This information will be included in the CCDF Report to Congress, as appropriate, and will be shared with other TLAs to inform them of CCDF-funded activities in other Tribal programs. There is no required format for the supplemental narrative report. TLAs are encouraged to include any related materials to accompany the narrative, including brochures, pamphlets or news articles.

The **Supplemental Narrative Report** requires all TLAs to describe:

1. Any efforts to improve the quality of child care (e.g., early learning and literacy activities, which support school readiness).
2. A description of unmet child care needs, if applicable. For example, a TLA might cite the number of eligible children on a waiting list as of a specific date. A TLA could also cite the unmet need by providing the number of months child care services are not available due to a lack of funds.
3. A description of collaborative activities which promote comprehensive early care and education services, encourage increased quality, business participation, and coordination with State or Tribal agencies responsible for health, education, employment services or workforce development and the State or Tribal agencies responsible for providing Temporary Assistance to Needy Families (TANF).
4. A description of efforts to improve the quality of data collected about families and children served and the types of care provided. If a TLA is using the *Tribal Data Tracker*, a description of the use of the Tribal Data Tracker must be included.

**NOTE:** Information in this section is not limited to CCDF programs, services or activities, but should include all child care available on the Tribal Lead Agency's reservation or Tribal service area.