



# Child Care and Development Fund (CCDF) ACF-700 Part 3 Data Standards and FAQs Technical Bulletin #17 July 2023

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## I. INTRODUCTION

This Technical Bulletin lists the data standards for ***Part 3: American Rescue Plan (ARP) Act Stabilization Grants*** of the **ACF-700 CCDF Tribal Annual Report** and clarifies some frequently asked questions about this section of the report. Part 3 was added to the ACF-700 Report to capture data on the distribution and use of American Rescue Plan (ARP) Act Stabilization Grants beginning with the 2021 Federal fiscal year. The ARP Act included funding for child care grants to stabilize the child care sector and build back a stronger child care system that best supports the families and providers. Tribal Lead Agencies were required to spend stabilization funds to support the stability of the child care sector during and after the COVID-19 public health emergency. Part 3 of the ACF-700 form should include information about the ARP stabilization grants awarded to providers during the Federal fiscal year.

## II. DATA STANDARDS

The data standards for each item required in Part 3 of the ACF-700 are found in the table beginning on page 2 of this document. The table's four columns are:

- I. Data Element and Number:** The first column lists each data element that must be reported. Each element is referenced by the intersection of the applicable row and column in the CCDF Annual Report form. Please note that in addition to individual data elements, the first column may list a group of related items or sub-elements that have the same data standards. For example, the first four rows of elements (1, 1a-1c) are related and have the same data standards.
- II. Missing Data Standard:** The second column indicates whether you are required to report this data element. Most elements are Always Required, but one is Recommended (Element 7), and another is automatically calculated (Element 1).
- III. Internal Consistency Standard:** The third column lists the standards for consistency among related elements. All the standards are intuitively logical relationships. For example, the value of Element 1a: Family Home Providers, must be less than or equal to the value of Element 1 Number of stabilization grants awarded during the fiscal year. The number of family home providers receiving grants cannot exceed the total number of grants distributed.
- IV. Guidance:** The fourth column elaborates on the requirements and definitions of the Data Elements in column 1 to support data reporting.

I. Data Element and Number	II. Missing Data Standard	III. Internal Consistency Standard	IV. Guidance
1. Number of stabilization grants awarded during the fiscal year to:	Automatically calculated	Equals Data Elements 1a+1b+1c	<p>This is the total number of grants reported in Part 3. Elements 1, and 1a-1c are counts of grants, NOT providers. Each grant should be counted.</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>
1a. Family Home Providers	Always required	Should be equal to or less than the total number in Data Element 1	<p>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.</p>
1b. Center Providers	Always required	Should be equal to or less than the total number in Data Element 1	<p>Care provided in a center-based setting, including programs in schools or churches.</p>
1c. Providers at Child's Home	Always required	Should be equal to or less than the total number in Data Element 1	<p>Care provided by a caregiver in the child's own home.</p>
2. Average provider total licensed or identified capacity (i.e., number of children they can serve)	Always required	N/A	<p>This is an average of the total <b>licensed or identified capacity</b> of all providers that received a stabilization grant during the federal fiscal year. The capacity of each provider should be counted once regardless of if the provider received more than one grant award. If a provider operates in multiple locations, then the tribe should count the capacity of each unique location as a provider when calculating the average. (See <a href="#">ACF-700 Manual</a> for example calculations for 2).</p>

I. Data Element and Number	II. Missing Data Standard	III. Internal Consistency Standard	IV. Guidance
2a. Average provider infant licensed or identified capacity (i.e., average number of infants they can serve)	Always required	Should not be greater than the capacity in Data Element 2	<p>This is the average infant capacity of all the licensed providers who received ARP grants. Each provider that serves infants should be counted once regardless if the provider received more than one grant award. If the provider operates in multiple locations, then the tribe should count each unique location's capacity as a provider when calculating the average.</p> <p>(See <a href="#">ACF-700 Manual</a> for example calculations for 2a-2d).</p>
2b. Average provider toddler licensed or identified capacity (i.e., average number of toddlers they can serve)	Always required	Should not be greater than the capacity in Data Element 2	<p>This is the average toddler capacity of all the licensed providers who received ARP grants. Each provider that serves toddlers should be counted once regardless if the provider received more than one grant award. If the provider operates in multiple locations, then the tribe should count each unique location's capacity as a provider when calculating the average.</p> <p>(See <a href="#">ACF-700 Manual</a> for example calculations for 2a-2d).</p>
2c. Average provider preschooler licensed or identified capacity (i.e., average number of preschoolers they can serve)	Always required	Should not be greater than the capacity in Data Element 2	<p>This is the average preschooler capacity of all the licensed providers who received ARP grants. Each provider that serves preschoolers should be counted once regardless if the provider received more than one grant award. If the provider operates in multiple locations, then the tribe should count each unique location's capacity as a provider when calculating the average.</p> <p>(See <a href="#">ACF-700 Manual</a> for example calculations for 2a-2d).</p>

I. Data Element and Number	II. Missing Data Standard	III. Internal Consistency Standard	IV. Guidance
2d. Average provider school-age children licensed or identified capacity (i.e., average number of school-age children they can serve)	Always required	Should not be greater than the capacity in Data Element 2	This is the average school-age capacity of all the licensed providers who received ARP grants. Each provider that serves school-age children should be counted once regardless if the provider received more than one grant award. If the provider operates in multiple locations, then the tribe should count each unique location's capacity as a provider when calculating the average. (See <a href="#">ACF-700 Manual</a> for example calculations for 2a-2d).
3. Stabilization grant award amounts			This group of questions applies to the award(s) that providers received during the Federal fiscal year.
3a. Minimum award amount per provider	Always required	Should be equal to or less than 3b	This is the minimum award amount to a provider during the federal fiscal year. If a provider received more than one award during the fiscal year, all the award amounts should be reviewed to determine the minimum amount per provider. If the provider operates in multiple locations, then the tribe should count each unique location as a provider when calculating the minimum. Round to the nearest dollar. (See <a href="#">ACF-700 Manual</a> for example calculations for 3a-3c)
3b. Maximum award amount per provider	Always required	Should be equal to or greater than 3a	This is the maximum award amount to a provider during the federal fiscal year. If a provider received more than one award during the fiscal year, all the award amounts should be reviewed to determine the maximum amount per provider. Each provider should be counted once. If the provider operates in multiple locations, then the tribe

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			<p>should count each unique location as a provider when calculating the maximum. Round to the nearest dollar. (See <a href="#">ACF-700 Manual</a> for example calculations for 3a-3c)</p>
3c. Average award amount per provider	Always required	Should be higher than 3a and lower than 3b, unless 3a is equal to 3b.	<p>This is the average award amount to a provider during the federal fiscal year. If a provider received more than one award during the fiscal year, all the award amounts should be added together and divided by the number of awards to calculate the average award amount for each provider, before calculating the average across all providers. Each provider should be counted once. If the provider operates in multiple locations, then the tribe should count each unique location as a provider when calculating the average. Round to the nearest dollar. (See <a href="#">ACF-700 Manual</a> for example calculations for 3a-3c)</p>
4. Number of stabilization grants awarded to providers that, at the time of application, were serving children who received subsidy	Always required	This number should be equal to or less than the total number in element #1	<p>This is a count of grants, NOT providers. This is the total number of grants that were awarded to providers who, at the time of the application for stabilization funding, were already serving children who received CCDF subsidies.</p>
5. Number of providers who temporarily closed due to public health, financial hardship, or other reasons relating to COVID-19	Always required	This number should be equal to or less than Element #1	<p>This is a count of providers, NOT grants. This is the unduplicated total number of providers who temporarily closed. If a provider received multiple grants during the fiscal year, the provider should only be counted once. If the provider operates in multiple</p>

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			locations, then each location should be counted as a unique provider.
6. Number of providers planning to use the stabilization grants for:		The total of Elements #6a through #6f should be equal to or greater than the total number in Element #1.	
6a. Personnel costs, including any sole proprietor or independent contractor--employee benefits, premium pay, or costs for employee recruitment and retention	Always required	This number should be equal to or less than the total number in Element #1	<p>Total number of <b>providers (NOT grants)</b> who indicated on their application that they plan to use the grant for personnel costs, including any sole proprietor or independent contractor--employee benefits, premium pay, or costs for employee recruitment and retention.</p> <p>Providers with multiple uses of the stabilization grant can be counted under each use (duplicated count).</p>
6b. Rent, mortgage, utilities, facility maintenance or improvements, insurance	Always required	This number should be equal to or less than the total number in Element #1	<p>Total number of <b>providers (NOT grants)</b> who indicated on their application that they plan to use the grant for rent, mortgage, utilities, facility maintenance or improvements, or insurance.</p> <p>Providers with multiple uses of the stabilization grant can be counted under each use (duplicated count).</p>
6c. Personal protective equipment, cleaning and sanitization supplies and services, or training and professional development related to health and safety practices	Always required	This number should be equal to or less than the total number in Element #1	<p>Total number of <b>providers (NOT grants)</b> who indicated on their application that they plan to use the grant for personal protective equipment, cleaning and sanitization supplies and services, or training and professional development related to health and safety practices.</p>

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			<p>Providers with multiple uses of the stabilization grant can be counted under each use (duplicated count).</p>
<p>6d. Purchases of or updates to equipment and supplies to respond to the COVID–19 public health emergency</p>	<p>Always required</p>	<p>This number should be equal to or less than the total number in Element #1</p>	<p>Total number of <b>providers (NOT grants)</b> who indicated on their application that they plan to use the grant for Purchases of or updates to equipment and supplies to respond to the COVID–19 public health emergency.</p> <p>Providers with multiple uses of the stabilization grant can be counted under each use (duplicated count).</p>
<p>6e. Goods and services necessary to maintain or resume child care services</p>	<p>Always required</p>	<p>This number should be equal to or less than the total number in Element #1</p>	<p>Total number of <b>providers (NOT grants)</b> who indicated on their application that they plan to use the grant for goods and services necessary to maintain or resume child care services.</p> <p>Providers with multiple uses of the stabilization grant can be counted under each use (duplicated count).</p>
<p>7. Comments (explanatory comments re: any of the questions in Part 3):</p>	<p>Recommended (Especially if no grants have been distributed)</p>	<p>N/A</p>	<p>Tribes are encouraged to provide explanatory comments for any of the data elements in Part 3.</p>

### III. Resources for Additional Assistance

If you have questions or need more information about the ACF-700 report, there are two primary resources for additional help – the Office of Child Care (OCC) Regional Program Manager for program and policy questions, and the CARS team for general reporting questions.

OCC is represented by staff in each of the ten administrative regions across the country. Contact information for the **Regional Offices** can be found on the [OCC website](#).

The CARS team works with OCC to provide technical assistance to states, territories, and tribes with matters related to the required CCDF data reporting. You can reach **the CARS team** Monday through Friday from 9:00 am – 6:00 pm, prevailing Eastern Time.

Phone (toll-free): 1-877-249-9117

E-mail: [cars@acf.hhs.gov](mailto:cars@acf.hhs.gov)