

Child Care Access Means Parents In School (CCAMPIS) Program

Instructions for Completing the Annual Performance Report

WHAT IS THIS PACKAGE?

This package contains the instructions and forms needed to prepare the annual performance report for the CCAMPIS Program. The Department of Education uses the information provided in this report to assess a grantee's progress in meeting its approved goals and objectives and to determine if a grantee is making a good faith effort to ensure that its low-income students have access to affordable, quality child care services.

WHAT IS THE AUTHORITY TO COLLECT THIS INFORMATION?

The *Higher Education Act of 1965, as amended (HEA)*, Title IV, Part A, Subpart 7, Sec. 419N; 20 U.S.C. 1070e,

WHO MUST FILE THIS REPORT?

Every CCAMPIS Program grantee must submit a performance report annually as a condition of the grant award.

WHAT PERIOD OF TIME IS COVERED IN THE REPORT?

The report covers the annual performance period.

WHEN SHOULD THE REPORT BE FILED?

This performance report should be submitted electronically (via email) within 90 days after the end of the annual performance interval, no later than insert date.

WHAT INFORMATION MUST BE SUBMITTED and HOW DO WE COMPLETE THE REPORT?

Data must be submitted for six sections of the report. Provide the requested data on the form for Sections I, III, IV, and sections V, VI, and VII unless otherwise specified. Report Project Identification, Certification, and Warning information in Section I. Section II contains definitions of terms specific to report completions.

Information should be reported as follows:

Section III	Participant Demographics, Persistence, and Graduation data
Section IV	Non-participant data
Section V*	Project Service and Activity data
Section VI (items A through H)*	Campus and Community Resources and Funding Data
Section VII (items A and B)*	Child Care Service Accreditation and Licensing Data

Note: *You may attach a narrative response

Additional Report Clarifications

The definition of household status has been clarified to include three categories: *Married (M)*, *Not Married and Dependent on Parent(s) (D)*, or *Not Married and Independent (I)*. An unmarried participant who is supported by a person(s) other than a parent(s) is considered not married and independent.

A new table for tracking participant persistence and graduation that allows grantees to track each academic term in which a participant received CCAMPIS services, the participant's demographics, and the degree or certificate the participant may earn while receiving CCAMPIS services. The table will be easier to complete as it more closely mirrors the way grantees report participants internally.

HOW MAY THE REPORT BE SUBMITTED?

The entire report may be submitted to the Department electronically, via email or fax, or by standard mail. Grantees submitting reports via e-mail must fax a signed copy of Section I (certifying that the information submitted is accurate, complete, and readily verifiable) to the Department.

The CCAMPIS annual report will be available in a downloadable Microsoft Word format. The annual report will be available on (insert) date for your convenience at the following web address:

<http://www.ed.gov/programs/campisp/index.html>

In addition, a listing of program specialist contact information, by state assignment, is available at the web address provided above for your convenience.

**WHO MAY BE CONTACTED FOR ADDITIONAL INFORMATION
CONCERNING THE SUBMISSION OF THE PERFORMANCE REPORT?**

Please contact your education program specialist directly if you have questions regarding the performance report requirements.

Warnings:

Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties, which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

Further, Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.590 and 75.720).