

**To:** Josh Brammer  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Shannon Christian  
Office of Child Care  
Administration for Children and Families (ACF)

**Date:** June 30, 2020

**Subject:** NonSubstantive Change Request – Child Care and Development Fund (CCDF) ACF-696 Financial Report for States and Territories (OMB #0970-0510)

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This memo requests approval of NonSubstantive changes to the approved information collection, Child Care and Development Fund (CCDF) ACF-696 Financial Report for States and Territories (OMB #0970-0510)

### ***Background***

On March 27, 2020 the Coronavirus Aid, Relief and Economic Security Act (CARES Act), P.L. 116-136, was signed into law. The CARES Act provided \$3.5 Billion to the Child Care and Development Block Grant (CCDBG).

The ACF-696 is currently approved under OMB Control Number 0970-0510 through March 31, 2021. At this time, ACF is seeking approval for a revised version of the form and instructions under the “NonSubstantive Change Request”.

Currently, States, the District of Columbia, and five U.S. Territories that receive CCDF funding (American Samoa, Commonwealth of Northern Mariana Islands, Guam, Puerto Rico, and Virgin Islands) submit quarterly ACF-696 Financial Reports. The frequency will remain the same with additional reporting capabilities for CARES Act, since there is no financial reporting mechanism for CARES Act CCDBG funds at this time.

### ***Overview of Requested Changes***

Updates were made to the current form to: (1) include reporting on CARES Act CCDBG funds made available by the supplemental appropriations for Coronavirus relief (P.L.116-136) – this includes adding an additional reporting column to the ACF-696, but not additional cost categories; (2) descriptive language in the form completion instructions concerning requirements and allowable uses of CARES Act funds; (3) minor updates and revisions to the form completion instructions necessary to improve clarity in areas where the grantee population has provided feedback.

We consider the above changes to be NonSubstantive, immaterial in nature while providing improved simplicity and clarity for users of the ACF-696.

### ***Time Sensitivities***

As previously noted, States, the District of Columbia, and five U.S. Territories that receive CCDF funding (American Samoa, Commonwealth of Northern Mariana Islands, Guam, Puerto Rico, and Virgin Islands) submit quarterly ACF-696 Financial Reports. The frequency will remain the same with additional reporting for CARES Act funds.

The next ACF-696 Financial Report, quarter-end 6/30/20, has a due date of July 31, 2020. Since CARES Act funds were awarded during the quarter, it is important that grant recipients have a mechanism to report CARES Act expenditures. Therefore, a prompt approval is desired.