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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Ruth Friedman, PhD
Director, Office of Child Care
Administration for Children and Families (ACF)

Date: August 24, 2023

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

This memo requests approval of changes to the approved generic information collections (GenIC): Child Care and Development Fund (CCDF) ACF-696 Financial Report for States and Territories and ACF-696T Financial Report for Tribes (OMB #0970-0510, Generic Clearance for Financial Reports).

Background

The 2023 Consolidated Appropriations Act (Pub. L. No. 117-328) authorized \$100 million of supplemental discretionary disaster funding to address the impacts of Hurricanes Fiona and Ian.

The Child Care ACF-696 financial report form is used by 50 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) to report quarterly expenditures. The Child Care ACF-696T financial report form is used by 214 tribes to report annual expenditures.

Both the ACF-696 and ACF-696T Child Care financial report forms are approved under OMB Control Number 0970-0510 through June 30, 2024. ACF is seeking approval for changes to these forms and their respective report form completion instructions to accommodate the new \$100 million of disaster funds. The reporting frequency will remain the same.

Overview of Requested Changes

ACF proposes the following updates to the current form and instructions:

- (1) Utilize the existing disaster fund reporting columns for reporting of the \$100 million of supplemental child care disaster funding to address the impacts of Hurricanes Fiona and Ian (Column E on the ACF-696 and Column F on the ACF-696T).
- (2) Addition of descriptive language in the respective form completion instructions concerning requirements and allowable uses of these funds.

The above changes will allow for comprehensive reporting of financial information as well as improved simplicity and clarity for users of the ACF-696 and ACF-696T forms. The estimated

average burden per response will remain at 5 hours.

Time Sensitivities

The next financial reporting period for the quarter-end September 30, 2023, have a due date of October 30, 2023. Since these supplemental disaster funds were awarded during the current federal fiscal year (FFY), it is important that grant recipients have a mechanism to report them on their quarter-ending September 30, 2023, reports. ACF needs this information to ensure proper monitoring of grant obligations and liquidations made during the FFY. It takes significant staff hours to update financial report forms in ACF's grant reporting system. Therefore, a prompt approval of these edits is requested to enable timely reporting by CCDF grant recipients.