

**To:** Kelsi Feltz  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** David Lee  
Office of Grants Management (OGM)  
Administration for Children and Families (ACF)

**Date:** September 10, 2025

**Subject:** NonSubstantive Change Request – Instructions for Completion of Two Forms Under the Umbrella Generic Clearance for Financial Reports used for ACF Non-Discretionary Grant Programs (OMB #0970-0510)

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This memo requests approval of nonsubstantive changes to the instructions for two approved information collections under the Generic Clearance for Financial Reports used for ACF Non-Discretionary Grant Programs (OMB #0970-0510):

- Form ACF-696 Financial Reporting Form for Child Care and Development Fund (CCDF) State & Territory Lead Agencies
- Form ACF-696T Financial Reporting Form for CCDF Tribal Lead Agencies

### ***Background***

The Office of Child Care (OCC) CCDF has migrated the ACF-696T and ACF-696 Forms from Grantsolutions OLDC to the Payment Management System (PMS).

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

Updates were made to replace references of OLDC to PMS in the 696/T reporting instructions. Additional necessary updates were made to submission instructions for PMS. No changes were made to the 696/T reports themselves or the related instructions.

### ***Time Sensitivities***

The data migration was completed, and recipients will be able to access PMS by 9/15/25. Recipients will be completing their GY26 financial reporting requirements (696/T) in PMS.