

Child Care and Development Fund (CCDF) ACF-700: Tribal Annual Report

**OMB Information Collection Request
0970 - 0430**

Supporting Statement Part A - Justification

August 2026

Type of Request: Reinstatement with Revisions

Submitted By:
Office of Child Care
Administration for Children and Families
U.S. Department of Health and Human Services

1. Circumstances Making the Collection of Information Necessary

The Office of Child Care (OCC), Administration for Children and Families, requires Child Care and Development Fund (CCDF) Tribal Lead Agencies (TLAs) to report annual aggregate data on children and families served in Tribal programs using the ACF-700 Tribal Annual Report form. This report is required by 42 U.S.C. 9857, and sections 98.70 and 98.71 of the CCDF Final Rule (45 CFR Parts 98 and 99). Information collected is included in the biennial CCDF Report to Congress, as appropriate, and shared with TLAs to show CCDF or Child Care and Development Block Grant-funded (CCDBG) activities in other tribal programs.

CCDF-funded grantees that receive funding under Pub. L. 102-477 and report to the Department of Labor (OMB #1076-0135) are not required to submit an ACF-700 form.

OMB approval for the previous version of the ACF-700 expired on March 31, 2026. OCC did not seek renewal prior to the form's expiration and took sufficient time to streamline the collection and reduce administrative burden. ACF must move forward to seek reinstatement of the revised prior to the reporting deadline which is due at the end of FY2026. Delays in reinstatement of this information collection could prevent OCC from collecting data in a timely manner and supporting reporting requirements that are statutorily required.

2. Purpose and Use of the Information Collection

The information received through this collection provides the means to analyze and evaluate the CCDF program and the extent to which tribes are assisting families in addressing child care needs. This collection provides the OCC with the information necessary to make reports to Congress, address tribal child care needs, and offer technical assistance to tribal grantees.

The ACF-700 report consists of the following sections:

- Introduction: Program Characteristics - identifies which CCDF dollars were included in serving families and children as reported under Part 1: Administrative Data
- Part 1: Administrative Data - includes information about families and children who meet CCDF eligibility requirements and receive CCDF services
- Part 2: Tribal Narrative - includes information about quality improvement efforts the TLA funded during the Federal fiscal year

The data collected from the ACF-700 is a rich source of information that can be used to assess programmatic needs, evaluate programs, training staff, and resource development.

3. Use of Improved Information Technology and Burden Reduction

Tribes submit ACF-700 reports via the Child Care Automated Reporting System (CARS), which is a web-based data collection system through a secure internet web site. System edit

checks provide immediate feedback concerning the accuracy of the submitted data. ACF provides technical assistance to Tribes in the use of the electronic system towards improved data accuracy and reliability.

4. Efforts to Identify Duplication and Use of Similar Information

This data collection does not duplicate any other reporting or record-keeping requirements. No similar information is collected on Tribal CCDF program participants and related child care services. Collection of the information specified on the ACF-700 is necessary to comply with the Federal statute and regulations, and to ensure the availability of data to respond to inquiries regarding the progress of the CCDF program and related issues.

5. Impact on Small Businesses or Other Small Entities

This data collection effort does not involve small business or other small entities.

6. Consequences of Collecting the Information Less Frequently

CCDF regulations require Tribes to transmit information collected on the ACF-700 on an annual basis. The data is submitted annually on the last day of the calendar year and covers the most recent Federal fiscal year (October through September).

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

The collection of this information does not involve any special circumstances related to the guidelines 5 CFR 1320.5

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection activity. This notice was published on June 8, 2026 (91 FR 34633) and provided a sixty-day period for public comment. During the notice and comment period, we did not receive any comments. On Aug 3rd, 2026 OCC held a tribal consultation to discuss the proposed revisions to the ACF-700 form. OCC gave opportunity to comments or questions during the consultation, but none were received.

9. Explanation of Any Payment or Gift to Respondents

Not applicable.

10. Assurance of Confidentiality Provided to Respondents

This information collection does not require any assurance of confidentiality.

11. Justification for Sensitive Questions

This information collection does not include questions of a sensitive nature.

12. Estimates of Annualized Burden Hours and Costs

Estimated Burden Hours

The estimated number of respondents were calculated based on the tribal lead agencies that are required to submit the ACF-700. The time per response was based on previous burden estimates for the ACF-700 as a baseline. Starting with this baseline, we then reduced the burden hours considering the number of questions that have been removed and revised in the ACF-700 (an average reduction of 40% in burden estimate hours). In prior years, burden estimates were broken out by the size of the TLA, with small allocation tribes estimated to take less time to complete the request than medium/large allocation tribes. OCC is no longer differentiating between TLAs with small and medium/large allocations because most TLAs (74%) receive small allocations. Following the revisions to the ACF-700, OCC estimates the time per response for all TLAs will be similar and estimates an average time per response for all TLAs of 13 hours. We did not receive any comments on the estimated burden hours.

Estimated Cost to Respondents

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social and Human Services Assistants [21-1093] and wage data from May 2025, which is \$22.93 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is \$45.86.

https://data.bls.gov/oesprofile/?major_group=210000&occupation=211093&measure=01&areas=INDUSTRY,STATE,MSA#modal-box

Information Collection Title	Total Number of Respondents	Annual Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
ACF-700: Tribal Annual Report	210	1	13	2,730	\$45.86	\$125,198

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

Operational costs for computer equipment will average about \$1,000 a year per TLA (respondent), i.e., \$210,000 per year.

14. Annualized Cost to the Federal Government

ACF accepts ACF-700 reports via CARS, a web-based data collection system. System edit checks provide immediate feedback concerning the accuracy of the submitted data. The electronic system performs audit checks and provides feedback to Tribes. Program analysts also review the information to ensure consistency and contact grantees as necessary when information is incomplete or questionable. Maintenance and enhancements to the ACF-700 web site and provision of technical assistance/training to Tribes for completing and submitting the ACF-700 reports are estimated to cost approximately \$300,000 per year.

15. Explanation for Program Changes or Adjustments

ACF made changes to the ACF-700, which reduce burden estimates. These changes include the following:

- Part two was revised to reduce complexity and repetitive questions.
- Part three was completely deleted because it asked about American Rescue Plan (ARP) spending and this data is no longer collected by OCC.

16. Plans for Tabulation and Publication and Project Time Schedule

The data is submitted annually on the last day of the calendar year and covers the most recent Federal fiscal year (October through September). The next reporting due date is December 30, 2026.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

The expirations date is currently and will continue to be displayed at the top right corner of the ACF-700 form.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to this form.