Instructions for Completing Refugee Family Child Care Microenterprise (RFCCMED) Program Performance Data Indicator Form

The RFCCMED Data Indicator Form must be completed and submitted to ORR in GrantSolutions by the reporting due date following each reporting period along with the Project Performance Form, which should be completed according to the instructions included with that form. Data should reflect outcomes for the most recent reporting period only – do not include cumulative data. Grantees should not modify the data form or add additional indicators. Grantees may add additional indicators and/or explanations regarding outcomes within the Project Performance Report if they choose.

Please fill out the form according to the following instructions

Reporting Date: Please enter the due date for the corresponding reporting period

Fiscal Year: Please fill in the fiscal year of the corresponding reporting period

Enrolled: Enter the total number of participants who formally enrolled in the RFCCMED program during the reporting period. Please note that this refers to newly enrolled participants only. Participants who re-enroll from previous RFCCMED programs should be counted. Potential participants who only attend orientation/recruitment events but do not formally enroll should not be counted. Enter total, number of female participants (F) and number of male participants (M).

of Trained: Enter the total number of participants who completed all relevant elements of the RFCCMED training program needed to establish a family child care (FCC) business during the reporting period. Participants who completed all required training for business start-up but plan to participate in additional post-start-up training should be counted. Participants who were previously counted in this category should not be counted.

# of Assisted to Obtain an FCC License: Enter the total number of participants who received a child care license or certification during the reporting period. Participants who receive small or limited licenses should be counted. Participants with pending license applications or who start license-exempt businesses should not be counted.

# of Family Child Care Businesses Started: Enter the total number of refugee participants who started a family child care business during the reporting period. A participant is considered to have started a child care business when they have: satisfied all local requirements for starting a business, fully prepared their home to care for children, and enrolled children and/or are actively marketing their business. Participants opening license-exempt businesses should be counted. Participants who have only expanded an existing business or have obtained employment in the

child care field without establishing an FCC business should not be counted. Enter total, number of female participants (F) and number of male participants (M).

# of Child Care Slots Opened: Enter the total number of child care slots currently available to participants with new or newly expanded businesses, accounting for and excluding slots occupied by participants' own children. Use the maximum number of possible slots irrespective of how many children are actually enrolled and take the participant's schedule into account.

Change in Household Income Six Months after Business Start: Enter the average percentage change in the total household income of participants who established FCC businesses from time of enrollment in the program to six months after establishment of an FCC business. Include data only for participants who reached the six-month mark during the most recent reporting period. Please note separately if outside factors had a significant impact on household income (i.e. new employment or loss of employment of other household member).

# of Businesses Sustained: To be included with the final project report only. Enter the total number of FCC businesses established by participants that continue to operate as of the end of the project period. Include all businesses established during the full project period. Do not include businesses established during other project periods.

Change in Household Income at End of Program Period for Participants Establishing Businesses: To be included with the final project report only. Enter the average percentage change in the total household income of participants who established FCC businesses from time of enrollment in the program to the end of the project period. Exclude any participants for whom current household income information is not available. Please note separately if outside factors had a significant impact on household income (i.e. new employment or loss of employment of other household member).

Please note that ORR may request additional data and/or records in connection with a monitoring site visit or desk audit.

If you have any questions, please contact your ORR Program Specialist.