DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

November 5, 1997

COUNTY FISCAL LETTER (CFL) NO. 97/98-30

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CAAP COORDINATORS
ALL COUNTY CAL-LEARN COORDINATORS
ALL COUNTY GAIN COORDINATORS
ALL COUNTY NET COORDINATORS
ALL COUNTY SCC COORDINATORS
ALL COUNTY TCC COORDINATORS

SUBJECT: 1997 CHILD CARE ANNUAL SUMMARY REPORT (FORM ACF 116)

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 created a federal requirement for a summary report of unduplicated child care data to be submitted annually. This letter transmits the form and instructions for the Child Care Annual Summary Report, Form ACF 116, for the 1997 reporting period. The 1997 reporting period is for six months only (April through September 1997). The completed ACF 116 for 1997 is due to Information Services Bureau (ISB) by November 20, 1997.

The ACF 116 report requests an unduplicated count for each of its sections. Since most county data processing systems are not yet equipped to provide this information, ISB has requested approval to provide estimates for the unduplicated numbers of families and children for the 1997 reporting period. California Department of Education has approved our estimating methodology for the 1997 ACF 116. Counties will not need to provide data for lines 2, 3, and 4a, and 4b for 1997. Counties **must** provide estimates for Section 1 and line 5.

The State has no data to use as the basis for the calulation of estimates for line 5 -- number of child care providers by type of care -- and we must rely on counties to provide this information to us. Counties can meet this requirement for 1997 by providing one month's count of the number of child care providers by type of care as delineated on the ACF 116. For the sake of consistency, we request that counties use the month of September 1997 to tally the number of care providers; however, if a county must use another month (in the six-month reporting period of April through September 1997), please reference the month used in the comments section.

The ACF 116 also requires estimates for the number of families receiving consumer education as well as the methods used. Counties should estimate the unduplicated number of families who have received consumer education literature or who have seen consumer education advertising. A family should be counted if they have received literature of any kind regarding child care services. The use of mass media advertising will result in the dissemination of information to families who are not on aid, and these families should be counted in the estimated number of families who receive consumer information.

Sections 1a.1 through 1a.9 list the different methods of consumer education. Please put a check or X by each item if your county utilizes this method of consumer education on a regular basis. If the Other option is checked, please provide a brief explanation in the Comments section of the Other method used.

The ACF 115 Child Care Monthly Report will continue to be submitted to the Information Services Bureau (ISB). The families, children, and expenditures data on the ACF 115 provide essential data that the California Department of Social Services uses to formulate county child care funding allocations. A new ACF 115 will be available for the January 1998 reporting period. Information Services Bureau is working with the Department of Education to coordinate our data collection efforts.

If you have any questions, please call Webb Hester of ISB at (916) 653-5770.

Jo Weber

JO WEBER
Bureau Chief
Information Services Bureau

Enclosure

c: CWDA

STATE OF CALIFORNIA

HEALTH AND WELFARE AGENCY

Child Care Annual Summary Report

All Sections Require Unduplicated Counts

Send to:

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
INFORMATION SERVICES BUREAU, M.S. 12-81
P.O. BOX 944243
SACRAMENTO, CALIFORNIA 94244-2430

For Year Ending September 30, 19_____	County	County Code

1. Estimated number of families receiving consumer education..... [ ]

a. Check which of the following methods are used on a regular basis:

- Information on choice of certificate or contract..... [ ] 1
- Resource and referral counseling..... [ ] 2
- List of child care providers given to caretakers..... [ ] 3
- Types and quality of care information..... [ ] 4
- Checklist of health and safety concerns..... [ ] 5
- Child Care Regulatory Information..... [ ] 6
- Child care provider complaint policies..... [ ] 7
- Mass media..... [ ] 8
- Other (Please list in comments section)..... [ ] 9

Item	Total (a)	CARE PROVIDED BY A LICENSED PROVIDER			CARE PROVIDED BY A LICENSE EXEMPT PROVIDER			
		Family Homes		Centers (d)	Child's Home		Family Home	
		Small (b)	Large (c)		Relative (e)	Nonrelative (f)	Relative (g)	Nonrelative (h)
2. Families receiving child care								
3. Children receiving child care								
4. Payment methods: a. Children receiving child care through certificates								
b. Children receiving child care through cash								
5. Number of child care providers by type of care								

Name of preparer	Date prepared	Telephone number ( )	COMMENTS ON REVERSE

ACF 116 (9/97)

COMMENTS: