

## Instructions on how to complete and submit the Annual Performance Report

1. Download and save each of the files attached. (ADOBE PRO is the preferred program to use.)
2. Enter all requested institutional and project director data.
3. The certification must be signed by the project director and certifying official. (This cannot be the same person.) If you cannot electronically sign, please print off the signature page sign and attach to the submission e-mail [CCAMPIS@ed.gov](mailto:CCAMPIS@ed.gov).
4. Read the definitions and instructions page prior to inputting data.
5. Section III Part A is now a separate file please begin to enter that data to aggregate the data required for Section III -B. (DO NOT SUBMIT UNTIL YOU COMPLETE BOTH PARTS)
6. Section III Part B question 1 should be related to FY 2021-22 and questions 2- 5 should then pre-populate with FY 22-23.
7. Question 6 is specific to four-year institutions.
8. Question 7 is specific to two-year institutions.
9. Please provide the data from 2019-2023 if the data is available in the box on the bottom of page 4. Data is not required for FY 2023-24.
10. Section III-C complete the institution's CCAMPIS student-parent survey data page.
11. Section IV Check all appropriate responses. Please indicate number of participants using these services, either directly (Institution run) or by contract with a third-party (Contracted).
12. Select the Fee schedule used by your center. (You may check all that apply).
13. Provide the number of participants and non-participants utilizing the services.
14. Section IV-C provide data about project services and wait lists.
15. Section IV-D provide data about project services and activities early childhood education (ECE) coordination.
16. Section V provide data about campus and community resources and funding.
17. Questions J. Please provide the amount of funds that directly pay for subsidies or enrollment fees that defer the out-of-pocket cost/expense for low-income parents.
18. Section VI childcare services accreditation and licensing. (Grantees must provide data for each participating childcare center) click the button of the facility type to add accreditation and licensing information.
19. The bottom of this page has the "return to add facility provider menu submission" option. If you need to add more press the button to return to page 9.
20. If you have completed inputting data, please save you file as (P335A19, 20, 21, 22) and your institutions name. (Ex. P335A220001 The University of XYZ). Please be sure to save the file using this formatting guidance.
21. Then press the submit button.
22. A send e-mail box should populate with the choice of default e-mail or Use webmail.
23. If you decide to use the default e-mail press continue and a message box will immediately attach the APR form and have the [CCAMPIS@ed.gov](mailto:CCAMPIS@ed.gov) address in the To: address box. In the CC. line please add your assigned program specialist.

24. If you decide to use the web-mail option select the e-mail address you wish to send the report from. The form should be attached in the message box of your selected option. In the CC. line please add your assigned program specialist.
25. Attach the saved Section III-A: participant demographic information and signature page if you could not digitally sign. *If you were able to digitally sign, please disregard this step.*
26. Press send the report should now be submitted. Please allow 24-48 hours to receive confirmation of receipt.