



How To Access the *ACF-700 Tribal Excel Spreadsheet Tool* in CARS

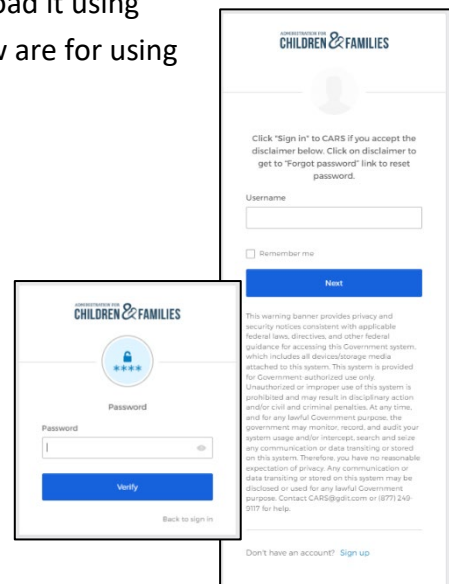
The Office of Child Care (OCC) has developed an *ACF-700 Tribal Excel Spreadsheet Tool* to support Tribal Lead Agencies in calculating Part 1: Administrative Data portion of the ACF-700 report. To access this voluntary resource, you must have an account in the Child Care Automated Reporting System (CARS) system.

To download and use this resource effectively, you must download it using either Google Chrome or Microsoft Edge. The instructions below are for using Chrome as your Internet browser.

Accessing and downloading the Spreadsheet

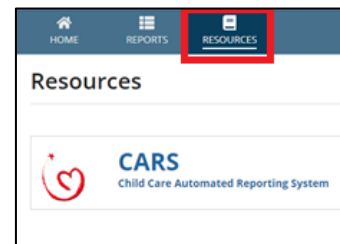
1. Logging into CARS

Navigate to the CARS URL (<https://cars.acf.hhs.gov>) and log into the site using your existing credentials.



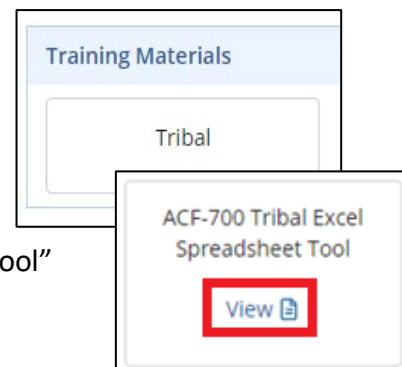
2. Click on the Resources Tab

Users will land on the Home Page. Locate and click the **Resources Tab** in the top left-hand corner.



3. Tribal Resources

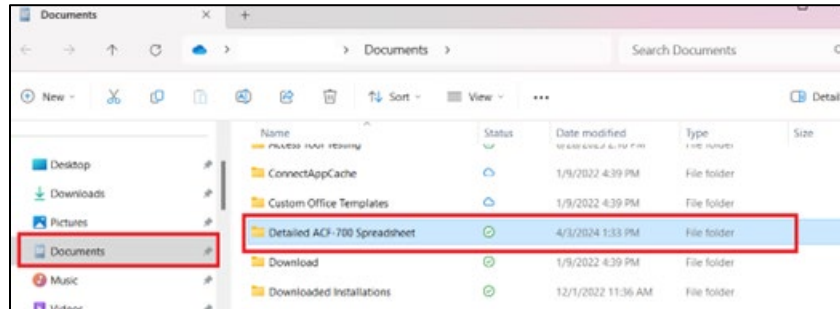
- Locate the Training Materials Section, and select the “Tribal” chiclet.
- Next, in the Tribal Training Materials section, locate the “ACF-700 Tribal Excel Spreadsheet Tool” and click **View**.



Contact the **Child Care Automated Reporting System (CARS) TA Team** with any questions
Phone (toll-free): 1-877-249-9117; E-Mail: CARS@gditi.com

4. Download and Save to Documents

When prompted, it is recommended you save the Excel file to a folder, of your choosing, on your Documents. You can also change the file name. This will make it easy to find.



Please note that this is a complex Excel sheet that contains macros. Do not attempt to modify the structure of the file! This includes, the Worksheet names, column names, column order, etc. The spreadsheet has embedded formulas to calculate the information for the ACF-700 report. If macros have been disabled on your device for security reasons, you will need to contact your IT staff to enable them, if allowed by your organization.

5. Accessing the file from its saved location.

You can access the file from the location where you saved it in Step 4.

6. Using the Spreadsheet

Please see the Instructions on the first tab. For questions email the [CARS TA](#) team or call toll free: 1-877-249-9117.

Reminder: Once data are entered, the file contains Personally Identifiable Information (PII) and should not be shared or distributed