

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
	1. Log No: ACYF-CB-PI-08-03	2. Issuance Date: April 18, 2008
	3. Originating Office: Children's Bureau	
	4. Key Words: Annual Progress and Services Report: State Title IV-B Child and Family Services Plan; Child Abuse Prevention and Treatment State Plan; Chafee Foster Care Independence and Education and Training Vouchers Program	

Program Instruction

TO: State Agencies, Territories and Insular Areas administering or supervising the administration of Title IV-B, subparts 1 and/or 2, and Title IV-E of the Social Security Act; State Office or Organization Designated by the Governor to Apply for Child Abuse and Neglect State Grant Funds; State Independent Living Coordinators; State Education and Training Voucher (ETV) Coordinators.

SUBJECT: June 30, 2008 submission of the Annual Progress and Services Report (APSR) required under Title IV-B of the Social Security Act (the Act), the Child Abuse Prevention and Treatment Act (CAPTA), and the Chafee Foster Care Independence Program (CFCIP), including the ETV program; the submission of the CFS-101, Part I, Annual Budget Request, Part II, Annual Summary of Child and Family Services, and Part III, Annual Expenditure Report—Title IV-B, Subparts 1 and 2, CFCIP and ETV.

LEGAL AND RELATED REFERENCES: The Safe and Timely Interstate Placement of Foster Children Act of 2006 (Public Law (P.L.) 109-239); The Child and Family Services Improvement Act of 2006 (P.L. 109-288); Title IV-B, subparts 1 and 2, Sections 421-425, 428, 430-438, and Title IV-E, Section 477 of the Social Security Act; Section 106 of the CAPTA, as amended (42 U.S.C. 5101 et seq.); the Indian Child Welfare Act of 1978 (P. L. 95-608); the Indian Self-Determination and Education Assistance Act (P. L. 93-638); 45 CFR Parts 1355 and 1357; ACYF-CB-PI-04-01, issued February 2, 2004 (Fiscal Year 2005 - 2009, Child and Family Services Plan).

PURPOSE: This Program Instruction (PI) summarizes the actions required under title IV-B, subparts 1 and 2 and Section 477 of title IV-E of the Social Security Act, CAPTA, and Federal regulations at 45 CFR Part 1357 so that States may receive their allotments of Federal funds for Federal fiscal year (FFY) 2009 (subject to the availability of appropriations). This PI also announces the final FFY 2008 allotments, provides guidance regarding the reporting of FFY 2008 activities and accomplishments to date and provides instructions regarding application for FFY 2009 funds for States and Territories for the above programs.

June 30, 2008 Annual Progress and Services Report	Page
Section A. Overview	
Annual Progress and Services Report	3
Section B. Instructions for States, Puerto Rico and the District of Columbia	
APSR Submission	4
1. Program Service Description	5
2. Collaboration	5
3. Program Support	6
4. Tribal Consultation	6
5. Consultation with Physicians	7
6. Disaster Plans	7
7. Monthly Caseworker Visits	7
8. Child Abuse Prevention and Treatment Act	10
9. Chafee Foster Care Independence Program	11
10. Education and Training Vouchers	12
11. Financial and Statistical Information Reporting	12
Section C. Instructions for Territories	13
Section D. Supporting Information	13
1. Juvenile Justice Transfers	14
2. Inter-Country Adoptions	14
3. Child Welfare Demonstration Projects	14
4. Foster and Adoptive Parents Recruitment	15
5. Adoption Incentive Payments	15
Section E. Financial Information	15
1. Payment Limitations	15
2. FFY 2008 Revised Budget Request	15
3. FFY 2009 Budget Request	16
4. FFY 2006 Annual Expenditures	16
5. Financial Status Reports, SF 269	16
Section F. Attachments	19

Section A. Overview

Annual Progress and Services Report

Federal regulations at 45 CFR 1357.15 and 1357.16 provide the requirements for a five-year comprehensive Child and Family Services Plan (CFSP), which lays the groundwork for a system of coordinated, integrated, and culturally relevant family-focused services. The Annual Progress and Services Report (APSR) provides annual updates on the progress made toward accomplishing the goals and objectives in the CFSP. Completion of the APSR satisfies the Federal regulations by providing updates on a State's annual progress for the previous fiscal year and planned activities for the upcoming fiscal year.

In order for States and Territories to receive FFY 2009 funds for title IV-B, CAPTA, CFCIP and ETV programs, the APSR must be submitted to the Children's Bureau (CB) Regional Offices (ROs) by June 30, 2008. A signed CFS-101, Annual Budget Request for title IV-B, Subparts 1 and 2, CAPTA, CFCIP and ETV programs must be mailed or a signed .pdf file emailed to the ROs, as well. (See addresses at Attachment E.) The ROs will be working with States to ensure that the information provided adequately addresses the requirements. Upon approval, the RO will forward the State's request for funding to Central Office. The RO will not forward the CFS-101 to the CB Central Office for funding until all requirements for the APSR are met. The CFS-101, Parts I, II, and III, is located in Attachment B.

It is important that applicants address all requirements outlined in this PI, as missing or incomplete information will result in the withholding of funds for the program(s) affected until such time as the information is complete and approval can be granted by ACF. If there are questions in preparing the APSR, please contact the CB Regional Office State Liaison.

Plans and activities included in the APSR must meet the provisions of 45 CFR 1355.21, 45 CFR 1357, title IV-B, subparts 1 and/or 2, title IV-E, Section 477 of the Act, and CAPTA. These programs provide a critical source of funding for ensuring the safety, permanency, and well-being of children.

In preparing the APSR, each State must conduct an interim review of the progress made in the past year toward accomplishing the goals and objectives in the CFSP based on updated information and current data. When conducting this annual review, the State must include the agencies, organizations, and individuals, e.g., the State's Court Improvement Project, Tribes, providers, and faith-based and community organizations, in the CFSP-related consultation and coordination process, in accordance with 45 CFR 1357.15. ACF also expects States to integrate the findings of reviews including the Child and Family Services Review (CFSR), AFCARS, title IV-E, and other relevant Children's Bureau reviews, as well as planned activities identified in any Program Improvement Plans (PIPs) when addressing services and programs under this APSR. In accordance with 45 CFR 1355.53, States with a Statewide Automated Child Welfare Information System (SACWIS) are generally expected to utilize data obtained from the case management system in developing the APSR, citing the source as such.

Section B. Instructions for States, Puerto Rico and the District of Columbia

APSR Submission:

States and Territories must submit their APSR to the RO by June 30, 2008, including:

- CFS-101, Part I for FY 2009 with signature, sent by fax or by e-mail in .pdf file format;
- CFS-101, Part II with planned expenditures for FFY 2009;
- CFS-101, Part III with estimated and actual expenditures for FFY 2006 for the title IV-B and, at State option, the CFCIP and ETV programs;
- If appropriate, a revised and signed CFS-101, Part I for FFY 2008 indicating:
 1. the amount of funds that the State does not expect to utilize from its FFY 2008 allotment during the upcoming year to carry out the title IV-B, CFCIP and/or ETV program activities; and/or
 2. the amount of funds the State is requesting if additional funds become available for the title IV-B, CFCIP and/or ETV programs (if different from earlier requests);
- Certifications and Assurances: Certifications and assurances submitted with the 2005-2009 CFSP do not need to be re-submitted unless a change in the State has occurred so that a new certificate is warranted. Copies of the full assurances can be found at http://www.acf.dhhs.gov/programs/cb/laws_policies/policy/pi0401e.htm; and
- APSR (via e-mail or compact disk).

The APSR must address each of the following:

- Child Welfare Services (including child abuse and neglect prevention, intervention, and treatment services and foster care, adoption or other permanent living arrangements);
- Promoting Safe and Stable Families programs
 - Family Preservation
 - Family Support
 - Time-Limited Reunification
 - Adoption Promotion and Support Services
- CAPTA State grant program
- Chafee Foster Care Independence Program
- Education and Training Vouchers Program

1. Service Description for Each of the Programs Listed Above

- Report on the specific accomplishments and progress achieved to date in the past fiscal year toward meeting each goal and objective in the CFSP including improved outcomes for children and families, as well as providing a more comprehensive, coordinated, and effective child and family services continuum (45 CFR 1357.16(a)(1)).
- Describe the steps the State agency will take to expand and strengthen the range of existing services and to develop and implement services to improve child outcomes. Explain planned activities, new strategies for improvement, and the method(s) to measure progress in the upcoming fiscal year.
- Explain any revisions to existing goals and objectives (45 CFR 1357.16(a)(2)).
- Update the goals and objectives to incorporate areas needing improvement that were identified in a CFSR, title IV-E, AFCARS, or other improvement plans. If the current CFSP does not have a goal or objective that addresses the area needing improvement, the goal/objective must be added to the APSR.
- Describe the services to be provided in FFY 2009, highlighting any changes or additions in services or program design and how the services will assist in achieving program purposes (45 CFR 1357.16(a)(4)). For each service described above, report:
 1. the population(s) to be served;
 2. the geographic areas where the services will be available; and
 3. the estimated number of individuals and families to be served.This information may be provided in Part II of the CFS-101 form (Attachment B).
- Indicate if there are no planned changes to the program.

2. Collaboration

- Describe activities in the ongoing process of coordination and collaboration efforts conducted across the entire spectrum of the child and family service delivery system. This should include stakeholder or partner involvement in the review of progress made in the past fiscal year and expected updates for the coming year (45 CFR 1357.15(1)).
- Update the State's demonstration of substantial, ongoing, and meaningful collaboration between the child welfare agency and the courts with regard to the development of the APSR and any CFSR or title IV-E program improvement plans (Section 422(b)(13) of the Act).
- The current administration has identified major initiatives in areas that it believes will benefit children, adults, and society. The initiatives include the Department's Healthy Marriage, Responsible Fatherhood, Youth Development, Rural, and Faith-based and Community Initiatives.

1. Describe the services that the State provided, using only title IV-B funds, during FFY 2008 that support the above initiatives.
2. Discuss how these initiatives are improving outcomes for children.
3. Identify who is providing the service (i.e. contractor or county).
4. Describe services that the State plans to provide, using only title IV-B funds, in FFY 2009 that support the above initiatives.

3. Program Support

- Discuss updates to the training plan including staff development plans paid for by the caseworker visit funding (Section 436 (b)(4) of the Act). This may include activities designed to improve caseworker retention, recruitment, training, and access to technology. Training paid for with title IV-E funds must be included. (See ACYF -CB-PI-04-01 for further guidance.)
- Discuss the State technical assistance provided to counties and other local or regional entities that operate State programs.
- Discuss the technical assistance that the State anticipates requesting from the ACF Training and Technical Assistance network as it implements current or new Federal requirements.
- Discuss child and family services related research, evaluation, management information systems, and/or quality assurance systems that will be updated or implemented in FFY 2009. Specify any additions or changes in services or program design that have been found to be particularly effective or ineffective based on the State's evaluation of programs.

4. Tribal Consultation

Provide an update, developed in consultation with Indian Tribes in the State, of the specific measures taken by the State in the past year to improve or maintain compliance with the Indian Child Welfare Act (ICWA) (Section 422(b)(9) of the Act). States should also provide a description of the process used to consult with Tribes. States should assess the level of compliance and the progress made to improve compliance during the past year as well as update the goals and activities that have been undertaken to improve or maintain compliance with ICWA. Include laws, policies, and/or trainings implemented to increase compliance with ICWA. (States without Federally recognized Tribes within their borders should still consult with Tribal representatives per 45 CFR 1357.15(l).)

Listed below are some components in ICWA that the State must address in discussions with Tribes and in the APSR:

1. Notification of Indian parents and Tribes of State proceedings involving Indian children and their right to intervene.
2. Placement preferences of Indian children in foster care, pre-adoptive, and adoptive homes.

3. Active efforts to prevent the breakup of the Indian family when parties seek to place a child in foster care or for adoption.
4. Tribal right to intervene in State proceedings, or transfer proceedings to the jurisdiction of the Tribe.
 - Provide a description of the understanding, gathered from State consultation with Tribes, as to who is responsible for providing the assurances for Tribal children delineated at Section 422(b)(8) of the Act, whether children are in State or Tribal custody, for each Tribe in the State.
 - Provide information regarding consultations with Indian Tribes in the State specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth under the Chafee Foster Care Independence Act (Section 477(b)(3)(G) of the Act). This instruction is further delineated in item #9 below.

5. Consultations with Physicians or Appropriate Medical Professionals

- Provide an update regarding ongoing efforts by the State agency to actively involve and consult physicians or other appropriate medical professionals in assessing the health and well-being of foster children and determining appropriate medical treatment (Section 422(b)(15) of the Act).

6. Disaster Plans

Provide an updated State Disaster Plan, highlighting any significant revisions made in the past year. Please ensure that the plan meets the requirements in Section 422(b)(16) of the Act described below:

1. Identify, locate and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster;
2. Respond to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases;
3. Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster;
4. Preserve essential program records; and
5. Coordinate services and share information with other States.

7. Monthly Caseworker Visit Data and State Plan Requirements

States are required to collect and report data on caseworker visits (Section 424(e)(1) and (2) of the Act). The statute requires States to collect the following data on caseworker visits:

1. the percentage of children in foster care under the responsibility of the State who were visited on a monthly basis by the caseworker handling the case of the child; and
2. the percentage of the visits that occurred in the residence of the child.

Every State submitted baseline data for FFY 2007. However, because we have determined that we were in error in the instructions previously provided for counting children who have run away from a foster care placement and because we want to ensure that the rest of our instructions were clear, we are taking this opportunity to restate the way in which the percentages must be

calculated. We are also providing an opportunity for States to submit revised baseline data. This will ensure that all States are starting from a reliable baseline and are continuing to measure progress in a consistent manner when submitting data for FFYs 2008 - 2011.

The following data are required to compute the percentages:

1. The aggregate number of children served in foster care for ***at least one full calendar month*** during the FFY,
2. The number of children visited ***each and every full calendar month*** that they were in foster care during the FFY,
3. The total number of visit months¹ for children who were visited each and every calendar month that they were in foster care during the FFY, and
4. The total number of visit months in which at least one child visit occurred in the child's residence.²

Based on these data, States must perform the following calculations:

1. The ***percentage of children in foster care who were visited during each and every calendar month*** is determined by dividing the number of children who were visited each and every full calendar month that they were in care (item #2 above) by the number of children served in foster care for at least one full calendar month during the Federal fiscal year (item #1 above). The quotient is multiplied by 100 and expressed as a percentage, rounded to the nearest whole number.
2. The ***percentage of visits that occurred in the residence of the child*** is determined by dividing the number of visit months that occurred in the residence of the child (item #4 above) by the total number of visit months for children visited each and every full calendar month they were in care during the year (item # 3 above). The quotient is multiplied by 100 and expressed as a percentage, rounded to the nearest whole number.

The caseworker visit data for any Federal fiscal year must comprise the full 12-month period, e.g., for FFY 2008, data must cover the period from October 1, 2007 through September 30, 2008.

In determining which children are in the population, all children who have been in foster care for at least one full calendar month are included. Children with more than one episode during the 12 month period are considered as one child. Children who are placed in an out-of-state foster care placement are included in the population. If a State considers children who have gone home for a trial home visit to be in foster care, then the children are included in the population. Children who have run away must also be included in the population. We previously provided instructions to exclude such children during the months in which they had run away. However,

¹ The following simplified example describes how to calculate visit months. If 5 children were visited *each and every* calendar month they were in foster care during the period and 1 child was in foster care 12 calendar months, 2 children were in foster care 11 calendar months, and 2 children were in foster care 9 calendar months, the total visit months is calculated as: (1 child*12 months) + (2 children*11 months) + (2 children*9 months) = 52 visit months. We emphasize that months and not individual visits are totaled; therefore, if a child has more than one visit in a calendar month, that is considered one visit month.

² A visit month is included in this total if, for example, a child had three visits in one month and at least one of the three visits occurred in the child's residence. A "child's residence" is defined as the home where the child is residing, whether in-state or out-of-state, and can include the foster home or child care institution.

upon further reflection, we determined that the statute does not provide us the authority to exclude these children from the calculation.

- States that did not calculate the FFY 2007 baseline caseworker data in a manner consistent with the instructions above are required to re-submit their baseline caseworker visit data to reflect the corrected data collection methodology, reporting period, and/or child population. One exception to this requirement is that if a State, based on our earlier instructions, excluded from their baseline count children who had runaway from foster care placements, but in all other respects followed the procedures outlined above, the State is not required to resubmit the baseline data. However, if in the judgment of the State, re-calculating the baseline data to include the children who had runaway will significantly change their baseline performance or affect their ability to show year-to-year improvement in the percentage of children who were visited on a monthly basis, the State may resubmit baseline data. Prior to making the determination to resubmit, States must consult with their Regional Office State Liaison. Revised baseline data for FFY 2007 must be submitted with the APSR due June 30, 2008.
- States may elect to use sampling to meet the caseworker visit data collection requirement. A sampling methodology, developed by the Children's Bureau Data Team, was made available to all States (see Attachment C for the Children's Bureau sampling strategy and syntax for data extraction). Alternatively, States may use their own sampling methodology if it has been approved by the Children's Bureau RO, in consultation with the Children's Bureau Data Team. States that have not had their sampling methodology approved by the Children's Bureau must work with their RO to gain approval prior to submitting either revised FFY 2007 baseline or FFY 2008 data.
- States' FFY 2008 caseworker visit data must be reported to the ROs by November 30, 2008. Beginning with the FY 2008 caseworker visit data and all following years, runaway children may not be excluded from the population.
- In the June 30, 2008 APSR States must provide target data percentages for the percentage of children in foster care who were visited during each and every calendar month to be reached for each of fiscal years 2008 through 2011 (section 424(e)(2)(A) of the Act). The State must establish target percentages that will ensure that, by October 1, 2011, 90 percent of children in foster care are visited by their workers on a monthly basis.
- States must also include an outline of the steps they will take to ensure that, by October 1, 2011, 90 percent of children in foster care are visited by their workers on a monthly basis, and that the majority of the visits occur in the residence of the child. The steps may include activities designed to improve caseworker retention, recruitment, training, and ability to access the benefits of technology (section 424(e)(2)(A) of the Act).
- If States fail to meet the target percentages for the children in foster care who were visited during each and every calendar month established in the June 30, 2008 APSR for any subsequent year (FFY 2008 through 2011,) ACF will reduce the Federal match rate

for title IV-B, subpart 1 funds in proportion to the amount that the State failed to reach its target (section 424(e)(2)(B) of the Act).

If the State falls short of the target percentage established by:	The Federal match for title IV-B, subpart 1 will be reduced by:
Less than 10%	1%
10% to 19%	3%
20% or more	5%

In any year in which a State fails to reach its target, ACF will continue to make the full Federal allotment available to the State, but the State will need to increase its match rate in order to access the full Federal allotment.³ The reduction will be applied to the title IV-B, subpart 1 funding allocation for the fiscal year following the year for which the target was not met.

8. CAPTA State Grant

Please note that compliance with the eligibility requirements for a CAPTA State Grant Program is a prerequisite for eligibility for funds under the Children's Justice Act State Grant Program authorized by Section 107(a) of CAPTA. In addition to the information provided under Section B, items 1-3, above, the following must be included for the CAPTA State grant:

- Update the program areas selected for improvement from one or more of the 14 program areas set forth in Section 106(a) of CAPTA.
- Identify the activities that the State intends to implement with its CAPTA State grant funds and any changes in activities for FFY 2009.
- Describe any updates to the services and training to be provided under the CAPTA State grant as required by Section 106(b)(2)(C) of CAPTA.
- Explain substantive changes, if any, in State law that could affect eligibility, including an explanation from the State Attorney General as to why the change would, or would not, affect eligibility (Section 106(b)(1)(B) of CAPTA). Include a copy of any relevant State statute. Note: States do not have to notify ACF of statutory changes or submit them for review if they are not substantive and would not affect eligibility.
- Submit a copy of the annual report(s) from the citizen review panels and a copy of the State agency's most recent response(s) to the panels and State and local child protective services agencies, as required by Section 106(c)(6) of CAPTA.

³ For example, if a State falls short of the target percentage by less than 10%, the Federal financial participation (FFP) matching rate will be reduced by 1%. Since the FFP matching rate for title IV-B, subpart 1 is 75% (section 424(a) of the Act), in this example, the FFP rate would be 74%. Likewise, in this example, the State share would increase to 26%, from 25% in order for the State to access the full Federal allotment.

- Describe any changes to the State's provisions and procedures for criminal background checks identified in the State's CFSP for prospective foster and adoptive parents and other adult relatives and non-relatives residing in the household (Section 106(b)(2)(A)(xxii) of CAPTA).

It is important that the APSR address all of the CAPTA State Plan items listed above. Missing or incomplete information will result in the withholding of CAPTA funds until such time as approval can be granted by ACF. Additional questions regarding the CAPTA State Plan requirements should be addressed to the CB Regional Office State Liaison.

9. Chafee Foster Care Independence Program

Include the following information for the CFCIP, in addition to the information required under Section B, items 1-3, above:

- Report on the specific accomplishments achieved in FFY 2008 and planned activities for FFY 2009 for each of the five purpose areas:
 1. Assist youth to transition from dependency to self-sufficiency;
 2. Help youth receive the education, training, and services necessary to obtain employment;
 3. Help youth prepare for and enter post-secondary training and educational institutions;
 4. Provide personal and emotional support to youth through mentors and the promotion of interactions with dedicated adults; and
 5. Provide financial, housing, counseling, employment, education, and other appropriate services and support to former foster care recipients between 18 and 21 years of age.
- Report service collaboration activities achieved in FFY 2008 and planned for FFY 2009 with other Federal and State programs for youth including transitional living youth projects funded under the Runaway and Homeless Youth Act (Title III of the Juvenile Justice and Delinquency Prevention Act of 1974), abstinence education programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies in accordance with Section 477(b)(3)(F) of the Act.
- Provide information on specific training that was conducted during FFY 2008 and planned for FFY 2009 in support of the goals and objectives of the States' CFCIP. CFCIP training may be incorporated into the training information discussed under Section B, item 2, but should be identified as pertaining to CFCIP.
- Update the service design and delivery of a new or changed trust fund program for States that choose to establish a trust fund program for youth receiving independent living services or transition assistance. Note: CFCIP funds placed in a trust fund must be expended during the applicable grant period. Refer to ACYF-CB-PI-05-06 for current guidance on trust funds.

- Describe any activities undertaken to involve youth (up to age 21) in State agency efforts such as the CFSR/PIP process and agency improvement planning efforts.
- Describe, if applicable, how the State utilizes, or plans to utilize, the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care.
- Describe the results of the Indian Tribe consultation (Section 477(b)(3)(G) of the Act) specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care:
 1. Describe how each Indian Tribe in the State has been consulted about the programs to be carried out under the CFCIP.
 2. Describe the efforts to coordinate the programs with such Tribes.
 3. Discuss how the State ensures that benefits and services under the programs are made available to Indian children in the State on the same basis as to other children in the State.
 4. Report the CFCIP benefits and services currently available and provided for Indian children and youth in fulfillment of this section and the purposes of the law.

10. Education and Training Vouchers

Include the following information in addition to the information required under Section B, items 1-3, above for the ETV program:

- Describe the specific accomplishments and progress to establish, expand, or strengthen the State's postsecondary educational assistance program to achieve the purpose of the ETV program.
- Indicate how the ETV program is administered, whether by the State child welfare agency in collaboration with another State agency or with an outside entity such as Orphan Foundation of America.

11. Financial and Statistical Information Reporting

- For the purpose of applying for FFY 2009 funds, States must indicate specific percentages of title IV-B, subpart 2 funds that the State will expend on planning and service coordination and on actual delivery of family preservation, community-based family support, time-limited family reunification, and adoption promotion and support services. For each service category with a percentage of funds that does not approximate 20 percent, the State must provide a rationale for the disproportion. The State must have an especially strong rationale if the percentage provided is below 20 percent of the total Federal allotment for any one of the four service categories and must include such rationale in the narrative of the APSR. The amount allocated to each of the service categories should only include funds for service delivery. States should report separately the amount to be allocated to planning and service coordination.

- Provide the estimated and actual amounts of FFY 2006 Federal funds expended:
 - Under title IV-B, subpart 1;
 - For each of the four categories of services for title IV-B, subpart 2;
 - For those costs identified as administrative in title IV-B programs; and
 - For monthly caseworker visits under title IV-B, subpart 2.

Utilizing the CFS-101-Part III, the State must compare FFY 2006 actual expenditures with FFY 2006 estimated expenditures in each category for the title IV-B programs and, at State option, the CFCIP and ETV program (Attachment B). Provide an explanation for any differences between the FFY 2006 actual expenditures and estimated costs in the APSR narrative.

- Provide State and local share expenditure amounts for title IV-B, subpart 2 for FFY 2006 for comparison with the State's 1992 base year amount as required to meet the non-supplantation requirements in Section 432(a)(7)(A) of the Act.
- At State option, provide actual expenditures of CFCIP allocated funds for FFY 2006 (final) and FFY 2007 (year-to-date). Identify the amount of CFCIP funds used to provide room and board for youth ages 18-21 in the last fully reportable year, FFY 2006 (on the CFS-101, Part III at Attachment B). Report how the funds were used and any planned changes to service provision.
- Identify the number of youth that received ETV awards in FFY 2007 and FFY 2008 (year-to-date). This number should include youth who are receiving ongoing vouchers. For example, include new voucher recipients in FFY 2006 continuing to receive vouchers in FFY 2007 and FFY 2008 as well as those who were new recipients in FFY 2007 and continue into FFY 2008. Separately identify the number of youth who have received an award for the first time in FFY 2008.
- Identify the estimated number of youth the State plans to award ETV vouchers in FFY 2009 via ongoing and new vouchers (see CFS-101, Part II at Attachment B).
- At State option, provide actual expenditures of ETV allocated funds for FFY 2006 (see CFS-101, Part III at Attachment B) and FFY 2007 (year-to-date).

Section C. Instructions for Territories

The Territories of American Samoa, Northern Mariana Islands, Guam, and the Virgin Islands:

- May submit consolidated grant applications in accordance with 45 CFR Part 97;
 - May choose to have title IV-B, subparts 1 and/or 2, and CAPTA allotments included in a consolidated grant and expend these funds under authority of another program that is available for consolidation;
 - Notify your ACF RO in writing of your intent to consolidate your application for title IV-B, subparts 1 and/or 2, and CAPTA by June 30, 2008. A failure to submit

such a notice of intent by that date will preclude use of the consolidated grant approach for FFY 2009;

OR

- May choose to submit an APSR to your ACF RO by June 30, 2008. Follow the guidance included under Section B if you choose to submit an APSR.

Section D. Supporting Information

The following information must be reported in the APSR:

1. Juvenile Justice Transfers

- Report the number of children under the care of the State child protection system who are transferred into the custody of the State juvenile justice system (Section 106(d)(14) of CAPTA).
- Discuss contextual information such as State's definition of the reporting population and other pertinent information.

2. Inter-Country Adoptions

- Identify the number of children who were adopted from other countries and entered into State custody in FFY 2007 as a result of the disruption of a placement for adoption or the dissolution of an adoption (Section 422(b)(12) of the Act).
- Describe the reasons for the disruptions or dissolutions and the permanency plan for the children. ACF has clarified the circumstances under which children need to be reported. The question/answer specific to inter-country adoptions is located at Section 7.3, Question 4 of the Child Welfare Policy Manual, which is available at: http://www.acf.hhs.gov/j2ee/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=178#1200
- Identify the agencies that handled the placement or adoption.
- Describe the activities that the State has undertaken for children adopted from other countries, including the provision of adoption and post-adoption services (Section 422(b)(11) of the Act).

3. Child Welfare Demonstration Projects

- Describe the accomplishments and progress in the child welfare demonstration project as they relate to the goals and objectives in the State's CFSP, where applicable.
- Discuss how title IV-B funds are used to maximize the use of flexible title IV-E dollars in the demonstration (required for States participating in a child welfare demonstration project).

- Identify if the State does not have a child welfare demonstration project.

4. Foster and Adoptive Parent Recruitment

- Describe the State's progress and accomplishments made in FFY 2008 with regard to the diligent recruitment of potential foster and adoptive families that reflects the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed.
- Describe planned activities for recruiting foster and adoptive families in FFY 2009.

5. Adoption Incentive Payments

- Specify the services that have been, or will be, provided to children and families with the adoption incentive funds, if applicable.

Section E. Financial Information

1. Payment Limitations --Title IV-B, subpart 1:

- States may not spend more title IV-B, subpart 1 funds for child care, foster care maintenance and adoption assistance payments in FFY 2009 than the State expended for those purposes in FFY 2005 (Section 424(c) of the Act).
- The amount of State expenditures of non-Federal funds for foster care maintenance payments that may be used as match for the FFY 2009 title IV-B, subpart 1 award may not exceed the amount of such non-Federal expenditures applied as State match for title IV-B, subpart 1 in FFY 2005 (Section 424(d) of the Act).
- States may spend no more than ten percent of title IV-B, subpart 1 funds for administrative costs (Section 422 (b)(14) of the Act).

2. FFY 2008 Funding—Revised Budget Request

Unneeded portions of State allocations of title IV-B, CFCIP, and ETV funds may be re-allotted to other States so that the total appropriation remains available for program purposes (Sections 423(e), 433(d) and 477(d)(4) of the Act).

- In order to receive the full share of FFY 2008 funds allotted, States must submit a revised FFY 2008 budget form (CFS-101, Part I). Note: The revised request must be equal to or less than the sum of the reallocation request(s) and the amount the State is eligible to receive in FFY 2008 under title IV-B, subparts 1 or 2, CAPTA, and/or CFCIP and ETV (see Attachment A).
- Indicate on line 7a or 7b of the FFY 2008 CFS-101, Part I (Annual Budget Request) if the State intends to release or apply for, respectively, FFY 2008 title IV-B, subpart 2 funds

for reallocation. If the State determines that it will not obligate all of its FFY 2008 allotment by September 30, 2009, show the estimated unobligated balance on line 7a and ACF will re-allocate the funds in accordance with the prescribed formulas. Funds will be re-allocated prior to the end of the fiscal year.

3. FFY 2009 Budget Request—CFS 101 (See Attachment B)

- Complete Part I of the CFS 101 form to request title IV-B, CAPTA, CFCIP and ETV funds.
- Complete Part II to include the estimated amount of funds to be spent in each program area by source, the estimated number of individuals and families to be served, and the geographic service area within which the services are to be provided.
- Use the FFY 2008 allocation tables as the basis for budget requests for title IV-B, subparts 1 and 2, CAPTA, CFCIP, and ETV funds. Use the FFY 2009 estimated allotment table as the basis for budget requests for the Monthly Caseworker Visit funds under title IV-B, subpart 2. The tables are included in Attachment A.

4. FFY 2006 Title IV-B Expenditure Report—CFS-101, Part III

Complete the CFS-101, Part III to include the actual amount of funds expended in each program area of title IV-B funding by source, the number of individuals and families served, and the geographic service area within which the services were provided. The State must track and report annually its actual title IV-B expenditures, including administrative costs for the most recent preceding fiscal year. States must report the actual title IV-B expenditures of FFY 2006 funds.

5. Financial Status Reports—SF 269

Submission requirements for expenditures of title IV-B, CAPTA, and CFCIP funds must be met by all grantees on the Financial Status Report SF-269 and are listed below. The SF-269 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. Each report is due 90 days after the end of the fiscal year (December 31). A negative grant award will recoup unobligated and/or unliquidated funds reported on the final SF-269 for the title IV-B, CAPTA, CFCIP and ETV programs.

Title IV-B, subparts 1 and 2

- Submit a separate SF-269 (by December 31) for expenditures made under each subpart of title IV-B at the end of each 12 months (October 1-September 30) of the two-year expenditure period.
- Report the cumulative amount of funds expended and the required 25 percent State match on the final SF-269.

- Expend title IV-B funds by September 30 of the fiscal year following the fiscal year in which the funds were awarded (i.e., for FFY 2008, funds must be obligated by September 30, 2009 and liquidated by December 31, 2009).
- For the FFY 2006 allocation for caseworker visits under title IV-B, subpart 2, States must submit a separate SF-269 within 90 days of the end of each 12 month expenditure period. Federal funds awarded in FFY 2006 must be obligated by September 30, 2009, with a final report due December 31st of that year. For the FFY 2008 allocation for caseworker visits, funds must be obligated by September 30, 2009, with a final report due December 31st of that year. As Congress did not appropriate title IV-B, subpart 2 funds for monthly caseworker visits in FFY 2007, no financial reporting is required for FFY 2007.
- No separate reporting is required to distinguish between the expenditure of the PSSF discretionary funds and the PSSF mandatory funds.

CAPTA Grants

- CAPTA funds must be obligated within five years from October 1 of the fiscal year in which they were awarded.
- Submit the SF-269 fiscal report (by December 31) for CAPTA State grants at the end of each 12 months (October 1-September 30) of the five-year expenditure period.

CFCIP and ETV

- Submit a separate SF-269 (by December 31) for expenditures made under the CFCIP and ETV programs.
- Include the required 20 percent State match in the final report for each program.
- Obligate CFCIP and ETV funds by September 30 of the fiscal year following the fiscal year in which the funds were awarded.

States are strongly encouraged to submit an electronic SF-269 for the above listed programs through the ACF Online Data Collection (OLDC) system. Contact your ACF RO for more information on gaining access to and using the OLDC submission process.

Alternatively, States may submit the original SF-269 for each program to your ACF RO and a copy to the following address:

Division of Mandatory Grants
 Office of Administration
 Administration for Children and Families
 370 L'Enfant Promenade, S.W.
 Washington, D.C. 20447

Paperwork Reduction Act

Under the Paperwork Reduction Act of 1995 (Public Law 104-13), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number is # 0980-0047, approved through October 31, 2008. Reporting burden for the APSR and the CFS-101 is estimated to average 97 hours per response.

Inquiries To: Children's Bureau Regional Program Managers (Attachment E)

Joan E. Ohl
Commissioner
Administration on Children,
Youth and Families

Section F. Attachments

Attachment A:

FFY 2008 Allocation Tables:

- Title IV-B , subpart 1, Child Welfare Services
- Title IV-B, subpart 2, Promoting Safe and Stable Families
- Child Abuse Prevention and Treatment Act (CAPTA) State Grant
- Chafee Foster Care Independence Program (CFCIP)
- Education and Training Vouchers Program (ETV)

(FFY 2009 Estimated Allotments for Monthly Caseworker Visits funds are pending and will be released shortly.)

Attachment B: CFS-101

- Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CFCIP, and ETV Instructions
- Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CFCIP, and ETV Form
- Part II: Annual Summary of Child and Family Services Instructions
- Part II: Annual Summary of Child and Family Services Form
- Part III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence (CFCIP) and Education And Training Voucher (ETV) Instructions
- Part III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence (CFCIP) and Education And Training Voucher (ETV) Form

Attachment C: Children's Bureau Sampling Strategy for Caseworker Visits Data

Attachment D: Assurances and Certificates

Attachment E: Children's Bureau Regional Program Managers

<u>State</u>	<u>Total CWS Allocations</u>
Alabama	\$4,839,158
Alaska	\$254,709
Arizona	\$5,714,668
Arkansas	\$3,143,854
California	\$32,880,076
Colorado	\$3,970,912
Connecticut	\$2,084,853
Delaware	\$793,508
District of Columbia	\$320,239
Florida	\$15,292,416
Georgia	\$9,678,265
Hawaii	\$1,198,963
Idaho	\$1,716,801
Illinois	\$11,159,556
Indiana	\$6,330,084
Iowa	\$2,954,291
Kansas	\$2,773,027
Kentucky	\$4,323,908
Louisiana	\$4,788,757
Maine	\$1,170,596
Maryland	\$4,320,465
Massachusetts	\$4,188,290
Michigan	\$9,203,578
Minnesota	\$4,285,703
Mississippi	\$3,507,193
Missouri	\$5,660,309
Montana	\$698,636
Nebraska	\$1,748,656
Nevada	\$2,356,264
New Hampshire	\$1,075,054
New Jersey	\$5,851,176
New Mexico	\$1,646,923
New York	\$14,518,202
North Carolina	\$8,678,086
North Dakota	\$558,156
Ohio	\$10,781,532
Oklahoma	\$1,827,132
Oregon	\$3,304,856
Pennsylvania	\$10,514,402
Rhode Island	\$958,419
South Carolina	\$4,540,091
South Dakota	\$563,723
Tennessee	\$5,869,709
Texas	\$25,040,703
Utah	\$3,413,088
Vermont	\$596,902
Virginia	\$6,378,919
Washington	\$5,301,833
West Virginia	\$1,819,255
Wisconsin	\$4,875,125
Wyoming	\$453,223
<u>Territories</u>	
American Samoa	\$192,918
Guam	\$338,914
Northern Mariana Islands	\$160,095
Puerto Rico	\$4,992,991
Virgin Islands	\$236,380

<u>State</u>	<u>Total PSSF Allocations</u>
Alabama	\$7,062,921
Alaska	\$749,316
Arizona	\$7,926,517
Arkansas	\$4,705,490
California	\$34,988,313
Colorado	\$3,308,202
Connecticut	\$2,395,825
Delaware	\$798,684
Dist. of Col.	\$1,067,440
Florida	\$15,024,184
Georgia	\$12,064,784
Hawaii	\$1,132,759
Idaho	\$1,250,698
Illinois	\$14,722,276
Indiana	\$7,129,662
Iowa	\$2,362,474
Kansas	\$2,241,180
Kentucky	\$6,548,441
Louisiana	\$9,816,601
Maine	\$1,410,130
Maryland	\$3,716,780
Massachusetts	\$4,726,975
Michigan	\$12,658,203
Minnesota	\$3,287,295
Mississippi	\$5,439,082
Missouri	\$8,891,580
Montana	\$987,563
Nebraska	\$1,542,778
Nevada	\$1,646,879
New Hampshire	\$645,432
New Jersey	\$5,056,804
New Mexico	\$3,284,698
New York	\$19,203,195
North Carolina	\$10,447,390
North Dakota	\$541,018
Ohio	\$12,802,670
Oklahoma	\$5,361,641
Oregon	\$5,050,255
Pennsylvania	\$12,036,247
Rhode Island	\$1,074,785
South Carolina	\$6,835,479
South Dakota	\$770,934
Tennessee	\$9,828,760
Texas	\$35,127,510
Utah	\$1,851,557
Vermont	\$469,879
Virginia	\$5,953,591
Washington	\$5,505,027
West Virginia	\$2,972,545
Wisconsin	\$4,851,435
Wyoming	\$375,103
<u>Territories</u>	
American Samoa	\$226,301
Guam	\$411,948
Northern Mariana Islands	\$184,564
Puerto Rico	\$6,330,036
Virgin Islands	\$281,567

<u>State</u>	<u>Total CFCIP Allocations</u>
Alabama	\$1,857,787
Alaska	\$522,787
Arizona	\$2,525,936
Arkansas	\$891,385
California	\$20,510,930
Colorado	\$2,112,690
Connecticut	\$1,933,323
Delaware	\$500,000
District of Columbia	\$1,091,992
Florida	\$7,587,151
Georgia	\$3,419,915
Hawaii	\$611,302
Idaho	\$500,000
Illinois	\$4,768,674
Indiana	\$2,955,015
Iowa	\$2,346,569
Kansas	\$1,659,470
Kentucky	\$1,974,336
Louisiana	\$1,358,131
Maine	\$565,888
Maryland	\$2,816,920
Massachusetts	\$2,984,866
Michigan	\$5,228,383
Minnesota	\$1,857,527
Mississippi	\$831,422
Missouri	\$2,642,745
Montana	\$509,288
Nebraska	\$1,605,998
Nevada	\$1,310,081
New Hampshire	\$500,000
New Jersey	\$2,749,950
New Mexico	\$611,821
New York	\$11,585,958
North Carolina	\$2,885,189
North Dakota	\$500,000
Ohio	\$4,317,011
Oklahoma	\$3,067,151
Oregon	\$2,767,342
Pennsylvania	\$5,486,142
Puerto Rico	\$1,729,037
Rhode Island	\$737,716
South Carolina	\$1,277,115
South Dakota	\$500,000
Tennessee	\$2,237,027
Texas	\$8,007,405
Utah	\$629,991
Vermont	\$500,000
Virginia	\$2,035,856
Washington	\$2,714,388
West Virginia	\$1,096,969
Wisconsin	\$1,983,421
Wyoming	\$500,000

Administration for Children and Families

<u>State</u>	<u>Total CAPTA Allocations</u>
Alabama	\$400,954
Alaska	\$105,801
Arizona	\$570,972
Arkansas	\$269,780
California	\$3,071,401
Colorado	\$423,611
Connecticut	\$304,995
Delaware	\$114,317
District of Columbia	\$86,540
Florida	\$1,314,355
Georgia	\$830,985
Hawaii	\$144,219
Idaho	\$174,866
Illinois	\$1,069,967
Indiana	\$549,007
Iowa	\$273,982
Kansas	\$269,755
Kentucky	\$365,928
Louisiana	\$395,165
Maine	\$136,297
Maryland	\$476,789
Massachusetts	\$504,839
Michigan	\$823,377
Minnesota	\$445,583
Mississippi	\$289,721
Missouri	\$497,580
Montana	\$117,262
Nebraska	\$190,811
Nevada	\$253,051
New Hampshire	\$141,785
New Jersey	\$708,224
New Mexico	\$211,483
New York	\$1,467,110
North Carolina	\$733,457
North Dakota	\$94,652
Ohio	\$920,593
Oklahoma	\$333,439
Oregon	\$318,993
Pennsylvania	\$921,885
Rhode Island	\$124,216
South Carolina	\$375,783
South Dakota	\$111,403
Tennessee	\$506,523
Texas	\$2,134,374
Utah	\$306,267
Vermont	\$90,736
Virginia	\$620,406
Washington	\$530,035
West Virginia	\$172,067
Wisconsin	\$461,177
Wyoming	\$87,756
<u>Territories</u>	
American Samoa	\$59,782
Guam	\$71,012
Northern Mariana Islands	\$56,793
Puerto Rico	\$440,193
Virgin Islands	\$63,134

<u>State</u>	<u>Total ETV Allocations</u>
Alabama	\$625,790
Alaska	\$176,099
Arizona	\$850,853
Arkansas	\$300,260
California	\$6,909,043
Colorado	\$711,653
Connecticut	\$651,234
Delaware	\$93,908
District of Columbia	\$207,052
Florida	\$2,555,708
Georgia	\$1,151,988
Hawaii	\$205,915
Idaho	\$161,759
Illinois	\$1,606,313
Indiana	\$995,388
Iowa	\$790,434
Kansas	\$558,987
Kentucky	\$665,049
Louisiana	\$455,811
Maine	\$181,520
Maryland	\$948,871
Massachusetts	\$1,005,443
Michigan	\$1,761,164
Minnesota	\$625,702
Mississippi	\$280,062
Missouri	\$890,200
Montana	\$171,552
Nebraska	\$540,975
Nevada	\$441,297
New Hampshire	\$100,203
New Jersey	\$926,312
New Mexico	\$206,090
New York	\$2,620,762
North Carolina	\$971,867
North Dakota	\$116,379
Ohio	\$1,454,172
Oklahoma	\$1,033,160
Oregon	\$932,170
Pennsylvania	\$1,847,990
Puerto Rico	\$582,421
Rhode Island	\$248,497
South Carolina	\$430,192
South Dakota	\$145,059
Tennessee	\$753,536
Texas	\$2,697,269
Utah	\$212,211
Vermont	\$120,576
Virginia	\$685,772
Washington	\$914,333
West Virginia	\$369,511
Wisconsin	\$668,109
Wyoming	\$113,756

<u>States</u>	<u>FFY 2008 Allotment</u>
Alabama	\$105,337
Alaska	\$10,641
Arizona	\$116,752
Arkansas	\$68,583
California	\$508,208
Colorado	\$49,849
Connecticut	\$33,447
Delaware	\$12,450
District of Columbia	\$15,475
Florida	\$218,338
Georgia	\$182,213
Hawaii	\$15,250
Idaho	\$18,709
Illinois	\$222,500
Indiana	\$105,322
Iowa	\$37,355
Kansas	\$33,269
Kentucky	\$95,182
Louisiana	\$135,956
Maine	\$21,744
Maryland	\$54,664
Massachusetts	\$70,327
Michigan	\$189,559
Minnesota	\$48,704
Mississippi	\$80,016
Missouri	\$142,320
Montana	\$14,399
Nebraska	\$23,399
Nevada	\$23,350
New Hampshire	\$9,384
New Jersey	\$75,543
New Mexico	\$49,366
New York	\$280,992
North Carolina	\$160,876
North Dakota	\$7,611
Ohio	\$189,590
Oklahoma	\$77,411
Oregon	\$72,290
Pennsylvania	\$183,293
Rhode Island	\$14,695
South Carolina	\$98,360
South Dakota	\$11,444
Tennessee	\$147,226
Texas	\$532,475
Utah	\$27,355
Vermont	\$6,931
Virginia	\$90,451
Washington	\$84,404
West Virginia	\$42,347
Wisconsin	\$71,394
Wyoming	\$5,140
<u>Territories</u>	
American Samoa	\$2,224
Guam	\$4,865
Northern Mariana Islands	\$1,630
Puerto Rico	\$94,155
Virgin Islands	\$3,010
Total	\$5,000,000

<u>States</u>	<u>FFY 2009 Allotment</u>
Alabama	\$210,674
Alaska	\$21,283
Arizona	\$233,503
Arkansas	\$137,166
California	\$1,016,416
Colorado	\$99,698
Connecticut	\$66,895
Delaware	\$24,900
District of Columbia	\$30,949
Florida	\$436,676
Georgia	\$364,426
Hawaii	\$30,500
Idaho	\$37,417
Illinois	\$445,001
Indiana	\$210,643
Iowa	\$74,710
Kansas	\$66,537
Kentucky	\$190,363
Louisiana	\$271,912
Maine	\$43,487
Maryland	\$109,327
Massachusetts	\$140,654
Michigan	\$379,119
Minnesota	\$97,407
Mississippi	\$160,032
Missouri	\$284,640
Montana	\$28,798
Nebraska	\$46,797
Nevada	\$46,700
New Hampshire	\$18,767
New Jersey	\$151,085
New Mexico	\$98,733
New York	\$561,985
North Carolina	\$321,753
North Dakota	\$15,222
Ohio	\$379,180
Oklahoma	\$154,823
Oregon	\$144,579
Pennsylvania	\$366,585
Rhode Island	\$29,389
South Carolina	\$196,720
South Dakota	\$22,887
Tennessee	\$294,452
Texas	\$1,064,950
Utah	\$54,709
Vermont	\$13,861
Virginia	\$180,901
Washington	\$168,808
West Virginia	\$84,693
Wisconsin	\$142,788
Wyoming	\$10,280
 <u>Territories</u>	
American Samoa	\$4,448
Guam	\$9,730
Northern Mariana Islands	\$3,260
Puerto Rico	\$188,311
Virgin Islands	\$6,020
 Total	 \$10,000,000

INSTRUCTIONS

CFS-101, PART I: ANNUAL BUDGET REQUEST FOR TITLE IV-B, SUBPARTS 1 AND 2, CAPTA, CHAFEE FOSTER CARE INDEPENDENCE (CFCIP) and EDUCATION and TRAINING VOUCHER (ETV) PROGRAMS

Note: While the information on the programs are consolidated into one Child and Family Services Plan (CFSP), eligibility and expenditure reports for the individual programs are separate. Funding will not be delayed for one program due to potential eligibility issues in another program.

Complete separate forms for each fiscal year.

1. Enter the name of the State or Indian Tribal Organization (ITO).
2. Indicate the Employer Identification Number (EIN).
3. Enter the address of the State or ITO Agency.
4. Indicate if this is a new or revised budget request.

5. Estimated title IV-B, subpart 1 funds:

Specify the estimated amount of title IV-B, subpart 1 Federal funds that the State or ITO expects to spend for the designated fiscal year for Child Welfare Services. The previous Federal Fiscal Year's (FFY) final allotment as provided in the annual Program Instruction on the Annual Progress and Services Report (APSR) is to be used as the estimated amount for the State's/Tribe's request. A 25% match is required and the State or Tribe's match amount must be reflected on the final SF-269 report.

6. Estimated title IV-B, subpart 2 funds:

Specify the total estimated amount of title IV-B, subpart 2 Federal funds that the State or ITO expects to spend for the designated fiscal year for Promoting Safe and Stable Families services. The previous Federal Fiscal Year's (FFY) final allotment as provided in the annual Program Instruction on the APSR is to be used as the estimated amount for the State's/Tribe's request. A 25% match is required and the State or Tribe's match amount must be reflected on the final SF-269 report.

a) Specify the estimated amount of title IV-B, subpart 2 funds to be spent for the designated fiscal year for Family Preservation Services.

b) Specify the estimated amount of title IV-B, subpart 2 funds to be spent for the designated fiscal year for Family Support Services.

c) Specify the estimated amount of title IV-B, subpart 2 funds to be spent for the designated fiscal year for Time-Limited Family Reunification Services.

d) Specify the estimated amount of title IV-B, subpart 2 funds to be spent for the designated fiscal year for Adoption Promotion and Support Services.

e) Specify the estimated amount of title IV-B, subpart 2 funds to be spent for the designated fiscal year for other service related activities (e.g. planning).

f) Specify the estimated amount of title IV-B, subpart 2 funds to be spent for the designated fiscal year for Administration (not to exceed 10% of a State's estimated allotment).

g) Specify the estimated amount of title IV-B, subpart 2 funds to be spent for the designated fiscal year for caseworker visits (States only).

7. Re-allotment of title IV-B, Subpart 2 funds for State and Indian Tribal Organizations

The Administration for Children and Families (ACF) is able to re-allot unneeded portions of State and Tribal allocations of title IV-B, subpart 2 funds to other States and eligible Indian Tribes so that the total appropriation remains available for program purposes. In order for a State or ITO to be awarded a portion of these funds, or for funds to be released, ACF must have on file a request from the State or Indian Tribe for additional funds, or the release of funds.

a) Indicate the amount of Federal funds that the State or Tribe does not expect to utilize for the upcoming fiscal year;

b) Indicate the amount of Federal funds that the State or Tribe is requesting if additional funds become available.

8. Child Abuse Prevention and Treatment Act (CAPTA) (States only).

Indicate the State's estimated CAPTA State Grant allocation as provided in the annual Program Instruction on the APSR. No matching funds are required for this grant.

9. Estimated Chafee Foster Care Independence Program (CFCIP) Funds (States only)

Indicate the estimated amount of CFCIP funds that the State expects to spend during the fiscal year on independent living activities as described in the annual Program Instruction on the APSR.

10. Estimated Funds Allotted under Section 477 for the Education and Training Vouchers (ETV) Program (States only)

Indicate the estimated amount of ETV funds that the State expects to spend during the fiscal year on education and training vouchers as described in the annual Program Instruction on the APSR.

11. Re-allotment of CFCIP and/or ETV program funds for States

The Administration for Children and Families (ACF) is able to re-allot unneeded portions of State allocations of CFCIP and ETV funds to other States so that the total appropriation remains available for program purposes. In order for a State to be awarded portions of these funds, or for funds to be released, ACF must have on file a request from the State for additional funds, or the release of funds.

a) Indicate the amount of funds that the State does not expect to utilize from its allotment during the upcoming fiscal year to carry out the CFCIP activities.

b) Indicate the amount of funds that the State does not expect to utilize from its allotment during the upcoming fiscal year to carry out the ETV program activities.

c) Indicate the amount of funds the State is requesting if additional funds become available for the CFCIP and/or ETV programs. A 20% State match is required. The State match amount must be reflected on the final SF-269 report.

12. Certification: This report must be signed and dated in the spaces provided. The signature and title of the official of the State agency, or Indian Tribal Organization, with authority to administer or supervise the administration of title IV-B, subparts 1 and 2 programs and, for States only, the CAPTA and CFCIP programs, must be included.

The tentative allocations are based on the premise that all States and Indian Tribes will apply for and receive the funds available to them. In the event that not all States or Indian Tribes apply for or receive their tentative allocations, those funds will be redistributed among eligible States and Indian Tribes, where permitted by statute. States requesting additional funds in anticipation of such a redistribution should submit information on the proposed use of such additional funds to the appropriate Regional Office of the Administration for Children and Families in the State's/Tribe's APSR.

When States or Tribes that have not applied for funds available to them in past fiscal year(s) decide to do so, depending upon the total amount of funds appropriated by Congress for the next fiscal year, there may be a reduction in the final distribution of funds.

By signing this form the State/Tribal official assures that the State/Tribe will meet all applicable match requirements.

CFS-101, Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CFCIP, and ETV
 Fiscal Year 20__, October 1, 20__ through September 30, 20__

1. State or ITO:	2. EIN:
3. Address:	4. Submission: <input type="checkbox"/> New <input type="checkbox"/> Revision
5. Total estimated title IV-B, Subpart 1 Funds	\$
a) Total administration (not to exceed 10% of estimated allotment)	\$
6. Total estimated title IV-B, Subpart 2 Funds (FOR STATES: This amount should equal the sum of lines a-g.)	\$
a) Total Family Preservation Services	\$
b) Total Family Support Services	\$
c) Total Time-Limited Family Reunification Services	\$
d) Total Adoption Promotion and Support Services	\$
e) Total for Other Service Related Activities (e.g. planning)	\$
f) Monthly Caseworker Visits (STATES ONLY)	\$
g) Total administration (FOR STATES: not to exceed 10% of estimated allotment)	\$
7. Re-allotment of Title IV-B, Subpart 2 funds for State and Indian Tribal Organizations	
a) Indicate the amount of the State's/Tribe's allotment that will not be required to carry out the Promoting Safe and Stable Families program. \$_____	
b) If additional funds become available to States and ITOs, specify the amount of additional funds the State or Tribe is requesting. \$_____	
8. Child Abuse Prevention and Treatment Act (CAPTA) State Grant (no State match required) Estimated Amount \$_____, plus additional allocation, as available.	
9. Estimated Chafee Foster Care Independence Program (CFCIP) funds. (FOR STATES ONLY)	\$
a) Indicate the amount of State's allotment to be spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment).	\$
10. Estimated Education and Training Voucher (ETV) funds.	\$
11. Re-allotment of CFCIP and ETV Program Funds:	
a) Indicate the amount of the State's allotment that will not be required to carry out CFCIP \$_____.	
b) Indicate the amount of the State's allotment that will not be required to carry out ETV \$_____.	
c) If additional funds become available to States, specify the amount of additional funds the State is requesting for CFCIP \$_____ for ETV program \$_____.	
12. Certification by State Agency and/or Indian Tribal Organization. The State agency or Indian Tribe submits the above estimates and request for funds under title IV-B, subpart 1 and/or 2, of the Social Security Act, CAPTA State Grant, CFCIP and ETV programs, and agrees that expenditures will be made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the ACF Regional Office, for the Fiscal Year ending September 30, 20__.	
Signature and Title of State/Tribal Agency Official	Signature and Title of Central Office Official

CFS-101, PART II: Annual Summary of Child and Family Services Instructions

This form summarizes the State Agency's and eligible Indian Tribal Organization's (ITO) estimated expenditures on Child and Family Services programs, including the Child Abuse Treatment and Prevention Act (CAPTA) programs and the Chafee Foster Care Independence Program (CFCIP) including Education and Training Vouchers (ETV) for the next year. This information is an integral part of the State Child and Family Services Plan and should be discussed by the ACF Regional Office and State Agency Representatives. States should list estimated expenditures and other information in the category that best fits their programs.

For each of the services/activities listed, indicate in the appropriate columns the estimated expenditures by program, the estimated number of clients to be served, the population to be served and the geographic area to be served.

Services/Activities:

- 1. Prevention and Support Services (Family Support):** Community-based services which promote the safety and well-being of children and families and are designed to increase the strength and stability of families (including adoptive, foster, and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a safe, stable, and supportive family environment, and to enhance child development. These services may include respite care for parents and other caregivers; early developmental screening of children to assess the needs of these children and assistance in obtaining specific services to meet their needs; mentoring, tutoring, and health education for youth; a range of center-based activities (informal interactions in drop-in centers, parent support groups); services designed to increase parenting skills; and counseling and home visiting activities.
- 2. Protective Services:** Services designed to prevent or remedy the abuse, neglect, or exploitation of children. Services include investigation and emergency medical services, emergency shelter, legal action, developing case plans, counseling, assessment/evaluation of family circumstances, arranging alternative living arrangements, preparing for foster placement, if needed, and case management and referral to service providers.
- 3. Crisis Intervention (Family Preservation):** Services for children and families designed to help families (including adoptive and extended families) at risk or in crisis. Allowable services include:
 - **Pre-Placement Prevention:** Services to prevent family disruption and unnecessary removal of children from their homes (as appropriate). These services may include intensive family preservation, post-adoptive support services, case management, counseling, day care, respite services, homemaker services, services designed to increase parenting skills, family budgeting, coping with stress, health, and nutrition.
 - **Reunification:** Services to help children, where appropriate, return to families from which they have been removed, or be placed for adoption or legal guardianship. These services may include day care services, homemaker or caretaker services, family or individual

counseling for parent(s) and child, follow-up care for families to whom a child has been returned after placement and other reunification services the State identifies as necessary.

4. Time-Limited Family Reunification Services: Services and activities that are provided to a child who is removed from the child's home and placed in a foster family home or a child care institution, and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately within a timely fashion, but only during the 15-month period that begins on the date that the child, pursuant to section 475(5)(F) of the Social Security Act (the Act), is considered to have entered foster care. The services and activities are the following:

- Individual, group, and family counseling.
- Inpatient, residential, or outpatient substance abuse treatment services.
- Mental health services.
- Assistance to address domestic violence.
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- Transportation to or from any of the services and activities described above.

5. Adoption Promotion and Support Services: Services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities as pre- and post-adoptive services and activities designed to expedite the adoption process and support adoptive families.

6. Foster Care Maintenance: Expenditures for “room and board” for children/youth in foster care.

a) Foster Family and Relative Foster Care: Payments to cover food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to a child, and reasonable travel to the child's home for visitation, as well as the cost of providing these services.

b) Group/Institutional Care: This includes the reasonable costs of administration and the operation of institutional/group home care that are required to provide food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to a child, and reasonable travel to the child's home for visitation; and the cost of the items themselves.

7. Adoption Subsidy Payments: Funds provided to adoptive parents on a recurring and non-recurring basis to assist in the support of special needs children.

8. Independent Living Services: Services designed to help youth expected to remain in foster care until the age of 18, and former foster care recipients between 18 and 21 years of age, make the transition to self-sufficiency. Services may include: education, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities.

CFS-101, PART II

U.S. Department of Health and Human Services
Administration for Children and Families

Attachment C

OMB Approval #0980-0047
Approved through October 31, 2008

States are allowed to expend up to 30 percent of their allotments under the Chafee Foster Care Independence Program for room and board (including rental deposits, utilities and other expenses that may be included with rent) for children who have left foster care because they have attained 18 years of age, and who have not yet attained 21 years of age.

9. Education and Training Vouchers: Include the amount of funds the State plans to utilize for the Education and Training Vouchers (ETV) program in this line item

10. Administrative Costs: Include the amount of funds the State plans to utilize for administrative costs.

- For States and Tribes, administrative costs under title IV-B, subpart 1 may not be more than ten percent of Federal expenditures. Allowable costs for title IV-B, subpart 1 may include procurement, payroll processing, personnel functions, management, maintenance and operation of space and property, data processing and computer services, accounting, budgeting, auditing, and travel expenses. Allowable costs exclude administrative costs related to the provision of services by caseworkers or the oversight of programs funded under Title IV-B, subpart 1 (Section 422(c)(1) of the Act).
- For States only, administrative costs under title IV-B, subpart 2 may not be more than ten percent of Federal expenditures. Allowable costs for title IV-B, subpart 2 may include, but are not limited to procurement, payroll processing, personnel functions, management, maintenance and operation of space and property, data processing and computer services, accounting, budgeting, and auditing. Allowable costs may also include indirect costs allocable in accordance with the agency's approved cost allocation plan (45 CFR 1357.32(h)).

11. Staff Training: Includes the cost of short and long-term training to increase staff's ability to provide assistance and support to children and families, but does NOT include the costs specifically related to supporting the monthly caseworker visit requirement (see #15 below).

12. Foster Parent Training and Recruitment: Includes the cost of short-term training to increase foster parent's ability to provide assistance and support to foster and adoptive children, and those costs associated with/resulting from the recruitment of potential foster parents.

13. Adoptive Parent Training and Recruitment: Includes the cost of short-term training to increase adoptive parent's ability to provide assistance and support to foster and adoptive children, and those costs associated with/from the recruitment of potential adoptive parents.

14. Child Care Related to Employment/Training: Includes licensed day care purchased for the purpose of supporting the employment of one or both of the parents.

15. Monthly Caseworker Visits: Includes costs related to supporting monthly caseworker visits with children who are in foster care under the responsibility of the State, with a primary emphasis on activities designed to improve caseworker retention, recruitment and ability to access the benefits of technology.

CFS-101, PART II

U.S. Department of Health and Human Services
Administration for Children and Families

Attachment C

OMB Approval #0980-0047
Approved through October 31, 2008

16. Total: The total amount of funds estimated for the year (equal to the sum of lines 1 through 15) for each column.

Estimated Expenditures:

- 1. Federal Funds (columns a - f):** Indicate for each service/activity the amount to be expended from the Federal program indicated in columns (a) through (f).
- 2. State, Local, and Donated Funds (column g):** Indicate the estimated amount of State, local, and donated funds to be expended, even if they are not used to match Federal funds.
- 3. Estimated Number to be Served (column h):** Estimate, as accurately as possible, the number of individuals and families to be served by service/activity with the total estimated funding indicated.
- 4. Population to be Served (column i):** Indicate the population that has been targeted for the designated services. Targeting may include a range of vulnerable populations such as:
 - Children at imminent risk of placement;
 - All children in foster care;
 - Families with children returning home following placement;
 - All eligible children, eligible children under 21 years, or eligible children requiring treatment;
 - Families with a child abuse or neglect investigation;
 - Children in contracted care; or
 - Families in crisis.
- 5. Geographic Area to be Served (column j):** Indicate **both** the number and type of areas identified within the State where services are to be provided for each program. Areas may include specific regions, counties, cities, reservations, communities, census tracts, or neighborhoods. For example, if the State is operating family preservation programs in six counties, indicate by noting "6 counties"; if the State is operating 12 community-based family support programs, indicate by noting "12 communities".

CFS-101 Part II: Annual Summary of Child and Family Services
State or ITO _____ **For FFY OCTOBER,** _____ **TO SEPTEMBER 30,** _____

SERVICES/ACTIVITIES	TITLE IV-B		(c) CAPTA*	(d) CFCIP*	(e) ETV*	(f) TITLE IV-E	(g) State, Local, & Donated Funds	(h) NUMBER TO BE SERVED		(i) POPULATION TO BE SERVED	(j) GEOG. AREA TO BE SERVED
	(a) I-CWS	(b) II-PSSF						Individuals	Families		
1) PREVENTION & SUPPORT SERVICES (FAMILY SUPPORT)											
2) PROTECTIVE SERVICES											
3) CRISIS INTERVENTION (FAMILY PRESERVATION)											
4) TIME-LIMITED FAMILY REUNIFICATION SERVICES											
5.) ADOPTION PROMOTION AND SUPPORT SERVICES											
6) FOSTER CARE MAINTENANCE:											
(a) FOSTER FAMILY & RELATIVE FOSTER CARE											
(b) GROUP FOSTER CARE											
7) ADOPTION SUBSIDY PMTS.											
8) INDEPENDENT LIVING SERVICES											
9) EDUCATION AND TRAINING VOUCHERS											
10) ADMINISTRATIVE COSTS											
11) STAFF TRAINING											
12) FOSTER PARENT RECRUITMENT & TRAINING											
13) ADOPTIVE PARENT RECRUITMENT & TRAINING											
14) CHILD CARE RELATED TO EMPLOYMENT/TRAINING											
15) MONTHLY CASEWORKER VISITS											
16) TOTAL											

* States Only, Indian Tribes are not required to include information on these programs

CFS-101, Part III

U.S. Department of Health and Human Services
Administration for Children and Families

Attachment C

OMB Approval #0980-0047
Approved through October 31, 2008

CFS-101, Part III: Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Programs

Note: Funds for the four programs above are awarded to States on a yearly basis, but may be spent over a two-year period ending on September 30 of the year following the year in which they were awarded. For example, the FY 2006 grant allocation has an expenditure period from October 1, 2005 to September 30, 2007. Therefore, any fiscal year 2006 funds must be obligated during this two year period of time and subsequently reported on this form.

Most figures in the "estimate" column can be found in a State's/Tribe's previously approved CFS 101, Part I for the fiscal year being reported on.

1. **State or ITO:** Enter the name of the State or Indian Tribal Organization (ITO).
2. **EIN:** Indicate the Employer Identification Number (EIN).
3. **Address:** Enter the address of the State or ITO Agency.
4. **Submission:** Indicate if this is a new or revised budget request.
5. **Total title IV-B, subpart 1 funds:** Indicate the estimated allotment and actual expenditures of title IV-B, subpart 1 Federal funds for the designated fiscal year for Child Welfare Services. Indicate as accurately as possible, the number of individuals and the number of families served, the population served, and the geographic area where services were provided. The required 25% match should not be reflected on this form.

a) Specify the estimated allotment and actual expenditures of title IV-B, subpart 1 funds for administration. Note that administrative costs may not exceed 10% of the total title IV-B, subpart 1 allotment.

6. **Total title IV-B, subpart 2 funds:** Indicate the estimated allotment and actual expenditures of title IV-B, subpart 2 funds for the designated fiscal year for Promoting Safe and Stable Families services. The required 25% match should not be reflected on this form.

a) Indicate the estimated allotment and actual expenditures of title IV-B, subpart 2 funds for the designated fiscal year for Family Preservation Services. Indicate as accurately as possible, the number of individuals and the number of families served,¹ the population served,² and the geographic area where services were provided.³ Note that these funds

¹ Report, as accurately as possible, the number of clients served per service/activity for the amount of funds expended. Indicate the number of individuals **and** the number of families served as labeled in the column.

² Indicate the population that has received the designated services. This may include a range of vulnerable populations such as children at imminent risk of placement, all children in foster care, families with children returning home following placement, all eligible children, eligible children under 21 years, or eligible children requiring treatment, families with a child abuse or neglect investigation, children in contracted care, and/or families in crisis.

CFS-101, Part III

U.S. Department of Health and Human Services
Administration for Children and Families

Attachment C

OMB Approval #0980-0047
Approved through October 31, 2008

may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

b) Indicate the estimated and actual expenditures of title IV-B, subpart 2 funds allotted for the designated fiscal year for Family Support Services. Indicate as accurately as possible, the number of individuals and the number of families served, the population served, and the geographic area where services were provided. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

c) Indicate the estimated and actual expenditures of title IV-B, subpart 2 funds allotted for the designated fiscal year for Time-Limited Family Reunification Services. Indicate as accurately as possible, the number of individuals and the number of families served, the population served, and the geographic area where services were provided. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

d) Indicate the estimated and actual expenditures of title IV-B, subpart 2 funds allotted for the designated fiscal year for Adoption Promotion and Support Services. Indicate as accurately as possible, the number of individuals and the number of families served, the population served, and the geographic area where services were provided. Note that these funds may be spent over a two-year period ending on September 30 of the year following that in which they were awarded.

e) Indicate the estimated and actual expenditures of title IV-B, subpart 2 funds allotted for the designated fiscal year for other service related activities (e.g. planning). Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

f) For States only: Indicate the estimated and actual expenditures of title IV-B, subpart 2 funds allotted for the designated fiscal year for monthly caseworker visits. Note that these funds must be obligated by September 30, 2009.

g) Indicate the estimated and actual expenditures of title IV-B, subpart 2 funds allotted for the designated fiscal year for administrative costs. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded. Beginning in FFY 2008, States' administrative costs may not exceed 10% of the estimated allotment for title IV-B, subpart 2. (This limitation does not apply to Tribes.)

³ Indicate the number **and** type of areas identified within the State where services are to be provided for each program. Areas may include specific regions, counties, cities, reservations, communities, census tracts, or neighborhoods.

CFS-101, Part III

U.S. Department of Health and Human Services
Administration for Children and Families

Attachment C

OMB Approval #0980-0047
Approved through October 31, 2008

7. Total Chafee Foster Care Independence Program (CFCIP) Funds (States only):

Indicate the estimated and actual expenditures of CFCIP funds allotted for the designated fiscal year for independent living activities as provided in the APSR Program Instruction.

a) At State option, indicate the estimated and actual expenditures of the State's allotment for the designated fiscal year for room and board for eligible youth (not to exceed 30% of CFCIP funds). Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following they year in which they were awarded. Indicate as accurately as possible, the number of clients served, the population served, and the geographic area where services were provided.

8. Total funds allotted under Section 477 for the Education and Training Vouchers

(ETV) Program (States only): Indicate the estimated and actual expenditures of Education and Training Voucher funds allotted for the designated fiscal year as provided in the annual Program Instruction on the APSR. Indicate as accurately as possible, the number of clients served, the population served, and the geographic area where services were provided.

9. Certification: This report must be signed and dated in the spaces provided. The signature and title must be included of the official of the State agency, or Indian Tribal Organization, with authority to administer or supervise the administration of title IV-B, subparts 1 and 2 programs and, for States only, CFCIP, and ETV programs.

By signing this form the State/Tribal official certifies that all figures provided here are accurate.

CFS-101, PART III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence (CFCIP) and Education And Training Voucher (ETV) : Fiscal Year 2006: October 1, 2005 through September 30, 2006

1. State or ITO:	2. EIN:	3. Address:				
4. Submission: <input type="checkbox"/> New <input type="checkbox"/> Revision						
<i>Description of Funds</i>	<i>Estimated Expenditures</i>	<i>Actual Expenditures</i>	<i>Number served</i> <i>Individuals</i>	<i>Families</i>	<i>Population served</i>	<i>Geographic area served</i>
5. Total title IV-B, subpart 1 funds	\$	\$				
a) Total Administrative Costs (not to exceed 10% of Federal allotment)	\$	\$				
6. Total title IV-B, subpart 2 funds (This amount should equal the sum of lines a - g.)	\$	\$				
a) Family Preservation Services	\$	\$				
b) Family Support Services	\$	\$				
c) Time-Limited Family Reunification Services	\$	\$				
d) Adoption Promotion and Support Services	\$	\$				
e) Total for Other Service Related Activities (e.g. planning)	\$	\$				
f) Monthly Caseworker Visits (FOR STATES)	\$	\$				
g) Total Administrative Costs (FOR STATES: not to exceed 10% of total allotment after October 1, 2007)	\$	\$				
7. Total Chafee Foster Care Independence Program (CFCIP) funds	\$	\$				
a) Indicate the amount of State's allotment spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment)	\$	\$				
8. Total Education and Training Voucher (ETV) funds	\$	\$				
9. Certification by State Agency or Indian Tribal Organization (ITO). The State agency or ITO agrees that expenditures were made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the Children's Bureau, for the Fiscal Year ending September 30, 20__.						
<i>Signature and Title of State/Tribal Agency Official</i>	<i>Date</i>	<i>Signature and Title of Central Office Official</i>		<i>Date</i>		

The Children's Bureau (CB) statisticians have developed a sampling plan that States can opt to use for complying with the requirements related to the submission of caseworker visit data. AFCARS A and B submissions would be used to create three sampling frame files; the children in care on September 30, the exits occurring during the AFCARS B period (April 1 – September 30), and the exits occurring during the AFCARS A period (October 1 – March 31). The CB statisticians will provide the required sample size for each State based on the total number of children in these three files. The sample size will be allocated proportionately among the three sampling frames. For example, if the required sample size were 300 children and there were 10,000 children in the September 30th sampling frame and 5,000 children in each of the two exit sampling frames yielding a total of 20,000 children, then 50% (10,000/20,000) or 150 sample cases (plus a 10% oversample) would be selected from the September 30th frame and 75 (5,000/20,000) children (plus a 10% oversample) would be selected from each of the two exit frames.

Each child from the September 30th sample would be tracked back to October 1st or the day he or she entered care if later than October 1st. Each child in the exit samples would also be tracked back to October 1st or the day he or she entered care if later than October 1st. In this way, every child served during the AFCARS A and B periods would have a chance to be selected for the samples. Working backwards makes more sense than sampling on a monthly basis as this would often lead to complications.

The CB statisticians have developed most of the syntax that will generate the three sampling frames as well as indicating how many full months each sampled child was in care during the AFCARS A and B period. We have also modified a spreadsheet that can be utilized to enter the data and automatically compute the required percentages.

If any States that intend to utilize sampling to comply with the caseworker visit data reporting requirements wish to adopt this sampling strategy, then they would have the option of selecting their own samples with the CB syntax, or have the CB statisticians select the samples after a State's AFCARS B file for the applicable year is submitted. We have also attached the spreadsheet that was previously mentioned.

Assurances Addendum

The State/Tribe assures that not more than 10 percent of each fiscal year's title IV-B, subpart 1 funds (including FY 2007) will be spent on administrative costs beginning October 1, 2007.

State Director of State Agency
that administers titles IV-E and
IV-B of the Social Security Act.

Date

OR

Tribal Leader

Date

Title IV-B Child and Family Services Plan: Assurances

The assurances listed below are in 45 CFR 1357.15(c) and title IV-B sections 422(b)(10), 422(b)(12), section 422 (b) (14), section 432(a)(4), 432 (a)(7) and 432(a)(9). These assurances will remain in effect during the period of the current five-year CFSP.

1. The State assures that it will participate in any evaluations the Secretary of HHS may require.
2. The State assures that it will administer the CFSP in accordance with methods determined by the Secretary to be proper and efficient.
3. The State assures that it has a plan for the training and use of paid paraprofessional staff, with particular emphasis on the full-time or part-time employment of low-income persons, as community service aides; and a plan for the use of non-paid or partially paid volunteers in providing services and in assisting any advisory committees established by the State.
4. The State assures that standards and requirements imposed with respect to child care under title XX shall apply with respect to day care services, if provided under the CFSP, except insofar as eligibility for such services is involved.
5. the State assures that it is operating, to the satisfaction of the Secretary:
 - a statewide information system from which can be readily determined the status, demographic characteristics, location, and goals for the placement of every child who is (or, within the immediately preceding 12 months, has been) in foster care;
 - a case review system (as defined in section 475(5) for each child receiving foster care under the supervision of the State;
 - a service program designed to help children-where safe and appropriate, return to families from which they have been removed; or be placed for adoption, with a legal guardian, or, if adoption or legal guardianship is determined not to be appropriate for a child, in some other planned, permanent living arrangement; and
 - a preplacement preventive services program designed to help children at risk of foster care placement remain safely with their families; and
 - The State assures that it has implemented policies and administrative and judicial procedures for children abandoned at or shortly after birth that are necessary to enable permanent decisions to be made expeditiously with respect to the placement of such children.
6. The State assures that plans will be developed for the effective use of cross-jurisdictional resources to facilitate timely adoptive or permanent placements for waiting children.
7. The State assures that it will collect and report information on children who are adopted from other countries and who enter State custody as a result of the disruption of an adoptive placement, or the dissolution of an adoption. Such information will include the reasons for disruption or dissolution, the agencies who handled the placement or adoption, the plans for the child, and the number of children to whom this pertains.
8. The State assures that no more that 10 percent of expenditures under the plan for any fiscal year with respect to which the State is eligible for payment under section 434 of the Act for the fiscal year shall be for administrative costs and that the remaining

expenditures shall be for programs of family preservation services, community-based family support services, time-limited reunification services and adoption promotion and support services, with significant portions of such expenditures for each such program.

9. The State assures that Federal funds provided to the State for title IV-B, Subpart 2 programs will not be used to supplant Federal or non-Federal funds for existing services and activities.
10. The State assures that, in administering and conducting service programs under this plan, the safety of the children to be served shall be of paramount concern.

Effective Date and State Officials Signature

I hereby certify that the State complies with the requirements of the above assurances.

Certified by: _____

Title: _____

Agency: _____

Dated: _____

Reviewed by: _____

(ACF Regional Representative)

Dated: _____

**State Chief Executive Officer's Certifications for the
Chafee Foster Care Independence Program**

As Chief Executive Officer of the State of _____, I certify that the State has in effect and is operating a Statewide program relating to Foster Care Independent Living and that the following provisions to effectively implement the Chafee Foster Care Independence Program are in place:

1. The State will provide assistance and services to youth who have left foster care because they have attained 18 years of age, and have not attained 21 years of age [Section 477(b)(3)(A)];
2. Not more than 30 percent of the amounts paid to the State from its allotment for a fiscal year will be expended for room and board for youth who have left foster care because they have attained 18 years of age, and have not attained 21 years of age [Section 477(b)(3)(B)];
3. None of the amounts paid to the State from its allotment will be expended for room or board for any child who has not attained 18 years of age [Section 477(b)(3)(C)];
4. The State will use training funds provided under the program of Federal payments for foster care and adoption assistance to provide training to help foster parents, adoptive parents, workers in group homes, and case managers understand and address the issues confronting adolescents preparing for independent living, and will, to the extent possible, coordinate such training with the independent living program conducted for adolescents [Section 477(b)(3)(D)];
5. The State will adequately prepare prospective foster parents with the appropriate knowledge and skills to provide for the needs of the child before a child, under the supervision of the State, is placed with prospective foster parents and that such preparation will be continued, as necessary, after the placement of the child. [Section 471(a), as amended];
6. The State has consulted widely with public and private organizations in developing the plan and has given all interested members of the public at least 30 days to submit comments on the plan [Section 477(b)(3)(E)];
7. The State will make every effort to coordinate the State programs receiving funds provided from an allotment made to the State under subsection (c) with other Federal and State programs for youth (especially transitional living youth projects funded under part B of title III of the Juvenile Justice and Delinquency Prevention Act of 1974); abstinence education programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies [Section 477(b)(3)(F)];
8. Each Indian tribe in the State has been consulted about the programs to be carried out under the plan; there have been efforts to coordinate the programs with such tribes; and benefits and services under the programs will be made available to Indian youth in the State on the same basis as to other youth in the State [Section 477(b)(3)(G)];

9. Adolescents participating in the program under this section will participate directly in designing their own program activities that prepare them for independent living and the adolescents will be required to accept personal responsibility for living up to their part of the program [Section 477(b)(3)(H)]; and
10. The State has established and will enforce standards and procedures to prevent fraud and abuse in the programs carried out under the plan [Section 477(b)(3)(I)].

Signature of Chief Executive Officer

Date

**State Chief Executive Officer's Certification
for the
Education and Training Voucher Program
Chafee Foster Care Independence Program**

As Chief Executive Officer of the State of _____, I certify that the State has in effect and is operating a Statewide program relating to Foster Care Independent Living and that the following provisions will be implemented as of September 30, 2003:

1. The State will comply with the conditions specified in subsection 477(i).
2. The State has described methods it will use to:
 - ensure that the total amount of educational assistance to a youth under this and any other Federal assistance program does not exceed the total cost of attendance; and
 - avoid duplication of benefits under this and any other Federal assistance program, as defined in section 477(3)(b)(J).

Signature of Chief Executive Officer

Date

**State Chief Executive Officer's Assurance Statement for
The Child Abuse and Neglect State Plan**

As Chief Executive Officer of the State of _____, I certify that the State has in effect and is enforcing a State law, or has in effect and is operating a Statewide program, relating to child abuse and neglect which includes:

1. provisions or procedures for reporting known or suspected instances of child abuse and neglect (section 106(b)(2)(A)(i));
2. policies and procedures (including appropriate referrals to child protection service systems and for other appropriate services) to address the needs of infants born and identified as affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure, including a requirement that health care providers involved in the delivery or care of such infants notify the child protective services system of the occurrence of such condition in such infants (section 106(b)(2)(A)(ii));
3. the development of a plan of safe care for the infant born and identified as being affected by illegal substance abuse or withdrawal symptoms (section 106(b)(2)(A)(iii));
4. procedures for the immediate screening, risk and safety assessment, and prompt investigation of such reports (section 106(b)(2)(A)(iv));
5. triage procedures for the appropriate referral of a child not at risk of imminent harm to a community organization or voluntary preventive service (section 106(b)(2)(A)(v));
6. procedures for immediate steps to be taken to ensure and protect the safety of the abused or neglected child, and of any other child under the same care who may also be in danger of abuse or neglect; and ensuring their placement in a safe environment (section 106(b)(2)(A)(vi));
7. provisions for immunity from prosecution under State and local laws and regulations for individuals making good faith reports of suspected or known instances of child abuse or neglect (section 106(b)(2)(A)(vii));
8. methods to preserve the confidentiality of all records in order to protect the rights of the child and of the child's parents or guardians, including requirements ensuring that reports and records made and maintained pursuant to the purposes of CAPTA shall only be made available to--
 - a. individuals who are the subject of the report;
 - b. Federal, State, or local government entities, or any agent of such entities, as described in number 9 below;
 - c. child abuse citizen review panels;
 - d. child fatality review panels;
 - e. a grand jury or court, upon a finding that information in the record is necessary for the determination of an issue before the court or grand jury; and

- f. other entities or classes of individuals statutorily authorized by the State to receive such information pursuant to a legitimate State purpose (section 106(b)(2)(A)(viii));
9. provisions to require a State to disclose confidential information to any Federal, State, or local government entity, or any agent of such entity, that has a need for such information in order to carry out its responsibility under law to protect children from abuse and neglect (section 106(b)(2)(A)(ix));
10. provisions which allow for public disclosure of the findings or information about the case of child abuse or neglect which has resulted in a child fatality or near fatality (section 106(b)(2)(A)(x));
11. the cooperation of State law enforcement officials, court of competent jurisdiction, and appropriate State agencies providing human services in the investigation, assessment, prosecution, and treatment of child abuse or neglect (section 106(b)(2)(A)(xi));
12. provisions requiring, and procedures in place that facilitate the prompt expungement of any records that are accessible to the general public or are used for purposes of employment or other background checks in cases determined to be unsubstantiated or false, except that nothing in this section shall prevent State child protective services agencies from keeping information on unsubstantiated reports in their casework files to assist in future risk and safety assessment (section 106(b)(2)(A)(xii));
13. provisions and procedures requiring that in every case involving an abused or neglected child which results in a judicial proceeding, a guardian ad litem, who has received training appropriate to the role, and who may be an attorney or a court appointed special advocate who has received training appropriate to that role (or both), shall be appointed to represent the child in such proceedings-
 - a. to obtain firsthand, a clear understanding of the situation and needs of the child; and
 - b. to make recommendations to the court concerning the best interests of the child (section 106(b)(2)(A)(xiii));
14. the establishment of citizen review panels in accordance with subsection 106(c) (section 106(b)(2)(A)(xiv));
15. provisions, procedures, and mechanisms -
 - a. for the expedited termination of parental rights in the case of any infant determined to be abandoned under State law; and
 - b. by which individuals who disagree with an official finding of abuse or neglect can appeal such finding (section 106(b)(2)(A)(xv));
16. provisions, procedures, and mechanisms that assure that the State does not require reunification of a surviving child with a parent who has been found by a court of competent jurisdiction--
 - a. to have committed a murder (which would have been an offense under section 1111(a) of title 18, United States Code, if the offense had occurred in the special maritime or territorial jurisdiction of the United States) of another child or such parent;

- b. to have committed voluntary manslaughter (which would have been an offense under section 1112(a) of title 18, United States Code, if the offense had occurred in the special maritime or territorial jurisdiction of the United States) or another child or such parent;
 - c. to have aided or abetted, attempted, conspired, or solicited to commit such murder or voluntary manslaughter; or
 - d. to have committed a felony assault that results in the serious bodily injury to the surviving child or another child of such parent (section 106(b)(2)(A)(xvi));
17. provisions that assure that, upon the implementation by the State of the provisions, procedures, and mechanisms under number 16 above, conviction of any one of the felonies listed in number 16 above constitute grounds under State law for the termination of parental rights of the convicted parent as to the surviving children (section 106(b)(2)(A)(xvii));
18. provisions and procedures to require that a representative of the child protective services agency shall, at the initial time of contact with the individual subject to a child abuse and neglect investigation, advise the individual of the complaints or allegations made against the individual, in a manner that is consistent with laws protecting the rights of the reporter (section 106(b)(2)(A)(xviii));
19. provisions addressing the training of representatives of the child protective services system regarding the legal duties of the representatives, which may consist of various methods of informing such representatives of such duties, in order to protect the legal rights and safety of children and families from the initial time of contact during investigation through treatment (section 106(b)(2)(A)(xix));
20. provisions and procedures for improving the training, retention and supervision of caseworkers (section 106(b)(2)(A)(xx));
21. provisions and procedures for referral of a child under the age of 3 who is involved in a substantiated case of child abuse or neglect to early intervention services funded under part C of the Individuals with Disabilities Education Act (section 106(b)(2)(A)(xxi));
22. **not later than June 25, 2005 (2 years after the enactment of Public Law 108-36)**, provisions and procedures for requiring criminal background checks for prospective foster and adoptive parents and other adult relatives and non-relatives residing in the household (section 106(b)(2)(A)(xxii));
23. procedures for responding to the reporting of medical neglect (including instances of withholding of medically indicated treatment from disabled infants with life-threatening conditions), procedures or programs, or both (within the State child protective services system), to provide for--
 - a. coordination and consultation with individuals designated by and within appropriate health care facilities;
 - b. prompt notification by individuals designated by and within appropriate health-care facilities of cases of suspected medical neglect (including instances of withholding of medically indicated treatment from disabled infants with life-threatening conditions); and

- c. authority, under State law, for the State child protective services system to pursue any legal remedies, including the authority to initiate legal proceedings in a court of competent jurisdiction, as may be necessary to prevent the withholding of medically indicated treatment from disabled infants with life-threatening conditions (section 106(b)(2)(B)); and
- 24. authority under State law to permit the child protective services system of the State to pursue any legal remedies, including the authority to initiate legal proceedings in a court of competent jurisdiction, to provide medical care or treatment for a child when such care or treatment is necessary to prevent or remedy serious harm to the child, or to prevent the withholding of medically indicated treatments from disabled infants with life-threatening conditions (section 113).

Signature of Chief Executive Officer: _____

Date: _____

Reviewed by: _____

(ACF Regional Representative)

Dated: _____

Region I - Boston

Bob Cavanaugh
bcavanaugh@acf.hhs.gov
JFK Federal Building Rm.
2000
Boston, MA 02203
(617) 565-1020 (p)

States

Connecticut, Maine,
Massachusetts, New
Hampshire, Rhode Island,
Vermont

Region II - New York City

Junius Scott
jscott@acf.hhs.gov
26 Federal Plaza Rm. 4114
New York, NY 10278
(212) 264-2890 (p)

States and Territories

New Jersey, New York, Puerto
Rico, Virgin Islands

Region III - Philadelphia

Lisa Pearson
lisa.pearson@acf.hhs.gov
150 S. Independence
Mall West-Suite 864
Philadelphia, PA 19106-3499
(215) 861-4000 (p)

States

Delaware, District of
Columbia, Maryland,
Pennsylvania, Virginia, West
Virginia

Region IV - Atlanta

Ruth Walker
rwalker@acf.hhs.gov
Atlanta Federal Center
61 Forsyth Street SW Suite
4M60
Atlanta, GA 30303
(404) 562-2900

States

Alabama, Mississippi,
Florida, North Carolina,
Georgia, South Carolina,
Kentucky, Tennessee

Region V - Chicago

Carolyn Wilson-Hurey
cwilson-hurey@acf.hhs.gov
233 N. Michigan Avenue
Suite 400
Chicago, IL 60601
(312) 353-4237

States

Illinois, Indiana, Michigan,
Minnesota, Ohio, Wisconsin

Region VI - Dallas

June Lloyd
jlloyd@acf.hhs.gov
1301 Young Street Suite 914
Dallas, TX 75202
(214) 767-9648 (p)

States

Arkansas, Louisiana, New
Mexico, Oklahoma, Texas

Region VII - Kansas City

Rosalyn Wilson
rwilson@acf.hhs.gov
Federal Office Building
Room 276
601 E 12th Street
Kansas City, MO 64106
(816) 426-3981 (p)

States

Iowa, Kansas, Missouri,
Nebraska

Region VIII - Denver

Marilyn Kennerson
mkennerson@acf.hhs.gov
Federal Office Building
1961 Stout Street 9th Floor
Denver, CO 80294-3538
(303) 844-3100(p)

States

Colorado, Montana, North Dakota,
South Dakota, Utah, Wyoming

Region IX - San Francisco

Sally Flanzer
sally.flanzer@acf.hhs.gov
50 United Nations Plaza Room 450
San Francisco, CA 94102
(415) 437-8400 (p)

States and Territories

Arizona, California, Hawaii,
Nevada, Outer Pacific-- American
Samoa, Commonwealth of the
Northern Marianas, Federated
States of Micronesia (Chuuk,
Pohnpei, Yap) Guam, Marshall
Islands, Palau

Region X - Seattle

John Henderson
jhenderson@acf.hhs.gov
2201 Sixth Avenue Suite 300, MS-
70
Seattle, WA 98121
(206) 615-2482

States

Alaska, Idaho, Oregon,
Washington