

<h1 style="margin: 0;">ACF</h1> <p style="margin: 0;">Administration for Children and Families</p>	<p>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</p> <p>Administration on Children, Youth and Families</p>	
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	<p>3. Originating Office: Children's Bureau</p>	
	<p>4. Key Words: Title IV-B Child and Family Services Plan; Annual Progress and Services Report; Child Abuse Prevention and Treatment Act State Plan; Chafee Foster Care Independence Program; Education and Training Vouchers Program</p>	

PROGRAM INSTRUCTION

TO: State Agencies, Territories, and Insular Areas Administering or Supervising the Administration of Title IV-B, subparts 1 and 2, and Title IV-E of the Social Security Act (the Act); Organization Designated by the Governor to Apply for Child Abuse and Neglect Prevention and Treatment Programs State Grant Funds; State Independent Living and Education and Training Voucher Coordinators.

SUBJECT: June 30, 2017, submission of: (1) the third Annual Progress and Services Report (APSR) to the 2015-2019 Child and Family Services Plan (CFSP) for the Stephanie Tubbs Jones Child Welfare Services (CWS), the Promoting Safe and Stable Families (PSSF) and Monthly Caseworker Visit Grant programs; and the Chafee Foster Care Independence Program (CFCIP) and the Education and Training Vouchers (ETV) Program; (2) the Child Abuse Prevention and Treatment Act (CAPTA) State Plan update; and (3) 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: Title IV-B, subparts 1 and 2, sections 421-425, 428, 430-438, and title IV-E, section 477 of the Act; sections 106 and 108 of CAPTA (42 U.S.C. 5106a. and 5106d.), as amended by Public Law (P.L.) 111-320, the CAPTA Reauthorization Act of 2010; the Indian Child Welfare Act (ICWA) of 1978 (P.L. 95-608); the Indian Self-Determination and Education Assistance Act (P.L. 93-638); 45 CFR Parts 1355 and 1357; the Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351); the Child and Family Services Improvement and Innovation Act of 2011 (P.L. 112-34); the Preventing Sex Trafficking and Strengthening Families Act (P.L. 113-183); the Justice for Victims of Trafficking Act of 2015 (P.L. 114-22); and the Comprehensive Addiction and Recovery Act of 2016 (CARA) (P.L. 114-198).

PURPOSE: This Program Instruction (PI) provides guidance to states, territories, and insular areas (hereafter “states,” unless otherwise noted) on actions they are required to take to receive their allotments for federal fiscal year (FY)¹ 2018 (subject to the availability of appropriations) authorized under title IV-B, subparts 1 and 2, section 106 of CAPTA, CFCIP and ETV programs.

This PI summarizes the actions required in completion and submission of (1) the third APSR update to the 2015-2019 CFSP, (2) the CAPTA Update, and (3) the CFS-101, Parts I, II, and III.

A separate PI addresses requirements for tribes, tribal consortia, and tribal organizations applying for funding under these programs.

We note that the title IV-B programs (subparts 1 and 2) are required to be reauthorized periodically by the Congress. The Child and Family Services Improvement and Innovation Act, signed into law on September 30, 2011, last reauthorized funding for these programs for five years through FY 2016. The guidance provided in this PI assumes that the programs will continue to receive funding and be extended without significant changes. Should new legislation be enacted that would affect the steps that states must take to receive funding for FY 2018, additional guidance will be provided.

INFORMATION: Organization of the Program Instruction

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 - Section B. Continued Integration of the Child and Family Services Review Process with the CFSP/APSR
 - Section C. Requirements for 2018 APSR (Due June 30, 2017)
 - Section D. CAPTA State Plan Requirements and Update
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 - Section F. Updates to Targeted Plans within the 2015-2019 CFSP
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- Attachments

Section A. Background

Child and Family Services Plan (CFSP)

States are required to develop a CFSP, a five-year strategic plan that sets forth the vision and the goals to be accomplished to strengthen the states' overall child welfare system (section 432(a)(2) of the Act). A primary purpose of the CFSP is to facilitate states' integration of the programs that serve children and families, including title IV-B, subparts 1 and 2 of the Act, and the CFCIP

¹Unless otherwise noted, “FY” refers to the federal fiscal year (October 1 – September 30).

and ETV programs for older youth and/or young adults formerly in foster care, into a continuum of services for children and their families. The CFSP consolidates plans for these programs to help states comprehensively integrate the full array of child welfare services, from prevention and protection through permanency (45 CFR 1357.15(a)).

Since the CFSP process began in 1994, there have been four completed five-year cycles (FYs 1995 - 1999, FYs 2000 - 2004, FYs 2005 - 2009, and FYs 2010 – 2014). The most recent CFSP submission, covering FYs 2015 – 2019, was due June 30, 2014.

Annual Progress and Services Report (APSR)

The APSR provides an annual update on the progress made toward accomplishing the goals and objectives in the CFSP (section 432(a)(2)(C)(i) of the Act). Completion of the APSR satisfies the federal regulations at 45 CFR 1357.16 by providing updates on a state’s annual progress since the submission of the CFSP and planned activities for the upcoming fiscal year.

- 2016 APSR. On June 30, 2015, states submitted the first APSR since the development of the 2015-2019 CFSP. This was referred to as the “2016 APSR.”
- 2017 APSR. On June 30, 2016, states submitted the second APSR, referred to as the “2017 APSR.” The 2017 APSR covered the activities completed during the period of time since the last APSR submission and the prospective activities for FY 2017.
- 2018 APSR. On June 30, 2017, states must submit the third APSR, referred to as the “2018 APSR.” The 2018 APSR covers the activities completed during the period of time since the last APSR submission (i.e. from July 1, 2016 to June 30, 2017) and the planned activities for FY 2018. This PI provides guidance on submission of the 2018 APSR, due June 30, 2017 that requests funding for FY 2018 (45 CFR 1357.16(b)).

It is important that APSR submissions address all requirements outlined in this PI. 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 the Children’s Bureau (CB). The CB Regional Office (RO) staff will engage with you and your staff in joint planning in preparing the APSR. Requests for assistance or questions encountered in preparing the APSR should be directed to the appropriate CB RO.

In preparing the 2018 APSR, each state must conduct an interim review of the progress made since submitting the 2015-2019 CFSP and subsequent APSRs toward accomplishing the goals and objectives in the CFSP/APSR based on updated information and current data. In accordance with 45 CFR 1355.52 (b) and (c), states with a Comprehensive Child Welfare Information System (CCWIS) are expected to utilize the data in these case management systems in assessing progress in the APSR, citing the source as such.

As required by federal regulations at 45 CFR 1357.16, when conducting the annual review in preparation for submission of the APSR, the state must engage the agencies, organizations, and individuals who are part of the ongoing CFSP-related consultation and coordination process, e.g., the state’s Court Improvement Program, tribes, youth, families, the Community-Based Child

Abuse Prevention (CBCAP) lead agency, the Children’s Justice Act grantee, providers, and faith-based and community organizations.

When addressing services and programs under this APSR, states must also integrate the findings of federal reviews, including the Child and Family Services Review (CFSR), an Adoption and Foster Care Analysis and Reporting System (AFCARS) Assessment Review, the title IV-E Foster Care Eligibility Review, a National Youth In Transition (NYTD) Assessment Review and other relevant CB reviews, as well as planned activities identified in any Program Improvement Plans (PIPs). More information on this requirement is detailed in Section B.

New Program Requirements: Comprehensive Addiction and Recovery Act of 2016 (CARA) (P.L. 114-198)

On July 22, 2016, the President signed into law the Comprehensive Addiction and Recovery Act of 2016 (CARA) (P.L. 114-198). Among other provisions, CARA amended sections 106(b)(2)(B)(ii) and (iii) of CAPTA to remove the term “illegal” as applied to substance abuse affecting infants and to specifically require that plans of safe care address the needs of both infants and their families or caretakers. CARA also added requirements relating to data collection and monitoring. More information on the changes made to CAPTA by CARA, as well as information on best practices, can be found in Information Memorandum [ACYF-CB-IM-16-05](#), issued August 26, 2016 and Program Instruction [ACFY-CB-PI-17-02](#), issued January 17, 2017.

Section D of this PI provides information and additional instructions on what states will need to provide in the 2018 APSR.

Section B. Continued Integration of the Child and Family Services Review Process with the CFSP/APSR

In Program Instruction [ACYF-CB-PI-14-03](#), issued March 5, 2014, CB emphasized the integration of the CFSP with the Child and Family Services Review (CFSR) process, including the CFSR Statewide Assessment. For the 2015 - 2019 CFSP, submitted in June 2014, states were to assess performance on the systemic factors and outcomes that CB monitors through the CFSR and incorporate this information into the appropriate sections of their CFSP and subsequent APSRs. The two subsequent APSRs continued to support the integration of these two processes and the 2018 APSR will continue the intentional integration of key outcomes across child welfare programs. The CB continues to be committed to joint planning with states to build on the steps taken to integrate these processes. States can consult their RO or the CFSR procedures manual for additional information on integrating the CFSP and CFSRs.

The most recent CFSP/APSR goals, objectives, and interventions as well as any more recent CFSR information will also be the starting point for the development of a state’s CFSR Program Improvement Plan (PIP), if one is required. To be well positioned to improve performance, states should use the 2018 APSR to update, revise or better align data, goals, objectives, and interventions specified in the 2015-2019 CFSP with the CFSR case review outcomes measures

and systemic factors, as well as the state's performance on the 7 data indicators. Any other data or information on state progress should also be used in informing the state's 2018 APSR.

In preparing the 2018 APSR, states must:

- Use the most recent contextual data provided to the state about its performance on the 7 data indicators to complete the "Update on Assessment of Performance," section C2 of the 2018 APSR.
- Review and revise, as needed, their goals and objectives to focus on improvement of their performance on the CFSR 7 data indicators, systemic factors and the current Onsite Review Instrument (OSRI) items.
- Assess performance on the systemic factors using data and information that demonstrates the functioning of the revised items for each systemic factor ("Update on Progress Made to Improve Outcomes," section C3 of the 2018 APSR). (See 45 CFR 1355.34(c)).

To the extent that any of the above performance information is already reported in the state's CFSR Statewide Assessment, the state need not repeat it in the APSR. Rather, the state may cite where the performance information is located in the statewide assessment and focus instead on any resulting updates to goals, objectives, and interventions in the 2018 APSR.

Section C. Requirements for 2018 APSR (Due June 30, 2017)

The 2018 APSR must address and reflect coordination of the following programs:

- The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
- Services provided in the four areas under the Promoting Safe and Stable Families Program (title IV-B, subpart 2):
 - Family Preservation;
 - Family Support;
 - Time-Limited Family Reunification; and
 - Adoption Promotion and Support Services;
- Monthly Caseworker Visit Funds;
- Adoption and Legal Guardianship Incentive Payment Funds;
- Child Welfare Waiver Demonstrations approved under section 1130 of the Act, as appropriate;
- CFCIP and ETV; and
- Training activities in support of the CFSP goals and objectives, including training funded by titles IV-B and IV-E.

In addition, states are required to provide an annual update on their use of funds under the CAPTA State Grant and address their compliance with the amendments to CAPTA made by the Justice for Victims of Trafficking Act of 2015 and the Comprehensive Addiction and Recovery Act of 2016 (CARA).

The 2018 APSR must contain all of the information described below.

1. General Information

Collaboration

- Provide an update on how the state has engaged in substantial, ongoing and meaningful collaboration in the implementation of the 2015-2019 CFSP and subsequent APSRs, and if applicable, any state CFSR PIP or title IV-E PIP (section 422(b)(13) of the Act). The description should specify how partners, tribes, courts and other stakeholders were involved in the past year in the implementation of the CFSP and the development of the 2018 APSR through:
 - 1) the assessment of agency strengths and areas needing improvement including the “Update on Assessment of Performance,” section C2;
 - 2) the review and modification of the Goals, Objectives, and Interventions in the “Update to the Plan for Improvement,” section C3, based on available data and information; and
 - 3) the monitoring of CFSP progress including the “Update on Progress Made to Improve Outcomes,” section C3.

The description must also include an update on how partners, tribes, courts, and other stakeholders will continue to be involved in the upcoming year in the implementation of the goals, objectives, and interventions, and in the monitoring and reporting of progress (45 CFR 1357.15(b)(4)).

Collaboration for the CFSP and APSR should align with collaboration efforts for the state CFSR. States should work with their CB RO and/or refer to the CFSR Procedures Manual for further information on collaboration and implementation for the CFSP and CFSR.

2. Update on Assessment of Performance

States must review and update the data and information provided in their 2015-2019 CFSP and subsequent APSRs to reflect recent state performance. The state must use its most recent data profile or contextual information provided on the state’s performance on the CFSR 7 data indicators, its case review data, relevant data or information for each Round 3 systemic factor item and any other relevant data to update this assessment. States are encouraged to include data that shows performance over time and must indicate the sources of data, methods of data collection, any known issues with data quality/limitations and time period(s) for the data provided. States that have completed their CFSR Statewide Assessment in 2016 are encouraged to provide any updated information available for the 2018 APSR. States that have completed their CFSR Statewide Assessment in 2017 may choose to reference that assessment rather than repeating that information in the 2018 APSR.

In completing this section, states are encouraged to consider how they can include information in the 2018 APSR that can serve as the foundation for the CFSR Statewide Assessment and any CFSR PIP. States should review the [Statewide Assessment Instrument](#) in order to ensure that all outcome items and systemic factor items are addressed in the 2018 APSR assessment and that data and information provided address the CFSR requirements.

States that do not have sufficient, accurate, timely data and information to assess performance should indicate their plans for gathering that information in time for their next year's APSR, or for their CFSR Statewide Assessment, whichever is earlier. States may also contact their CB RO for available technical assistance.

3. Update to the Plan for Improvement and Progress Made to Improve Outcomes

In the 2015-2019 CFSP and subsequent APSRs, states were asked to identify the plan for improving its program, services, and outcomes for children and families over the next five years. This section is to provide the update to that plan for improvement and the progress towards achieving those outcomes.

Update to the Plan for Improvement

Revisions to Goals, Objectives, and Interventions

The state must update the goals, objectives, and interventions identified in the 2015-2019 CFSP and subsequent APSRs to be consistent with any recent CFSR PIP. States must also incorporate any additional areas needing improvement that were identified in a title IV-E, AFCARS, NYTD, or other program improvement plan or in the 2018 APSR "Update on Assessment of Performance," section C2 identified above (45 CFR 1357.16(a)(2)). If the state's 2015-2019 CFSP and subsequent APSRs did not have a goal, objective, or intervention that addresses key areas needing improvement as identified through the "Update on Assessment of Performance" and in joint planning with CB, the associated goal, objective, intervention and measures of progress must be revised or added to the 2018 APSR. For the 2018 APSR, states should give particular attention to ensuring that goals, objectives, and interventions address the state performance on the revised CFSR 7 data indicators, systemic factors or case review outcomes.

Implementation Supports

To promote successful implementation of newly identified or revised goals and objectives, states are encouraged to identify in the 2018 APSR supports needed to continue to implement each goal and objective and a plan for ensuring the supports are put in place. Examples of implementation supports include: staffing, training and coaching, financing, data systems, policies, physical supports, equipment, and memoranda of understanding with other agencies.

Update on Progress Made to Improve Outcomes

The state must report on the amount of progress made since the 2017 APSR submission to improve outcomes for children and families and to provide a more comprehensive, coordinated and effective child and family services continuum (45 CFR 1357.16(a)(1)).

Progress Measures: States must cite relevant state and local data supporting the state's assessment of the progress toward meeting each goal and objective of the 2015-2019 CFSP and subsequent APSRs.

Measures of progress may be stated in terms of improved performance on the 7 data indicators for safety and permanency, case review items, or other available data and may reference data provided in the "Update on Assessment of Performance," section C2 of the 2018 APSR. Because the state will be reporting on the third year of the five year plan, the objectives and interventions associated with some goals may not yet be fully implemented and the state may only be starting to demonstrate significant measurable improvement. However, states are encouraged to assess and report in the 2018 APSR on the amount of progress made in any geographic areas or populations that have experienced the intervention during the past year. In addition, the state should review the progress measures identified in its 2015-2019 CFSP and subsequent APSRs and align them to be consistent with the revised CFSP 7 data indicators, systemic factors or outcomes, where applicable, and report progress in the 2018 APSR based on updated measures to the extent possible.

Progress Benchmarks: For each objective/intervention identified in the 2015-2019 CFSP and subsequent APSRs the state must report on the progress it is making in meeting its timeframes and benchmarks for implementing the intervention. Benchmarks may be stated in terms of implementation milestones, such as key activities completed or process measures.

If the state is not making progress as indicated by its measures or benchmarks, the state should indicate in the 2018 APSR the reasons for the lack of progress, including whether sufficient implementation supports are in place and whether the intervention is being implemented as intended. The state should report any adjustments to the intervention or implementation to increase effectiveness.

Feedback loops: In monitoring and reporting on progress, the state should also continually consult with partners, tribes, courts and other stakeholders who are involved in implementing the intervention or who are impacted by the intervention for information/data about effectiveness. If available, provide information obtained using feedback loops to support progress made to improve outcomes.

4. Update on Service Description

States are required to provide an update on the services provided through each of the programs/service areas identified below:

- The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
 - Services provided in the four areas under the Promoting Safe and Stable Families Program (title IV-B, subpart 2):
 - Family Preservation;
 - Family Support;
 - Time-Limited Family Reunification; and
 - Adoption Promotion and Support Services;
 - CFCIP and ETV (Please also see Section E.)
- For each program, describe the services to be provided in FY 2018, highlighting any changes or additions in services or program design and how the services will assist in achieving program goals (45 CFR 1357.16(a)(4)). For each service report:
 1. the estimated number of individuals and families to be served (the number of individuals and families to be served by service/activity with the total estimated funding indicated);
 2. the population(s) to be served (the population that has been targeted for the designated services); and
 3. the geographic areas where the services will be available (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).

This information may be provided in Part II of the CFS-101 form (Attachment B).

- Indicate the specific percentages of title IV-B, subpart 2, funds the state will expend in 2018 on actual service delivery of family preservation, community-based family support, time-limited family reunification and adoption promotion and support services, and on planning and service coordination, with a rationale for the decision. The state must provide an especially strong rationale if the percentage provided for any one of the four service categories is below 20 percent. The amount allocated to each of the service categories should include only funds for service delivery. Report separately the amount to be allocated to planning and service coordination. Provide the estimated expenditures for the described services on the CFS-101. In addition, for each service category with a percentage of funds that does not approximate 20 percent of the grant total, provide a rationale for the disproportion in the narrative portion of the APSR.
- If not covered in Section C3, “Update to the Plan for Improvement” describe any additional steps the state 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 be used to measure progress in the upcoming fiscal year if not addressed in the goals, objectives and interventions.

- *Populations at Greatest Risk of Maltreatment (section 432(a)(10) of the Act).*
In the 2015-2019 CFSP, states were required to identify and describe which populations are at the greatest risk of maltreatment, how the state identifies these populations and how services will be targeted to those populations. In the 2018 APSR, provide an update noting any changes or emerging trends in the populations the state has identified as at greatest risk of maltreatment. Describe the activities the state has undertaken since the submission of the 2017 APSR to target services to these populations and any changes in the services that will be targeted to these populations during the coming year.
- *Services for Children Under the Age of Five (section 422(b)(18) of the Act).*
Describe the activities the state has undertaken since the submission of the 2017 APSR to reduce the length of time that young children under age five are in foster care without a permanent family. Describe the activities undertaken to provide developmentally appropriate services to this population. Provide the results of the activities and any updates to the state's plan. (*Note: CB understands this requirement to apply to all children under age 5 in foster care regardless of the child's permanency plan, legal status or placement status.*)
- *Services for Children Adopted from Other Countries (section 422(b)(11) of the Act).*
Describe the activities, including provision of adoption and post-adoption supports, that the state has undertaken since the submission of the 2017 APSR to support the families of children adopted from other countries and any changes to the activities the state plans to take to support children adopted from other countries.

5. Program Support

- Describe the state's training and technical assistance provided to counties and other local or regional entities that operate state programs and its impact on the achievement of CFSP/APSR goals and objectives since the submission of the 2017 APSR. Describe training and technical assistance that will be provided by the state in the upcoming fiscal year. (See 45 CFR 1357.16(a)(5).)
- Describe the technical assistance and capacity building needs that the state anticipates in FY 2018 in support of the CFSP/APSR goals and objectives. Describe how capacity building services from partnering organizations or consultants will assist in achieving the identified goals and objectives. (See 45 CFR 1357.16(a)(5).) States that have engaged with the Capacity Building Center for States are encouraged to reference needs and planned activities that were documented during assessment and work planning.

- Describe child and family services related research, evaluation, management information systems, and/or quality assurance systems that have been implemented or updated since the submission of the 2017 APSR or will be implemented or updated in the coming year. Specify any additions or changes in services or program designs that have been found to be particularly effective or ineffective based on the state's evaluation of programs. (See 45 CFR 1357.16(a)(5).)

6. Consultation and Coordination Between States and Tribes

As referenced throughout this PI, states are expected to consult, collaborate and coordinate with all federally recognized tribes within their jurisdiction on all aspects of the development and oversight of the 2015-2019 CFSP and subsequent APSRs. Federal law and regulations also separately identify several key child welfare issues about which the state must consult and coordinate with tribes. States must then report on the outcome of these discussions. These issues include state compliance with ICWA; the arrangements for providing services in relation to permanency planning for tribal children, whether in the care of the state or tribe; and the provision of independent living services under the CFCIP. States without federally-recognized tribes within their borders should still consult with tribal representatives and document such consultations.

In the 2018 APSR, states must update the following:

- Describe the process used to gather input from tribes since the submission of the 2017 APSR, including the steps taken by the state to reach out to all federally recognized tribes in the state. Provide specific information on the names of tribes and tribal representatives with whom the state has consulted. Please provide information on the outcomes or results of these consultations. States may meet with tribes as a group or individually. (See 45 CFR 1357.15(l) and 45 CFR 1357.16(a)).
- Provide an update to the state's plan for ongoing coordination and collaboration with tribes in the implementation and assessment of the CFSP/ APSR. Describe any barriers to this coordination and the state's plans to address these barriers.
- Provide an update, since the submission of the 2017 APSR, on the arrangements made with tribes as to who is responsible for providing the child welfare services and protections for tribal children delineated in section 422(b)(8) of the Act, whether the children are under state or tribal jurisdiction. These services and protections include operation of a case review system (as defined in section 475(5) of the Act) for children in foster care; a preplacement preventive services program for children at risk of entering foster care to remain safely with their families; and a service program for children in foster care to facilitate reunification with their families, when safe and appropriate, or to place a child in an adoptive home, legal guardianship or other planned, permanent living arrangement.

In carrying out consultation with tribes relating to operation of a case review system for tribal children, states are reminded of the amendments made by P.L. 113-183. In general,

these amendments went into effect on September 29, 2015. The new case review provisions require the title IV-B/IV-E agency to:

- Limit use of Another Planned Permanency Living Arrangement (APPLA) as a permanency plan to youth age 16 and older (section 475(5)(C)(i) of the Act)²;
- Follow additional case review and case plan requirements for all children in foster care with a permanency plan of APPLA including:
 - Documenting at each permanency hearing the efforts to return a child home or to secure a placement for a child with a relative, or with guardianship or adoptive parent (sections 475(5)(C)(i) and 475A(a)(1) of the Act).
 - Implementing procedures to ensure that the court or administrative body conducting the permanency hearing asks the child about his/her desired permanency outcome and makes a judicial determination at each permanency hearing that APPLA is the best permanency plan for the child and specifies compelling reasons why it's not in the best interest of the child to be returned home, placed with a relative or legal guardian, or placed for adoption (section 475A(a)(2) of the Act).
 - Documenting at the permanency hearing and the 6 month periodic review the steps the agency is taking to ensure that the foster family or child care institution follows the “reasonable and prudent parent standard”³ and whether the child has regular opportunities to engage in “age or developmentally-appropriate activities”⁴ (sections 475(5)(B) and 475A(a)(3) of the Act).
- In addition, for children age 14 and older, the title IV-B/IV-E agency must:
 - Document in the case plan the child's education, health, visitation, and court participation rights, the right to receive a credit report annually, and a signed acknowledgement that the child was provided these rights and that they were explained in an age appropriate way (section 475A(b) of the Act);

² This provision becomes effective three years after enactment, September 29, 2017, for children in foster care under the responsibility of an Indian tribe, tribal organization or consortium.

³ The “reasonable and prudent parent standard” is defined as the standard characterized by careful and sensible parental decisions that maintain a child's health, safety, and best interests while at the same time encouraging the child's emotional and developmental growth, that a caregiver must use when determining whether to allow a child in foster care under the responsibility of the state/tribe to participate in extracurricular, enrichment, and social activities. Caregiver (for this purpose only), is a foster parent or designated official at a child care institution (section 475(10) of the Act).

⁴ “Age or developmentally-appropriate” is defined as suitable, developmentally appropriate activities for children of a certain age or maturity level based on the capacities typical for the age group and the individual child (section 475(11) of the Act).

- Develop the case plan in consultation with the child, and at the option of the child, two members of the case planning team, who are not the caseworker or foster parent (sections 475(1)(B) and (5)(C)(iv) of the Act);
 - Describe in the case plan and at the permanency hearing the services to help the youth transition to successful adulthood (formerly required at age 16) (sections 475(1)(D) and (5)(C)(i) of the Act); and
 - Provide a copy of his/her credit report annually and assist in fixing any inaccuracies (formerly age 16) (section 475(I) of the Act).
- Describe how the state monitors its compliance with ICWA. Citing available data and the sources of that data, including input obtained through tribal consultation, assess the state's level of compliance with the ICWA. If data are not available, provide other information to support the assessment of the state's level of compliance with ICWA and describe how the state intends to obtain any relevant data that may be needed to assess compliance. (See section 422(b)(9) of the Act.) Components of ICWA that states must address in consultation with tribes include, but are not limited to:
 - Notification of Indian parents and tribes of state proceedings involving Indian children and their right to intervene;
 - Placement preferences of Indian children in foster care, pre-adoptive, and adoptive homes;
 - Active efforts to prevent the breakup of the Indian family when parties seek to place a child in foster care or for adoption; and
 - Tribal right to intervene in state proceedings, or transfer proceedings to the jurisdiction of the tribe.
 - Provide an update to the specific steps outlined in the 2015-2019 CFSP and subsequent APSRs to improve or maintain compliance with ICWA that includes tribal input. Describe the activities completed and accomplishments achieved since submission of the 2017 APSR. Provide an update on any planned changes to laws, policies, procedures, communications strategies, trainings or other activities to improve compliance with ICWA that the state has developed in partnership with tribes.
 - Provide an update regarding discussions with Indian tribes in the state specifically as it relates to the CFCIP. (This instruction is further delineated in Section E of this PI.)
 - State agencies and tribes must also exchange copies of their 2018 APSRs (45 CFR 1357.15(v)). Describe how the state will meet this requirement for the 2018 APSR.

In carrying out continued collaborations and coordination with tribes on child welfare programs, states should be aware that section 479B of the Act allows federally-recognized tribes, tribal consortia, and tribal organizations to apply to ACF to receive, at tribal option, title IV-E funds directly for foster care, adoption assistance, and for guardianship assistance programs. A tribe may also seek to enter into an agreement with the state to administer all or part of the title IV-E

program on behalf of Indian children under the authority of the tribe. States are reminded that section 471(a)(32) requires states to negotiate in good faith with any federally recognized tribe, tribal organization or tribal consortium in the state that requests to develop a IV-E agreement with the state. In addition, section 477(j) of the Act creates an option for tribes, with an approved title IV-E plan or a title IV-E tribal/state agreement, to receive directly from ACF a portion of the state's CFCIP and/or ETV allotments to provide services to tribal foster/former foster youth.

The opportunity to operate a title IV-E, CFCIP, and/or ETV program is not time limited. A tribe has the discretion to determine whether or when it wants to develop its own title IV-E, CFCIP, and/or ETV programs. States remain responsible for serving resident Indian children who are not otherwise being served by an Indian tribe under an agreement with the state or under a direct title IV-E, CFCIP, and/or ETV plan (section 301(d)(2) of P.L. 110-351).

7. Monthly Caseworker Visit Formula Grants

Monthly Caseworker Visit grants are provided to states to improve the quality of caseworker visits with an emphasis on improving caseworker decision-making on the safety, permanency, and well-being of foster children and caseworker recruitment, retention and training (section 424(f) and 436(b)(4)(B)(i) of the Act). In FY 2015 and thereafter, states are required to ensure the total number of monthly casework visits is not less than 95 percent of the total visits that would be made if each child were visited once per month. In addition, at least 50 percent of the total number of monthly visits made by caseworkers to children in foster care must occur in the child's residence.

In the 2018 APSR, states must describe:

- Their use of the Monthly Caseworker Visit Grant; and
- Their continued action steps to ensure that statutory performance standards are met. If the state has missed previous performance standards, describe the reasons the state's performance has fallen short and the steps the agency will take to ensure compliance.

See [ACYF-CB-PI-12-01](#), issued January 6, 2012, for more information on monthly caseworker visit performance standards and data requirements.

Also refer to information in Section G of this PI, "Statistical and Supporting Information," for instructions on submitting FY 2017 caseworker visit data.

8. Adoption and Legal Guardianship Incentive Payments

In September 2014, P.L. 113-183 re-authorized and revised the Adoption Incentives Program and renamed it the "Adoption and Legal Guardianship Incentive Payments" program. On July 8, 2015, CB issued [ACYF-CB-PI-15-08](#) to inform title IV-E agencies of the steps they must take to qualify for payments under the Adoption and Legal Guardianship Incentive Payments program and the procedures that ACF will use in calculating payments for eligible title IV-E agencies.

Please note that P.L. 113-183 amended section 473A(e) of the Act to extend by 12 months the expenditure period for incentive awards under the program. Beginning with the awards made in FY 2014, funds will now remain available for 36 months following grant award, rather than 24 months. In addition, the law prohibits states from using incentive payments to supplant federal or non-federal funds for services under title IV-B or IV-E.

States were required to specify in the 2015-2019 CFSP the services they expected to provide to children and families with the adoption incentive funds and the state's plans for timely expenditure of the funds.

In the 2018 APSR, states should report on how Adoption Incentive funds received during FY 2015 or FY 2016 were or will be spent and describe any changes to how the state plans to use such funds should they receive Adoption and Legal Guardianship Incentive funds in the coming fiscal year, taking into account the statutory provisions that extend the expenditure period and prohibit supplantation (section 473A(f) of the Act). States should address in the 2018 APSR any changes, issues, or challenges the state has encountered in expending funds in a timely manner and how it will address those challenges.

9. Child Welfare Waiver Demonstration Activities (applicable states only)

If the state has an approved child welfare waiver demonstration project under section 1130 of the Act, it must describe its efforts to coordinate and integrate the activities under the demonstration with the goals and objectives of the 2015-2019 CFSP and subsequent APSRs.

10. Quality Assurance System

Federal regulations at 45 CFR 1357.15(u) require states to describe in their CFSP the Quality Assurance (QA) system it uses to regularly assess the quality of services under the CFSP and assure that there are steps taken to address identified problems. On August 27, 2012, CB issued Information Memorandum [ACYF-CB-IM-12-07](#) on establishing and maintaining Continuous Quality Improvement (CQI) systems.

A continuous quality improvement approach allows states to measure the quality of services provided by determining the impact those services have on child and family level outcomes and functioning. Such an approach also helps states determine the effectiveness of processes and systems in operation in the state and/or required by federal law. A well-functioning QA/CQI system is foundational for the CFSR process, as such a system can help inform the state's statewide assessment, support the state conducting its own case review and facilitate performance information for program improvement plan purposes.

In the 2018 APSR:

- Assess the state's current QA/CQI system. Describe any specific practices or system improvements the state has made based on QA/CQI;

- Include any training or technical assistance the state anticipates needing from CB resources or other partners;
- Provide an update on QA/CQI results and data that have been used to update goals, objectives, and interventions or use of funds in the 2018 APSR;
- For states that will undergo a CFSR in FYs 2017 – 2018, describe the state’s current case review instrument and whether the state is using or plans to begin using the federal Onsite Review Instrument (OSRI) as part of the state's ongoing QA/CQI process.
- For all states, describe how many and the type of cases that are reviewed annually as part of the state’s ongoing case review process and any plans to increase or decrease the number of cases reviewed.

Section D. Child Abuse Prevention and Treatment Act (CAPTA) State Plan Requirements and Update

States submitted a plan for the CAPTA State Grant on June 30, 2011.⁵ Once approved by CB, the CAPTA State Plan remains in effect for the duration of the state’s participation in the CAPTA State Grant program. However, section 108(e) of CAPTA requires states receiving a CAPTA State Grant to submit an annual report describing its use of the grant. To facilitate coordination between the CAPTA State Plan and the title IV-B plan, as required by section 106(b)(2)(A) of CAPTA, CB requires that the annual report describing use of CAPTA funds be submitted with the APSR. In addition, CB encourages states to use CAPTA State Grant funds in a manner that aligns with and supports their overall goals for the delivery and improvement of child welfare services, as they continue to implement their 2015-2019 CFSP and APSR goals.

States must include all required information indicated below in their 2018 CAPTA Annual Report to be submitted as part of the 2018 APSR. Missing or incomplete information will result in the withholding of CAPTA funds until such time as approval can be granted by CB. Please note that compliance with the eligibility requirements for a CAPTA State Grant program is a prerequisite for eligibility to receive funding under the Children’s Justice Act State Grant Program, authorized by section 107(a) of CAPTA.

In the State’s 2018 Annual CAPTA Report:

- Describe substantive changes, if any, to state law or regulations, including laws and regulations relating to the prevention of child abuse and neglect, that could affect the state’s eligibility for the CAPTA State Grant (section 106(b)(1)(C)(i) of CAPTA). The state must also include an explanation from the State Attorney General as to why the change would, or would not, affect eligibility. (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.)

⁵ In some cases, a state may have submitted a new CAPTA State Plan at a later date.

- Describe any significant changes from the state’s previously approved CAPTA plan in how the state proposes to use funds to support the 14 program areas enumerated in section 106(a) of CAPTA. (See section 106(b)(1)(C)(ii) of CAPTA).
- Describe how CAPTA State Grant funds were used, alone or in combination with other federal funds, in support of the state’s approved CAPTA plan to meet the purposes of the program since the state submitted its last update on June 30, 2016 (section 108(e) of CAPTA).
- Submit a copy of annual citizen review panel report(s). Include a copy of the state agency’s most recent written responses to the panel(s) that describes whether or how the state will incorporate the recommendations of the panel(s) (as appropriate) to improve the child protection system. (See section 106(c)(6) of CAPTA.)

Amendments to CAPTA made by P.L. 114-22, the Justice for Victims of Trafficking Act of 2015

As addressed in last year’s APSR PI ([ACYF-CB-PI-16-03](#)), the Justice for Victims of Trafficking Act of 2015 included amendments to CAPTA that become effective on May 29, 2017. Key provisions include the following:

- The law amended CAPTA’s definition of “child abuse and neglect” and “sexual abuse” by adding a special rule that a child shall be considered a victim of ‘child abuse and neglect’ and of ‘sexual abuse’ if the child is identified, by a state or local agency employee of the state or locality involved, as being a victim of sex trafficking or a victim of severe forms of trafficking in persons, as defined in paragraph (10) and described in paragraph (9)(A), respectively, of section 103 of the Trafficking Victims Protection Act (TVPA) (22 U.S.C. 7102).
 - As defined in section 103(10) of the TVPA, “sex trafficking” means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.
 - Paragraph (9)(A) of section 103 of the TVPA describes “severe forms of trafficking in persons” to mean in part sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.
- The amendments also specify that, notwithstanding the general definition of a “child” in CAPTA, a state may opt to apply the sex trafficking portion of the definition of “child abuse and neglect” and “sexual abuse” to a person who has not attained age 24.
- In addition to expanding the definitions of child abuse and neglect and sexual abuse applicable to the CAPTA State Grant, the law added new requirements to the list of assurances a state must provide to receive a CAPTA State Grant. Each state will now need to provide an assurance that the state has in effect and is operating a statewide program, relating to child abuse and neglect that includes:

- provisions and procedures regarding the identification and assessment of all reports involving children known or suspected to be victims of sex trafficking (as defined in section 103(10) of the TVPA); and
 - provisions and procedures for training CPS workers about identifying, assessing, and providing comprehensive services to children who are sex trafficking victims, including efforts to coordinate with state law enforcement, juvenile justice, and social service agencies such as runaway and homeless youth shelters to serve this population.
- The amendments also add to the list of data elements a state must annually report, to the maximum extent practicable, as a condition of receiving their CAPTA State Grant. Beginning with submission of FY 2018 data, the CB expects to ask states to report the number of children who are victims of sex trafficking through NCANDS. Additional information on NCANDS data reporting will be provided separately from this PI.
 - As a reminder, states are required to submit new CAPTA assurances relating to sex trafficking **on or before May 29, 2017**. These assurances are to be provided in the form of a certification signed by the State's Governor (see Attachment F). If the state has already submitted the signed assurance, there is no need to submit it again. If the state has not yet submitted the assurance, it must do so by May 29, 2017. State officials may contact their CB RO if unsure about whether the assurance has already been submitted.

In the 2018 CAPTA Annual Report:

- Provide an update on the steps the state has taken to address the amendments to CAPTA made by the Justice for Victims of Trafficking Act of 2015 since submission of the 2017 APSR and CAPTA Annual Report.
- Identify any continued technical assistance needs the state has identified relating to implementation of the amendments to CAPTA made by the Justice for Victims of Trafficking Act of 2015.
- If the state has not submitted the Governor's Assurance Statement and is not able to demonstrate compliance with the amendments relating to trafficking, the state must coordinate with the CB RO in developing a Program Improvement Plan (PIP). The PIP must address the specific steps the state will take to come into compliance with these provisions by no later than June 30, 2018. The state must submit the PIP for approval by CB with the Annual CAPTA Report.

Amendments to CAPTA made by P.L. 114-198, the Comprehensive Addiction and Recovery Act of 2016 (CARA)

As noted in Section A of this PI, CARA included amendments to CAPTA's provisions relating to substance exposed newborns and plans of safe care. The amendments became effective upon enactment of CARA (July 22, 2016). (Please see Information Memorandum [ACYF-CB-IM-16-05](#), issued August 26, 2016 and Program Instruction [ACYF-CB-PI-17-02](#), issued January 17, 2017 for additional information and guidance.) In brief, CARA:

- Amended sections 106(b)(2)(B)(ii) and (iii) of CAPTA to remove the term “illegal” as applied to substance abuse affecting infants;
- Specifically required that plans of safe care address the health and substance use disorder treatment needs of both infants and their families or caretakers;
- Added a requirement that states develop a system to monitor implementation of plans of safe care to determine whether and in what manner local entities are providing referrals to and delivery of appropriate services to infants and affected family or caregivers; and
- Added annual data reporting requirements relating to:
 - the number of infants identified under subsection 106(b)(2)(B)(ii);
 - the number of such infants for whom a plan of safe care was developed; and
 - the number of such infants for whom a referral was made for appropriate services, including services for the affected family or caregiver.

The Children's Bureau (CB) intends to collect this data through NCANDS beginning with the submission of FY 2018 data. Information on reporting these data to NCANDS will be provided separately.

In the 2018 CAPTA Annual Report:

- Provide an update on the steps the state has taken since submission of the 2017 APSR and Annual CAPTA Report and the passage of the CARA amendments to implement the provisions in section 106(b)(2)(B)(ii) - (iii) of CAPTA, to address the needs of infants born and identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder.
- Provide information on any changes to laws, policies or procedures relating to the identification and referral to Child Protective Services (CPS) of infants identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder.
- Provide an update on the state's policies and procedures regarding the development of plans of safe care to address the health and substance use disorder treatment needs of substance-exposed infant and their families or caretakers.

- Describe the procedures the state has developed to monitor plans of safe care, to determine whether and in what manner local entities are providing referrals to and delivery of appropriate services for substance-exposed infants and affected family members and caregivers.
- Describe any multi-disciplinary outreach, consultation or coordination the state has taken to support implementation (e.g., among state CPS agency, the state Substance Abuse Treatment Authority, hospitals, health care professionals, home visiting programs and Public Health or Maternal and Child Health Programs). Provide information on the role of the agencies involved in ensuring effective implementation of these provisions.
- Submit the Governor’s Assurance Statement certifying that the state is compliance with the amended provisions of section 106(b)(2)(B)(ii) – (iii) (Attachment G).
- States unable to provide the required assurance and to document compliance with CARA by June 30, 2017 are required to coordinate with the CB RO in developing a PIP. The PIP must address the specific steps the state will take to come into compliance with these provisions by no later than June 30, 2018. The state must submit the PIP for approval by CB with the Annual CAPTA Report.

Finally, to facilitate ongoing communication between CB and states on issues relating to CAPTA and child abuse and neglect, please submit the name, address, and email for the state CAPTA coordinator (also known as the State Liaison Officer) or where this information can be found on the state’s website.

Section E. Chafee Foster Care Independence Program

Background

The Chafee Foster Care Independence Program (CFCIP), including the Education and Training Voucher (ETV) Program, provides supports and services to youth who are likely to age out of foster care and to those young adults ages 18 – 21 who have left foster care. CFCIP has eight broad program purposes that are outlined in section 477(a)(1-8) of the Act.

In addition to the information described in Section C above (Collaboration, Program Service Description, and Program Support), states must address in the 2018 APSR the following information specific to the CFCIP:

- Report on the state’s specific accomplishments achieved since the 2015-2019 CFSP and subsequent APSRs submissions.
- Provide information on the planned activities for FY 2018.

National Youth in Transition Database (NYTD)

On January 13, 2017 the Children’s Bureau issued [ACYF-CB-PI-17-01](#) announcing the implementation of NYTD Reviews. Beginning in FY 2017, states will be required to participate

in a NYTD Review to evaluate comprehensively states' policies and practices related to collecting and reporting timely, reliable and accurate data on youth in transition.

In the 2018 APSR:

- Describe the state's plan to inform stakeholders and others of the NYTD Review for the state. States with NYTD Reviews scheduled in FY 2017 or 2018 should discuss steps to begin to prepare for their review.
- Describe how the state, since the 2015-2019 CFSP and subsequent APSR submissions, has informed partners, tribes, courts and other stakeholders about NYTD data and involved them in the analysis of the results of the NYTD data collection or NYTD Review. Describe how the state has used these data and any other available data in consultation with youth and other stakeholders to improve service delivery in the last year.
- Provide information on how the state has improved NYTD data collection, based on the plan outlined in the 2015-2019 CFSP and subsequent APSR submissions or NYTD Review. States are reminded that information related to NYTD can be viewed in "snap shot" format and can be requested by emailing: NYTDhelp@acf.hhs.gov. While the "snap shot" only provides an overview of the NYTD data, it can be a resource to talk with youth, providers, the courts, and other stakeholders about services and outcomes of youth transitioning out of foster care.

Collaboration with Youth and Other Programs

Report activities performed since the 2017 APSR submission and planned for FY 2018 to:

- Involve youth/ young adults in the CFCIP, CFSR, NYTD, and other related agency efforts.
- Involve the public and private sectors in helping adolescents in foster care achieve independence (section 477(b)(2)(D) of the Act).
- Coordinate services with "other federal and state programs for youth (especially transitional living programs funded under Part B of the Juvenile Justice and Delinquency Prevention Act of 1974,) abstinence 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.
- Collaborate with governmental or other community entities to promote a safe transition to independence by reducing the risk that youth and young adults in the child welfare system will be victims of human trafficking.
- Provide specific training in support of the goals and objectives of the states' CFCIP and to help foster parents, relative guardians, adoptive parents, workers in group homes, and

case managers understand and address the issues confronting adolescents preparing for independent living, consistent with section 477(b)(3)(D) of the Act. Please note that such training should be incorporated into the title IV-E/IV-B training plan, but identified as pertaining to CFCIP, with costs allocated appropriately.

Consultation with Tribes (section 477(b)(3)(G) of the Act)

- Provide 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:
 - Describe how each Indian tribe in the state has been consulted about the programs to be carried out under the CFCIP.
 - Describe the efforts to coordinate the programs with such tribes.
 - 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.
 - 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.
 - Describe whether and how the state has negotiated, in good faith, with any tribe that requested to develop an agreement to administer or supervise the CFCIP or an ETV program with respect to eligible Indian children and to receive an appropriate portion of the state's allotment for such administration or supervision. Describe the outcome of that negotiation.
 - Describe any concerns raised by the tribes during consultation on accessing Chafee services and how the state plans to address these concerns.

Education and Training Voucher Program

In addition to the information described in Section C above (Collaboration, Program Service Description, and Program Support), the CFCIP requires the following specific ETV information to be incorporated in the 2018 APSR:

- 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 based on the plan outlined in the 2015-2019 CFSP and subsequent APSRs.
- If applicable, address any change in how the ETV program is administered, whether by the state child welfare agency in collaboration with another state agency or another contracted ETV provider.
- Provide to CB as an unduplicated number of ETVs awarded each school year (July 1st to June 30th). (Please see section G3 and Attachment E).

Section F. Updates to Targeted Plans within the 2015- 2019 CFSP and subsequent APSRs

States were required to submit the following four plans as discrete sections of their 2015-2019 CFSP:

- Foster and Adoptive Parent Diligent Recruitment Plan
- Health Care Oversight and Coordination Plan
- Disaster Plan
- Training Plan

In the 2018 APSR, states must provide updates to the plans as described below.

If there are changes to the plan, please submit that change as a separate document that can be considered an Attachment or Appendix to the original plan. States may also submit an updated plan, inclusive of any changes.

Foster and Adoptive Parent Diligent Recruitment Plan

Section 422(b)(7) of the Act requires that the state provide for the diligent recruitment of foster and adoptive families that reflect the ethnic and racial diversity of children in the state for whom foster and adoptive homes are needed. For the 2015-2019 CFSP, the Foster and Adoptive Parent Recruitment Plan reflected the activities to be conducted over the next five years to ensure that there are foster and adoptive homes that meet the needs of the infants, children, youth, and young adults (including those over the age of 18 who are in foster care) served by the child welfare agency.

In the 2018 APSR:

- Describe the progress and accomplishments in implementing the state's Foster and Adoptive Parent Diligent Recruitment Plan.
- Indicate in the 2018 APSR if there are any changes or additions needed to the plan. In a separate Word document, provide information on the change or update to the Foster and Adoptive Parent Diligent Recruitment Plan, if any.

Health Care Oversight and Coordination Plan

Section 422(b)(15)(A) of the Act requires states to develop a plan for the ongoing oversight and coordination of health care services for children in foster care. States must develop the plan in coordination with the state title XIX (Medicaid) agency, and in consultation with pediatricians and other experts in health care, and experts in and recipients of child welfare services.

In the 2018 APSR:

- Describe the progress and accomplishments in implementing the state's Health Care Oversight and Coordination Plan, including the impact protocols for the appropriate use and monitoring of psychotropic medications have had on the prescription and use of these medications among children and youth in foster care;

- Indicate in the 2018 APSR if there are any changes or additions needed to the plan. In a separate Word document, provide information on the change or update to the Health Care Oversight and Coordination Plan, if any.

Disaster Plan

Section 422(b)(16) of the Act requires that states have in place procedures explaining how the state programs assisted under title IV-B, subparts 1 and 2, and title IV-E, would respond to a disaster, in accordance with criteria established by the Secretary. A statewide Disaster Plan was submitted as part of the 2015-2019 CFSP.

In the 2018 APSR:

- Specify whether the state was affected by a disaster, and, if so, describe how the Disaster Plan was used and assess its effectiveness.
- Indicate in the 2018 APSR if there are any changes or additions needed to the plan. In a separate Word document, provide information on the change or update to the Disaster Plan, if any.

Training Plan

The 2015-2019 CFSP included a staff development and training plan in support of the goals and objectives in the 2015-2019 CFSP that addresses both of the title IV-B programs covered by the plan. This training plan also must include all training activities and costs funded under title IV-E programs as required by 45 CFR 1356.60(b)(2) and 1357.15(t). Training must be an ongoing activity and must include content from various disciplines and knowledge bases relevant to child and family services policies, programs, and practices. Training content must also support the cross-system coordination and consultation basic to the development of the CFSP.

Updates to Training Plan

States must provide updated information on training plan requirements, including:

- As needed, update the Training Plan. Any training activities to be paid for with title IV-E funds that were not included in the Training Plan must be included in an updated Training Plan. The Training Plan can be updated by submitting a separate document that will serve as an appendix to the 2015-2019 Training Plan.
- For any new training not previously described, the state must address the following in its updated training plan:
 - A brief, one-paragraph syllabus of the training activity;
 - Indication of the specifically allowable title IV-E administrative functions the training activity addresses;
 - Description of the setting/venue for the training activity;
 - Indication of the duration category of the training activity (i.e., short-term, long-term, part-time, full-time);
 - Description of the proposed provider of the training activity;
 - Specification of the approximate number of days/hours of the training activity;

- Description of the audience to receive the training;
- Description of estimated total cost; and
- Cost allocation methodology applied to training costs.

(See [ACYF-CB-PI-14-03](#), issued March 5, 2014, for further guidance on information that must be included in the training plan.)

Section G. Statistical and Supporting Information

The following must be reported in the 2018 APSR:

1. CAPTA Annual State Data Report Items:

Each state receiving the CAPTA State Grant must annually provide, to the maximum extent practicable, an Annual State Data Report. The complete list of data elements to be included in the report can be found in section 106(d) of CAPTA. Most information for this report is collected through state participation in the National Child Abuse and Neglect Data System (NCANDS). As referenced in Section D of this PI, CB expects that NCANDS will begin collecting new data elements relating to sex trafficking and to substance exposed infants and plans for safe care starting with the FY 2018 data submission. Additional information on those data elements will be provided separately.

The following items are to be included in the 2018 APSR submission.

Information on Child Protective Service Workforce: For child protective service personnel responsible for intake, screening, assessment, and investigation of child abuse and neglect reports in the state, report available information or data on the following:

- information on the education, qualifications, and training requirements established by the state for child protective service professionals, including requirements for entry and advancement in the profession, including advancement to supervisory positions;
- data on the education, qualifications, and training of such personnel;
- demographic information of the child protective service personnel; and
- information on caseload or workload requirements for such personnel, including requirements for average number and maximum number of cases per child protective service worker and supervisor (section 106(d)(10) of CAPTA).

If the state was unable last year and continues to be unable this year to provide all of the requested information relating to the child protective service workforce, please provide an explanation as to why that information is not currently available, and describe steps the state will take to be able to report the information in the future.

Juvenile Justice Transfers: Report the number of children under the care of the state child protection system who were transferred into the custody of the state juvenile justice system in FY 2016 (specify if another time period is used). Describe the source of this information, how the state defines the reporting population, and any other relevant contextual information about the data. (See section 106(d)(14) of CAPTA).

2. Sources of Data on Child Maltreatment Deaths:

- Describe all sources of information relating to child maltreatment fatalities that the state agency currently uses to report data to NCANDS;
- If the state does not use information from the state's vital statistics department, child death review teams, law enforcement agencies and medical examiners' offices when reporting child maltreatment fatality data to NCANDS, explain why any of these sources are excluded; and
- If not currently using all sources of child maltreatment fatality data listed in the previous bullet, describe the steps the agency has taken and will take to expand the sources of information used to compile this information. (See section 422(b)(19) of the Social Security Act.)

To ensure that information in the 2018 APSR is consistent with related information reported directly to NCANDS, each state's contact for NCANDS should be consulted in developing this response. A list of NCANDS state contacts is provided in Attachment D.

3. Education and Training Vouchers: Identify the number of youth (unduplicated count) who received ETV awards from July 1, 2015 through June 30, 2016 (the 2015-2016 school year) and July 1, 2016 through June 30, 2017 (the 2016-2017 school year). States may estimate a total if they do not have the total number for the 2016-2017 school year.

Report the number of youth who were new voucher recipients in each of the school years. To facilitate more consistent reporting, please use Attachment E for a format to report information on the ETVs awarded.

4. Inter-Country Adoptions: Report the number of children who were adopted from other countries and who entered into state custody in FY 2016 as a result of the disruption of a placement for adoption or the dissolution of an adoption, the agencies who handled the placement or the adoption, the plans for the child, and the reasons for the disruption or dissolution. (See section 422(b)(12) of the Act.)

5. Monthly Caseworker Visit Data: States are required to collect and report data on monthly caseworker visits with children in foster care (section 424(f) of the Act). Data for FY 2017 is to be reported separately from the 2018 APSR and will be due for submission to CB by **December 15, 2017**. The statute established the following performance standards for caseworker visits in FY 2015 and afterwards:

- The total number of visits made by caseworkers on a monthly basis to children in foster care during a fiscal year must not be less **than 95 percent** of the total

number of such visits that would occur if each child were visited once every month while in care.

- At least 50 percent of the total number of monthly visits made by caseworkers to children in foster care during a fiscal year must occur in the child's residence.

Additional information on the requirement was provided in [ACYF-CB-PI-12-01](#), issued on January 6, 2012.

Section H. 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 FY 2018 than the state expended for those purposes in FY 2005 (section 424(c) of the Act). The 2018 APSR submission must include information on the amount of FY 2005 title IV-B, subpart 1 funds that the state expended for child care, foster care maintenance, and adoption assistance payments for comparison purposes. States are also advised to retain this information in their files for comparison with expenditure amounts in future fiscal years.
- The amount of state expenditures of non-federal funds for foster care maintenance payments that may be used as match for the FY 2018 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 for the FY 2005 grant (section 424(d) of the Act). The APSR submission must include information on the amount of non-federal funds that were expended by the state for foster care maintenance payments and used as part of the title IV-B, subpart 1 state match for FY 2005. States are also advised to retain this information in their files for comparison with expenditure amounts in future fiscal years.
- States may spend no more than ten percent of title IV-B, subpart 1 federal funds for administrative costs (section 424(e) of the Act). States must provide the estimated expenditures for administrative costs, if any, on the CFS-101, Parts I and II.

2. Payment Limitations – Title IV-B, Subpart 2

- States are required to spend a significant portion of their title IV-B, subpart 2 PSSF grant for each of the four service categories of PSSF: family preservation, community-based family support, time-limited family reunification, and adoption promotion and support services.

For FY 2018: For each service category with a percentage of funds that does not approximate 20 percent of the grant total, the state must provide in the narrative portion of the APSR a rationale for the disproportion. 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. States must provide the estimated expenditures for the described services on the CFS-101, Parts I and II.

- States may spend no more than ten percent of federal funds under title IV-B, subpart 2 for administrative costs (section 434(d) of the Act). This limitation applies to both the PSSF program and the Monthly Caseworker Visit grant. States must provide the estimated expenditures for administrative costs, if any, on the CFS-101, Parts I and II.
- Each state may budget to send a maximum of five representatives to attend an annual grantee meeting in Washington, D.C., as directed by the Children’s Bureau.
- States must provide the FY 2015 state and local share expenditure amounts for the purposes of title IV-B, subpart 2 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.

3. FY 2017 Funding—Revised CFS-101 Budget Request

- If the state’s final FY 2017 allotment for any of the programs addressed in the APSR is greater than the amount indicated on its previously submitted and approved CFS-101 (CFS-101, Part I) for FY 2017, and the state wishes to receive that higher amount of funding, it must submit a revised FY 2017 budget form reflecting the higher level of funding. A revised CFS-101 is not required if the final allocation is less than the amount previously approved on the CFS-101 for FY 2017.
- Unneeded portions of FY 2017 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). Therefore, if the state intends to release or apply for funds for reallocation for the title IV-B, subpart 2, the CFCIP, or the ETV program, please note the amounts you are releasing or requesting on the appropriate lines of a revised FY 2017 CFS-101. (See form instructions in Attachment B for more details.) ACF will re-allocate the funds in accordance with the prescribed formulas and before the end of the fiscal year. The state must expend funds by September 30, 2018.

4. FY 2018 Budget Request—CFS-101, Parts I and II

Please Note: Instructions for completing the CFS-101, Parts I, II, and III have been consolidated into one document, rather than three separate documents (see Attachment B). The forms (Parts I, II, and III) have also been consolidated into one Excel workbook, rather than three separate Excel worksheets. In addition, some functionality has been added to the workbook to assist grantees in submitting complete and consistent reports by linking certain information among the parts of the

form and by adding “autosum” features to certain cells. The updated instructions provide additional information.

- Complete Part I of the CFS-101 workbook to request title IV-B, subpart 1 (CWS) and title IV-B, subpart 2 (PSSF and Monthly Caseworker Visit funds), CAPTA, CFCIP, and ETV funds. The final FY 2017 allocation tables are not available. States should use FY 2016 allocation tables in Attachment A as the basis for estimating FY 2018 budget requests.
- Complete Part II of the CFS-101 workbook 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.

5. FY 2015 Title IV-B Expenditure Report—CFS-101, Part III

Complete Part III of the CFS-101 workbook to report the actual amount of FY 2015⁶ 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 funds for which a final Standard Form 425 (SF-425) Federal Financial Report (FFR) has come due. The FY 2015 SF-425 was due on December 29, 2016. Therefore, states must now report FY 2015 information for the title IV-B programs on the form CFS-101, Part III. At state option, complete this form to show actual FY 2015 expenditures for the CFCIP and ETV programs, as well.

In addition, if the state’s expenditure of FY 2015 IV-B, subpart 2 PSSF grant did not approximate 20 percent of the grant total for any of the four PSSF service categories, provide information in the narrative of the APSR on 1) whether the disproportion was requested when the state submitted its estimated expenditures for FY 2015; and 2) the rationale for the disproportion in the actual expenditure of FY 2015 grant funds.

6. Standard Form 425 (SF-425) Federal Financial Report (FFR)

All grantees must report expenditures under title IV-B, subparts 1 and 2, CAPTA, and CFCIP on the SF-425. The state must submit a separate SF-425 for each program and the federal funds awarded under it for each fiscal year. Listed below under the appropriate heading are the requirements for submission for each program. A negative grant award

⁶ Federal funds for these programs are awarded to states on a yearly basis, but may be spent over a two-year period. For example the FY 2015 grant allocation had an expenditure period from October 1, 2014 to September 30, 2016. Therefore, states may obligate any fiscal year 2015 funds during that two-year period of time and subsequently report expenditures on the CFS-101 form, Part III.

will recoup unobligated and/or unliquidated funds reported on the final SF-425 for the title IV-B programs, CAPTA, CFCIP and ETV programs.

For awards issued for FY 2016 or later, states are required to submit an electronic SF-425 for the programs listed above through the Payment Management System (PMS). Therefore, the state should not submit paper copies of the report. States should continue to use the ACF Online Data Collection (OLDC) system to report awards prior to FY 2016. For more information on gaining access to and using the PMS system, please contact the PMS Help Desk at 1-877-614-5533. For more information on gaining access to and using the OLDC submission process, please contact the OLDC helpline at 1-866-577-0771. (See ACF Grants Management Action Transmittal OA-ACF-AT-01-05 and OGM-AT-13-01.)

Title IV-B, subpart 1

States are required to submit the SF-425 for expenditures under title IV-B, subpart 1 at the end of each 12 months (October 1 through September 30) of the two-year expenditure period. Both reports are due 90 days after the end of the fiscal year (December 29). The SF-425 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The state must report state match on the interim and final financial reports. The required 25 percent state match must be met with the submission of the final financial report. (A state that has been notified of the need to provide a higher percentage match for a specific fiscal year, due to a determination that the state has failed to meet a performance standard for monthly caseworker visits, must report that higher match on the final financial form [section 424(f)(1)(B) and 424(f)(2)(B) of the Act].)

The state must expend the funds under title IV-B, subpart 1 by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2018 grants, obligate the funds by September 30, 2019, and liquidate by December 29, 2019).

Title IV-B, subpart 2 – PSSF

States are required to submit the SF-425 for expenditures under the title IV-B, subpart 2 PSSF program at the end of each 12 months (October 1 through September 30) of the two-year expenditure period. Both reports are due 90 days after the end of the fiscal year (December 29). The SF-425 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The state must report state match on the interim and final financial reports. The required 25 percent state match must be met with the submission of the final financial report. The state must expend funds under title IV-B, subpart 2 (PSSF) by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2018, obligate the funds by September 30, 2019, and liquidate by December 29, 2019).

The state may expend discretionary and mandatory funds under PSSF for the same purposes; therefore, the state does not need to report the expenditures for each type of

funds separately. Grantees should report the cumulative amount on the SF-425. ACF will recoup from discretionary funds any amounts reported as unobligated on the final financial status report.

Title IV-B, subpart 2 – Monthly Caseworker Visit Funds

States are required to submit the SF-425 for expenditures under the title IV-B, subpart 2 Monthly Caseworker Visit program at the end of each 12 months (October 1 through September 30) of the two-year expenditure period. (These reports are separate from the SF-425 reports for the PSSF program.)

States submit the SF-425 at the end of each 12 months of the two-year expenditure period. Both reports are due 90 days after the end of each Federal fiscal year (December 29). The SF-425 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The state must expend funds for these years by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2018, obligate the funds by September 30, 2019 and liquidate by December 29, 2019). The state must report state match on the interim and final financial reports. The required 25 percent state match must be met with the submission of the final financial report.

CAPTA

The state must expend the funds under CAPTA within five years (e.g., for the FY 2018 award, the state must expend the funds by September 30, 2022). States are required to submit the SF-425 for CAPTA at the end of each 12 months (October 1 through September 30) of the five-year expenditure period. The SF-425 covering each 12-month budget period is an interim report and the report covering the entire grant period is the final report. Both the interim and the final reports are due 90 days after the end of each 12-month period (December 29). There is no state match requirement for this program.

CFCIP and ETV

The state must expend the funds under CFCIP and ETV within two years. States are required to submit a separate SF-425 for the CFCIP and ETV programs. States are required to submit a SF-425 for expenditures under the CFCIP and ETV programs at the end of each 12 months (October 1 through September 30) of the two-year expenditure period. Reports are due 90 days after the end of each fiscal year (December 29). The SF-425 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The state must report state match on the interim and final financial reports. The required 20 percent state match must be met with the submission of the final financial report. The state must expend funds under CFCIP and ETV by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2018, obligate the funds by September 30, 2019, and liquidate by December 29, 2019).

Section I. Instructions for the Submission of the 2018 APSR for States, the District of Columbia, Puerto Rico and the Virgin Islands of the United States.

As of October 1, 2013, grantees must submit all applications, plans, and financial reports for mandatory grants electronically, consistent with Action Transmittal No. OGM-AT-13-01, issued September 25, 2013 by the ACF Office of Grants Management. ACF intends to use OLDC to facilitate online submission of plans, applications, and reports for mandatory grants, including the CFSP and APSR submissions. Once the system is capable of accepting these documents, CB will provide information on how to submit them through OLDC. Until that transition is complete, ACF requests that grantees continue to submit plans and application electronically to the ROs in the format of a Word document or as a PDF created in Word and saved as a PDF (no scanned documents). Please do not embed scanned PDF files or documents in the submissions, as ACF is unable to post these documents on the internet. Clearly indicate the content of each document submitted.

By June 30, 2017:

- Submit the 2018 APSR.
- Submit changes, if any, to the Foster and Adoptive Parent Diligent Recruitment Plan, the Health Care Oversight and Coordination Plan, the Disaster Plan, and the Training Plan, each as a separate document. These attachments will be considered as an Appendix or Attachment to the plan. States may also submit an entirely new plan.
- Submit updates or changes to the CAPTA State Plan (or if the state chooses, a new CAPTA State Plan) as a separate document.
- Please also include a link to the location of where the 2018 APSR and other plans are located on the state's websites. Please provide a name, email, and telephone number of the state contact for the documents.⁷
- Submit the CFS-101 forms in the format of the Excel workbook (as provided in Attachment B), in addition to a PDF copy of the signed CFS-101 forms. **The CB has revised the CFS-101s. Please only use the new CFS-101s provided as an attachment to this Program Instruction.** While no significant changes in content were made, the formatting of the CFS-101 has been modified slightly to assist grantees in submitting complete and consistent reports. The correct forms are labeled '2018 APSR' in the lower right hand corner of the form.

Submit as an Excel workbook:

- CFS-101, Part I for FY 2018;
- CFS-101, Part II with planned expenditures for the use of FY 2018 funds;

⁷ States are reminded that under 45 CFR 1357.16(d), they must make available for public review and inspection their CFSP/APSRs. If the state does not make available the CFSP/APSRs on their website, please outline how the state is meeting this requirement.

-CFS-101, Part III with estimated and actual expenditures of FY 2015 grants for the title IV-B, and, at state option, the CFCIP and ETV programs.

Save the workbook as “State/territory/insular area name or abbreviation FY18 CFS-101s”.

In addition, submit electronically in PDF format copies of the CFS-101, Parts I and III, **signed** by the appropriate official.

- If a state wishes to revise its previously approved funding request for the FY 2017 grants, either by releasing funds for reallocation or by requesting more funds than originally requested and approved, it must submit a revised CFS-101 Part I as a signed PDF indicating:
 1. the amount of funds that the state does not expect to utilize from its FY 2017 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 program (if different from earlier requests).

Certifications and Assurances: Certifications and assurances submitted with the 2015-2019 CFSP or the CAPTA state plan do not need to be re-submitted with the 2018 APSR unless a change in the state has occurred so that a new certificate is warranted.

As addressed in section D of this PI, states must submit the new CAPTA assurances to address amendments made to CAPTA by the Justice for Victims of Trafficking Act of 2015 and CARA.

- The Governor’s Assurance Statement relating to child sex trafficking is due **May 29, 2017** (Attachment F).
- The Governor’s Assurance Statement relating to substance-exposed infants and plans of safe care is due **June 30, 2017** (Attachment G).

It is important that 2018 APSR submissions address all requirements outlined in this PI. 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 CB. Requests for assistance or questions encountered in preparing any of the documents should be directed to the appropriate CB RO.

Section J. Submittal Rule for Insular Areas

Guam, American Samoa, and the Northern Mariana Islands may each submit consolidated grant applications in accordance with 45 CFR Part 97. These jurisdictions do not need to submit an APSR as described in this PI if they choose to have their title IV-B, subparts 1 and/or 2 (including the monthly caseworker visit funds) and/or CAPTA allotments included in a consolidated grant, and may expend these funds under authority of another program that is

available for consolidation. If an Insular Area chooses to consolidate its application for title IV-B, subparts 1 and/or 2, and/or CAPTA, it must notify its CB RO in writing of its intent by June 30, 2017.

An insular area that chooses to submit an APSR in lieu of receiving a consolidated grant may do so and must follow the guidance included under Section I. The plan must be submitted by June 30, 2017.

Paperwork Reduction Act:

Under the Paperwork Reduction Act of 1995 (P.L. 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 Control Number for this OMB approved information collection is 0970-0426, approved through September 30, 2017.

Inquiries To: CB Regional Program Managers

/s/

Naomi Goldstein
Acting Commissioner
Administration on Children, Youth and
Families

Attachment A:

States should use FY 2016 allocation tables as the basis for estimating FY 2018 budget requests.

Fiscal Year 2016 Allotment Title IV-B Subpart 1 Stephanie Tubbs Jones Child Welfare Services
Fiscal Year 2016 Allotment Title IV-B Subpart 2 Promoting Safe and Stable Families
Fiscal Year 2016 Allotment for Title IV-B, Subpart 2 Monthly Caseworker Visit Funds
Fiscal Year 2016 Allotment for CAPTA
Fiscal Year 2016 Allotment for Chafee Foster Care Independence Program
Fiscal Year 2016 Allotment for Education and Training Vouchers

Attachment B:

CFS-101 Instructions
CFS-101 Forms, Parts I, II and III

Attachment C:

CB Regional Program Managers

Attachment D:

NCANDS State Contact List

Attachment E:
Annual Reporting of Education and Training Vouchers Awarded

Attachment F:
CAPTA State Plan Assurances as required by the Justice for Victims of Trafficking Act of 2015

Attachment G:
CAPTA State Plan Assurances as required by the Comprehensive Addiction and Recovery Act of 2016

Fiscal Year 2016 Allotments to States, Territories, and Insular Areas
Title IV-B, Subpart 1
Stephanie Tubbs Jones Child Welfare Services

State	2016 Allotments
Alabama	\$4,680,456
Alaska	\$148,577
Arizona	\$6,006,082
Arkansas	\$2,993,759
California	\$30,006,648
Colorado	\$4,228,203
Connecticut	\$1,869,997
Delaware	\$796,171
District of Columbia	\$337,830
Florida	\$15,275,736
Georgia	\$10,132,727
Hawaii	\$1,135,370
Idaho	\$1,808,506
Illinois	\$10,125,521
Indiana	\$6,431,262
Iowa	\$2,659,881
Kansas	\$2,633,337
Kentucky	\$4,292,715
Louisiana	\$4,254,263
Maine	\$1,057,391
Maryland	\$3,799,778
Massachusetts	\$3,732,463
Michigan	\$8,794,317
Minnesota	\$4,201,263
Mississippi	\$3,222,556
Missouri	\$5,444,231
Montana	\$667,132
Nebraska	\$1,604,540
Nevada	\$2,620,626
New Hampshire	\$915,822
New Jersey	\$5,371,985
New Mexico	\$1,565,186
New York	\$11,793,670
North Carolina	\$9,203,596
North Dakota	\$416,114
Ohio	\$10,179,241
Oklahoma	\$820,251
Oregon	\$3,345,439
Pennsylvania	\$9,459,978
Rhode Island	\$822,925
South Carolina	\$4,663,626
South Dakota	\$386,756
Tennessee	\$5,929,553
Texas	\$25,354,562

**Fiscal Year 2016 Allotments to States, Territories, and Insular Areas
 Title IV-B, Subpart 1
 Stephanie Tubbs Jones Child Welfare Services**

State	2016 Allotments
Utah	\$3,696,242
Vermont	\$525,874
Virginia	\$6,028,604
Washington	\$5,188,319
West Virginia	\$1,692,250
Wisconsin	\$4,741,871
Wyoming	\$417,388

Subtotal	\$257,480,590
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Territory	2016 Allocations
American Samoa	\$181,781
Guam	\$323,691
Northern Mariana Islands	\$150,477
Puerto Rico	\$3,960,836
Virgin Islands	\$200,208

Subtotal	\$4,816,993
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TOTAL	\$262,297,583
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FISCAL YEAR 2016 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS

TITLE IV-B, SUBPART 2

PROMOTING SAFE AND STABLE FAMILIES

State	2016 Allotments
Alabama	\$5,603,321
Alaska	\$551,091
Arizona	\$7,420,917
Arkansas	\$3,140,860
California	\$32,158,882
Colorado	\$3,485,406
Connecticut	\$2,157,439
Delaware	\$964,896
District of Columbia	\$742,268
Florida	\$18,866,452
Georgia	\$11,956,072
Hawaii	\$1,044,346
Idaho	\$1,510,433
Illinois	\$12,110,594
Indiana	\$5,876,321
Iowa	\$2,524,964
Kansas	\$1,937,761
Kentucky	\$4,603,198
Louisiana	\$5,870,889
Maine	\$1,171,597
Maryland	\$4,424,454
Massachusetts	\$4,518,775
Michigan	\$9,391,187
Minnesota	\$3,344,824
Mississippi	\$4,157,419
Missouri	\$5,608,176
Montana	\$714,255
Nebraska	\$1,180,096
Nevada	\$2,347,467
New Hampshire	\$663,920
New Jersey	\$5,492,099
New Mexico	\$2,817,028
New York	\$16,788,714
North Carolina	\$10,089,781
North Dakota	\$346,806
Ohio	\$10,641,458
Oklahoma	\$3,814,849
Oregon	\$4,050,268
Pennsylvania	\$9,859,137
Rhode Island	\$885,063
South Carolina	\$5,390,956
South Dakota	\$670,283

FISCAL YEAR 2016 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS

TITLE IV-B, SUBPART 2

PROMOTING SAFE AND STABLE FAMILIES

State	2016 Allotments
Tennessee	\$7,736,863
Texas	\$31,130,287
Utah	\$1,844,636
Vermont	\$459,842
Virginia	\$5,690,188
Washington	\$6,137,971
West Virginia	\$1,821,231
Wisconsin	\$4,965,027
Wyoming	\$246,580
Subtotal	\$290,927,347

Territory	2016 Allotments
American Samoa	\$193,378
Guam	\$350,010
Northern Mariana Islands	\$158,826
Puerto Rico	\$4,364,483
Virgin Islands	\$213,716
Subtotal	\$5,280,413

Grand Total	\$296,207,760
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**FISCAL YEAR 2016 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS
MONTHLY CASEWORKER VISIST FORMULA GRANTS**

State	2016 Allotments
Alabama	\$352,955
Alaska	\$34,713
Arizona	\$467,445
Arkansas	\$197,843
California	\$2,025,695
Colorado	\$219,546
Connecticut	\$135,898
Delaware	\$60,779
District of Columbia	\$46,756
Florida	\$1,188,402
Georgia	\$753,115
Hawaii	\$65,784
Idaho	\$95,142
Illinois	\$762,849
Indiana	\$370,151
Iowa	\$159,048
Kansas	\$122,060
Kentucky	\$289,956
Louisiana	\$369,809
Maine	\$73,799
Maryland	\$278,697
Massachusetts	\$284,639
Michigan	\$591,553
Minnesota	\$210,691
Mississippi	\$261,877
Missouri	\$353,260
Montana	\$44,991
Nebraska	\$74,335
Nevada	\$147,867
New Hampshire	\$41,820
New Jersey	\$345,949
New Mexico	\$177,445
New York	\$1,057,525
North Carolina	\$635,557
North Dakota	\$21,845
Ohio	\$670,308
Oklahoma	\$240,298
Oregon	\$255,127
Pennsylvania	\$621,029
Rhode Island	\$55,750
South Carolina	\$339,577
South Dakota	\$42,221
Tennessee	\$487,347

**FISCAL YEAR 2016 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS
MONTHLY CASEWORKER VISIST FORMULA GRANTS**

State	2016 Allotments
Texas	\$1,960,903
Utah	\$116,194
Vermont	\$28,966
Virginia	\$358,426
Washington	\$386,632
West Virginia	\$114,720
Wisconsin	\$312,748
Wyoming	\$15,532
Subtotal	\$18,325,574

Territory	2016 Allotments
American Samoa	\$7,868
Guam	\$17,857
Northern Mariana Islands	\$5,665
Puerto Rico	\$273,871
Virgin Islands	\$9,165
Subtotal	\$314,426

Grand Total	\$18,640,000
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**FISCAL YEAR 2016 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS
CHILD ABUSE PREVENTION AND TREATMENT ACT (CAPTA) STATE GRANT**

State	2016 Allotments
Alabama	\$384,356
Alaska	\$106,719
Arizona	\$539,894
Arkansas	\$263,725
California	\$2,820,309
Colorado	\$426,649
Connecticut	\$283,017
Delaware	\$111,789
District of Columbia	\$85,705
Florida	\$1,274,712
Georgia	\$802,352
Hawaii	\$143,900
Idaho	\$180,218
Illinois	\$952,175
Indiana	\$527,659
Iowa	\$269,397
Kansas	\$268,783
Kentucky	\$356,316
Louisiana	\$387,130
Maine	\$127,946
Maryland	\$458,491
Massachusetts	\$469,920
Michigan	\$720,257
Minnesota	\$437,661
Mississippi	\$270,663
Missouri	\$470,821
Montana	\$118,078
Nebraska	\$191,300
Nevada	\$250,278
New Hampshire	\$130,245
New Jersey	\$657,136
New Mexico	\$201,716
New York	\$1,332,057
North Carolina	\$740,689
North Dakota	\$101,445
Ohio	\$846,295
Oklahoma	\$338,425
Oregon	\$309,183
Pennsylvania	\$865,585
Rhode Island	\$114,217
South Carolina	\$377,689
South Dakota	\$113,897
Tennessee	\$501,583

FISCAL YEAR 2016 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS
CHILD ABUSE PREVENTION AND TREATMENT ACT (CAPTA) STATE GRANT

State	2016 Allotments
Texas	\$2,202,651
Utah	\$323,912
Vermont	\$86,611
Virginia	\$615,827
Washington	\$535,251
West Virginia	\$164,900
Wisconsin	\$442,207
Wyoming	\$91,869
Subtotal	\$24,793,610

Territory	2016 Allotments
American Samoa	\$56,732
Guam	\$65,008
Northern Mariana Islands	\$54,920
Puerto Rico	\$281,976
Virgin Islands	\$57,754
Subtotal	\$516,390

Grand Total	\$25,310,000
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**FISCAL YEAR 2016 ALLOTMENTS FOR STATES AND INDIAN TRIBES/TRIBAL ORGANIZATIONS
CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP)**

State	2016 Allotments
Alabama	\$1,441,038
Alaska	\$692,685
Arizona	\$5,138,520
Arkansas	\$1,203,817
California	\$17,956,353
Colorado	\$1,830,397
Connecticut	\$1,287,002
Delaware	\$500,000
District of Columbia	\$1,091,992
Florida	\$6,234,797
Georgia	\$2,848,232
Hawaii	\$500,000
Idaho	\$500,000
Illinois	\$5,421,287
Indiana	\$4,571,089
Iowa	\$1,890,809
Kansas	\$2,120,818
Kentucky	\$2,374,107
Louisiana	\$1,369,239
Maine	\$589,574
Maryland	\$1,275,300
Massachusetts	\$3,143,968
Michigan	\$4,254,794
Minnesota	\$2,000,246
Mississippi	\$1,385,370
Missouri	\$3,743,029
Montana	\$741,710
Nebraska	\$1,209,016
Nevada	\$1,436,926
New Hampshire	\$500,000
New Jersey	\$2,297,848
New Mexico	\$748,353
New York	\$11,585,958
North Carolina	\$3,118,348
North Dakota	\$500,000
Ohio	\$3,959,690
Oklahoma	\$3,625,684
Oregon	\$2,323,888
Pennsylvania	\$4,693,810
Puerto Rico	\$1,169,025
Rhode Island	\$579,452
South Carolina	\$1,094,694
South Dakota	\$500,000

**FISCAL YEAR 2016 ALLOTMENTS FOR STATES AND INDIAN TRIBES/TRIBAL ORGANIZATIONS
CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP)**

State	2016 Allotments
Tennessee	\$2,406,052
Texas	\$9,602,069
Utah	\$936,232
Vermont	\$500,000
Virginia	\$1,454,006
Washington	\$3,347,416
West Virginia	\$1,441,038
Wisconsin	\$2,188,125
Wyoming	\$500,000
Subtotal	\$137,823,803

Indian Tribal Organization	2016 Allotments	Foster Care Population
KS Prairie Band of Potawatomi	\$17,966	57
NE Santee Sioux Nation	\$12,829	41
OR Confederated Tribe of Warm Springs	\$30,608	98
WA Port Gamble S'Klallam Tribe	\$14,794	47
Subtotal	\$76,197	

Grand Total	\$137,900,000
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**FISCAL YEAR 2016 ALLOTMENTS FOR STATES AND INDIAN TRIBES/TRIBAL ORGANIZATIONS
CHAFEE EDUCATION AND TRAINING VOUCHERS (ETV) PROGRAM**

State	2016 Allotments
Alabama	\$467,620
Alaska	\$224,778
Arizona	\$1,667,463
Arkansas	\$390,642
California	\$5,826,882
Colorado	\$593,968
Connecticut	\$417,635
Delaware	\$65,175
District of Columbia	\$100,688
Florida	\$2,023,207
Georgia	\$924,258
Hawaii	\$125,321
Idaho	\$123,987
Illinois	\$1,759,221
Indiana	\$1,483,329
Iowa	\$613,572
Kansas	\$688,210
Kentucky	\$770,403
Louisiana	\$444,321
Maine	\$191,318
Maryland	\$413,838
Massachusetts	\$1,020,225
Michigan	\$1,380,691
Minnesota	\$649,085
Mississippi	\$449,556
Missouri	\$1,214,622
Montana	\$240,687
Nebraska	\$392,329
Nevada	\$466,286
New Hampshire	\$90,835
New Jersey	\$732,632
New Mexico	\$242,842
New York	\$2,301,357
North Carolina	\$1,011,911
North Dakota	\$140,101
Ohio	\$1,284,929
Oklahoma	\$1,176,543
Oregon	\$754,107
Pennsylvania	\$1,523,153
Puerto Rico	\$379,351
Rhode Island	\$188,033
South Carolina	\$355,231
South Dakota	\$120,497

**FISCAL YEAR 2016 ALLOTMENTS FOR STATES AND INDIAN TRIBES/TRIBAL ORGANIZATIONS
CHAFEE EDUCATION AND TRAINING VOUCHERS (ETV) PROGRAM**

State	2016 Allotments
Tennessee	\$780,770
Texas	\$3,115,894
Utah	\$303,809
Vermont	\$115,263
Virginia	\$471,828
Washington	\$1,086,244
West Virginia	\$467,620
Wisconsin	\$710,052
Wyoming	\$101,099
Subtotal	\$42,583,418

Indian Tribal Organization	2016 Allotments	Foster Care Population
KS Prairie Band of Potawatomi	\$5,830	57
NE Santee Sioux Nation	\$4,163	41
OR Confederated Tribe of Warm Springs	\$9,933	98
WA Port Gamble S'Klallam Tribe	\$4,801	47
Subtotal	\$24,727	

Grand Total	\$42,608,145
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Instructions for Completing the CFS-101 Forms

Introduction

The CFS-101 is a set of financial forms required to be submitted annually by State Agencies, Territories, Insular Areas, Indian Tribes, Indian Tribal Organizations, or Indian Tribal Consortia that apply for and receive funding under title IV-B, subparts 1 and 2 of the Social Security Act, the Child Abuse Prevention and Treatment Act (CAPTA) State Grant, and the Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Programs.

The set of CFS-101 forms have three parts:

- Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA State Grant, CFCIP and ETV
- Part II: Annual Estimated Expenditure Summary of Child and Family Services
- Part III: Expenditures for Title IV-B, Subparts 1 and 2, CFCIP and ETV

Periodically, the Children's Bureau makes updates to the forms and instructions and it is important for grantees to use the version provided with the most recent Program Instruction for the Child and Family Services Plan (CFSP) or Annual Progress and Services Report (APSR). The Children's Bureau has made a number of minor changes to the forms for the 2018 APSR as outlined below. The changes do not alter or expand the information being requested; rather they are intended to assist grantees in submitting complete and consistent reports.

What's new for the FY 2018 CFS-101's:

- Parts I, II and III of the CFS-101 were previously provided as three separate and unlinked Excel worksheets. They have now been integrated into one Excel workbook.
- To prevent the need for repeat data entry, an "autofill" function has been added to the Part II and III to insert the name of the state or Indian tribal organization once entered on Part I.
- On Part I, a formula has been entered on line 6, Total Estimated title IV-B Subpart 2, Promoting Safe and Stable Families (PSSF) Funds, to sum lines 6a-f.
- Separate lines (boxes) for title, signature, and date were added to Part I and Part III.
- Part I and Part II have cells that are linked, as follows:
 - Entries in the administrative fund lines on Part I will autofill on the Part II (applies to Title IV-B, Subpart 1 & 2 funds, including the Monthly Caseworker Visit (MCV) grant) so that they are the same amount.
 - Formulas have been inserted in line 18 for each of the columns on the Part II so that all lines will add up in the Total.
 - There is a new 'check' on Part II which brings in the request amounts for each grant from Part I and compares it to the total estimated expenditures in Part II. A "Difference" line has been added to display any difference between the two totals.
- On Part II, the column widths have been adjusted to accommodate larger dollar amounts:
 - Up to \$100 million for IV-B subpart 1, IV-B subpart 2, IV-E and state/local/donated funds.

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- Up to \$10 million for MCV, CAPTA, CFCIP and ETV.
- On Part II, a new field, #21, asks if the population data requested in columns I - L are reported in the APSR/CFSP narrative.
- On Part III, a formula has been entered on line 6, Total Estimated title IV-B Subpart 2, funds, to sum lines 6a-f.

When completing the CFS-101 reports, it is important to note that Part I and Part II are connected. On Part I, the funding requests are made for each program; Part II provides more detail on how those funds and other funds are planned to be spent for child protective and child welfare services. And finally, Part III compares grant expenditures for the most recently ended grant award year to the estimates of expenditures previously provided for that grant year.

Data Entry Notes:

- Please enter only whole numbers into the fields, no pennies.
- If formulas are entered or used to distribute funds for any grant, please show only the final values in the worksheets not the formulas. Delete any pennies.
- Do not round to the \$ thousands or \$ millions on any of the forms.

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.

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CFS-101, Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CFCIP, and ETV Instructions

- 1. **State or ITO:** Enter the name of the State or Indian Tribal Organization (ITO).
- 2. **EIN:** Enter the Employer Identification Number (EIN).
- 3. **Address:** Enter the address of the State or ITO Agency.
- 4. **Submission:** Indicate if this is a NEW submission for the upcoming fiscal year, or a REVISION of the budget request for the current year. A submission is “NEW” until signed off upon by the Children’s Bureau Central Office Official. “REVISION” is only used to revise a CFS-101 approved for a previous fiscal year if additional funding becomes available.

Enter all funding requests as whole dollars, no pennies.

5. **Total estimated title IV-B, subpart 1 funds:** Enter the estimated amount of title IV-B, subpart 1 Federal funds that the State or ITO requests for the fiscal year for the Stephanie Tubbs Jones Child Welfare Services (CWS) Program. The previous federal fiscal year’s (FFY) final allotment as provided in the annual Program Instruction on the Annual Progress and Services Report (APSR) or CFSP is to be used as the estimated amount for the State’s/Tribe’s request.¹ A 25% match is required and the State or Tribe’s match amount should be reflected on the SF-425 report.

a) Enter the estimated amount of title IV-B, subpart 1 CWS funds entered on line 5 to be spent on administrative costs (not to exceed 10% of the total title IV-B, subpart 1 estimated allotment). The amount reported in 5a is a subset of line 5 and must not exceed 10% of the amount requested on line 5.

6. **Total estimated title IV-B, subpart 2 funds:** No entry needed. This line will display the total estimated amount of title IV-B, subpart 2 Federal funds that the State or ITO requests for the fiscal year for the Promoting Safe and Stable Families (PSSF) Program. An autosum formula has been inserted into line 6 to add up lines 6a-6f. States and Tribes must complete lines 6 a – f. The previous federal fiscal year’s (FFY) final allotment as provided in the annual Program Instruction on the APSR or CFSP 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 should be reflected on

¹ The tentative allotments for title IV-B, subpart 1 and 2, CFCIP, and ETV 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 Children’s Bureau Regional Office in the State’s/Tribe’s APSR or CFSP.

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.

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the SF-425 report. If less than 20% of the total (on line 6) is expected to be spent in any of the four service categories (6a – d), a strong rationale must be provided in the APSR narrative.

- a) Enter the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on Family Preservation Services.
- b) Enter the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on Family Support Services.
- c) Enter the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on Time-Limited Family Reunification Services.
- d) Enter the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on Adoption Promotion and Support Services.
- e) Enter the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on other service related activities (e.g. planning).
- f) Enter the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on administration. (Not to exceed 10% of the total title IV-B, subpart 2 estimated allotment for the STATES only.)

7. Monthly Caseworker Visit title IV-B, subpart 2 funds (for STATES only): Enter the amount of title IV-B, subpart 2 Monthly Caseworker Visit (MCV) funds the State requests for the fiscal year.

- a) Enter the estimated amount of title IV-B, subpart 2 MCV funds entered on line 7a to be spent on administration (not to exceed 10% of the total title IV-B, subpart 2 MCV estimated allotment).

8. Re-allotment of Title IV-B, subparts 1 & 2 funds for State and ITO: As funds are available, the Administration for Children and Families (ACF) is able to re-allot unneeded portions of State and Tribal allocations of title IV-B, subparts 1& 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) Enter the amount of Federal funds of CWS, PSSF and/or MCV (for States only) that the State or Tribe will **not** utilize.
- b) Indicate the amount of Federal funds of CWS, PSSF and/or MCV (for States only) that the State or Tribe is requesting, should additional funds become available.

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9. Child Abuse Prevention and Treatment Act (CAPTA) (for STATES only): Enter 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.

10. Estimated Title IV-E Chafee Foster Care Independence Program (CFCIP) Funds: Enter the estimated amount of CFCIP funds that the State or Tribe requests for independent living activities as provided in the APSR or CFSP Program Instruction.

a) At State or Tribe option, indicate the estimated amount of the funds entered on line 10a to be spent for room and board for eligible youth (not to exceed 30% of total estimated CFCIP allotment.)

11. Estimated Title IV-E Funds Allotted under Section 477 for the Education and Training Vouchers (ETV) Program: Enter the estimated amount of ETV funds that the State or Tribe requests for ETV as provided in the APSR or CFSR Program Instruction.

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

a) Enter the amount of funds that the State or Tribe will **not** utilize from its allotment to carry out the CFCIP activities.

b) Enter the amount of funds that the State or Tribe will **not** utilize from its allotment to carry out the ETV program activities.

c) Enter the amount of funds the State or Tribe is requesting should additional funds become available for the CFCIP program. A 20% State or Tribe match is required. The State or Tribe match amount must be reflected on the SF-425 report.

d) Enter the amount of funds the State or Tribe is requesting should additional funds become available for the ETV program. A 20% State or Tribe match is required. The State or Tribe match amount must be reflected on the SF-425 report.

13. Certification: This report must be signed, titled, 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, CFCIP and ETV programs, and, for States only, the CAPTA program is required.

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

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CFS-101, Part II: Annual Estimated Expenditure Summary of Child and Family Services Instructions

Important Note on Completing the CFS-101, Part II Form: This form has been designed to ensure compliance with Federal requirements to make electronic information posted on websites accessible to people with disabilities. The form includes cells in columns (a) through (h) that have been prepopulated with a dash (-). To report data in these columns, replace the dash (-) with the appropriate numeric dollar amount. A zero (0) entered will revert to a dash (-). Columns (I) through (L) have been prepopulated with "NA" (meaning that the item is not applicable). To report data for the cells in these columns, type over the "NA" with the applicable information. If no information is being reported in a cell, the cell should not be changed in any way.

This form details the State Agency's and eligible Indian Tribal Organization's (ITO) estimated expenditures on Child and Family Services programs, including the title IV-B programs, 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 Federal fiscal year. This information is an integral part of the Child and Family Services Plan and should be discussed *together* by the ACF Regional Office, State Agency Representatives, and Tribes as part of joint planning. States and Tribes should list estimated expenditures and other information in the category that best fits their programs.

- **State or Indian Tribal Organization:** No entry is needed. This field autofills from the CFS-101, Part I.

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. 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.

2. Crisis Intervention (Family Preservation): Services for children and families designed to help families (including adoptive and extended families) at risk or in crisis. The types of services within this category include:

- Pre-placement preventive services programs, such as intensive family preservation programs, designed to help children at risk of foster care placement remain with their families, where possible;

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- Service programs designed to help children, where 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;
- Service programs designed to provide follow-up care to families to whom a child has been returned after a foster care placement;
- Respite care of children to provide temporary relief for parents and other caregivers (including foster parents);
- Services designed to improve parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health, and nutrition;
- Infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to a State law; and
- Case management services designed to stabilize families in crisis such as transportation, assistance with housing and utility payments, and access to adequate health care.

3. 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; to strengthen parental relationships and promote healthy marriages; and to enhance child development, including through mentoring. 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.

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.

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- Assistance to address domestic violence.
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- Peer-to-peer mentoring and support groups for parents and primary caregivers;
- Services and activities designed to facilitate access to and visitation of children by parents and siblings; and
- 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. Other Service Related Activities: Planning, service coordination, preparation or follow-up to service delivery such as the recording of progress notes or other activities, other than direct services or administration, supporting the delivery of services under the program etc.

7. 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 and reasonable travel for the child to remain in the school in which the child is enrolled at the placement in foster care 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; the cost of reasonable travel for the child to remain in the same school he or she was attending prior to placement in foster care and the cost of the items themselves.

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

9. Guardianship Assistance Payments: Funds provided to kinship legal guardians on a recurring and non-recurring basis to assist in the support of children formerly in foster care placed in their care.

10. Independent Living Services: Services designed to help youth expected to remain in foster care until the age of 18, youth who after age 16 leave foster care for kinship guardianship or adoption 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

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training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities.

States and Tribes 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.

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

12. Administrative Costs: Include the amount of funds the State or Tribe 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 title IV-B, subpart 1 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. Applicable 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 (including Monthly Caseworker Visit grants) may not be more than ten percent of title IV-B, subpart 2 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)).

13. 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.

14. 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.

15. 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.

16. Staff and External Partners Training: Includes the cost of short and long-term training to increase the ability of staff and external partners [other than foster/adoptive parents (see #13 & #14)] to provide assistance and support to children and families, but does NOT

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include the costs specifically related to supporting the monthly caseworker visit requirement (see #17 below).

17. Caseworker Retention, Recruitment & Training: Includes costs related to supporting monthly caseworker visits with children who are in foster care under the responsibility of the State, with an emphasis on improving caseworker decision making on the safety, permanency, and well-being of foster children and on activities designed to improve retention, recruitment, and training of caseworkers.

18. Total: No entry is needed. The total amount of funds estimated for the year (equal to the sum of lines 1 through 17) for each column. An autosum formula will calculate the total.

19. Check Totals from Part I: No entry is needed. The requested amount for each grant from the CFS-101, Part I will autofill in the respective columns.

20. Difference: No entry is needed. The field displays the difference of line 19 (requested amount on Part I) minus line 18 (total of lines on Part II) for each grant. If there is a number other than \$0 on this line, this means that the planned breakout of how funds are to be spent is either greater or less than the total requested for that program. Reduce or increase the amounts within the column accordingly to assure that the difference is \$0 prior to submitting to the Children's Bureau. *Reminder- All numbers should be whole numbers, no pennies.*

21. Population Data: Mark the appropriate Y/N response if the population data requested in columns I, J, K and L is, instead, included in the APSR/CFSP narrative.

Estimated Expenditures:

Columns A-G. For each Federal program indicated in columns (A) through (G), enter the amount to be expended for each service/activity. Note: Column (G) [Title IV-E] amounts generally are reportable only for the services and activities described in rows (7) through (17). As applicable and appropriate, States and Tribes operating title IV-E waiver demonstrations should also indicate in column (G) the extent to which any title IV-E funding will be expended on child welfare services and activities described in rows (1) through (6). Unless approved to operate a title IV-E waiver demonstration, states and tribes may not normally spend title IV-E funds for these purposes.

Reminders for Columns A-F:

- Enter all funds as whole dollars, no pennies.
- Do not round to the \$ thousands or \$ millions.
- Administrative costs autofill from Part I entries.
- If there is an amount other than "\$0" in the "difference" row (line 20), the estimated expenditures in the service/activities must be adjusted.

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Column H. State, Local, and Donated Funds: Enter the estimated amount of State, local, and donated funds to be expended, even if they are not used to match Federal funds.

The following information may be provided on the CFS-101 Part II or in the narrative of the CFSP/APSR. Please mark the appropriate Y/N response to Item 21, Population Data.

Columns I and J. Estimated Number to be Served: Estimate, as accurately as possible, the number of individuals and families to be served by service/activity with the total estimated funding indicated.

Column K. Population to be Served: 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.

Column L. Geographic Area to be Served: 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".

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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

The CFS-101 Part III report captures information on the estimated and actual expenditures for the most recently ended grant award year. Federal funds for most of the programs identified above are awarded to States or Tribes on a yearly basis, but may be spent over a two-year period ending on September 30 of the year following the fiscal year for which they were awarded. For the CFS-101 reports submitted with the FY2018 APSR, the reporting year is the FY 2015 grant allocation which had an expenditure period from October 1, 2014 to September 30, 2016. Therefore, any fiscal year 2015 funds must have been obligated during that two-year period of time and subsequently reported on this form.

Important Note on Completing the CFS-101, Part II Form: This form includes formatting to ensure compliance with Federal requirements to make electronic information posted on websites accessible to people with disabilities. The form includes cells in columns (a) through (h) that have been prepopulated with a dash (-). To report data in these columns, replace the dash (-) with the appropriate numeric dollar amount. A zero (0) entered will revert to a dash (-). Columns (I) through (L) have been prepopulated with "NA" (meaning that the item is not applicable). To report data for the cells in these columns, type over the "NA" with the applicable information. If no information is being reported in a cell, the cell should not be changed in any way.

Reminders on completing the CFS-101 Part III:

- Enter all funds as whole dollars, no pennies.
- Do not round to the \$ thousands.

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 Indian Tribal Organization (ITO):** No entry is needed. This field autofills from the CFS-101, Part I.
- 2. EIN:** Indicate the Employer Identification Number (EIN).
- 3. Address:** Enter the address of the State or Indian Tribal Organization
- 4. Submission:** Indicate if this is a new or revised expenditure report. A submission is "NEW" until signed off upon by the Children's Bureau Central Office Official.
- 5. Total title IV-B, subpart 1 funds:** Enter the estimated 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.

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

6. Total title IV-B, subpart 2 Promoting Safe and Stable Families (PSSF) funds: This line will display the total estimated and actual expenditures of title IV-B, subpart 2 funds for the designated fiscal year for Promoting Safe and Stable Families services. An autosum formula has been inserted into line 6 to add up lines 6a-6f. States and Tribes must complete lines 6a – 6f. The required 25% match should not be reflected on this form. Indicate as accurately as possible, the number of individuals and the number of families served², the population served³, and the geographic area where services were provided⁴.

Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year for which they were awarded.

a) Enter the estimated and actual expenditures for Family Preservation Services for the designated reporting year.

b) Enter the estimated and actual expenditures for Family Support Services for the designated reporting year.

c) Enter the estimated and actual expenditures for Time-Limited Family Reunification Services for the designated fiscal year.

d) Enter the estimated and actual expenditures for Adoption Promotion and Support Services for the designated fiscal year.

e) Enter the estimated and actual expenditures for other service related activities (e.g. planning) for the designated fiscal year.

f) Enter the estimated and actual expenditures for administrative costs for the designated fiscal year. States' administrative costs may not exceed 10% of the total Federal expenditures for title IV-B, subpart 2. (*This limitation does not apply to Tribes.*)

7. Total title IV-B subpart 2, Monthly Caseworker Visit (MCV) Funds (States only):

² 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.

³ 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.

⁴ 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 Instructions

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

Attachment B
OMB Approval #0970-0426
Approved through September 30, 2017

Enter the estimated and actual expenditures allotted for the designated fiscal year.

a) Enter the estimated and actual expenditures for Monthly Caseworker Visit funds allotted for the designated fiscal year (*States only*). Total administrative costs may not exceed 10% of the total expenditures for MCV.

8. Chafee Foster Care Independence Program (CFCIP) Funds: Enter the estimated and actual expenditures of CFCIP funds for independent living activities allotted for the designated fiscal year. 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.

a) Enter the estimated and actual expenditures of the State's or Tribe's allotment for the designated fiscal year for room and board for eligible youth (not to exceed 30% of CFCIP funds). Indicate as accurately as possible, the number of clients served, the population served, and the geographic area where services were provided.

9. Education and Training Vouchers (ETV) Program: Enter the estimated and actual expenditures of Education and Training Voucher funds allotted for the designated fiscal year. Indicate as accurately as possible, the number of clients served, the population served, and the geographic area where services were provided.

10. Certification: This report must be signed, dated and titled 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, CFCIP and ETV, and, for States only, MCV and CAPTA programs, must be included.

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

**CFS-101, Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CFCIP, and ETV
 For Fiscal Year 2018: October 1, 2017 through September 30, 2018**

1. State or Indian Tribal Organization (ITO):		2. EIN:
3. Address:		4. Submission Type: <input type="checkbox"/> NEW <input type="checkbox"/> REVISION
5. Total estimated title IV-B Subpart 1, Child Welfare Services (CWS) funds		
a) Total administrative costs (not to exceed 10% of title IV-B Subpart 1 estimated allotment)		\$0
6. Total estimated title IV-B Subpart 2, Promoting Safe and Stable Families (PSSF) funds		
This line contains a formula to display the sum of lines 6a - 6f.		\$0
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 Other Service Related Activities (e.g. planning)		
f) Total administrative costs (FOR STATES ONLY: not to exceed 10% of title IV-B subpart 2 estimated allotment)		
7. Total estimated Monthly Caseworker Visit (MCV) funds (FOR STATES ONLY)		
a) Total administrative costs (FOR STATES ONLY: not to exceed 10% of estimated MCV allotment)		
8. Re-allotment of title IV-B subparts 1 & 2 funds for States and Indian Tribal Organizations:		
a) Indicate the amount of the State's/Tribe's allotment that will not be required to carry out the following programs: CWS \$ _____ PSSF \$ _____ MCV (States only) _____		
b) If additional funds become available to States and ITOs, specify the amount of additional funds the States or Tribes requesting: CWS \$ _____ PSSF \$ _____ MCV (States only) \$ _____		
9. Child Abuse Prevention and Treatment Act (CAPTA) State Grant (FOR STATES ONLY)		
Estimated amount plus additional allocation, as available.		
10. Estimated Chafee Foster Care Independence Program (CFCIP) funds		
a) Indicate the amount of State's or Tribe's allotment to be spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment).		
11. Estimated Education and Training Voucher (ETV) funds		
12. Re-allotment of CFCIP and ETV Program funds:		
a) Indicate the amount of the State's or Tribe's allotment that will not be required to carry out the CFCIP Program.		\$
b) Indicate the amount of the State's or Tribe's allotment that will not be required to carry out the ETV Program.		\$
c) If additional funds become available to States or Tribes, specify the amount of additional funds the State or Tribe is requesting for the CFCIP Program.		\$
d) If additional funds become available to States or Tribes, specify the amount of additional funds the State or Tribe is requesting for the ETV Program.		\$
13. Certification by State Agency and/or Indian Tribal Organization:		
The State agency or Indian Tribal Organization 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 Children's Bureau.		
<i>Signature of State/Tribal Agency Official</i>		<i>Signature of Central Office Official</i>
<i>Title</i>		<i>Title</i>
<i>Date</i>		<i>Date</i>

CFS-101 Part II: Annual Estimated Expenditure Summary of Child and Family Services

State or Indian Tribal Organization (ITO):

0

For FY 2018: OCTOBER 1, 2017 TO SEPTEMBER 30, 2018

SERVICES/ACTIVITIES	(A) IV-B Subpart I- CWS	(B) IV-B Subpart II- PSSF	(C) IV-B Subpart II- MCV *	(D) CAPTA*	(E) CFCIP	(F) ETV	(G) TITLE IV-E **	(H) STATE, LOCAL & DONATED FUNDS	(I) Number Individuals To Be Served	(J) Number Families To Be Served	(K) Population To Be Served	(L) Geog. Area To Be Served
1.) PROTECTIVE SERVICES	\$ -			\$ -			\$ -	\$ -	N A	N A	N A	N A
2.) CRISIS INTERVENTION (FAMILY PRESERVATION)	\$ -	\$ -		\$ -			\$ -	\$ -	N A	N A	N A	N A
3.) PREVENTION & SUPPORT SERVICES (FAMILY SUPPORT)	\$ -	\$ -		\$ -			\$ -	\$ -	N A	N A	N A	N A
4.) TIME-LIMITED FAMILY REUNIFICATION SERVICES	\$ -	\$ -		\$ -			\$ -	\$ -	N A	N A	N A	N A
5.) ADOPTION PROMOTION AND SUPPORT SERVICES	\$ -	\$ -					\$ -	\$ -	N A	N A	N A	N A
6.) OTHER SERVICE RELATED ACTIVITIES (e.g. planning)	\$ -	\$ -					\$ -	\$ -	N A	N A	N A	N A
7.) FOSTER CARE MAINTENANCE: (a) FOSTER FAMILY & RELATIVE FOSTER CARE	\$ -						\$ -	\$ -	N A	N A	N A	N A
(b) GROUP/INST CARE	\$ -						\$ -	\$ -	N A	N A	N A	N A
8.) ADOPTION SUBSIDY PYMTS.	\$ -						\$ -	\$ -	N A	N A	N A	N A
9.) GUARDIANSHIP ASSISTANCE PAYMENTS	\$ -						\$ -	\$ -	N A	N A	N A	N A
10.) INDEPENDENT LIVING SERVICES	\$ -	\$ -			\$ -		\$ -	\$ -	N A	N A	N A	N A
11.) EDUCATION AND TRAINING VOUCHERS	\$ -				\$ -	\$ -	\$ -	\$ -	N A	N A	N A	N A
12.) ADMINISTRATIVE COSTS	\$ -	\$ -	\$ -				\$ -	\$ -				
13.) FOSTER PARENT RECRUITMENT & TRAINING	\$ -	\$ -		\$ -			\$ -	\$ -				
14.) ADOPTIVE PARENT RECRUITMENT & TRAINING	\$ -	\$ -		\$ -			\$ -	\$ -				
15.) CHILD CARE RELATED TO EMPLOYMENT/TRAINING	\$ -						\$ -	\$ -	N A	N A	N A	N A
16.) STAFF & EXTERNAL PARTNERS TRAINING	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -				
17.) CASEWORKER RETENTION, RECRUITMENT & TRAINING	\$ -	\$ -	\$ -				\$ -	\$ -				
18.) TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	
19.) TOTALS FROM PART I	\$0	\$0	\$0	\$0	\$0	\$0	N A	N A	N A	N A	N A	N A
20.) Difference (Part I - Part II)	\$0	\$0	\$0	\$0	\$0	\$0	N A	N A	N A	N A	N A	N A

21.) Population data are included in the APSR/CFSP narrative, not above in columns I - L . YES NO

* These columns are for States only; Indian Tribes are not required to include information on these programs.
 ** Only states or tribes operating an approved title IV-E waiver demonstration may enter information for rows 1-6 in column (g), indicating planned use of title IV-E funds for these purposes.

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): Reporting For Fiscal Year 2015 Grants: October 1, 2014 through September 30, 2016

1. State or Indian Tribal Organization (ITO): 0		2. EIN:		3. Address:			
4. Submission Type: <input type="checkbox"/> NEW <input type="checkbox"/> REVISION							
<i>Description of Funds</i>		<i>Estimated Expenditures for FY 15 Grants</i>	<i>Actual Expenditures for FY 15 Grants</i>	<i>Number Individuals served</i>	<i>Number Families served</i>	<i>Population served</i>	<i>Geographic area served</i>
5. Total title IV-B, subpart 1 funds		\$ -	\$ -	N A	N A	N A	N A
a) Administrative Costs (not to exceed 10% of title IV-B, subpart 1 total allotment)		\$ -	\$ -				
6. Total title IV-B, subpart 2 funds (This line contains a formula that will display the sum of lines a-f.)		\$ -	\$ -	N A	N A	N A	N A
a) Family Preservation Services		\$ -	\$ -				
b) Family Support Services		\$ -	\$ -				
c) Time-Limited Family Reunification Services		\$ -	\$ -				
d) Adoption Promotion and Support Services		\$ -	\$ -				
e) Other Service Related Activities (e.g. planning)		\$ -	\$ -				
f) Administrative Costs (FOR STATES: not to exceed 10% of total title IV-B, subpart 2 allotment)		\$ -	\$ -				
7. Total Monthly Caseworker Visit funds (STATES ONLY)		\$ -	\$ -				
a) Administrative Costs (not to exceed 10% of MCV allotment)		\$ -	\$ -				
8. Total Chafee Foster Care Independence Program (CFCIP) funds		\$ -	\$ -				
a) Indicate the amount of allotment spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment)		\$ -	\$ -	N A	N A	N A	N A
9. Total Education and Training Voucher (ETV) funds		\$ -	\$ -	N A	N A	N A	N A
10. Certification by State Agency or Indian Tribal Organization: The State agency or Indian Tribal Organization agrees that expenditures were made in accordance with the Child and Family Services Plan, which was jointly developed with, and approved by, the Children's Bureau.							
<i>Signature of State/Tribal Agency Official</i>			<i>Date</i>		<i>Signature of Central Office Official</i>		<i>Date</i>
<i>Title</i>				<i>Title</i>			

CB Regional Office Program Managers

Attachment C

<p>1</p>	<p>Region 1 - Boston Bob Cavanaugh bob.cavanaugh@acf.hhs.gov JFK Federal Building, Rm. 2000 15 Sudbury Street Boston, MA 02203 (617) 565-1020 States: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont</p>	<p>6</p>	<p>Region 6 - Dallas Janis Brown janis.brown@acf.hhs.gov 1301 Young Street, Suite 945 Dallas, TX 75202-5433 (214) 767-8466 States: Arkansas, Louisiana, New Mexico, Oklahoma, Texas</p>
<p>2</p>	<p>Region 2 - New York City Alfonso Nicholas alfonso.nicholas@acf.hhs.gov 26 Federal Plaza, Rm. 4114 New York, NY 10278 (212) 264-2890, x 145 States and Territories: New Jersey, New York, Puerto Rico, Virgin Islands</p>	<p>7</p>	<p>Region 7 - Kansas City Deborah Smith deborah.smith@acf.hhs.gov Federal Office Building, Rm. 349 601 E 12th Street Kansas City, MO 64106 (816) 426-2262 States: Iowa, Kansas, Missouri, Nebraska</p>
<p>3</p>	<p>Region 3 - Philadelphia Lisa Pearson lisa.pearson@acf.hhs.gov 150 S. Independence Mall West - Suite 864 Philadelphia, PA 19106-3499 (215) 861-4030 States: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia</p>	<p>8</p>	<p>Region 8 - Denver Marilyn Kennerson marilyn.kennerson@acf.hhs.gov 1961 Stout Street, 8th Floor Byron Rogers Federal Building Denver, CO 80294-3538 (303) 844-1163 States: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming</p>
<p>4</p>	<p>Region 4 - Atlanta Shalonda Cawthon shalonda.cawthon@acf.hhs.gov 61 Forsyth Street SW, Ste. 4M60 Atlanta, GA 30303-8909 (404) 562-2242 States: Alabama, Mississippi, Florida, North Carolina, Georgia, South Carolina, Kentucky, Tennessee</p>	<p>9</p>	<p>Region 9 - San Francisco Debra Samples debra.samples@acf.hhs.gov 90 7th Street - Ste 9-300 San Francisco, CA 94103 (415) 437-8626 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</p>
<p>5</p>	<p>Region 5 - Chicago Kendall Darling kendall.darling@acf.hhs.gov 233 N. Michigan Avenue, Suite 400 Chicago, IL 60601 (312) 353-9672 States: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin</p>	<p>10</p>	<p>Region 10 - Seattle Tina Naugler tina.naugler@acf.hhs.gov 701 Fifth Avenue, Suite 1600, MS-73 Seattle, WA 98104 (206) 615-3657 States: Alaska, Idaho, Oregon, Washington</p>

<u>NCANDS Contact Information</u>					
Primary State Contacts					
Region I					
NCANDS Liaison	Lana	Zikratova	lzikratova@wrma.com	301-881-2590	238
<i>State Representatives</i>					
CT	Ed	Meeker	Edward.Meeker@ct.gov	860-550-6581	
MA	Rosalind	Walter	ros.walter@state.ma.us	617-748-2219	
ME	Lori	Geiger	Lori.Geiger@maine.gov	207-624-7911	
NH	Jane	Whitney	JMWhitney@dhhs.state.nh.us	603-271-6764	
RI	David	Allenson	david.allenson@dcyf.ri.gov	401-528-3864	
VT	Derrick	LaMarche	Derrick.LaMarche@state.vt.us	802-479-5065	
Region II					
NCANDS Liaison	Mary Jo	Ortiz	mjortiz@wrma.com	301-881-2590	235
<i>State Representatives</i>					
NJ	Nicole	Ruiz	Nicole.Ruiz@dcf.state.nj.us	609-888-7336	
NY	Vajeera	Dorabawila	Vajeera.Dorabawila@ocfs.ny.gov	518-402-7386	
PR	Rosa	Fuentes	rfuentes@adfan.pr.gov	787-625-4900	1098
Region III					
NCANDS Liaison	Sunil	Leelaram	sleelaram@wrma.com	301-881-2590	222
<i>State Representatives</i>					
DC	Lori	Peterson	lori.peterson@dc.gov	202-434-0055	
DE	Tylesha	Rumley	tylesha.rumley@state.de.us	302-633-2674	
MD	David	Ayer	david.ayer@maryland.gov	410-767-8946	
PA	Ruchi	Tanna	c-rtanna@pa.gov	717-409-3333	
VA	David	Bringman	david.bringman@dss.virginia.gov	804-726-7553	
WV	Stephanie	Lindley	Stephanie.L.Lindley@wv.gov	304-558-5864	
Region IV					
NCANDS Liaison	Mary Jo	Ortiz	mjortiz@wrma.com	301-881-2590	235
<i>State Representatives</i>					
GA	Michael	Fost	mifost@dhr.state.ga.us	404-463-4079	
TN	Jerry	Imsand	Jerry.Imsand@tn.gov	615-532-2261	
Region IV					
NCANDS Liaison	Kristen	Stafford	kstafford@wrma.com	301-881-2590	276
<i>State Representatives</i>					
AL	Janet	Winningham	janet.winningham@dhr.alabama.gov	334-353-4898	
FL	Keith	Perlman	Keith_Perlman@dcf.state.fl.us	850-717-4675	
KY	Dilip	Penmecha	dilip.penmecha@ky.gov	502-564-0105	2691
KY	Tracy	Desimone	Tracy.Desimone@ky.gov		
KY	Allison	Redding	Allison.Redding@ky.gov		
MS	Shirley	Johnson	shirley.johnson@mdhs.ms.gov	601-359-4679	
NC	Heather	Bohanan	heather.bohanan@dhhs.nc.gov	919-527-6264	
SC	Lynn	Horne	lynn.horne@dss.sc.gov	803-360-1786	

Region V					
NCANDS Liaison	Kristen	Stafford	kstafford@wrma.com	301-881-2590	276
<i>State Representatives</i>					
IL	Chad	Moore	Chad.Moore@illinois.gov	217-558-5044	
IL	David	Nika	David.Nika@illinois.gov	217-558-5060	
IN	Brian	Delaney	Brian.Delaney@dcs.IN.gov	317-232-4436	
MI	Cynthia	Eberhard	Eberhardc@michigan.gov	517-202-1315	
MN	Jean	Swanson-Broberg	jean.swanson-broberg@state.mn.us	651-431-4746	
OH	David	Thomas	david.thomas@jfs.ohio.gov	614-752-1122	
WI	Fred- Ellen	Bove	frediellen.bove@wisconsin.gov	608-422-6891	
Region VI					
NCANDS Liaison	Mary Jo	Ortiz	mjortiz@wrma.com	301-881-2590	235
<i>State Representatives</i>					
AR	Nellena	Garrison	nellena.garrison@arkansas.gov	501-320-6503	
LA	Karen	Faulk	karen.faulk@la.gov	225-342-2416	
NM	Teresa	Larson	Teresa.larson@state.nm.us	505-412-9868	
OK	Elizabeth	Roberts	e.roberts@okdhs.org	405-522-3715	
TX	Mark	Prindle	mark.prindle@dfps.state.tx.us	512-929-6753	
Region VII					
NCANDS Liaison	Melanie	Rowland	melanie.rowland@wrma.com	301-881-2590	282
<i>State Representatives</i>					
IA	Shuxin	Cui	Scui@dhs.state.ia.us	515-281-4145	
KS	Jill	Loebel	Jill.Loebel@dcf.ks.gov	785-368-8172	
MO	Carla	Gilzow	Carla.R.Gilzow@dss.mo.gov	573-751-1354	
NE	Greg	Brockmeier	greg.brockmeier@nebraska.gov	402-471-6615	
Region VIII					
NCANDS Liaison	Melanie	Rowland	melanie.rowland@wrma.com	301-881-2590	282
<i>State Representatives</i>					
CO	Christine	Webb	christine.webb@state.co.us	303-866-5174	
MT	Erica	Johnston	Erica.Johnston@mt.gov	406-841-2457	
ND	Marlys	Baker	mbaker@nd.gov	701-328-1853	
SD	JoLynn	Bostrom	JoLynn.Bostrom@state.sd.us	605-347-2559	
UT	Linda	Prince	lindaprince@utah.gov	801-538-4018	
UT	Brad	Newbold	bmnewbold@utah.gov	801-538-4132	
WY	Lauri	Lamm	lauri.lamm@wyo.gov	307-777-5536	
Region IX					
NCANDS Liaison	Melanie	Rowland	melanie.rowland@wrma.com	301-881-2590	282
<i>State Representatives</i>					
AZ	Randal	Jovich		602-255-2740	
CA	Alicia	Sandoval	Alicia.sandoval@dss.ca.gov	916-653-6589	
HI	Ricky	Higashide	rhigashide@dhs.hawaii.gov	808-586-5109	
NV	Penny	Majeske	pmajeske@dcs.nv.gov	775-684-7942	
Region X					
NCANDS Liaison	Mary Jo	Ortiz	mjortiz@wrma.com	301-881-2590	235
<i>State Representatives</i>					
AK	Susan	Cable	susan.cable@alaska.gov	907-465-2203	
ID	Robbin	Thomas	ThomasR2@dhw.idaho.gov	208-334-5798	
OR	Anna	Cox	Anna.Cox@state.or.us	503-945-6680	
WA	Lisa	Barber	barbelm@dshs.wa.gov	360-486-2328	

Attachment E

Annual Reporting of Education and Training Vouchers Awarded

Name of State:

School Year	Total ETVs Awarded	Number of New ETVs
<u>Final Number: 2015-2016 School Year</u> (July 1, 2015 to June 30, 2016)		
2016-2017 School Year* (July 1, 2016 to June 30, 2017)		

Comments:

*in some cases this might be an estimated number since the APSR is due on June 30, the last day of the school year.

**Child Abuse Prevention and Treatment Act (CAPTA)
Grant to States for Child Abuse or Neglect Prevention and Treatment Programs**

**State Plan Assurances added by P.L. 114-22,
the Justice for Victims of Trafficking Act of 2015**

(These amendments to CAPTA are effective May 29, 2017)

***Governor's Assurance Statement for
The Child Abuse and Neglect State Plan***

As **Governor** 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 that includes:

1. Provisions and procedures requiring identification and assessment of all reports involving children known or suspected to be victims of sex trafficking (as defined in section 103(10) of the Trafficking Victims Protection Act of 2000 (TVPA) (22 U.S.C. 7102)); (section 106(b)(2)(B)(xxiv) of CAPTA)
2. Provisions and procedures for training CPS workers about identifying, assessing, and providing comprehensive services to children who are sex trafficking victims, including efforts to coordinate with State law enforcement, juvenile justice, and social service agencies such as runaway and homeless youth shelters to serve this population; (section 106(b)(2)(B)(xxv) of CAPTA).

Signature of **Governor**:

Date: _____

Reviewed by: _____

(CB Regional Child Welfare Program Manager)

Dated: _____

**Child Abuse Prevention and Treatment Act (CAPTA)
Grant to States for Child Abuse or Neglect Prevention and Treatment Programs
State Plan Assurances amended by Public Law 114-198, the Comprehensive
Addiction and Recovery Act of 2016**

(These amendments to CAPTA were effective July 22, 2016)

**Governor's Assurance Statement for
The Child Abuse and Neglect State Plan**

As **Governor** 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 that includes:

- (ii) policies and procedures (including appropriate referrals to child protection service systems and for other appropriate services) to address the needs of infants born with and identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder, 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 of such infants, except that such notification shall not be construed to –
 - (I) establish a definition under Federal law of what constitutes child abuse or neglect; or
 - (II) require prosecution for any illegal action;

- (iii) the development of a plan of safe care for the infant born and identified as being affected by substance abuse or withdrawal symptoms, or a Fetal Alcohol Spectrum Disorder to ensure the safety and well-being of such infant following release from the care of healthcare providers, including through –
 - (I) addressing the health and substance use disorder treatment needs of the infant and affected family or caregiver; and
 - (II) the development and implementation by the State of monitoring systems regarding the implementation of such plans to determine whether and in what manner local entities are providing, in accordance with State requirements, referrals to and delivery of appropriate services for the infant and affected family or caregiver.

Signature of **Governor**:

Date: _____

Reviewed by: _____ Date: _____

(CB Regional Child Welfare Program Manager)