

<h1>ACF</h1> Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
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	3. Originating Office: Children’s Bureau	
	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	

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, 2018, submission of: (1) the fourth 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 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); 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); and the Preventing Sex Trafficking and Strengthening Families Act (P.L. 113-183).

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 2019 (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 fourth 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 on February 9, 2018, the President signed into law the Bipartisan Budget Bill of 2018 as P.L. 115-123. This law included enactment of the Family First Prevention Services Act which, among other provisions, reauthorized through FY 2021 the title IV-B programs (subparts 1 and 2) and also amended the title IV-B, CFCIP and ETV programs. The Children’s Bureau will issue separate information and guidance on the Family First Prevention Services Act, including any additional actions states may need to take to receive funding under these programs for FY 2019.

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 2019 APSR (Due June 30, 2018)
 - Section D. CAPTA State Plan Requirements and Update
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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 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

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

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.

The next CFSP planning for FYs 2020 – 2024 will be due June 30, 2019. The Children’s Bureau encourages states to begin now to plan for that next CFSP. The June 30, 2019 submission will include both the Final Report for the 2015- 2019 CFSP period and the new CFSP for FYs 2020-2024.

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 submitted the third APSR, referred to as the “2018 APSR.” The 2018 APSR covered the activities completed during the period of time since the last APSR submission and the prospective activities for FY 2018.
- 2019 APSR. By June 30, 2018, states must submit the fourth APSR, referred to as the “2019 APSR.” The 2019 APSR covers the activities completed during the period of time since the last APSR submission (i.e. from July 1, 2017 to June 30, 2018) and the planned activities for FY 2019. This PI provides guidance on submission of the 2019 APSR, due June 30, 2018 that requests funding for FY 2019 (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 2019 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.

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 subsequent APSRs continued to support the integration of these two processes and the 2019 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 2019 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 2019 APSR.

In preparing the 2019 APSR, states must:

- Use the most recent contextual data provided to the state about its performance on the CFSR Round 3 data indicators to complete the "Update on Assessment of Performance," section C2 of the 2019 APSR.
- Review and revise, as needed, their goals and objectives to focus on improvement of their performance on the CFSR Round 3 statewide 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 2019 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 2019 APSR.

Section C. Requirements for 2019 APSR (Due June 30, 2018)

The 2019 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.

The 2019 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, the legal and judicial community, and other stakeholders (including youth, birth, kinship and adoptive families and the CBCAP lead agency) were involved in the past year in the implementation of the CFSP and the development of the 2019 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, the legal and judicial community, and other stakeholders (including youth, birth, kinship and adoptive families and the CBCAP lead agency) 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 Round 3 statewide 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.

In completing this section, states are encouraged to consider how they can include information from their CFSR Statewide Assessment or CFSR PIP in the 2019 APSR. States should review the [Statewide Assessment Instrument](#) in order to ensure that all outcome items and systemic factor items are addressed in the 2019 APSR assessment and that data and information provided address the CFSR requirements. 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 and revise, as necessary, 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 2019 APSR. For the 2019 APSR, states should give particular attention to ensuring that goals, objectives, and interventions address the state performance on the CFSR Round 3 statewide data indicators, systemic factors or case review outcomes. States should consider how cross-cutting strategies can address multiple issues identified through the CFSR or the States’ ongoing case reviews.

Implementation Supports

To promote successful implementation of newly identified or revised goals and objectives, states are encouraged to identify in the 2019 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 2018 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 CFSR Round 3 statewide 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 2019 APSR. Because the state will be reporting on the fourth year of the five year plan, the objectives and interventions associated with some goals may be fully implemented and starting to demonstrate significant measurable improvement. However, given that some goals may not yet be fully implemented, states are encouraged to assess and report in the 2019 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 CFSR

Round 3 statewide data indicators, systemic factors or outcomes, where applicable, and report progress in the 2019 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 2019 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; the legal and judicial community; and other stakeholders (including youth, birth, kinship and adoptive families); 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. (For instance, provide information on who the state engaged in providing feedback related to a particular objective or intervention, how those partners were engaged and the nature of the feedback provided.)

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 2019, 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 2019 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 2019 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 2018 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 2018 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 2018 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 2018 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 2019 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, the Capacity Building Center for Courts, and/or the Capacity Building Center for Tribes 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 2018 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 2019 APSR, states must update the following:

- Describe the process used to gather input from tribes since the submission of the 2018 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 2018 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, but changes in the case review provisions relating to use of Another Planned Permanent Living Arrangement as a permanency plan had a later effective date for children in foster care under the responsibility of a tribe. Therefore, the requirements detailed below may warrant continued attention as states and tribes discuss state and tribal roles in providing services to tribal youth in foster care. 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).

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

- 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);
 - 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).

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).

- Citing any available data and the sources of that data (including information obtained through tribal consultation), describe how the state monitors and assesses its compliance with ICWA. 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 2018 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. (See section 422(b)(9) of the Act.)

- 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 2019 APSRs (45 CFR 1357.15(v)). Describe how the state will meet this requirement for the 2019 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 2019 APSR, states must describe:

- Their use of the Monthly Caseworker Visit Grant to improve the quality of caseworker visits; 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 2018 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 2019 APSR, states should report on how Adoption Incentive funds received during FY 2016, FY 2017, or FY 2018 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 2019 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. As part of the 2019 APSR, describe the state's plans to sustain successful waiver interventions once the waiver authority terminates on September 30, 2019.

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 2019 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 2019 APSR;
- For states that will undergo a CFSR in FY 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 2019 CAPTA Annual Report to be submitted as part of the 2019 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 2019 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.)
- 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.)

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

- Provide an update on the state’s continued efforts to support and 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 (see section 106(b)(2)(B)(ii) - (iii) of CAPTA, as amended by the Comprehensive Addiction and Recovery Act [CARA]).
 - Provide information on any changes made to implementation and/or lessons learned from implementation;
 - Provide an update on any multi-disciplinary outreach, consultation or coordination the state has taken to support implementation (e.g., among the 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 a brief update on the state’s monitoring of 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 technical assistance needs the state has determined are needed to receive to support effective implementation of these provisions.

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 2019 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 2019.

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 2019 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 2019 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, the legal and judicial community, and other stakeholders (including youth, birth, kinship and adoptive families) 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 2018 APSR submission and planned for FY 2019 to:

- Involve youth/ young adults in the CFCIP, CFSR and CFSR PIP, 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 2019 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 2019 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 2019 APSR:

- Describe the progress and accomplishments in implementing the state's Foster and Adoptive Parent Diligent Recruitment Plan.
- Indicate in the 2019 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 2019 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 2019 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 2019 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 2019 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 2019 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). The following items are to be included in the 2019 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 2017 (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 2019 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, 2016 through June 30, 2017 (the 2016-2017 school year) and July 1, 2017 through June 30, 2018 (the 2017-2018 school year). States may estimate a total if they do not have the total number for the 2017-2018 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 2017 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 2019 APSR and will be due for submission to CB by **December 17, 2018**. 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](#).

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 2019 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 2019 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 2019: 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 2018 Funding—Reallotments, Requests for Additional Funding and Submitting a Revised CFS-101 Budget Request

Unneeded portions of allotments will be re-distributed by ACF in accordance with prescribed formulas (Sections 423(e), 433(d), and 477(d)(4) of the Act). The CFS-101 Part I is used for reallotments. The form has been reformatted to provide a section for adjustments to current year (FY 2018) grant requests in addition to the section for future year (FY 2019) funding requests. If releasing FY 2018 funds or requesting additional funds through reallotment, please submit a separate CFS-101, Part I and mark the submission type as “Reallotment.”

- If the state intends to release funds for re-allotment for the title IV-B, subpart 1 or 2 programs, MCV, CFCIP or ETV, please note the amounts the state is releasing in the appropriate cells of the CFS-101, Part I (see form instructions for more detail). The submission type “Reallotment” must be checked on the Part I. ACF will reallot the funds in accordance with the prescribed formulas, and funds will be reallotted prior to the end of the fiscal year.
- If the state has received an allotment for FY 2018 and wishes to receive more funding than previously requested on the countersigned CFS-101 for FY 2018 for any of the programs (subject to the availability of funds through the re-allotment), it must indicate the additional amount requested for each program on the CFS-101, Part I. The submission type “Reallotment” must be checked. (See Attachment B.)
- Submitting a Revised Part I: For any of the programs addressed in this APSR, if the allotment for the current year (FY 2018) exceeds the originally requested amount, a “revised” CFS-101, Part I must be submitted. The revision is to be submitted on the Part I of the CFS-101 form that was issued in the [FY 2018 APSR Program Instruction](#). Check the box for “Revision” at the top of the form.

4. FY 2019 Budget Request—CFS-101, Parts I and II

Instructions for completing all Parts of the CFS-101, have been consolidated into one document, rather than three separate documents. The forms (Parts I, II, and III) have also been consolidated into one Excel workbook, rather than three separate Excel worksheets. The Part I has been reformatted to accommodate both the request of funds for the upcoming fiscal year (FY 2019) and the adjustment of current year funding (FY 2018) in a more appropriate timeframe. 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 forms and by adding “autosum” features to certain cells. Additional functionality this year includes warnings for when administrative costs exceed the maximum amount allowable. 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 2018 allocation tables are not yet available, so states should use FY 2017 allocation tables in Attachment A as the basis for their FY 2019 budget requests for title IV-B, subparts 1 and 2. The CB recommends that states request the FY 2017 allotment plus up to 10% more in funding for FY 2019 and future years to eliminate the need to submit a revised CFS-101, Part I.
- 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. Demographic and geographic information is only required on the CFS-101, Part II if the information is not provided in the APSR narrative.

5. FY 2016 Title IV-B Expenditure Report—CFS-101, Part III

Complete Part III of the CFS-101 workbook to report the actual amount of FY 2016⁶ 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 2016 SF-425 was due on December 29, 2017. Therefore, states must now report FY 2016 information for the title IV-B programs on the form CFS-101, Part

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 2016 grant had an expenditure period from October 1, 2015 to September 30, 2017. Therefore, states may obligate any fiscal year 2016 funds during that two-year period of time and subsequently report expenditures on the CFS-101 form, Part III.

III. At state option, complete this form to show actual FY 2016 expenditures for the CFCIP and ETV programs, as well.

In addition, if the state's expenditure of FY 2016 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 2016; and 2) the rationale for the disproportion in the actual expenditure of FY 2016 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 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. For more information on gaining access to and using the PMS system, please contact the PMS Help Desk at 1-877-614-5533.

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 2019 grants, obligate the funds by September 30, 2020, and liquidate by December 29, 2020).

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 2019, obligate the funds by September 30, 2020, and liquidate by December 29, 2020).

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 2019, obligate the funds by September 30, 2020 and liquidate by December 29, 2020). 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 2019 award, the state must expend the funds by September 30, 2023). 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 2019, obligate the funds by September 30, 2020, and liquidate by December 29, 2020).

Section I. Instructions for the Submission of the 2019 APSR for States, the District of Columbia, Puerto Rico and the Virgin Islands of the United States.

ACF requests that grantees 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, 2018:

- Submit the 2019 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 2019 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 and a PDF copy of the Part II. **The CB has revised the CFS-101s. Please use the new CFS-101s**

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.

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 ‘2019 APSR’ in the lower right hand corner of the form.

Submit as **an Excel workbook:**

- CFS-101, Part I for FY 2019;
- CFS-101, Part II with planned expenditures for the use of FY 2019 funds;
- CFS-101, Part III with estimated and actual expenditures of FY 2016 grants for the title IV-B, and, at state option, the CFCIP and ETV programs.

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

Save both the Excel and PDF files named: “State/territory/insular area name FFY 19 CFS-101s” so that the name of the state/territory/insular area submitting the file is clearly identified

- If a state wishes to modify its previously approved funding request for the FY 2018 grants, either by releasing funds for re-allotment or by requesting more funds than originally requested and approved, then the state must do so on a separate FY 2019 CFS-101 Part I, indicating:
 - Submission Type: “Reallotment”
 - the amount of funds that the state does not expect to utilize from its FY 2018 allotment during the current year to carry out the title IV-B, CFCIP and/or ETV program activities; and/or
 - 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).

The RO will review the application and contact the state with any questions or if revisions are needed. Once the RO has completed the review, it will forward a copy of the approved plans and CFS-101(s) to CB’s Central Office.

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 2019 APSR unless a change in the state has occurred so that a new certificate is warranted.

It is important that 2019 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

The Virgin Islands of the United States, 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, 2018.

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, 2018.

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 January 31, 2021.

Inquiries To: CB Regional Program Managers

/s/

Jerry Milner
Acting Commissioner
Administration on Children, Youth and
Families

Attachment A:

States should use FY 2017 allocation tables as the basis for estimating FY 2019 budget requests.

Fiscal Year 2017 Allotment Title IV-B Subpart 1 Stephanie Tubbs Jones Child Welfare Services
Fiscal Year 2017 Allotment Title IV-B Subpart 2 Promoting Safe and Stable Families
Fiscal Year 2017 Allotment for Title IV-B, Subpart 2 Monthly Caseworker Visit Funds
Fiscal Year 2017 Allotment for CAPTA
Fiscal Year 2017 Allotment for Chafee Foster Care Independence Program
Fiscal Year 2017 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

**Fiscal Year 2017 Allotments to States, Territories, and Insular Areas
Title IV-B, Subpart 1
Stephanie Tubbs Jones Child Welfare Services**

State	2017 Allotments
Alabama	\$4,644,389
Alaska	107,236
Arizona	5,760,926
Arkansas	2,983,937
California	29,787,966
Colorado	4,252,411
Connecticut	1,838,051
Delaware	792,187
District of Columbia	341,500
Florida	15,384,706
Georgia	10,140,364
Hawaii	1,137,048
Idaho	1,813,984
Illinois	9,984,644
Indiana	6,400,160
Iowa	2,664,465
Kansas	2,613,069
Kentucky	4,275,156
Louisiana	4,236,956
Maine	1,059,895
Maryland	3,776,558
Massachusetts	3,713,364
Michigan	8,693,051
Minnesota	4,187,174
Mississippi	3,189,785
Missouri	5,419,119
Montana	673,611
Nebraska	1,617,990
Nevada	2,631,244
New Hampshire	904,128
New Jersey	5,319,998
New Mexico	1,488,889
New York	11,689,957
North Carolina	9,187,158
North Dakota	428,897
Ohio	10,106,740
Oklahoma	850,870
Oregon	3,351,358
Pennsylvania	9,378,514
Rhode Island	813,515
South Carolina	4,677,569

**Fiscal Year 2017 Allotments to States, Territories, and Insular Areas
 Title IV-B, Subpart 1
 Stephanie Tubbs Jones Child Welfare Services**

State	2017 Allotments
South Dakota	365,458
Tennessee	5,914,362
Texas	25,617,264
Utah	3,732,963
Vermont	518,364
Virginia	6,011,168
Washington	5,199,483
West Virginia	1,680,700
Wisconsin	4,663,594
Wyoming	416,101

Total States	\$256,437,996
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Territory	2017 Allotments
American Samoa	\$181,540
Guam	323,145
Northern Mariana Islands	150,304
Puerto Rico	3,778,761
Virgin Islands	199,927

Total Territories	\$4,633,677
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**Fiscal Year 2017 Allotments to States, Territories, and Insular Areas
Title IV-B, Subpart 2
Promoting Safe and Stable Families (PSSF) Grant**

State	2017 Allocations
Alabama	\$5,619,949
Alaska	538,442
Arizona	7,251,052
Arkansas	3,057,300
California	32,936,701
Colorado	3,480,811
Connecticut	2,191,739
Delaware	961,209
District of Columbia	742,887
Florida	19,917,164
Georgia	11,840,707
Hawaii	1,069,356
Idaho	1,449,244
Illinois	12,285,399
Indiana	5,762,779
Iowa	2,523,008
Kansas	1,953,146
Kentucky	4,624,529
Louisiana	5,920,962
Maine	1,101,072
Maryland	4,592,445
Massachusetts	4,291,914
Michigan	8,943,001
Minnesota	3,275,021
Mississippi	4,113,628
Missouri	5,421,620
Montana	712,764
Nebraska	1,207,326
Nevada	2,421,258
New Hampshire	637,301
New Jersey	5,680,727
New Mexico	2,878,613
New York	16,450,837
North Carolina	10,024,232
North Dakota	338,206
Ohio	10,419,920
Oklahoma	3,817,037
Oregon	3,985,653
Pennsylvania	10,048,300
Rhode Island	910,162
South Carolina	5,394,327
South Dakota	669,150

**Fiscal Year 2017 Allotments to States, Territories, and Insular Areas
 Title IV-B, Subpart 2
 Promoting Safe and Stable Families (PSSF) Grant**

State	2017 Allocations
Tennessee	7,676,743
Texas	30,715,970
Utah	1,744,103
Vermont	450,346
Virginia	5,633,645
Washington	6,056,331
West Virginia	1,874,902
Wisconsin	4,833,305
Wyoming	247,009

Total States	\$290,693,252
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Territory	2017 Allotments
American Samoa	\$193,334
Guam	349,911
Northern Mariana Islands	158,794
Puerto Rico	4,170,906
Virgin Islands	213,665

Total Territories	\$5,086,610
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**Fiscal Year 2017 Allotments to States, Territories, and Insular Areas
Monthly Caseworker Visit Formula Grants**

State	2017 Allotments
Alabama	\$354,136
Alaska	33,930
Arizona	456,920
Arkansas	192,654
California	2,075,482
Colorado	219,341
Connecticut	138,111
Delaware	60,570
District of Columbia	46,812
Florida	1,255,065
Georgia	746,133
Hawaii	67,385
Idaho	91,323
Illinois	774,155
Indiana	363,137
Iowa	158,985
Kansas	123,076
Kentucky	291,411
Louisiana	373,105
Maine	69,383
Maryland	289,389
Massachusetts	270,452
Michigan	563,536
Minnesota	206,373
Mississippi	259,217
Missouri	341,639
Montana	44,914
Nebraska	76,079
Nevada	152,574
New Hampshire	40,159
New Jersey	357,967
New Mexico	181,394
New York	1,036,637
North Carolina	631,669
North Dakota	21,312
Ohio	656,603
Oklahoma	240,528
Oregon	251,153
Pennsylvania	633,186
Rhode Island	57,353
South Carolina	339,919
South Dakota	42,166
Tennessee	483,744

**Fiscal Year 2017 Allotments to States, Territories, and Insular Areas
Monthly Caseworker Visit Formula Grants**

State	2017 Allotments
Texas	1,935,544
Utah	109,903
Vermont	28,378
Virginia	355,000
Washington	381,635
West Virginia	118,145
Wisconsin	304,567
Wyoming	15,565

Subtotal States	\$18,317,814
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Territory	2017 Allotments
American Samoa	\$7,868
Guam	17,858
Northern Mariana Islands	5,665
Puerto Rico	261,629
Virgin Islands	9,166

Subtotal Territories	\$302,186
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**Fiscal Year 2017 Allotments to States, Territories, and Insular Areas
Child Abuse Prevention and Treatment Act
(CAPTA State Grants)**

State	2017 Allotments
Alabama	\$382,203
Alaska	106,075
Arizona	538,552
Arkansas	262,327
California	2,795,812
Colorado	428,434
Connecticut	280,017
Delaware	111,530
District of Columbia	85,556
Florida	1,285,831
Georgia	803,870
Hawaii	143,575
Idaho	180,304
Illinois	940,696
Indiana	525,488
Iowa	269,401
Kansas	266,619
Kentucky	354,558
Louisiana	385,610
Maine	127,182
Maryland	455,878
Massachusetts	467,576
Michigan	714,499
Minnesota	436,659
Mississippi	268,814
Missouri	468,898
Montana	118,163
Nebraska	191,593
Nevada	251,449
New Hampshire	129,475
New Jersey	651,736
New Mexico	199,592
New York	1,317,648
North Carolina	739,565
North Dakota	102,360
Ohio	841,292
Oklahoma	339,401
Oregon	309,759
Pennsylvania	859,895
Rhode Island	113,534
South Carolina	378,618
South Dakota	113,618

**Fiscal Year 2017 Allotments to States, Territories, and Insular Areas
Child Abuse Prevention and Treatment Act
(CAPTA State Grants)**

State	2017 Allotments
Tennessee	500,849
Texas	2,221,072
Utah	324,703
Vermont	86,102
Virginia	613,082
Washington	535,238
West Virginia	164,276
Wisconsin	439,741
Wyoming	91,814

Subtotal States	\$24,720,539
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Territory	2017 Allotments
American Samoa	\$57,064
Guam	65,748
Northern Mariana Islands	55,163
Puerto Rico	271,988
Virgin Islands	58,136

Subtotal Territories	\$508,099
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TOTAL	\$25,228,638
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**Fiscal Year 2017 Allotments to States and Indian Tribes\Tribal Organizations
Chafee Foster Care Independence Program**

State	2017 Allotments
Alabama	\$1,441,886
Alaska	806,180
Arizona	5,390,133
Arkansas	1,382,024
California	17,011,836
Colorado	1,715,070
Connecticut	1,187,543
Delaware	500,000
District of Columbia	1,091,992
Florida	6,795,860
Georgia	3,322,872
Hawaii	500,000
Idaho	500,000
Illinois	5,060,733
Indiana	5,172,863
Iowa	1,798,332
Kansas	2,179,305
Kentucky	2,290,609
Louisiana	1,381,111
Maine	569,158
Maryland	1,238,095
Massachusetts	3,125,354
Michigan	4,171,796
Minnesota	2,312,489
Mississippi	1,450,395
Missouri	3,695,120
Montana	852,977
Nebraska	1,168,877
Nevada	1,362,879
New Hampshire	500,000
New Jersey	2,297,848
New Mexico	750,875
New York	11,585,958
North Carolina	3,137,205
North Dakota	500,000
Ohio	4,012,668
Oklahoma	3,395,195
Oregon	2,196,261
Pennsylvania	4,876,889
Puerto Rico	1,273,236
Rhode Island	554,875
South Carolina	1,132,238
South Dakota	500,000

**Fiscal Year 2017 Allotments to States and Indian Tribes\Tribal Organizations
Chafee Foster Care Independence Program**

State	2017 Allotments
Tennessee	2,364,147
Texas	9,113,209
Utah	821,678
Vermont	500,000
Virginia	1,438,848
Washington	3,224,946
West Virginia	1,506,916
Wisconsin	2,154,777
Wyoming	500,000

Subtotal States	\$137,813,258
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Indian Tribal Organization	2017 Allotments
KS Prairie Band of Potawatomi	\$15,584
NE Santee Sioux Nation	12,284
OR Confederated Tribe of Warm Springs	42,994
WA Port Gamble S'Klallam Tribe	15,880

Subtotal Tribal	\$86,742
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TOTAL	\$137,900,000
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**Fiscal Year 2017 Allotments to States and Indian Tribes\Organizations
Cafee Education Training Vouchers
(CETV State Grants)**

STATE	FY 2017 Allotment	FY 2017 Reallotment	Final FY 2017 Allotment
Alabama	\$470,954	\$12,945	\$483,899
Alaska	263,317	7,237	270,554
Arizona	1,760,542		1,760,542
Arkansas	451,401		451,401
California	5,556,457		5,556,457
Colorado	560,182	15,397	575,579
Connecticut	387,879		387,879
Delaware	67,690	1,860	69,550
District of Columbia	93,992		93,992
Florida	2,219,685	61,008	2,280,693
Georgia	1,085,327		1,085,327
Hawaii	134,984	3,710	138,694
Idaho	134,090	3,686	137,776
Illinois	1,652,953	45,432	1,698,385
Indiana	1,689,577		1,689,577
Iowa	587,377	16,144	603,521
Kansas	711,811	19,704	731,515
Kentucky	748,166		748,166
Louisiana	451,103		451,103
Maine	185,900		185,900
Maryland	388,475		388,475
Massachusetts	1,020,813		1,020,813
Michigan	1,215,646		1,215,646
Minnesota	755,312		755,312
Mississippi	473,733		473,733
Missouri	1,206,912		1,206,912
Montana	278,602		278,602
Nebraska	381,783	10,604	392,387
Nevada	445,148	12,235	457,383
New Hampshire	99,650	2,739	102,389
New Jersey	682,262	18,752	701,014
New Mexico	245,253		245,253
New York	2,076,464		2,076,464
North Carolina	1,024,684		1,024,684
North Dakota	134,884		134,884
Ohio	1,310,631	36,023	1,346,654
Oklahoma	1,108,949	30,480	1,139,429
Oregon	717,349	20,103	737,452
Pennsylvania	1,592,905	43,782	1,636,687
Puerto Rico	415,868	11,430	427,298
Rhode Island	181,235		181,235
South Carolina	369,815	10,165	379,980
South Dakota	127,043		127,043

**Fiscal Year 2017 Allotments to States and Indian Tribes\Organizations
Cafee Education Training Vouchers
(CETV State Grants)**

STATE	FY 2017 Allotment	FY 2017 Reallotment	Final FY 2017 Allotment
Tennessee	772,185	21,224	793,409
Texas	2,976,585	81,812	3,058,397
Utah	268,379		268,379
Vermont	132,204		132,204
Virginia	469,961		469,961
Washington	1,053,342	(500,000)	553,342
West Virginia	492,194	13,528	505,722
Wisconsin	703,800		703,800
Wyoming	107,391		107,391

Sub-Total States	\$42,442,844	\$0	\$42,442,844
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Indian Tribal Organization	2017 Allotments	Reallotment	Final FY 2017 Allotment
KS Prairie Band of Potawatomi	5,090		5,090
NE Santee Sioux Nation	4,012		4,012
OR Confederated Tribe of Warm Springs	14,043		14,043
WA Port Gamble S'Klallam Tribe	5,187		5,187

Tribal Sub-Total	\$28,332	\$0	\$28,332
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Total	\$42,471,176	\$0	\$42,471,176
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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 (States), Indian Tribes, Indian Tribal Organizations, or Indian Tribal Consortia (Tribes) 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 has 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 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 2019 CFS-101's:

- For all forms, the cells have been locked to allow only whole numbers to be entered.
- Part I
 - The Part I has been reformatted. Requests for all of the formula grant programs addressed in the CFSP/APSR are now grouped in the top section of the form and the request for reallocations are grouped in the lower section of the form.
 - The reallocation section is now specific to adjustments to the current year's allotments (i.e., funding for FY 2018). The states and tribes can now assess their expenditures mid-year and determine whether funds will not be fully utilized, or identify if additional funds are desired and make this request when the APSR is submitted to the Children's Bureau Regional Offices by June 30.
 - To improve upon edits made last year, and to prevent the need for repeated data entry, an "autofill" function has been added to Part III to insert the EIN (Item #2) and the address (Item #3) once entered on Part I.
 - A new submission type of "Reallocation" has been added (Item #4)
 - The request for title IV-B, Subpart 2, Promoting Safe and Stable Families (PSSF) has been modified to include an automatic calculation of the percentage of funds to be expended in each area of PSSF. Tribes are not required to break out estimated expenditures for PSSF on Part I.

CFS-101 Instructions

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

Attachment B
OMB Approval #0970-0426
Approved through January 31, 2021

- Error messages have been added to indicate when administrative costs and the room and board for CFCIP exceed the maximum amount allowable.
- A formula has been entered on line 6g to sum lines 6a-f showing the breakout of planned PSSF expenditures.
- States and tribes may increase their funding requests by up to 10% over the previous year's final grant award amounts. This may eliminate the need to submit a revised CFS-101 Part I. A revised Part I remains a requirement when an allotment exceeds the previously approved funding request.
- Part II
 - The estimated expenditures in each of the service areas for PSSF are now autofilled from the Part I. The formula can be overwritten by entering an amount into the cell. Overwriting is appropriate only if some of the funds for the area are being allocated to one of the training categories (lines 13, 14, and 16) or to caseworker retention (line 17).
- Part III
 - The EIN and address of the state or tribe now autofills from the entries on Part I.
 - Row 6 for total PSSF funds has been reverted to a manually filled cell. This allows the tribes to enter their request/expenditures on line 6 without entering the breakout of the funds.
 - A formula has been entered on line 6g to sum lines 6a-f.
 - Warnings have been added to indicate when the amounts entered for administrative costs and the room and board for CFCIP exceed the maximum amount allowable.

When completing the CFS-101 reports, it is important to recognize 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. 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:

- If formulas are entered or used to distribute funds for any grant, please show only the final values in the worksheets, not the formulas.
- Break all links/references to other worksheets or workbooks.
- Do not round to the \$ thousands or \$ millions on any of the forms.

When finished, save the PDF file (and Excel workbook for states) named: "State/Tribe name FFY 19 CFS-101s" so that the name of the state or tribe submitting the file is clearly identified.

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 Instructions: Annual Budget Request for Funds under Title IV-B, Subparts 1 & 2, CAPTA State Grant, CFCIP, and ETV

- 1. Name of State or Indian Tribal Organization:** Enter the name of the State or Indian Tribal Organization (Tribe) in cell C3 of the Excel worksheet.
- 2. EIN:** Enter the Employer Identification Number (EIN) in cell F3.
- 3. Address:** Enter the address of the state or tribal agency in the cells below the “address” line. This should be the address to which the grant award notices may be sent.
 - a) Enter the email address to which grant award notices may be sent.
- 4. Submission Type:** Indicate if this is a NEW submission for the upcoming fiscal year, a request for REALLOTMENT for current year, or a REVISION of the budget request for the current year. A submission is “NEW” until signed by the Children’s Bureau Central Office Official. “REVISION” is only used to revise a previously approved CFS-101 to address a funding allotment in excess of either the initial request or sum of initial request and request for additional funds.

When submitting a revision, enter amounts for only the grants where the final allotment exceeded the initial request or sum of the initial request and request for additional funds (via reallocation) for the current year. There is no need to complete the form for all grants, unless they meet the requirement for a revised request.

- Revisions should be submitted on the CFS-101 form for the particular year that the revised request is being made (i.e. A revision for FFY 2018 is submitted on the Part I of the CFS-101 form that was issued in the [FY 2018 APSR Program Instruction](#).)

Requests for Funding Section:

Enter all funding requests as whole dollars, without formulas or links to other worksheets.

RECOMMENDATION: Historically the Children’s Bureau has recommended that the previous federal fiscal year’s (FFY) final allotment, as provided in the annual Program Instruction on the APSR or CFSP, be used as the estimated amount for the state’s/tribe’s request.¹ The Children’s

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. Grantees 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 CFSP or APSR.

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Bureau now encourages states and tribes to request up to 10% more than the previous fiscal year's final allotment. As the statistics used in the formulas to allot funds may fluctuate from year-to-year, requesting a higher amount initially may prevent the need to submit a revised CFS-101 Part I.

5. Total title IV-B, subpart 1 funds: Enter the amount of title IV-B, subpart 1 federal funds that the state or tribe requests for the fiscal year for the Stephanie Tubbs Jones Child Welfare Services (CWS) Program. The previous federal fiscal year's (FFY) final allotment (plus up to 10%) 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. 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 administration (not to exceed 10% of the total title IV-B, subpart 1 allotment). A warning will display if the amount entered is greater than 10% of the requested amount. The amount reported in 5a is a subset of line 5.

6. Total title IV-B, subpart 2 (PSSF) funds: For TRIBES only: Enter the total amount of funds for title IV-B, subpart 2 that the tribe requests for the Promoting Safe and Stable Families Program. (States do not complete line 6, but must complete lines 6a – 6f; please see below.)

Tribes are not required to provide the breakout for the use of funds on Part I, but may opt to complete lines 6a-6f to identify planned expenditures by service category. Tribes should select the option of completing *either* line 6 only, *or* lines 6a-6f, which will then prompt the total to display on line 6g. Note that the 'total' lines, line 6 and 6g are not connected in any way on the spreadsheet.

6a-6f. Breakout of title IV-B, subpart 2 (PSSF) funds: States must complete lines 6a–6f, column F. Line 6g sums the amounts in lines 6a-6f to become the state's total request for PSSF. Enter the amount of PSSF funds that will be expended in each category. The percentage of funds for each service category will automatically calculate. If less than 20% of the total (line 6g) is expected to be spent in any of the four service areas (6a – 6d), a strong rationale must be provided in the APSR narrative. A 25% match is required and the state or tribe's match amount must be reflected on the SF-425 report.

a) Enter the estimated amount of PSSF funds to be spent on Family Preservation Services.

b) Enter the estimated amount of PSSF funds to be spent on Family Support Services.

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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- c) Enter the estimated amount of PSSF funds to be spent on Time-Limited Family Reunification Services.
- d) Enter the estimated amount of PSSF funds to be spent on Adoption Promotion and Support Services.
- e) Enter the estimated amount of PSSF funds to be spent on Other Service Related Activities (e.g. planning).
- f) Enter the estimated amount of PSSF funds to be spent on Administration. (Not to exceed 10% of the total PSSF request; applies to STATES only.) A warning will display if the amount entered is greater than 10% of the requested amount.
- g) No entry is needed. This line will display the sum of lines 6a-6f. This amount is the state's request for PSSF funds.

7. Monthly Caseworker Visit title IV-B, subpart 2 funds (applies to STATES only):

Enter the amount of title IV-B, subpart 2 Monthly Caseworker Visit (MCV) funds the state requests for the fiscal year. The previous federal fiscal year's (FFY) final allotment (plus up to 10%) as provided in the annual Program Instruction on APSR or CFSP is to be used as the estimated amount for the state's request.

- a) Enter the estimated amount of funds entered on line 7a to be spent on administration (not to exceed 10% of the total MCV request). A warning will display if the amount entered is greater than 10% of the requested amount. The amount reported in 7a is a subset of line 7.

8. Child Abuse Prevention and Treatment Act (CAPTA) (applies to STATES only):

Enter the amount of CAPTA State Grant funds requested. The previous federal fiscal year's (FFY) final allotment (plus up to 10%) as provided in the annual Program Instruction on the APSR or CFSP is to be used as the estimated amount for the state's request.

9. Title IV-E Chafee Foster Care Independence Program (CFCIP) funds: Enter the amount of CFCIP funds that the state or tribe requests. The previous federal fiscal year's (FFY) final allotment (plus up to 10%) 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) 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 CFCIP request.) A warning will display if the amount entered is greater than 30% of the requested amount. The amount reported in 9a is a subset of line 9.

10. Title IV-E Funds Allotted under Section 477 for the Education and Training

Vouchers (ETV) Program: Enter the amount of ETV funds that the state or tribe requests for ETV. The previous federal fiscal year's (FFY) final allotment (plus up to 10%) as provided in

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the annual Program Instruction on the CFSP or APSR is to be used as the estimated amount for the state's/tribe's request.

Reallotment Section:

*NEW: The section for reallotments now pertains to the **current** fiscal year, **not the future year** for which funds are being requested.*

As funds are available, the Administration for Children and Families (ACF) is able to reallot unneeded portions of state and tribal allotments of title IV-B funds and CFCIP funds to other states and eligible tribes so that the total appropriation remains available for program purposes. In order for a state or tribe 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 tribe for additional funds, or a request to release unneeded funds.

This reallotment section has been reformatted so that the identification of funds not needed and requests for additional funds for all title IV-B grants are aggregated into one section of the Part I. The identification of funds that will not be utilized and requests for additional funds will now occur mid-year of the current fiscal year and be submitted with the APSR. These requests will be sent immediately to Children's Bureau Central Office for the Office of Grants Management to process so that any available appropriated funds may be reallotted timely.

Note: If a request for reallotment was submitted on the FFY 18 CFS-101, Part I with the APSR in June 2017, it should not be resubmitted with the new process and reformatted form.

When submitting a request for reallotment, complete a separate CFS-101 Part I with a submission type of "reallotment" checked. Fill in the applicable cells on lines 11 and/or 12, then have it signed, titled and dated by the agency official. Submit it as a separate file named: "State/tribal organization name FFY 18 Reallotment" with the name of the state or tribe submitting the file clearly identified. This will ensure a timely review of the request.

11. Identification of Surplus Funds for Reallotment: In the appropriate cell, enter the amount of federal CWS, PSSF, MCV, CFCIP, and/or ETV funds that the state or tribe will **not** utilize.

12. Request for additional funds from Reallotment: In the appropriate cell, enter the amount of additional federal CWS, PSSF and/or MCV, CFCIP and/or ETV funds that the state or tribe is requesting, should additional funds become available. Note: In requesting additional funds, states and tribes should remember that 25% state or tribal non-federal match will be required for the additional funds received under CWS, PSSF and MCV; a 20% state or tribe non-federal match will be required for the additional funds received under CFCIP and ETV.

13. Certification: This report must be signed, titled, and dated in the spaces provided (cells a38, b39 and b40). 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

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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 Instructions: Annual Estimated Expenditure Summary of Child and Family Services

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 also been prepopulated with a dash (-). To report data for the cells in these columns, type over the dash (-) 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 or tribal agency's estimated expenditures on Child and Family Services programs, including the title IV-B programs, the Child Abuse Treatment and Prevention Act (CAPTA) State grant 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 Children's Bureau 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.

- **Name of State or Indian Tribal Organization:** No entry is needed. This field autofills from the CFS-101, Part I. Please verify that the entry is correct.

Services/Activities:

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.

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;

- 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.

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- Mental health services.
- 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 children with special needs.

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 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: Identifies the amount of funds the state or tribe plans to utilize for administrative costs. No entry is needed. The amounts for title IV-B, subparts 1 and 2, and MCV will autofill from the entries on Part I.

- 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.

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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 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.

Total: No entry is needed. A formula has been entered to display the total amount of funds estimated for the year (equal to the sum of lines 1 through 17) for each grant.

18. 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.

19. 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.

20. Population Data: Mark the "Yes" response if the population data requested in columns I, J, K and L is included in the APSR/CFSP narrative. A "No" response indicates the data requested is not included in the APSR/CFSP narrative and is included in the column above on the CFS-101, Part II.

Estimated Expenditures:

Columns A-G. For each Federal program indicated in columns (A) through (G), enter the amount estimated to be expended for each service/activity. The amounts for any of the spending areas on the Part II for PSSF cannot exceed the amount of the request on the Part I. 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.

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Note: Distribution of PSSF funds in column B on Part II autofills from the CFS-101, Part I. These formulas may be overwritten by entering in a different amount in the specific cell. This should only occur if some of the service/activity funds are being distributed to the training cells (B13, B14, and B16) or cell B17 for Caseworker Retention, Recruitment, and Training.

Reminders for Columns A-G:

- Hardcode all numbers entered (no formulas).
- Break all links and references to other worksheets or workbooks.
- Do not round to the \$ thousands or \$ millions.
- If there is an amount other than "\$0" in the "difference" row (line 20), the estimated expenditures in the service/activities must be adjusted.

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 Instructions: 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 closed grant award year. Federal funds for 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 FY 2019 APSR, the reporting year is the FY 2016 grant allocation which had an expenditure period from October 1, 2015 to September 30, 2017. Therefore, any fiscal year 2016 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 III 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 also been prepopulated with a dash (-). To report data for the cells in these columns, type over the dash (-) 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:

- Hardcode all numbers entered (no formulas).
- Break all links and references to other worksheets or workbooks.
- Do not round to the \$ thousands or \$ millions.
- Most figures in the "estimate" column can be found in a previously approved CFS 101, Part I for the fiscal year being reported on.

- 1. Name of State or Indian Tribal Organization:** No entry is needed. This field automatically fills from the CFS-101, Part I entry. Verify the entry is correct.
- 2. EIN:** No entry is needed. This field automatically fills from the CFS-101, Part I. Verify the EIN is correct.
- 3. Address:** No entry is needed. This field automatically fills from the CFS-101, Part I. Verify the address provided is the one where grant award notices are to be sent.
- 4. Submission Type:** Indicate if this is a new or revised expenditure report. A submission is "NEW" until signed by the Children's Bureau Central Office Official.

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Columns A and B. Expenditure Information: Enter the amount of estimated (Column A) and actual (Column B) expenditures for each of the programs for the requested year.

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. The required 25% match should not be reflected on this form.

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. A warning will display if the amount entered is greater than 10% of the requested/total expended amount. The amount reported in 5a is a subset of line 5.

6. Total title IV-B, subpart 2 (PSSF) funds: For TRIBES only: Tribes, if PSSF funding was received for the reporting year, an amount should be entered in line 6. (States do not complete line 6, but must complete lines 6a – 6f; please see below.)

Tribes are not required to provide the breakout for the use of funds, but may opt to complete lines 6a-6f, to identify planned expenditures by service category. Tribes should select the option of completing either a) line 6 only, or b) lines 6a-6f. Note that the ‘total’ lines, line 6 and 6g, are not connected in any way on the spreadsheet.

6a-6f. Breakout of title IV-B, subpart 2 (PSSF) funds: States must complete lines 6a–6f. Completion of lines 6a-6f is optional for tribes. The required 25% match should not be reflected on this form.

Note that these funds may be spent over a two-year period ending on September 30 of the federal 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

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expenditures for title IV-B, subpart 2. (*This limitation does not apply to tribes.*) A warning will display if the amount entered is greater than 10% of the requested/total expended amount.

g) No entry is needed. This line will display the sum of lines 6a-6f. This is the total amount of state request/expenditures for title IV-B subpart 2, PSSF.

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

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. A warning will display if the amount entered is greater than 10% of the requested/total expended amount. The amount reported in 7a is a subset of line 7.

8. Chafee Foster Care Independence Program (CFCIP) funds: At state option, enter the estimated and actual expenditures of CFCIP funds for independent living activities allotted for the designated fiscal year. The required 20% match should not be reflected on this form.

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). A warning will display if the amount entered is greater than 30% of the requested/total expended amount. The amount reported in 8a is a subset of line 8.

9. Education and Training Vouchers (ETV) Program: At state/tribe option, enter the estimated and actual expenditures of Education and Training Voucher funds allotted for the designated fiscal year. The required 20% match should not be reflected on this form.

Columns C-F. Population and Geographic Data: For each Federal program listed in rows 5-9, as applicable, 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.

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

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.

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administer or supervise the administration of title IV-B, subparts 1 and 2 programs, CFCIP and ETV, and, for states only, MCV programs, must be included.

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

When finished, save the PDF file (and Excel workbook for states) named: “State/Tribe name FFY 19 CFS-101s” so that the name of the state or tribe submitting the file is clearly identified.

CFS-101, Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CFCIP, and ETV and Reallotment for Current Federal Fiscal Year Funding

For Federal Fiscal Year 2019: October 1, 2018 through September 30, 2019

1. Name of State or Indian Tribal Organization:		2. EIN		
3. Address: (insert mailing address for grant award notices in the two rows below)		4. Submission Type: (select one)		
		<input type="checkbox"/> NEW <input type="checkbox"/> REALLOTMENT <input type="checkbox"/> REVISION		
a) Email address for grant award notices:				
REQUEST FOR FUNDING for FFY 2019:				
Hardcode all numbers; no formulas or linked cells.				
5. Requested title IV-B Subpart 1, Child Welfare Services (CWS) funds:			\$0	
a) Total administrative costs (not to exceed 10% of the CWS request)		ok	\$0	
6. Requested title IV-B Subpart 2, Promoting Safe and Stable Families (PSSF) funds and estimated expenditures:		% of Total	\$0	
a) Family Preservation Services		#DIV/0!	\$0	
b) Family Support Services		#DIV/0!	\$0	
c) Time-Limited Family Reunification Services		#DIV/0!	\$0	
d) Adoption Promotion and Support Services		#DIV/0!	\$0	
e) Other Service Related Activities (e.g. planning)		#DIV/0!	\$0	
f) Administrative costs (APPLICABLE TO STATES ONLY: not to exceed 10% of the PSSF request)		#DIV/0!	\$0	
g) Total itemized request for title IV-B Subpart 2 funds: <i>NO ENTRY: Displays the sum of lines 6a-6f.</i>		#DIV/0!	\$0	
7. Requested Monthly Caseworker Visit (MCV) funds: (For STATES ONLY)			\$0	
a) Total administrative costs (FOR STATES ONLY: not to exceed 10% of MCV request)		ok	\$0	
8. Requested Child Abuse Prevention and Treatment Act (CAPTA) State Grant: (STATES ONLY)			\$0	
9. Requested Chafee Foster Care Independence Program (CFCIP) funds:			\$0	
a) Indicate the amount to be spent on room and board for eligible youth (not to exceed 30% of CFCIP request).		ok	\$0	
10. Requested Education and Training Voucher (ETV) funds:			\$0	
REALLOTMENT:				
<i>Complete this section for adjustments to current year (FFY 2018) awarded funding levels.</i>				
11. Identification of Surplus for Reallotment:				
a) Indicate the amount of the State's/Tribe's FFY18 allotment that will not be utilized for the following programs:				
CWS	PSSF	MCV (States only)	CFCIP Program	ETV Program
\$0	\$0	\$0	\$0	\$0
12. Request for additional funds in the current fiscal year, should they become available for re-allotment:				
CWS	PSSF	MCV (States only)	CFCIP Program	ETV Program
\$0	\$0	\$0	\$0	\$0
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 Federal Children's Bureau 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

Name of State or Indian Tribal Organization:

0 For FFY 2019: OCTOBER 1, 2018 TO SEPTEMBER 30, 2019

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	\$ -			\$ -			\$ -	\$ -	-	-	-	-
2.) CRISIS INTERVENTION (FAMILY PRESERVATION)	\$ -	\$ -		\$ -			\$ -	\$ -	-	-	-	-
3.) PREVENTION & SUPPORT SERVICES (FAMILY SUPPORT)	\$ -	\$ -		\$ -			\$ -	\$ -	-	-	-	-
4.) TIME-LIMITED FAMILY REUNIFICATION SERVICES	\$ -	\$ -		\$ -			\$ -	\$ -	-	-	-	-
5.) ADOPTION PROMOTION AND SUPPORT SERVICES	\$ -	\$ -					\$ -	\$ -	-	-	-	-
6.) OTHER SERVICE RELATED ACTIVITIES (e.g. planning)	\$ -	\$ -					\$ -	\$ -	-	-	-	-
7.) FOSTER CARE MAINTENANCE:												
(a) FOSTER FAMILY & RELATIVE FOSTER CARE	\$ -						\$ -	\$ -	-	-	-	-
(b) GROUP/INST CARE	\$ -						\$ -	\$ -	-	-	-	-
8.) ADOPTION SUBSIDY PYMTS.	\$ -						\$ -	\$ -	-	-	-	-
9.) GUARDIANSHIP ASSISTANCE PAYMENTS	\$ -						\$ -	\$ -	-	-	-	-
10.) INDEPENDENT LIVING SERVICES	\$ -				\$ -		\$ -	\$ -	-	-	-	-
11.) EDUCATION AND TRAINING VOUCHERS	\$ -				\$ -	\$ -	\$ -	\$ -	-	-	-	-
12.) ADMINISTRATIVE COSTS	\$ -	\$ -	\$ -				\$ -	\$ -				
13.) FOSTER PARENT RECRUITMENT & TRAINING	\$ -	\$ -		\$ -			\$ -	\$ -				
14.) ADOPTIVE PARENT RECRUITMENT & TRAINING	\$ -	\$ -		\$ -			\$ -	\$ -				
15.) CHILD CARE RELATED TO EMPLOYMENT/TRAINING	\$ -						\$ -	\$ -	-	-	-	-
16.) STAFF & EXTERNAL PARTNERS TRAINING	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -				
17.) CASEWORKER RETENTION, RECRUITMENT & TRAINING	\$ -	\$ -	\$ -				\$ -	\$ -				
18.) TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				

19.) TOTALS FROM PART I	\$0	\$0	\$0	\$0	\$0	\$0	----	----	----	----	----	----
20.) Difference (Part I - Part II)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	----	----	----	----	----	----

(If there is an amount other than \$0.00 in Row 20, adjust amounts on either Part I or Part II. A red value means Part II exceeds request)

21.) Population data are included in the APSR/CFSP narrative, rather than above in columns I - L. YES NO

* 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 and Education And Training Voucher
For Federal Fiscal Year 2016 Grants: October 1, 2015 through September 30, 2017

Reporting

1. Name of State or Indian Tribal Organization: 0		2. EIN:	3. Address:			
4. Submission Type: (select one) <input type="checkbox"/> NEW <input type="checkbox"/> REVISION		0				
Description of Funds	(A) Estimated Expenditures for FFY 16 Grants	(B) Actual Expenditures for FFY 16 Grants	(C) Number Individuals served	(D) Number Families served	(E) Population served	(F) Geographic area served
5. Total title IV-B, subpart 1 (CWS) funds	\$ -	\$ -	-	-	-	-
a) Administrative Costs <i>(not to exceed 10% of CWS allotment)</i>	\$ -	\$ -				
6. Total title IV-B, subpart 2 (PSSF) funds Tribes enter amounts for Estimated and Actuals, or complete 6a-f.	\$ -	\$ -	-	-	-	-
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 <i>(FOR STATES: not to exceed 10% of PSSF allotment)</i>	\$ -	\$ -				
g) Total title IV-B, subpart 2 funds NO ENTRY: This line displays the sum of lines a-f.	\$ -	\$ -				
7. Total Monthly Caseworker Visit funds (STATES ONLY)	\$ -	\$ -				
a) Administrative Costs <i>(not to exceed 10% of MCV allotment)</i>	\$ -	\$ -				
8. Total Chafee Foster Care Independence Program (CFCIP) funds	\$ -	\$ -				
a) Indicate the amount of allotment spent on room and board for eligible youth <i>(not to exceed 30% of CFCIP allotment)</i>	\$ -	\$ -	-	-	-	-
9. Total Education and Training Voucher (ETV) funds	\$ -	\$ -	-	-	-	-
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>Signature of Federal Children's Bureau Official</i>			
<i>Title</i>	<i>Date</i>	<i>Title</i>	<i>Title</i>		<i>Date</i>	

Regional Program Managers – Children’s Bureau

1	<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>	6	<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>
2	<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>	7	<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>
3	<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>	8	<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>
4	<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>	9	<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>
5	<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>	10	<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>

NCANDS Contact Information

Updated 1/24/2018

Primary State Contacts

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WA	Lisa	Barber	barbelm@dshs.wa.gov	360-902-8031	

Attachment E

Annual Reporting of Education and Training Vouchers Awarded

Name of State/ Tribe:

School Year	Total ETVs Awarded	Number of New ETVs
<u>Final Number:</u> 2016-2017 School Year (July 1, 2016 to June 30, 2017)		
2017-2018 School Year* (July 1, 2017 to June 30, 2018)		

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.