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Administration on Children, Youth and Families

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PROGRAM INSTRUCTION

TO: Indian Tribes, Indian Tribal Organizations, or Indian Tribal Consortia administering Title IV-B, subparts 1 and/or 2, and Title IV-E of the Social Security Act; and Tribal Independent Living and Education and Training Voucher Coordinators.

SUBJECT: June 30, 2017 submission of: (1) the Annual Progress and Services Report (APSR) required under Title IV-B of the Social Security Act (the Act) for the Stephanie Tubbs Jones Child Welfare Services and Promoting Safe and Stable Families (PSSF) Programs; the Chafee Foster Care Independence Program (CFCIP); and the Education and Training Vouchers (ETV) Program; and (2) 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, as applicable.

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; the Indian Child Welfare Act of 1978 (Pub. L. 95-608); the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638); 45 CFR Parts 1355 and 1357; and the Preventing Sex Trafficking and Strengthening Families Act (Pub. L. 113-183).

PURPOSE: This Program Instruction (PI) provides guidance to Indian tribes, tribal organizations, and tribal consortia (tribes) on actions they are required to take in order to receive their allotments for Fiscal Year (FY)¹ 2018 (subject to the availability of appropriations) authorized under title IV-B, subparts 1 and/or 2, the CFCIP, and the ETV program.

Please note that tribes with either an approved title IV-E plan or a title IV-E tribal/state cooperative agreement or contract have the option to apply to receive FY 2018 CFCIP and/or ETV funds directly from the Secretary. (See Section D of this PI.)

¹ Unless otherwise noted, "FY" refers to the federal Fiscal Year, October 1 – September 30.

This PI summarizes the actions required to complete and submit the APSR and the CFS-101, Parts I, II, and III.

INFORMATION: Organization of the Program Instruction

Section A. Background

Section B. Instructions for Tribes for APSR submissions

Section C. Requirements for Title IV-E Training Plans (Applicable Only to Tribes Operating or Planning to Operate a Title IV- E Program)

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Section A. Background

Child and Family Services Plan (CFSP)

The CFSP is a 5-year strategic plan that sets forth the vision and the goals to be accomplished to advance the tribe's overall child welfare system. A primary purpose of the plan is to strengthen the programs that serve children and families, including title IV-B, subparts 1 and 2 of the Act, into a continuum of services. For eligible tribes that choose to apply for direct funding under the CFCIP and/or ETV programs, the CFSP also addresses the tribe's plans for those programs.

Federal regulations at 45 CFR 1357.15 and 1357.16 provide the requirements for a 5-year comprehensive CFSP and annual updates on the progress made toward accomplishing the goals and objectives in the CFSP. The CFSP sets forth the framework for a system of services that are coordinated, integrated, culturally relevant, and child- and family-focused. The CFSP for FYs 2015–2019 was due on June 30, 2014. If a tribe did not submit a CFSP in June 2014 (or in June 2015 or 2016), but wishes to apply for FY 2018 funds, then the tribe must submit a 2-year CFSP covering FYs 2018–2019. Tribes in this situation may contact their Children's Bureau (CB) Regional Office (RO) for more assistance.

Annual Progress and Services Report (APSR)

The APSR is the annual update report that the tribe submits on the progress made toward accomplishing the goals and objectives in the CFSP. Completion of the APSR satisfies the federal regulations by providing updates on a tribe's annual progress for the previous FY and planned activities for the upcoming FY.

In order to receive FY 2018 funds for title IV-B, CFCIP, and ETV programs, tribes must submit the APSR electronically to CB ROs by June 30, 2017. APSRs received after June 30, 2017, will not be considered for funding for FY 2018. The ROs will work with the tribe to

ensure that the information provided adequately addresses the requirements. Upon approval, the RO will forward the tribe's request for funding to CB Central Office.

It is important that applicants address all requirements outlined in this PI. Missing or incomplete information will result in the withholding of funds for the program(s) affected until the information is complete and approval can be granted by ACF. If there are questions in preparing the APSR, please contact the tribe's CB RO Program Specialist.

Plans and activities included in the APSR must meet the provisions of 45 CFR 1355.21, 45 CFR 1357, and title IV-B, subparts 1 and/or 2, as well as the CFCIP and ETV programs (section 477 of the Act) for tribes seeking direct funding. These programs provide a critical source of funding for ensuring the safety, permanency, and well-being of children.

In preparing the APSR, each tribe must conduct an interim review of the progress made in the past year toward accomplishing the goals and objectives in the CFSP based on updated information and current data. When conducting this annual review, the tribe must include the agencies, organizations, and individuals involved in the development of the CFSP and in the ongoing CFSP-related consultation and must describe the coordination process used in developing the APSR. Examples of the agencies, organizations, and individuals with whom the tribe may need to collaborate include representatives from other tribal or state agencies providing services to children and families, the tribal court, the tribe's or state's court improvement program, state and county social service programs, the Temporary Assistance for Needy Families (TANF) program, the Child Support program, and other human service agencies.

NOTE: Tribes that plan to submit a title IV-E plan to operate a foster care, adoption assistance, and, at tribal option, guardianship assistance program **must also have an approved plan for title IV-B, subpart 1**. Both plans can be submitted for the same fiscal year. **Therefore, a tribe that wants to submit a plan to operate a federal direct title IV-E program in FY 2018 must submit an APSR to apply for title IV-B, subpart 1, by June 30, 2017, as described further below. If a tribe has not previously submitted a CFSP for the FY 2014 – 2019 cycle, it must submit a CFSP by June 30, 2017.** The requirements for a CFSP are delineated in the PI, ACYF-CB-PI-14-04 at: <http://www.acf.hhs.gov/programs/cb/resource/pi1404>. If there are questions in preparing the APSR or CFSP, please contact the tribe's CB RO Program Specialist.

Section B. Instructions for Tribes for APSR Submissions

To receive funding for FY 2018, a tribe must submit its APSR to the RO by June 30, 2017. The submission must include:

- An electronic copy of the APSR in Word format. (Paper copies will not be accepted.)

In addition, tribes must submit required budget forms by mail or e-mail in portable document format (PDF), including:

- CFS-101, Part I for FY 2018 with signature, title and date;
- CFS-101, Part II with planned expenditures for FY 2018;
- CFS-101, Part III with previously estimated and actual expenditures for FY 2015 with signature, title and date. Part III is not required if the tribe did not receive funding in FY 2015.

The CFS-101 Parts I, II, and III, which were formerly provided as three separate Excel worksheets have been consolidated into one Excel workbook with three tabs. The workbook and instructions are provided in Attachment B. Section F of this Program Instruction has additional information on updates made to the CFS-101 forms and instructions.

In addition, if a tribe wishes to revise its previously approved funding request for FY 2017, either by releasing funds for reallocation or by requesting more funds than originally requested and approved, then the tribe must submit to the RO by June 30, 2017, a revised CFS-101, Part I for FY 2017 (with signature, title and date) indicating:

1. the amount of funds from its FY 2017 allocation that the tribe does not expect to utilize during the upcoming year to carry out the title IV-B, subparts 1 and/or 2 program activities;
2. for tribes that received CFCIP and/or ETV awards for FY 2017, any amount of CFCIP and/or ETV funds that the tribe does not expect to utilize from its FY 2017 CFCIP allocation; and/or
3. the amount of funds the tribe is requesting if additional funds become available for the title IV-B programs, and/or the CFCIP and/or ETV programs (if different from earlier requests).

Certifications and Assurances: Certifications and assurances submitted with the 2015–2019 CFSP do not need to be resubmitted unless a change has occurred that warrants a new certification. If this is a new application for title IV-B, CFCIP, or ETV, the application must include the signed certifications and assurances for the respective programs. Copies of the assurances can be found at: <http://www.acf.hhs.gov/sites/default/files/cb/pi1404.pdf#page=53>.

Plan Availability: The tribe must make the APSR available to interested parties. The plan must describe how the APSR will be made available. States and tribes are required to share their plans with each other.

The APSR must address each of the following programs for which the tribe is eligible and wishes to receive funding:

- **Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1)**

Funds under this program may be used for:

1. protecting and promoting the welfare of all children;
2. preventing the neglect, abuse, or exploitation of children;

3. supporting at-risk families through services which allow children, where appropriate, to remain safely with their families or return to their families in a timely manner;
 4. promoting the safety, permanence, and well-being of children in foster care and adoptive families; and
 5. providing training, professional development, and support to ensure a well-qualified child welfare workforce.
- **The Promoting Safe and Stable Families Program (title IV-B, subpart 2)**

Funds under this program may be used to support services in the following four areas:

1. family preservation;
 2. family support;
 3. time-limited family reunification; and
 4. adoption promotion and support services.
- **The Chafee Foster Care Independence Program and the Education and Training Vouchers Program**

Funds under CFCIP are used to help youth in foster care and former foster youth ages 18–21 make a successful transition from foster care to self-sufficiency by providing educational, vocational, and other services and supports. The ETV program provides funds for vouchers for postsecondary education and training. Information on tribal eligibility for these programs and additional information on the use of funds under these programs is discussed in Section D of this PI.

Optional CFSP/APSR Template: To assist tribes in the development of the CFSP, CB prepared a template for tribes to use. Although the use of the template is optional, a number of tribes developed their CFSP using the template. The template was designed to be used throughout the entire 5-year period of the CFSP/APSR process. Each requirement has the fiscal year listed below it for the tribe to update or describe any changes to what was previously submitted. Therefore, if the tribe used the template, updates should be entered on the template on the line below each requirement labeled “APSR—2018.” Specific instructions on the information to be updated are provided below.

For each of the above programs under which the tribe received funding for FY 2017 and/or is requesting funding for FY 2018, the APSR must address **Service Description, Collaboration, and Program Support** as detailed in items 1–3 below.

1. Service Description

- For each goal and objective in the CFSP, report on the specific accomplishments and progress achieved in the past fiscal year 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)).

- Report on the steps the tribe has taken to expand and strengthen the range of existing services and to develop and implement services to improve child outcomes (45 CFR 1357.16(a)). Describe planned activities, new strategies for improvement, and the method(s) to measure progress in the upcoming FY (October 1, 2017, to September 30, 2018).
- Explain any revisions to existing goals and objectives (45 CFR 1357.16(a)(2)); and, if appropriate, update the goals and objectives to incorporate any new goals or objectives.
- Describe the services to be provided in FY 2018 under title IV-B, subpart 1 and/or 2 (as applicable), highlighting any changes or additions in services or program design and how the services will assist in achieving program purposes (45 CFR 1357.16(a)(3)). For each service described, provide the following information on Part II of the CFS-101 (Attachment B):
 1. the population(s) to be served;
 2. the geographic areas where the services will be available; and
 3. the estimated number of individuals and families to be served.
- For tribes applying for title IV-B, subpart 1 funds and who have tribal children under the age of 5 in foster care:
 - Provide an update on the activities that the tribe has taken since submission of the CFSP or will undertake in FY 2018 to reduce the length of time that young children under age 5 are in foster care without a permanent family, and a description of the activities the tribe has taken or will undertake to address the developmental needs of these children who receive services under the title IV-B or IV-E programs (section 422(b)(18) of the Act). CB understands this requirement to apply to all children under age 5 in foster care regardless of the child's permanency plan, or legal or placement status.
 - For tribes that do not directly operate a foster care program and whose children are served by the state agency, provide an update on the role of the tribe in working with the state to address these requirements relating to meeting the needs of young children in foster care.
- For tribes applying for title IV-B, subpart 2 funds, discuss any updates as to how the tribe identifies which populations are at the greatest risk of maltreatment and how services are targeted to these populations.

2. Collaboration

- Provide an update on how the tribe has engaged in the ongoing process of coordination and collaboration efforts conducted across the entire spectrum of the child and family service delivery system to provide services to tribal children. Describe how stakeholders and partners were involved in the review of progress made in the past fiscal year and expected updates for the coming year (section 422(b)(2) of the Act).
- Describe how the tribe has demonstrated substantial, ongoing, and meaningful collaboration between the child welfare agency and the tribal or state courts, as appropriate, with regard to the development of the APSR. If applicable, describe any actions the tribe is taking in response to a state's Child and Family Services Review or title IV-E program improvement plans (section 422(b)(13) of the Act).

3. Program Support

- Provide an update on changes to or accomplishments in carrying out the tribe's child welfare services' staff development and training plans, since submission of the CFSP.
- Discuss the child and family services program's research, evaluation, or management information systems and quality assurance systems that will be updated or implemented in the upcoming fiscal year. Specify any additions or changes in services or program design due to the tribe's own evaluation of programs that the tribe has found particularly effective or ineffective (45 CFR 1357.16(a)(5)).
- Describe the technical assistance and capacity-building needs that the tribe anticipates in FY 2018 in support of the tribe's CFSP/APSR goals and objectives. Describe how capacity building services will assist in achieving the identified goals and objectives (45 CFR 1357.16(a)(5)).

4. Consultation Between States and Tribes

States are expected to consult, collaborate, and coordinate with federally recognized tribes in the development and oversight of their CFSPs and APSRs. In addition, state and tribal title IV-B grantees within the state must exchange copies of their CFSPs and APSRs.

Federal law and regulations separately identify several key child welfare issues about which each state must consult and coordinate with tribes. Specifically, section 422(b)(9) of the Act requires states to consult with tribes regarding the measures taken by the state to comply with the Indian Child Welfare Act (ICWA). Section 477(b)(3)(G) of the Act requires states to consult with each tribe in the state about the independent living programs to be carried out under their CFCIP plan and how Indian children are to be served. Respond to the following items regarding state/tribal consultation:

- Provide an update regarding the consultation between the state and the tribe with respect to state compliance with ICWA, as required by section 422(b)(9). Describe any concerns with respect to ICWA consultation and compliance and any recommendations for addressing these concerns.
- Provide an update on the understanding, gathered from state/tribal consultation, as to who is responsible for providing the child welfare services and protections for tribal children delineated at 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 (subject to the requirements of sections 475(5)(C) and 475A(a)).

In participating in consultation with states, tribes should be aware of the amendments made to the case review system by Pub. L. 113-183, the Preventing Sex Trafficking and Strengthening Families Act (See ACYF-CB-IM-14-03). In general, the amendments went into effect on September 29, 2015; however the new case review provision that requires the tribal title IV-B/IV-E agency to limit use of Another Planned Permanent Living Arrangement (APPLA) as a permanency plan to youth age 16 and older (section 475(5)(C)(i)) of the Act becomes effective on September 29, 2017. The requirement applies for children in foster care under the responsibility of an Indian tribe, tribal organization, or consortium. Note that states were required to comply with this requirement effective September 29, 2015. The new case review provisions also require the title IV-B/IV-E agency to:

- 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 a guardianship or adoptive parent (sections 475(5)(C)(i) and 475A(a)(1) of the Act).
 - Implementing procedures to ensure that the court or administrative body conducting the permanency hearing asks the child about his/her desired permanency outcome and makes a judicial determination at each permanency hearing that APPLA is the best permanency plan for the child and specifies compelling reasons why it's not in the best interest of the child to be returned home, placed with a relative or legal guardian, or placed for adoption (section 475A(a)(2) of the Act).
 - Documenting at the permanency hearing and the 6-month periodic review the steps the agency is taking to ensure that the foster family or child care

institution follows the “reasonable and prudent parent standard”² and whether the child has regular opportunities to engage in “age or developmentally-appropriate activities”³ (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).
- In the APSR, describe any questions, concerns or technical assistance needs the tribe has identified with respect to implementation of the new case review requirements outlined above, including limitations on the use of APPLA as a permanency plan.
- Describe how the tribe has been consulted about the programs to be carried out under the CFCIP and explain the results of the consultation, specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care under the CFCIP (section 477(b)(3)(G) of the Act).

² 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).

³ “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).

5. Plan for diligent recruitment of potential foster and adoptive parents:

For tribes that operate foster care programs:

- Discuss updates to the tribe's plan for the diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children in the tribe for whom foster and adoptive homes are needed (section 422(b)(7) of the Act). Examples of components to include in the diligent recruitment plan are: a description of the characteristics of children for whom foster and adoptive homes are needed; specific strategies to reach all parts of the community; strategies for assuring that all prospective parents have access to the home study process; and strategies for training staff and community partners.

For tribes that do not directly operate a foster care program and whose children are served by the state agency:

- Discuss any activities the tribe is undertaking in coordination with the state agency to support diligent recruitment of foster and adoptive families.

CB funds the National Resource Center for Diligent Recruitment at AdoptUSKids to provide free services and materials to support states, tribes, territories, and courts as they recruit foster, adoptive, and kinship families and make lasting systemic changes to improve safety, permanency, and well-being outcomes for children and families. For additional information on diligent recruitment and a customizable tool to use in developing a diligent recruitment plan, please see <http://www.nrcdr.org>.

6. Health Care Oversight and Coordination Plan

Tribes were required to submit the Health Care Oversight and Coordination Plan in the CFSP. In the APSR, all tribes receiving funding under title IV-B, subpart 1, are required to address how the Health Care Oversight and Coordination plan requirements are being met for tribal children in foster care.

For tribes that operate foster care programs:

- Describe the progress and accomplishments in implementing the tribe's Health Care Oversight and Coordination Plan.
- Describe any changes to the plan that the tribe, in conjunction with health care professionals, has determined are necessary. Provide information on the change, if any, or update to the Health Care Oversight and Coordination Plan. If no changes have been made, report that fact.

For tribes that do not directly operate a foster care program and whose children are served by the state agency:

- Note in the APSR that the state agency is responsible for developing the Health Care Oversight and Coordination Plan and for providing health care information as part of the transition plan development process.
- Describe how the tribe is involved in contributing to the state processes. (See sections 422(b)(15)(A) and 475(5)(H) of the Act.)

7. Disaster Plans

Section 422(b)(16) of the Act requires that tribes have procedures in place explaining how the programs assisted under title IV-B, subparts 1 and 2, or title IV-E, would respond to a disaster, in accordance with criteria established by the Secretary, which include how the tribe will:

- Identify, locate, and continue availability of services for children under tribal care or supervision, who are displaced or adversely affected by a disaster;
- Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases;
- Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster;
- Preserve essential program records; and
- Coordinate services and share information with states and other tribes.

Tribes are required to review their previously submitted disaster plan to determine if changes are needed. If the tribe determines changes are necessary, describe in the APSR the changes the tribe is making or include an updated disaster plan. If the tribe determines that no changes are necessary, note this fact in the APSR. If the tribe has been affected by a disaster in the past year, describe how the plan was used and assess its effectiveness.

8. Certification of Population Count

Determinations of tribal allocations for funding under the programs authorized by title IV-B, subparts 1 and 2, are based on a count of the population of children and youth under the age of 21. For the title IV-B, subpart 1 program (Stephanie Tubbs Jones Child Welfare Services), a tribe's allotment is taken from the funds that would otherwise be provided to the state(s) in which the tribe is located.

Beginning with the FY 2016 grant awards, ACF began using 2010 Census data as the default population estimate for tribes that do not submit a new population certification form. In addition, ACF continues to accept submission of a tribal population certification form as an alternative figure to be used in making title IV-B allocations. (For additional information, please see [ACYF-CB-PI-15-10](#), issued December 11, 2015).

Many tribes submitted a self-certification form in 2016 or 2017, following issuance of ACYF-CB-PI-15-10. Tribes that did so are not required to submit a new self-certification form with the APSR provided the information is still accurate. Tribes that did not previously submit a self-certification form or that wish to update the population count may submit a new one with the

APSR, using the form found at Attachment C of this PI. (This is the same form that was updated and issued as an attachment to last year's ACFY-CB-PI-16-04.)

9. Training

For all tribes submitting an APSR, provide an update, if any, to the tribe's child welfare services staff development and training plan in support of the goals and objectives of the CFSP which addresses the title IV-B programs covered by the plan.

Section C. Requirements for Title IV-E Training Plans (applicable only to tribes directly operating or planning to operate title IV-E program)

Tribes directly operating a title IV-E foster care, adoption assistance and, at the tribe's option, guardianship assistance program, are required to submit a combined title IV-B-IV-E training plan, as required by 45 CFR 1356.60(b)(2). Detailed information on requirements for a title IV-E training plan, can be found in Section E and Attachment G of [ACYF-CB-PI-14-04](#) available at: <http://www.acf.hhs.gov/programs/cb/resource/pi1404>.

Tribes with an approved title IV-E plan to operate directly a foster care, adoption assistance and, at the tribe's option, guardianship assistance program, who previously submitted a combined title IV-B/IV-E training plan must provide any updates to the plan as part of the APSR submission.

Tribes that intend to submit a title IV-E plan to operate directly a foster care, adoption assistance and, at the tribe's option, guardianship assistance program in the future are not required to submit the title IV-E training plan with the APSR due on June 30, 2017, but if approved to operate a title IV-E program must submit such information prior to submitting claims under title IV-E for reimbursement of allowable training costs.

Section D. Chafee Foster Care Independence and Education and Training Vouchers Programs

The CFCIP, including the 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.

Some tribes are eligible to apply to receive funds directly to operate independent living and education and training voucher programs. Tribes that are not eligible or that do not wish to apply for a direct allocation are reminded that states are required to ensure fair and equitable treatment of Indian youth in foster care. States are also required to negotiate in good faith with any tribe that requests to develop an agreement to administer or supervise the CFCIP or an ETV program with respect to eligible Indian children and to receive from the state an appropriate portion of the state's allotment for such administration or supervision. (See section 477(b)(3)(G) of the Act.)

Tribes with an approved title IV-E plan to operate a title IV-E program directly and tribes that have a title IV-E tribal/state cooperative agreement or contract have the option to apply to receive FY 2018 CFCIP and/or ETV funds directly from the Secretary. These tribes may receive directly a portion of the CFCIP and/or ETV funds allotted to the state(s) in which the tribe is located. In order to calculate the tribe's allocation under the CFCIP and ETV programs, the tribe must submit data on the number of children in foster care under the responsibility of the tribe, tribal organization, or tribal consortium (either directly or under supervision of the state) in the most recent fiscal year for which information is available. Tribes receiving direct funding under CFCIP and/or ETV will also be required to provide a 20 percent match.

Note that, consistent with section 479B(f) of the Act, ACF has determined that tribes who receive direct funding for CFCIP and/or ETV are not required to implement the National Youth in Transition Database.

Requirements for Tribes Applying to Receive Direct Funding for the First Time:

Eligible tribes that wish to receive funds directly from HHS, pursuant to section 477(j) of the Act, must meet all the requirements listed in Section F of ACFY-CB-PI-14-04 and sign the Certifications for the CFCIP and/or Tribal Leader's Certification for the ETV Program/CFCIP in Attachment C of that same PI. The documents can be found at: <http://www.acf.hhs.gov/programs/cb/resource/pi1404>.

Requirements for Tribes Reapplying to Receive Direct Funding:

Tribes that received direct funding under CFCIP and/or ETV in FY 2017 and wish to receive funds for FY 2018 must submit an updated plan that includes the information required under Section B, items 1-3 above (i.e., Service Description, Collaboration, and Program Support) for the CFCIP and report on the specific accomplishments achieved in FY 2017 and planned activities for FY 2018 for each of the program's purpose areas, as applicable.

The eight purposes of the grant applicable to the FY 2018 award are to:

1. Help youth likely to remain in foster care until age 18 transition to self-sufficiency by providing services;
2. Help youth likely to remain in foster care until age 18 receive the education, training, and services necessary to obtain employment;
3. Help youth likely to remain in foster care until age 18 prepare for and enter post-secondary training and educational institutions;
4. Provide personal and emotional support to youth aging out of foster care through mentors and the promotion of interactions with dedicated adults;
5. Provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition into adulthood;
6. Make available vouchers for education and training, including postsecondary education, to youth who have aged out of foster care;

7. Provide services to youth who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption; and
8. Ensure children who are likely to remain in foster care until 18 years of age have regular, on-going opportunities to engage in age or developmentally appropriate activities as defined in section 475(11) of the Act.

In keeping with the Act's emphasis on positive youth development, tribes are strongly encouraged to include youth presently in care, as well as former foster youth, as critical stakeholders in the development and updating of the plan.

In providing updates on the CFCIP, please

- Report on the tribe's specific accomplishments achieved since the 2015–2019 CFSP or subsequent APSR submissions.
- Provide information on the planned activities for FY 2018, including any planned use of funds in support of the new eighth purpose relating to engagement in age or developmentally appropriate activities.

Tribes applying to receive continued funding for CFCIP and/or ETV are not required to sign the certifications for these programs if there are no changes to the certifications signed with the plan previously submitted.

Note that if a tribe wishes to receive direct funding under the ETV program only (and not the CFCIP program), then the tribe's plan must address plans for achieving that purpose only.

In addition, in order to calculate the tribe's allocation under the CFCIP and ETV programs, the tribe must submit data on the number of children in foster care under the responsibility of the tribe (either directly or under supervision of the state) in the most recent fiscal year for which information is available. This data is required for all tribes applying or reapplying for these programs.

Education and Training Vouchers Program: Tribes should note that purpose 6 of section 477(a) is to make available vouchers of up to \$5000 per youth per year for postsecondary education and training to youths who have aged out of foster care. In addition to the information described in Section D, items 1-3 above (Program Description, Collaboration, and Program Support), the ETV program requires the following information be incorporated into the APSR:

- Describe the specific accomplishments and progress to establish, expand, or strengthen the tribe's postsecondary educational assistance program to achieve the purpose of the ETV program.
- Indicate how the ETV program is administered.

Consultation and Collaboration: Tribes applying for direct CFCIP and/or ETV programs must describe the consultation process regarding the CFCIP and ETV programs with each state for which a portion of an allotment would be redirected by the Secretary of HHS to the tribe. (See section 477(j)(2)(B) and (C) of the Act.) Provide an update to the results of that consultation, particularly with respect to:

- Determining the eligibility for benefits and services of Indian children to be served under the CFCIP and/or ETV programs that the tribe has opted to operate directly; and
- The process for consulting with the state in order to ensure the continuity of benefits and services for such children who will transition from receiving benefits and services under the state's CFCIP and ETV programs to receiving such benefits and services under programs carried out directly by the tribe.

Provide an update on how youth, caseworkers, and caregivers are made aware of the program.

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

Report the number of youth who were new voucher recipients in each of the school years.

Section E. Financial Information

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

As required by section 422(b)(14) of the Act, tribes may spend no more than 10 percent of title IV-B, subpart 1 federal funds for administrative costs. As defined at section 422(c)(1) of the Act, administrative expenditures are costs for the following activities to the extent they are incurred in administering the title IV-B plan: procurement, payroll management, personnel functions (other than the portion of the salaries of supervisors attributable to time spent directly supervising the provision of services by caseworkers), management, maintenance and operation of space and property, data processing and computer services, accounting, budgeting, auditing, and travel expenses (except those related to the provision of services by caseworkers or the oversight of programs funded under title IV-B, subpart 1). Because of the limitation on administrative expenditures, tribes may have to limit the application of their indirect cost rate. If the application of the indirect cost rate results in the administrative cost limit being exceeded, the tribe must reduce direct and/or indirect costs assigned to the program to ensure that total administrative costs are limited to no more than 10 percent of the federal share of program expenditures.

2. FY 2017 Funding-Revised Budget Request (See Attachment B)

Unneeded portions of tribal allocations of title IV-B, CFCIP, and ETV funds will be re-allocated by ACF in accordance with prescribed formulas (Sections 423(e), 433(d), and 477(d)(4) of the Act).

- If the tribe has received an allotment for FY 2017 and wishes to receive more funds than its previously submitted CFS-101 for FY 2017 indicated, it must submit a revised FY 2017 budget form (CFS-101, Part I). Note: The revised total request for each program must be equal to or less than the sum of the re-allotment request(s) and the amount the tribe is eligible to receive in FY 2017 under title IV-B, subparts 1 or 2. (See Attachment A.)
- If the tribe intends to release or apply for funds for reallocation for the title IV-B, subpart 1 or 2 programs, please note the amounts the tribe is releasing or requesting on the appropriate lines of the FY 2017 CFS-101 (see form instructions for more detail). ACF will re-allocate the funds in accordance with the prescribed formulas. Funds will be re-allocated prior to the end of the fiscal year.

3. FY 2018 Budget Request-CFS 101, Parts I and II (See Attachment B)

Instructions for completing the CFS-101, Parts I, II, and III 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. 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. The updated instructions provide additional information.

- Complete Part I of the CFS-101 (the first tab in the Excel workbook) to request title IV-B, subparts 1 and 2, CFCIP and ETV funds, as applicable.
- The final FY 2017 allocation tables are not available. Tribes should use FY 2016 allocation tables in Attachment A as the basis for estimating FY 2018 budget requests for title IV-B, subparts 1 and 2. If interested in applying directly to receive CFCIP and/or ETV funds, please contact your CB Regional Office to obtain an estimate of the amount of funds that will be available to the tribe under these programs.
- Complete Part II of the CFS-101 (the second tab of the Excel 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.

4. FY 2015 Title IV-B Expenditure Report-CFS-101, Part III (See Attachment B)

Complete Part III of the CFS-101 (third tab of the Excel workbook) to report the actual amount of FY 2015⁴ 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 tribe must track and report annually its actual title IV-B expenditures, including administrative costs for the most recent preceding fiscal year. Tribes must report the actual title IV-B expenditures of FY 2015 funds and submit this with the APSR.

5. Financial Status Reports (Standard Form 425 (SF-425))

All grantees must report expenditures under title IV-B, subparts 1 and 2, CFCIP and ETV on the SF-425. The tribe 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, CFCIP and ETV programs.

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

Title IV-B, subpart 1

Tribes 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 2-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 tribe must report tribal match on the interim and final financial reports. The required 25 percent tribal match (non-federal share) must be met with the submission of the final financial report. (Note that the match is based on 25 percent of the total program costs, including the combined federal and non-federal share, which equals one-third of the federal amount awarded.) Funds under title IV-B, subpart 1 must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2018 grants, funds must be obligated by September 30, 2019, and liquidated by December 29, 2019). To determine

⁴ Federal funds for these programs are awarded to tribes on a yearly basis, but may be spent over a two-year period. For example, the FY 2015 grant allocation had an expenditure period from October 1, 2014 to September 30, 2016. Therefore, tribes may have obligated any fiscal year 2015 funds during that two-year period of time and subsequently report expenditures on the CFS-101, Part III.

the match, a Match Calculator is available at:
<https://www.childwelfare.gov/cb/programs/state-tribal-cfsp/tribal-toolkit/iv-b-calculator/>.

Title IV-B, subpart 2 – PSSF

Tribes are required to submit the SF-425 for expenditures under title IV-B, subpart 2 at the end of each 12 months (October 1 through September 30) of the 2-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 tribe must report tribal match on the interim and final financial reports. The required 25 percent tribal match (non-federal share) must be met with the submission of the final financial report. (Note that the match is based on 25 percent of the total program costs, including the combined federal and non-federal share, which equals one-third of the federal amount awarded.) Funds under title IV-B, subpart 2 must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2018 grants, funds must be obligated by September 30, 2019, and liquidated by December 29, 2019). To determine the match, a Match Calculator is available at:
<http://www.acf.hhs.gov/programs/cb/programs/state-tribal-cfsp/tribal-toolkit>.

The title IV-B, subpart 2 grant is comprised of both discretionary and mandatory funds. Since the discretionary funds under title IV-B, subpart 2 (PSSF) are to be expended for the same purposes as the mandatory funds, no separate reporting is required to distinguish between the expenditure of the two amounts. Grantees are to report the cumulative amount on the SF-425. Funds reported as unobligated on the final financial status report will be recouped from the discretionary amount first.

CFCIP and ETV

Funds under CFCIP and ETV must be expended within 2 years. Tribes are required to submit a separate SF-425 for the CFCIP and ETV programs. Tribes are required to submit the SF-425 for expenditures under the CFCIP and ETV programs at the end of each 12 months (October 1 through September 30) of the 2-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 tribe must report tribal match on the interim and final financial reports. The required 20 percent tribal match (non-federal share) must be met with the submission of the final financial report. (Note that the match is based on 20 percent of total program costs, including the combined federal and non-federal share, which equals 25 percent of the federal amount awarded). Funds under CFCIP and ETV must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2018, funds must be obligated by September 30, 2019, and liquidated by December 29, 2019).

Section F. Submittals

As of October 1, 2013, grantees must submit all applications, plans, and financial reports for mandatory grants electronically, consistent with Action Transmittal No. OGM-AT-13-01, issued September 25, 2013 by the ACF Office of Grants Management. In the future, ACF intends to use OLDC to facilitate online submission of plans, applications, and reports for mandatory grants, including the CFSP and APSR submissions. Once the system is capable of accepting these documents, CB will provide information on how to submit them through OLDC. Until that transition is complete, ACF requests that tribes continue to submit plans and applications electronically to the ROs.

By June 30, 2017:

- Submit the APSR for FY 2018 as an electronic document in Word to the RO.
- If the tribe needs to update its population estimate, submit the signed Certification of Tribal Population Estimate under Age 21 (Attachment C) in PDF as a separate attachment. **Please use the version attached to this Program Instruction rather than any previous version.**
- Submit the signed CFS-101 forms in PDF format as a separate attachment(s) to the APSR. **The CB has revised the CFS-101s. Please use the new CFS-101s and instructions provided as Attachment B to this Program Instruction.** While no significant changes in content were made, the formatting of the CFS-101 has been modified slightly to assist grantees in submitting complete and consistent reports. The correct forms are labeled '2018 APSR' in the lower right hand corner of the form.

Submit as a PDF file or files:

- CFS-101, Part I for FY 2018 (signed by appropriate official);
 - CFS-101, Part II with planned expenditures for the use of FY 2018 funds;
 - CFS-101, Part III (signed by appropriate official) with estimated and actual expenditures of FY 2015 grants for the title IV-B, and, at if applicable, the CFCIP and ETV programs.
- If a tribe wishes to revise its previously approved funding request for the FY 2017 grants, either by releasing funds for reallocation or by requesting more funds than originally requested and approved, then the tribe must submit a revised CFS-101 Part I as a signed PDF indicating:
 - the amount of funds that the tribe does not expect to utilize from its FY 2017 allotment during the upcoming year to carry out the title IV-B, CFCIP and/or ETV program activities; and/or
 - the amount of funds the tribe 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 tribe 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.

Paperwork Reduction Act:

Under the Paperwork Reduction Act of 1995 (Public Law 104-13), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The Control Number for this OMB approved information collection is 0970-0426, approved through September 30, 2017.

Inquiries To: Children's Bureau Regional Program Managers

/s/

Naomi Goldstein
Acting Commissioner
Administration on Children, Youth and
Families

Attachment A:

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

Fiscal Year 2016 Allotments for Title IV-B, Subpart 1 - Stephanie Tubbs Jones Child Welfare Services

Fiscal Year 2016 Allotments for Title IV-B, Subpart 2 - Promoting Safe and Stable Families

Fiscal Year 2016 Allotments for Chafee Foster Care Independence Program

Fiscal Year 2016 Allotment for Education and Training Voucher Program

Attachment B:

CFS-101 Instructions

CFS-101 Forms, Parts I, II and III

Attachment C:

Certification of Tribal Population Under Age 21

Attachment D:

Children's Bureau Regional Program Managers

Fiscal Year 2016 Allotments to Indian Tribes\Tribal Organizations
Title IV-B, Subpart 1
Stephanie Tubbs Jones Child Welfare Services

State	Indian Tribe\Tribal Organization	2016 Allotments	Tribal Population Under 21
AK	Aleut Community of St. Paul Island Tribal Gov.	\$1,178	134
	Aleutian/Pribilof Islands Association	\$3,402	387
	Artic Slope	\$22,749	2,588
	Asa'carsarmiut Tribal Council	\$3,182	362
	Association of Village Council Presidents	\$67,709	7,703
	Bristol Bay Native Association	\$16,912	1,924
	Central Council of Tlingit-Haida	\$51,457	5,854
	Chugachmiut	\$5,362	610
	Cook Inlet Tribal Council	\$160,470	18,256
	Kawerak	\$27,732	3,155
	Kenaitze Indian Tribe	\$12,974	1,476
	Ketchikan Indian Community	\$12,956	1,474
	Kodiak Area Native Association	\$19,443	2,212
	Maniilaq Association	\$26,247	2,986
	Metlakatla Indian Community	\$6,847	779
	Nome Eskimo Community	\$8,509	968
	Orutsaramuit Native Council	\$14,996	1,706
	Sitka Tribe	\$8,456	962
	Sun'aq Tribe of Kodiak (Shoonaq)	\$3,041	346
	Tanana Chiefs	\$13,378	1,522
	AZ	Colorado River Indian Tribes - Total	\$16,165
<i>Colorado River Indian Tribes (AZ portion = \$15,378)</i>			<i>1,448</i>
<i>Colorado River Indian Tribes (CA portion = \$787)</i>			<i>94</i>
Gila River		\$85,215	8,024
Hopi		\$27,028	2,545
Navajo - Total		\$609,070	56,235
<i>Navajo (AZ portion = \$288,174)</i>			<i>27,135</i>
<i>Navajo (NM portion = \$294,172)</i>			<i>26,646</i>
<i>Navajo (UT portion = \$26,724)</i>			<i>2,454</i>
Pascua Yaqui		\$70,219	6,612
Salt River Pima Maricopa Indian Community		\$47,078	4,433
San Carlos Apache Tribe		\$58,452	5,504
Tohono O'odham		\$109,843	10,343
Yavapai-Apache Nation	\$10,652	1,003	
CA	Karuk Tribe	\$5,357	640
	Tolowa Dee-ni' Nation (Smith River Rancheria) - Total	\$3,326	372
	<i>Tolowa Dee-ni' Nation (CA portion = \$2,143)</i>		<i>256</i>
	<i>Tolowa Dee-ni' Nation (OR portion = \$1,183)</i>		<i>116</i>
	Tule River Tribal Council	\$6,487	775
Yurok Tribe	\$15,443	1,845	
CO	Southern Ute Tribe	\$3,789	434
	Ute Mountain Ute Tribe	\$5,823	667

**Fiscal Year 2016 Allotments to Indian Tribes\Tribal Organizations
Title IV-B, Subpart 1
Stephanie Tubbs Jones Child Welfare Services**

State	Indian Tribe\Tribal Organization	2016 Allotments	Tribal Population Under 21
ID	Nez Perce Tribe	\$19,254	1,716
	The Shoshone-Bannock Tribes	\$27,007	2,407
KS	Kickapoo Tribe	\$2,678	287
	Native American Family Services - Total	\$7,937	840
	<i>Native American Family Services (KS portion = \$3,975)</i>		426
	<i>Native American Family Services (MO portion = \$2,378)</i>		238
	<i>Native American Family Services (NE portion = \$1,584)</i>		176
	Prairie Band of Potawatomi	\$2,305	247
	Sac & Fox Tribe of Missouri in Kansas	\$2,015	216
LA	Chitimacha Tribe of Louisiana	\$6,207	627
	Coushatta Tribe of Louisiana	\$5,435	549
	Tunica-Biloxi	\$5,613	567
ME	Houlton Band of Maliseet Indians	\$7,015	670
	Passamaquoddy Indian Township	\$2,932	280
	Passamaquoddy Pleasant Point	\$6,701	640
	Penobscot	\$6,062	579
MA	Mashpee Wampanoag Tribe	\$5,425	822
	Wampanoag of Gay Head	\$2,119	321
MI	Bay Mills	\$6,967	683
	Grand Traverse of Ottawa & Chippewa Indians	\$10,639	1,043
	Keweenaw Bay Indian Community	\$3,091	303
	Lac Vieux Desert Band of Lake Superior	\$2,132	209
	Little River Band of Ottawa Indians of Michigan	\$2,438	239
	Little Traverse Bay Bands Of Odawa Indians	\$7,956	780
	Match-E-Be-Nash-She-Wish Band (Gun Lake Tribe)	\$1,489	146
	Pokagon Band of Potawatomi - Total	\$17,563	1,718
	<i>Pokagon Band of Potawatomi (MI portion = \$14,831)</i>		1,454
	<i>Pokagon Band of Potawatomi (IN portion = \$2,732)</i>		264
	Sault St. Marie Tribe of Chippewa Indians	\$130,162	12,761
MN	Fond Du Lac Reservation Business Committee	\$7,506	881
	Leech Lake Band of Ojibwe	\$17,168	2,015
	Mille Lacs Band of Ojibwe Indians	\$13,641	1,601
	Red Lake Chippewa	\$21,709	2,548
MS	Mississippi Choctaw	\$46,714	4,087
MT	Blackfeet	\$52,313	4,817
	Chippewa Cree	\$28,779	2,650
	Confederated Salish & Kootenai	\$45,123	4,155
	Crow Tribe	\$65,551	6,036
	Ft. Belknap	\$20,439	1,882
	Ft. Peck Assiniboine and Sioux Tribes	\$32,580	3,000
	Northern Cheyenne	\$50,217	4,624
NE	Omaha Tribe	\$18,711	2,079

Fiscal Year 2016 Allotments to Indian Tribes\Tribal Organizations
Title IV-B, Subpart 1
Stephanie Tubbs Jones Child Welfare Services

State	Indian Tribe\Tribal Organization	2016 Allotments	Tribal Population Under 21
	Ponca Tribe	\$6,471	719
	Santee Sioux Nation	\$6,624	736
	Winnebago Tribe of Nebraska	\$8,397	933
NM	Jicarilla Apache Nation	\$16,946	1,535
	Mescalero Apache	\$22,367	2,026
	Pueblo of Acoma	\$34,610	3,135
	Pueblo De Cochiti	\$5,840	529
	Pueblo of Isleta	\$16,946	1,535
	Pueblo of Jemez	\$13,932	1,262
	Pueblo of Laguna	\$35,295	3,197
	Pueblo of Nambe	\$5,189	470
	Pueblo of Picuris	\$651	59
	Pueblo of Pojoaque	\$6,028	546
	Pueblo of San Felipe	\$16,991	1,539
	Pueblo of San Ildefonso	\$3,312	300
	Pueblo of San Juan (Ohkay Owingeh Pueblo)	\$8,931	809
	Pueblo of Sandia	\$2,937	266
	Pueblo of Santa Ana	\$3,157	286
	Pueblo of Santa Clara	\$9,892	896
	Pueblo of Santo Domingo	\$21,936	1,987
	Pueblo of Tesuque	\$2,230	202
	Pueblo of Taos	\$8,302	752
	Pueblo of Zia	\$3,732	338
	Pueblo of Zuni	\$49,702	4,502
	Ramah Navajo School Board, Inc	\$13,116	1,188
NY	Seneca Nation of Indians	\$18,210	2,583
	Shinnecock Indian Nation	\$4,251	603
NC	Eastern Band Cherokee	\$40,882	3,973
ND	Spirit Lake	\$26,526	3,227
	Standing Rock Sioux Tribe - Total	\$53,527	5,914
	<i>Standing Rock Sioux Tribe (ND portion = \$17,303)</i>		<i>2,105</i>
	<i>Standing Rock Sioux Tribe (SD portion = \$36,224)</i>		<i>3,809</i>
	Three Affiliated Tribes (Ft Berthold)	\$47,035	5,722
	Turtle Mountain Chippewa	\$55,427	6,743
OK	Absentee Shawnee Tribe	\$74,458	7,590
	Apache Tribe of Oklahoma	\$12,213	1,245
	Cherokee Nation of Oklahoma	\$930,302	94,832
	Cheyenne and Arapaho Tribes	\$35,856	3,655
	Chickasaw Nation	\$234,802	23,935
	Choctaw Nation of Oklahoma	\$538,432	54,886
	Citizen-Potawatomi Nation	\$114,640	11,686
	Comanche Nation Indian Child Welfare	\$57,457	5,857

Fiscal Year 2016 Allotments to Indian Tribes\Tribal Organizations
Title IV-B, Subpart 1
Stephanie Tubbs Jones Child Welfare Services

State	Indian Tribe\Tribal Organization	2016 Allotments	Tribal Population Under 21
	Delaware Nation of Western OK	\$3,061	312
	Delaware Tribe of Indians	\$12,331	1,257
	Eastern Shawnee Tribe of Oklahoma	\$13,773	1,404
	Fort Sill Apache Tribe	\$20,866	2,127
	Iowa Tribe of Oklahoma	\$4,179	426
	Kaw Nation	\$11,488	1,171
	Kialegee Tribal Town	\$8,584	875
	Kickapoo Tribe of Oklahoma	\$41,683	4,249
	Kiowa	\$51,699	5,270
	Miami Tribe of Oklahoma	\$15,529	1,583
	Modoc Tribe of Oklahoma	\$1,216	124
	Muscogee (Creek) Nation	\$244,818	24,956
	Osage Tribe	\$68,435	6,976
	Otoe-Missouria Tribe	\$10,251	1,045
	Ottawa Tribe of Oklahoma	\$8,652	882
	Pawnee Nation of Oklahoma	\$8,780	895
	Peoria Tribe of Oklahoma	\$8,701	887
	Ponca Tribe of Indians	\$14,823	1,511
	Quapaw Tribe of Oklahoma	\$19,198	1,957
	Sac and Fox Nation	\$27,968	2,851
	Seminole Nation of Oklahoma	\$66,786	6,808
	Seneca-Cayuga Tribe of Oklahoma	\$19,934	2,032
	Shawnee Tribe	\$8,652	882
	Thlopthlocco Tribal Town	\$8,584	875
	Tonkawa Tribe of Oklahoma	\$5,484	559
	United Keetoowah Band of Cherokee Indians	\$37,896	3,863
	Wichita and Affiliated Tribes - Total	\$45,273	
	<i>Wichita and Affiliated Tribes (\$28,704)</i>		<i>2,926</i>
	<i>Caddo Tribe (\$16,569)</i>		<i>1,689</i>
	Wyandotte Nation	\$20,101	2,049
OR	Confederated Tribes of Coos, Lower Umpqua & Sinslaw	\$4,519	443
	Confederated Tribes of Grand Ronde	\$15,922	1,561
	Confederated Tribes of Siletz Indians	\$16,493	1,617
	Confederated Tribes of the Umatilla	\$12,158	1,192
	Confederated Tribes of Warm Springs	\$19,288	1,891
RI	Narragansett Indian Tribe	\$7,091	760
SC	Catawba Indian Nation	\$10,983	1,003
SD	Cheyenne River Sioux Tribe	\$59,666	6,274
	Oglala Sioux (Pine Ridge)	\$146,882	15,445
	Rosebud Sioux	\$89,898	9,453
	Sisseton-Wahpeton Sioux	\$40,941	4,305
	Yankton Sioux	\$22,510	2,367

**Fiscal Year 2016 Allotments to Indian Tribes\Tribal Organizations
Title IV-B, Subpart 1
Stephanie Tubbs Jones Child Welfare Services**

State	Indian Tribe\Tribal Organization	2016 Allotments	Tribal Population Under 21
TX	Alabama-Coushatta Tribes of Texas	\$3,262	353
	Kickapoo Traditional Tribe of Texas	\$3,798	411
	Ysleta Del Sur Pueblo	\$16,188	1,752
UT	Paiute Indian Tribe of Utah	\$6,349	583
	Ute-Uintah and Ouray	\$16,215	1,489
WA	Confederated Tribes of Colville	\$22,281	2,606
	Lower Elwha Klallam Tribe	\$2,189	256
	Lummi Tribe	\$14,373	1,681
	Makah	\$7,652	895
	Muckleshoot Tribe of Washington	\$10,790	1,262
	Nooksack Indian Tribe	\$5,421	634
	Port Gamble S'Klallam Tribe	\$3,523	412
	Quileute Indian Tribe	\$3,240	379
	Quinault Indian Nation	\$10,337	1,209
	The Tulalip Tribes	\$17,151	2,006
	Yakama Nation	\$30,652	3,585
WI	Bad River	\$3,752	397
	Forest County Potawatomi Community	\$2,174	230
	Ho-Chunk Nation	\$23,568	2,494
	Lac Courte Oreille Tribal Governing Board	\$7,900	836
	Lac Du Flambeau	\$9,091	962
	Menomine Indian Tribe Of Wisconsin	\$16,122	1,706
	Oneida Nation of Wisconsin	\$51,181	5,416
	Red Cliff Band of Lake Superior Chippewas	\$3,449	365
	Stockbridge-Munsee	\$1,607	170
WY	Eastern Shoshone Tribe	\$9,753	1,121
	Northern Arapaho Business Council	\$40,211	4,622
	TOTAL	\$6,437,417	

Legend: Italicized lettering indicates a subset of the total amounts

**Fiscal Year 2016 Allotments to Indian Tribes\Tribal Organizations
Title IV-B, Subpart 2
Promoting Safe and Stable Families (PSSF) Grant**

State	Indian Tribe\Tribal Organization	2016 Allotments	Tribal Population Under 21	
AK	Artic Slope	\$42,205	2,588	
	Association of Village Council Presidents	\$125,621	7,703	
	Bristol Bay Native Association	\$31,377	1,924	
	Central Council of Tlingit-Haida	\$95,467	5,854	
	Cook Inlet Tribal Council	\$297,719	18,256	
	Kawerak	\$51,452	3,155	
	Kenaitze Indian Tribe	\$24,071	1,476	
	Ketchikan Indian Community	\$24,038	1,474	
	Kodiak Area Native Association	\$36,073	2,212	
	Maniilaq Association	\$48,696	2,986	
	Metlakatla Indian Community	\$12,704	779	
	Nome Eskimo Community	\$15,786	968	
	Orutsararmuit Native Council	\$27,822	1,706	
	Sitka Tribe	\$15,688	962	
	Tanana Chiefs	\$24,821	1,522	
	AZ	Colorado River Indian Tribes	\$25,147	1,542
		Gila River	\$130,856	8,024
Hopi		\$41,504	2,545	
Navajo Nation		\$917,082	56,235	
Pascua Yaqui		\$107,829	6,612	
Salt River Pima Maricopa Indian Community		\$72,293	4,433	
San Carlos Apache Tribe		\$89,759	5,504	
Tohono O'odham		\$168,674	10,343	
Yavapai-Apache Nation		\$16,357	1,003	
CA	Karuk Tribe	\$10,437	640	
	Tule River Tribal Council	\$12,639	775	
	Yurok Tribe	\$30,088	1,845	
ID	Nez Perce Tribe	\$27,985	1,716	
	The Shoshone-Bannock Tribes	\$39,253	2,407	
KS	Native American Family Services	\$13,699	840	
LA	Chitimacha Tribe of Louisiana	\$10,225	627	
ME	Houlton Band of Maliseet Indians	\$10,926	670	
	Passamaquoddy Pleasant Point	\$10,437	640	
MA	Mashpee Wampanoag Tribe	\$13,405	822	
MI	Bay Mills	\$11,138	683	
	Grand Traverse of Ottawa & Chippewa Indians	\$17,009	1,043	
	Little Traverse Bay Bands of Odawa Indians	\$12,720	780	
	Pokagon Band of Potawatomi	\$28,017	1,718	
	Sault St. Marie Tribe of Chippewa Indians	\$208,107	12,761	
MN	Fond Du Lac Reservation Business Committee	\$14,367	881	
	Leech Lake Band of Ojibwe	\$32,861	2,015	
	Mille Lacs Band of Ojibwe	\$26,109	1,601	
	Red Lake Chippewa	\$41,553	2,548	
MS	Mississippi Choctaw	\$66,651	4,087	

**Fiscal Year 2016 Allotments to Indian Tribes\Tribal Organizations
Title IV-B, Subpart 2
Promoting Safe and Stable Families (PSSF) Grant**

State	Indian Tribe\Tribal Organization	2016 Allotments	Tribal Population Under 21
MT	Blackfeet	\$78,556	4,817
	Chippewa Cree	\$43,216	2,650
	Confederated Salish & Kootenai	\$67,760	4,155
	Crow Tribe	\$98,435	6,036
	Ft. Belknap	\$30,692	1,882
	Ft. Peck Assiniboine and Sioux Tribes	\$48,924	3,000
	Northern Cheyenne	\$75,408	4,624
NE	Omaha Tribe	\$33,904	2,079
	Ponca Tribe	\$11,725	719
	Santee Sioux Tribe	\$12,003	736
	Winnebago Tribe of Nebraska	\$15,215	933
NM	Jicarilla Apache	\$25,033	1,535
	Mescalero Apache	\$33,040	2,026
	Pueblo of Acoma	\$51,126	3,135
	Pueblo of Isleta	\$25,033	1,535
	Pueblo of Jemez	\$20,581	1,262
	Pueblo of Laguna	\$52,137	3,197
	Pueblo of San Felipe	\$25,098	1,539
	Pueblo of San Juan (Ohkay Owingeh Pueblo)	\$13,193	809
	Pueblo of Santa Clara	\$14,612	896
	Pueblo of Santo Domingo	\$32,404	1,987
	Pueblo of Taos	\$12,264	752
	Pueblo of Zuni	\$73,419	4,502
	Ramah Navajo School Board, Inc.	\$19,374	1,188
NY	Seneca Nation of Indians	\$42,124	2,583
NC	Eastern Band Cherokee	\$64,792	3,973
ND	Spirit Lake	\$52,626	3,227
	Standing Rock Sioux Tribe	\$96,446	5,914
	Three Affiliated Tribes (Ft Berthold)	\$93,315	5,722
	Turtle Mountain Chippewa	\$109,965	6,743
OK	Absentee Shawnee Tribe	\$123,778	7,590
	Apache Tribe of Oklahoma	\$20,304	1,245
	Cherokee Nation of Oklahoma	\$1,546,523	94,832
	Cheyenne and Arapaho Tribes	\$59,606	3,655
	Chickasaw Nation	\$390,333	23,935
	Choctaw Nation of Oklahoma	\$895,082	54,886
	Citizen-Potawatomi Nation	\$190,576	11,686
	Comanche Nation Indian Child Welfare	\$95,516	5,857
	Delaware Tribes of Indians	\$20,499	1,257
	Eastern Shawnee Tribe of Oklahoma	\$22,896	1,404
	Kickapoo Tribe of Oklahoma	\$69,293	4,249
	Kiowa	\$85,943	5,270
	Miami Tribe of Oklahoma	\$25,816	1,583
	Muscogee (Creek) Nation	\$406,983	24,956

**Fiscal Year 2016 Allotments to Indian Tribes\Tribal Organizations
Title IV-B, Subpart 2
Promoting Safe and Stable Families (PSSF) Grant**

State	Indian Tribe\Tribal Organization	2016 Allotments	Tribal Population Under 21
	Osage Tribe	\$113,765	6,976
	Otoe-Missouria Tribe	\$17,042	1,045
	Ottawa Tribe of Oklahoma	\$14,384	882
	Pawnee Nation of Oklahoma	\$14,596	895
	Peoria Tribe of Oklahoma	\$14,465	887
	Ponca Tribe of Indians	\$24,641	1,511
	Quapaw Tribe of Oklahoma	\$31,915	1,957
	Sac and Fox Nation	\$46,494	2,851
	Seminole Nation of Oklahoma	\$111,025	6,808
	Seneca-Cayuga Tribe of Oklahoma	\$33,138	2,032
	Shawnee Tribe	\$14,384	882
	United Keetoowah Band of Cherokee Indians	\$62,998	3,863
	Wichita and Affiliated Tribes	\$75,262	4,615
	Wyandotte Nation	\$33,415	2,049
OR	Confederated Tribes of Grand Ronde	\$25,457	1,561
	Confederated Tribes of Siletz Indians	\$26,370	1,617
	Confederated Tribes of Umatilla	\$19,439	1,192
	Confederated Tribes of Warm Springs	\$30,838	1,891
RI	Narragansett Indian Tribe	\$12,394	760
SC	Catawba Indian Nation	\$16,357	1,003
SD	Cheyenne River Sioux Tribe	\$102,317	6,274
	Oglala Sioux (Pine Ridge)	\$251,877	15,445
	Rosebud Sioux	\$154,160	9,453
	Sisseton-Wahpeton Sioux	\$70,206	4,305
	Yankton Sioux	\$38,601	2,367
TX	Ysleta Del Sur Pueblo	\$28,572	1,752
UT	Ute-Uintah and Ouray	\$24,283	1,489
WA	Confederated Tribes of Colville	\$42,499	2,606
	Lummi Tribe	\$27,414	1,681
	Makah	\$14,596	895
	Muckleshoot Tribe of Washington	\$20,581	1,262
	Nooksack Indian Tribe	\$10,339	634
	Quinault Indian Nation	\$19,716	1,209
	The Tulalip Tribes	\$32,714	2,006
	Yakama Nation	\$58,464	3,585
WI	Ho-Chunk Nation	\$40,672	2,494
	Lac Courte Oreilles Tribal Governing Board	\$13,634	836
	Lac Du Flambeau	\$15,688	962
	Menomine Indian Tribe Of Wisconsin	\$27,822	1,706
	Oneida Nation of Wisconsin	\$88,324	5,416
WY	Eastern Shoshone Tribe	\$18,281	1,121
	Northern Arapaho Business Council	\$75,376	4,622

TOTAL**\$10,320,750**

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

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

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

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

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

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

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

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

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

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

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

Introduction

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

The set of CFS-101 forms 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 for the 2018 APSR as outlined below. The changes do not alter or expand the information being requested; rather they are intended to assist grantees in submitting complete and consistent reports.

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

- Parts I, II and III of the CFS-101 were previously provided as three separate and unlinked Excel worksheets. They have now been integrated into one Excel workbook.
- To prevent the need for repeat data entry, an "autofill" function has been added to Part II and Part III to insert the name of the State or Indian Tribal Organization once entered on Part I.
- On Part I, a formula has been entered on line 6, Total Estimated title IV-B Subpart 2, Promoting Safe and Stable Families (PSSF) Funds, to sum lines 6a-f.
- Separate lines (boxes) for title, signature, and date were added to Part I and Part III.
- Part I and Part II have cells that are linked, as follows:
 - Entries in the administrative cost lines on Part I will autofill on Part II (applies to Title IV-B, Subpart 1 & 2 funds, including the Monthly Caseworker Visit (MCV) grant) so that they are the same amount.
 - Formulas have been inserted in line 18 for each of the columns on Part II so that all lines will add up in the total.
 - There is a new 'check' on Part II (line 19) which brings in the request amounts for each grant from Part I to compare it to the total estimated expenditures on Part II. A "Difference" line (line 20) has been added to display any difference between the two totals.

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- On Part II, the column widths have been adjusted to accommodate larger dollar amounts:
 - Up to \$100 million for IV-B subpart 1, IV-B subpart 2, IV-E and state/local/donated funds.
 - Up to \$10 million for MCV, CAPTA, CFCIP and ETV.
- On Part II, a new field, #21, asks if the population data requested in columns I - L are reported in the APSR/CFSP narrative.
- On Part III, a formula has been entered on line 6, Total Estimated title IV-B Subpart 2, funds, to sum lines 6a-f.

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

Data Entry Notes:

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

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

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

1. **State or Indian Tribal Organization:** Enter the name of the State or Indian Tribal Organization (ITO) in cell C3.
2. **EIN:** Enter the Employer Identification Number (EIN).
3. **Address:** Enter the address of the State or ITO Agency.
4. **Submission Type:** Indicate if this is a NEW submission for the upcoming fiscal year, or a REVISION of the budget request for the current year. A submission is “NEW” until signed off upon by the Children’s Bureau Central Office Official. “REVISION” is only used to revise a CFS-101 approved for a previous fiscal year to request funds if additional funding becomes available or to release funds for reallocation.

Enter all funding requests as whole dollars, no pennies.

5. **Total estimated title IV-B, subpart 1 funds:** Enter the estimated amount of title IV-B, subpart 1 Federal funds that the State or ITO requests for the fiscal year for the Stephanie Tubbs Jones Child Welfare Services (CWS) Program. The previous federal fiscal year’s (FFY) final allotment as provided in the annual Program Instruction on the Annual Progress and Services Report (APSR) or CFSP is to be used as the estimated amount for the State’s/Tribe’s request.¹ A 25% match is required and the State or Tribe’s match amount should be reflected on the SF-425 report.
 - a) Enter the estimated amount of title IV-B, subpart 1 CWS funds entered on line 5 to be spent on administration (not to exceed 10% of the total title IV-B, subpart 1 estimated allotment). The amount reported in 5a is a subset of line 5 and must not exceed 10% of the amount requested on line 5.
6. **Total estimated title IV-B, subpart 2 funds:** No entry is needed. This line will display the total estimated amount of title IV-B, subpart 2 Federal funds that the State or ITO requests for the fiscal year for the Promoting Safe and Stable Families (PSSF) Program. An autosum formula has been inserted into line 6 to add up lines 6a-6f. States and Tribes must complete lines 6a – 6f. The previous federal fiscal year’s (FFY) final allotment, as provided in the annual

¹ The tentative allotments for title IV-B, subpart 1 and 2, CFCIP, and ETV are based on the premise that all States and Indian Tribes will apply for and receive the funds available to them. In the event that not all States or Indian Tribes apply for or receive their tentative allocations, those funds will be redistributed among eligible States and Indian Tribes, where permitted by statute. States requesting additional funds in anticipation of such a redistribution should submit information on the proposed use of such additional funds to the appropriate Children’s Bureau Regional Office in the State’s/Tribe’s APSR or CFSP.

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

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Program Instruction on the APSR or CFSP, is to be used as the estimated amount for the State's/Tribe's request. A 25% match is required and the State or Tribe's match amount should be reflected on the SF-425 report. If less than 20% of the total (on line 6) is expected to be spent in any of the four service categories (6a – d), a strong rationale must be provided in the APSR narrative.

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

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

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

8. Re-allotment of Title IV-B, subparts 1 & 2 funds for State and ITO: As funds are available, the Administration for Children and Families (ACF) is able to re-allot unneeded portions of State and Tribal allocations of title IV-B, subparts 1& 2 funds to other States and eligible Indian Tribes so that the total appropriation remains available for program purposes. In order for a State or ITO to be awarded a portion of these funds, or for funds to be released, ACF must have on file a request from the State or Indian Tribe for additional funds, or the release of funds.

- a) Enter the amount of Federal funds of CWS, PSSF and/or MCV (for States only) that the State or Tribe will **not** utilize.
- b) Indicate the amount of Federal funds of CWS, PSSF and/or MCV (for States only) that the State or Tribe is requesting, should additional funds become available.

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9. Child Abuse Prevention and Treatment Act (CAPTA) (for STATES only): Enter the State's estimated CAPTA State Grant allocation as provided in the annual Program Instruction on the APSR. No matching funds are required for this grant.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Services/Activities:

- 1. Protective Services:** Services designed to prevent or remedy the abuse, neglect, or exploitation of children. Services include investigation and emergency medical services, emergency shelter, legal action, developing case plans, counseling, assessment/evaluation of family circumstances, arranging alternative living arrangements, preparing for foster placement, if needed, and case management and referral to service providers.
- 2. Crisis Intervention (Family Preservation):** Services for children and families designed to help families (including adoptive and extended families) at risk or in crisis. The types of services within this category include:
 - Pre-placement preventive services programs, such as intensive family preservation programs, designed to help children at risk of foster care placement remain with their families, where possible;

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- Service programs designed to help children, where appropriate, return to families from which they have been removed; or be placed for adoption, with a legal guardian, or, if adoption or legal guardianship is determined not to be appropriate for a child, in some other planned, permanent living arrangement;
- Service programs designed to provide follow-up care to families to whom a child has been returned after a foster care placement;
- Respite care of children to provide temporary relief for parents and other caregivers (including foster parents);
- Services designed to improve parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health, and nutrition;
- Infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to a State law; and
- Case management services designed to stabilize families in crisis such as transportation, assistance with housing and utility payments, and access to adequate health care.

3. Prevention and Support Services (Family Support): Community-based services which promote the safety and well-being of children and families and are designed to increase the strength and stability of families (including adoptive, foster, and extended families); to increase parents' confidence and competence in their parenting abilities; to afford children a safe, stable, and supportive family environment; to strengthen parental relationships and promote healthy marriages; and to enhance child development, including through mentoring. These services may include respite care for parents and other caregivers; early developmental screening of children to assess the needs of these children and assistance in obtaining specific services to meet their needs; mentoring, tutoring, and health education for youth; a range of center-based activities (informal interactions in drop-in centers, parent support groups); services designed to increase parenting skills; and counseling and home visiting activities.

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

- Individual, group, and family counseling.
- Inpatient, residential, or outpatient substance abuse treatment services.
- Mental health services.

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- Assistance to address domestic violence.
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- Peer-to-peer mentoring and support groups for parents and primary caregivers;
- Services and activities designed to facilitate access to and visitation of children by parents and siblings; and
- Transportation to or from any of the services and activities described above.

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

6. Other Service Related Activities: Planning, service coordination, preparation or follow-up to service delivery such as the recording of progress notes or other activities, other than direct services or administration, supporting the delivery of services under the program etc.

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

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

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

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

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

10. Independent Living Services: Services designed to help youth expected to remain in foster care until the age of 18, youth who after age 16 leave foster care for kinship guardianship or adoption and former foster care recipients between 18 and 21 years of age, make the transition to self-sufficiency. Services may include: education, career exploration, vocational

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

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

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

12. Administrative Costs: 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.

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

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(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.

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

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

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

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

Estimated Expenditures:

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

Reminders for Columns A-F:

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

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

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

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

Column K. Population to be Served: Indicate the population that has been targeted for the designated services. Targeting may include a range of vulnerable populations such as:

- Children at imminent risk of placement;
- All children in foster care;
- Families with children returning home following placement;
- All eligible children, eligible children under 21 years, or eligible children requiring treatment;
- Families with a child abuse or neglect investigation;
- Children in contracted care; or
- Families in crisis.

Column L. Geographic Area to be Served: Indicate **both** the number and type of areas identified within the State where services are to be provided for each program. Areas may include specific regions, counties, cities, reservations, communities, census tracts, or neighborhoods. For example, if the State is operating family preservation programs in six counties, indicate by noting "6 counties"; if the State is operating 12 community-based family support programs, indicate by noting "12 communities".

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

The CFS-101, Part III report captures information on the estimated and actual expenditures for the most recently ended grant award year. Federal funds for most of the programs identified above are awarded to States or Tribes on a yearly basis, but may be spent over a two-year period ending on September 30 of the year following the fiscal year for which they were awarded. For the CFS-101 reports submitted with the FY 2018 APSR, the reporting year is the FY 2015 grant allocation which had an expenditure period from October 1, 2014 to September 30, 2016. Therefore, any fiscal year 2015 funds must have been obligated during that two-year period of time and subsequently reported on this form.

Important Note on Completing the CFS-101, Part 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 been prepopulated with "NA" (meaning that the item is not applicable). To report data for the cells in these columns, type over the "NA" with the applicable information. If no information is being reported in a cell, the cell should not be changed in any way.

Reminders on completing the CFS-101, Part III:

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

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

- 1. State or Indian Tribal Organization (ITO):** No entry is needed. This field autofills from the CFS-101, Part I.
- 2. EIN:** Indicate the Employer Identification Number (EIN).
- 3. Address:** Enter the address of the State or Indian Tribal Organization
- 4. Submission Type:** Indicate if this is a new or revised expenditure report. A submission is "NEW" until signed off upon by the Children's Bureau Central Office Official.
- 5. Total title IV-B, subpart 1 funds:** Enter the estimated and actual expenditures of title IV-B, subpart 1 Federal funds for the designated fiscal year for Child Welfare Services. Indicate as accurately as possible, the number of individuals and the number of families served, the population served, and the geographic area where services were provided. The required 25% match should not be reflected on this form.

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

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

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

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

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

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

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

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

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

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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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.

8. Chafee Foster Care Independence Program (CFCIP) funds: Enter the estimated and actual expenditures of CFCIP funds for independent living activities allotted for the designated fiscal year. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

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

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

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

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

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

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

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

State or Indian Tribal Organization (ITO):

0

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

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

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

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

CFS-101, PART III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence (CFCIP) and Education And Training Voucher (ETV): Reporting For Fiscal Year 2015 Grants: October 1, 2014 through September 30, 2016

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

CERTIFICATION OF TRIBAL POPULATION UNDER AGE 21

The (tribal name and state) finds that the Census Bureau’s 2010 data on the population of children and youth under age 21 for tribes (published as Attachment B to Program Instruction [ACYF-CB-PI-15-10](#), issued on December 11, 2015) do not accurately reflect the actual number of children eligible for services under our tribe’s title IV-B program. The correct number of tribal children under age 21 eligible for services under our tribe’s title IV-B plan is _____.

1) This information includes: (check all that apply)

Children under age 21 **living on or near** the tribe’s reservation or the title IV-B service area:

- who are enrolled members of the tribe, eligible for enrollment, or recognized as children for which the tribe is responsible, as determined by the tribe;
- Other American Indian or Alaska Native children under age 21 provided that these children will be eligible for services under the tribe’s title IV-B program;

Children under age 21 **not living on or near** the tribe’s reservation or the title IV-B service area:

- who are enrolled members of the tribe, eligible for enrollment, or recognized as children for which the tribe is responsible, as determined by the tribe, provided the tribe describes how the children would participate in the tribe’s title IV-B program.

In the space below, please provide a brief description of how children who are not residing on or near the reservation or tribal lands will be served under the tribe’s title IV-B plan. (Attach additional sheets if *necessary*.)

2) If the tribe's reservation, including trust lands, are located in more than one state, please list below each state in which the tribe's lands are located and the number of children included in the population count who reside in each if those states.

State _____ # of Tribal children

State _____ # of Tribal children

State _____ # of Tribal children

We certify that all children included in our population count are eligible for services under our tribe's title IV-B plan.

We understand that information given above will be reviewed by ACF and that we may be required to submit additional supporting documentation as requested by ACF to substantiate this notification of change in population data.

We are submitting this information and certify that it is accurate and true to the best of our knowledge and belief.

This certification requires the signature and title of the tribal official with authority to administer or supervise the administration of title IV-B, subparts 1 and 2 programs and, if required by the tribe, the signature of a tribal enrollment official.

Tribal Enrollment Official

Date

Signature of Tribal Official

Title of Tribal Official

Date

CB Regional Office Program Managers

Attachment D

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