

CFSP/APSR Reporting Requirements for States & Tribes

Report	What it is	For Period	Due Date
<p>Child and Family Services Plan (“CFSP” or “Five-Year Plan”)</p>	<p><i>A narrative plan, which describes your vision, goals and objectives (steps to meet your goals). Includes all information as required by the Program Instruction</i></p>	<p>FY 2015 – FY 2019</p>	<p align="center">Due June 30, 2014 (or June 30th prior to year for which the Tribe first applies for IV-B) <i>(Due every 5 years)</i></p>
<p>Annual Progress and Services Report</p>	<p><i>A narrative report on progress made towards meeting each goal and objective; A report on any changes in your goals and objectives; A narrative description of the services to be provided in the upcoming year; and All other program information as required by the annual Program Instruction</i></p>	<p>October 1 – September 30 (Federal Fiscal Year)</p>	<p align="center">June 30, 2016 (June 30th prior to year for which State or Tribe is applying) <i>(Due every year subsequent to CFSP)</i></p>
<p>CFS-101 Annual Budget Request, Parts I, II and III</p>	<p><i>A 3-page fiscal form used to request Title IV-B funds, and to show actual and projected expenditures (submitted with the CFSP or APSR).</i></p> <p><i>Part I and II reports estimated expenditures; Part III reports actual expenditures for the most recent 2-year grant period for which data is available.</i></p>	<p>October 1 – September 30 (Federal Fiscal Year)</p> <p>Part I and II for FY 2015</p> <p>Part III – FY 2012</p>	<p align="center">June 30, 2014 (June 30th prior to year for which State or Tribe is applying) <i>(Due every year)</i></p>
<p>Financial Status Report – SF 425</p>	<p><i>A fiscal form used to report grant expenditures</i></p> <p><i>An SF 425 must be submitted covering the first 12 month budget period (the “interim report”), and the entire grant period (the “final report”).</i></p>	<p>October 1 – September 30 (Federal Fiscal Year)</p>	<p align="center">December 29, 2013</p> <p>Due no later than December 29th after the end of the grant period <i>(Due every year)</i></p>