

CFSP/APSR Reporting Requirements for States & Tribes

Report	What it is	For Period	Due Date
Child and Family Services Plan (“CFSP” or “Five-Year Plan”)	<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>	FY 2015 – FY 2019	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>
Annual Progress and Services Report	<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>	October 1 – September 30 (Federal Fiscal Year)	June 30, 2015 (June 30th prior to year for which State or Tribe is applying) <i>(Due every year subsequent to CFSP)</i>
CFS-101 Annual Budget Request, Parts I, II and III	<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). 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>	October 1 – September 30 (Federal Fiscal Year) Part I and II for FY 2016 Part III – FY 2013	June 30, 2015 (June 30th prior to year for which State or Tribe is applying) <i>(Due every year)</i>
Financial Status Report – SF 425	<i>A fiscal form used to report grant expenditures 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>	October 1 – September 30 (Federal Fiscal Year)	December 29, 2015 Due no later than December 29th after the end of the grant period <i>(Due every year)</i>