

ACF

Administration
for Children
and Families

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children, Youth and Families**

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INFORMATION MEMORANDUM

TO: STATE AGENCIES ADMINISTERING OR SUPERVISING THE ADMINISTRATION OF TITLE IV-B OF THE SOCIAL SECURITY

SUBJECT: FY 1984 ALLOTMENTS FOR TITLE IV-B, AND PROCEDURES FOR APPLYING FOR: (1) A STATE'S SHARE OF FUNDS AVAILABLE UNDER TITLE IV-B IN FY 1984; (2) REALLOTTED IV-B FUNDS; AND (3) FUNDS TO BE TRANSFERRED FROM TITLE IV-E-FOSTER CARE.

LEGAL AND RELATED REFERENCES: SECTIONS 421, 422, 423, 427, 474(c) and 475 OF THE SOCIAL SECURITY ACT and 45 CFR 1355.30, 1356.65, 1356.70, and 1357.30.

CONTENT: This transmittal establishes the procedures for States to follow in order to apply for:

1. Title IV-B funds available to a State from its share of FY 1984 funds;
2. Title IV-B FY 1984 funds that will become available for reallotment to other States; and
3. Transfer of funds not needed for foster care under title IV-E to title IV-B.

The procedures that a State must follow in order to receive title IV-B funds for FY 1984 are the same as those that were in effect in FY 1983. They are again detailed below, with updated amounts of funds.

ACTION REQUIRED:

1. Funds available to a State from its share of FY 1984 funds.

Under the appropriation for FY 1984, Congress has made available a total of \$165M for title IV-B (Child Welfare Services). The allotments showing each State's share of \$141M and \$165M are listed in Enclosure 1.

States are advised that, under section 428 of the Act and 45 CFR 1357.40, direct grants are made to eligible Indian Tribal Organizations from the allotment of the State in which the ITO or portion of it is located.

In order to receive its share of \$141M, a State need only meet the general requirements of the program and submit a properly completed Form CWS-101. In order to receive its share of the additional title IV-B funds (share of \$165M), a State must, in addition:

- a. Be meeting and continue to meet the requirements of section 427 of the Social Security Act ("the Act");
 - b. Certify, by August 15, 1984, that it is meeting the requirements of (a), above. States that have certified previously that they are eligible need not re-certify unless they have withdrawn their certification for the previous year. A copy of the form to be used for certification was sent to States as part of ACYF-PI-82-04, issued April 16, 1982.
 - c. Submit to ACYF by August 15, 1984 a CWS-101 requesting funds up to the State's share of \$165M or whatever portion of its share over \$141M a State can obligate during FY 1984; and
 - d. (d) Jointly plan with ACYF Regional staff the use of those funds applied for.
2. Title IV-B FY 1984 funds that will become available for reallocation to other States.

Some States may not use title IV-B funds allotted to them for FY 1984, either because they do not meet the requirements of section 427 of the Act or because they cannot obligate all of the funds during FY 1984. (Note: Under 45 CFR 74.74, obligations for salaries must be used for services received during the fiscal year in which we award them, unless State purchasing laws permit otherwise or the services are provided under a contract entered into during the fiscal year.)

In order to apply for reallocated FY 1984 title IV-B funds, a State must meet all the same conditions listed under 1(a), (b), (c), and (d), above.

Failure of a State to apply for funds by the required date will be considered equivalent to certification that the funds will not be required by the State during FY 1984, in accordance with 45 CFR 1357.30(g)(2). These funds will then be available for reallocation to other States.

3. Transfer of fund not needed for foster care under title IV-E to title IV-B.

Under 45 CFR 1356.70, a State may transfer funds not needed for foster care under title IV-E-Foster Care to title IV-B for child welfare services. In FY 1984, as was the case in FY 1983, there are no mandatory allotment limitations on States for foster care under title IV-E. However, for purposes of possible transfer, hypothetical allotments have been calculated on the same basis as if they were mandatory (Enclosure 2). The Act mandates

that a State's allotment limitation be the higher amount under paragraph (A) or (B) of section 474(b)(3). (Paragraph (C) does not apply to transfers. Since there is no mandatory allotment limitation, paragraph (C) is irrelevant in FY 1984.) Therefore, Enclosure 2 shows the amount of the hypothetical foster care allotment limitation and indicates only the paragraph ((A) or (B)) which resulted in the greater amount. In order to apply for the transfer, a State must:

- a. Submit by August 15, 1984 a Form IV-E-1 (Quarterly Estimate of Expenditures) for the fourth quarter, with all sections applicable to foster care completed;
- b. Submit by August 15, 1984 Form IV-E-2's (Quarterly Statements of Expenditures) for the quarters ended December 31, 1983, March 31, 1984 and June 30, 1984;
- c. Meet the requirements of the 1(a), (b), and (d), above, regarding section 427 and joint planning; and
- d. Submit by August 15, 1984, a separate CWS-101 requesting the funds to be transferred. Transfer funds are further limited in two ways:
 - a. Under 45 CFR 1356.70(a)(3), the total funds each State may transfer to title IV-B may not, when added to the funds received under title IV-B directly or by reallocation ((1) and (2) above), exceed the amount the State would have been allotted under title IV-B if \$266M had been appropriated and allotted to States (Enclosure 3); and
 - b. Funds are limited to the amount made available to the Department by the Congress under the appropriation for FY 1984.

Summary

Only one section 427 certification need be filed by August 15, 1984 for all types of funds: (1) those directly allotted above the State's share of \$141M, (2) those reallocated from funds not used by other States and (3) those transferred from title IV-E-Foster Care. One CWS-101 may be filed for the directly allotted and reallocated funds ((1) and (2)). A separate CWS-101 must be filed for transfer funds (3). However, in all cases, the amounts requested for the quarter, the year and the total expenditures should be cumulative.

States which have not yet requested the full amount of their allotment and wish to do so are strongly encourage to send their revised CWS-101's requesting the increased amounts under their own allotments as soon as possible. Early receipt of such requests would enable all States to receive all funds directly allotted to them at an early date, possibly as a part of their fourth quarter award. States may request a share of reallocated funds on the same CSW-101. Transfer requests must necessarily await the filing of claims for IV-E-Foste Care expenditures for the third quarter of this fiscal year, ended June 30, 1984.

EFFECTIVE DATE: Effective upon issuance.

INQUIRIES: Regional Program Director for Children, Youth and Families

Lucy C. Biggs
Acting Commissioner
Administration for Children, Youth and Families

Attachments

- [Attachment 1](#)- Final Apportionment of Title IV-B Funds, FY 1984
- [Attachment 2](#)- Hypothetical FY 1984 Foster Care Allotments
- [Attachment 3](#)- Title IV-B Hypothetical Allotments at \$266M
- [Attachment 4](#)- Sample Forms

ATTACHMENT 1

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of Human Development Services
Administration for Children, Youth and Families

APPORTIONMENT OF TITLE IV-B CHILD WELFARE SERVICES STATE GRANT FUNDS FISCAL YEAR 1984

| STATE | FEDERAL ALLOTMENT | FEDERAL ALLOTMENT |
|-------------|-------------------|-------------------|
| ALABAMA | \$3,451,785 | \$2,948,137 |
| ALASKA | \$307,496 | \$272,126 |
| ARIZONA | \$2,097,469 | \$1,795,519 |
| ARKANSAS | \$2,030,914 | \$1,738,876 |
| CALIFORNIA | \$14,006,425 | \$11,930,879 |
| COLORADO | \$2,024,675 | \$1,733,566 |
| CONNECTICUT | \$1,632,544 | \$1,399,835 |
| DELAWARE | \$453,523 | \$396,405 |

| | | |
|----------------|--------------|-------------|
| DIST. OF COL. | \$334,493 | \$295,102 |
| FLORIDA | \$6,365,167 | \$5,427,630 |
| GEORGIA | \$4,726,179 | \$4,032,736 |
| GUAM | \$223,804 | \$200,898 |
| HAWAII | \$721,344 | \$624,340 |
| IDAHO | \$923,534 | \$796,417 |
| ILLINOIS | \$6,983,555 | \$5,953,922 |
| INDIANA | \$4,123,851 | \$3,520,113 |
| IOWA | \$2,043,013 | \$1,749,173 |
| KANSAS | \$1,610,815 | \$1,381,342 |
| KENTUCKY | \$3,148,738 | \$2,690,223 |
| LOUISIANA | \$3,802,231 | \$3,246,392 |
| MAINE | \$986,670 | \$850,151 |
| MARYLAND | \$2,627,785 | \$2,246,855 |
| MASSACHUSETTS | \$3,507,154 | \$2,995,260 |
| MICHIGAN | \$6,173,996 | \$5,264,931 |
| MINNESOTA | \$2,848,051 | \$2,434,317 |
| MISSISSIPPI | \$2,598,620 | \$2,222,034 |
| MISSOURI | \$3,623,040 | \$3,039,887 |
| MONTANA | \$694,089 | \$601,143 |
| NEBRASKA | \$1,188,596 | \$1,022,004 |
| NEVADA | \$570,484 | \$495,947 |
| NEW HAMPSHIRE | \$736,633 | \$637,352 |
| NEW JERSEY | \$4,104,851 | \$3,503,943 |
| NEW MEXICO | \$1,287,785 | \$1,106,421 |
| NEW YORK | \$10,440,424 | \$8,895,961 |
| NORTH CAROLINA | \$4,854,284 | \$4,141,763 |
| NORTH DAKOTA | \$579,329 | \$503,475 |

| | | |
|----------------------|---------------|---------------|
| NORTHERN MARIANAS | \$94,118 | \$92,228 |
| OHIO | \$7,484,074 | \$6,379,899 |
| OKLAHOMA | \$2,339,964 | \$2,001,900 |
| OREGON | \$1,852,962 | \$1,587,426 |
| PENNSYLVANIA | \$7,621,720 | \$6,497,046 |
| PUERTO RICO | \$4,234,308 | \$3,614,119 |
| RHODE ISLAND | \$684,170 | \$592,702 |
| SOUTH CAROLINA | \$2,917,155 | \$2,493,130 |
| SOUTH DAKOTA | \$647,572 | \$561,555 |
| TENNESSEE | \$3,801,578 | \$3,245,836 |
| TEXAS | \$11,151,975 | \$9,501,542 |
| UTAH | \$1,732,085 | \$1,484,552 |
| VERMONT | \$486,483 | \$424,456 |
| VIRGIN ISLANDS | \$212,196 | \$191,019 |
| VIRGINIA | \$3,778,085 | \$3,225,841 |
| WASHINGTON | \$2,664,511 | \$2,278,112 |
| WEST VIRGINIA | \$1,640,116 | \$1,406,279 |
| WISCONSIN | \$3,424,423 | \$2,924,851 |
| WYOMING | \$397,159 | \$348,432 |
| TOTALS | \$165,000,000 | \$141,000,000 |

ATTACHMENT 2

Hypothetical FY 1984 Foster Care Allotments

| State | Amount of Hypothetical Allotment | Applicable Paragraph |
|---------------|----------------------------------|----------------------|
| ALABAMA | \$2,438,106 | A |
| ALASKA | \$263,276 | A |
| ARIZONA | \$1,292,121 | B |
| ARKANSAS | \$1,034,016 | B |
| CALIFORNIA | \$100,531,030 | A |
| COLORADO | \$2,404,435 | A |
| CONNECTICUT | \$2,879,381 | A |
| DELAWARE | \$790,901 | A |
| DIST. OF COL. | \$836,604 | A |
| FLORIDA | \$3,868,398 | B |
| GEORGIA | \$4,045,013 | A |
| HAWAII | \$442,922 | B |
| IDAHO | \$515,346 | A |
| ILLINOIS | \$4,999,602 | B |
| INDIANA | \$2,531,614 | A |
| IOWA | \$2,137,097 | A |
| KANSAS | \$4,601,060 | A |
| KENTUCKY | \$3,457,317 | A |

| | | |
|----------------|---------------|---|
| LOUISIANA | \$4,830,980 | A |
| MAINE | \$3,112,473 | A |
| MARYLAND | \$5,611,446 | A |
| MASSACHUSETTS | \$4,852,097 | A |
| MICHIGAN | \$28,286,745 | A |
| MINNESOTA | \$5,922,817 | A |
| MISSISSIPPI | \$1,476,773 | A |
| MISSOURI | \$3,373,886 | A |
| MONTANA | \$1,015,468 | A |
| NEBRASKA | \$1,258,944 | A |
| NEVADA | \$516,383 | A |
| NEW HAMPSHIRE | \$921,846 | A |
| NEW JERSEY | \$3,035,131 | B |
| NEW MEXICO | \$672,349 | B |
| NEW YORK | \$209,249,349 | A |
| NORTH CAROLINA | \$2,574,683 | B |
| NORTH DAKOTA | \$761,657 | A |
| OHIO | \$4,796,149 | A |
| OKLAHOMA | \$1,403,649 | B |
| OREGON | \$8,676,943 | A |
| PENNSYLVANIA | \$64,896,069 | A |
| RHODE ISLAND | \$372,819 | B |
| SOUTH CAROLINA | \$1,473,751 | B |
| SOUTH DAKOTA | \$644,321 | A |
| TENNESSEE | \$3,719,397 | A |
| TEXAS | \$7,215,805 | B |
| UTAH | \$922,489 | B |
| VERMONT | \$1,163,597 | A |

| | | |
|---------------|--------------|---|
| VIRGINIA | \$5,011,768 | A |
| WASHINGTON | \$4,914,509 | A |
| WEST VIRGINIA | \$1,295,101 | A |
| WISCONSIN | \$10,889,897 | A |
| WYOMING | \$246,953 | B |

ATTACHMENT 3

Title IV-B FY 1984 Hypothetical Allotments at Trigger Amount (\$266M)

| STATE | Hypothetical Allotment |
|---------------|-------------------------------|
| ALABAMA | \$ 5,571,302 |
| ALASKA | \$ 456,346 |
| ARIZONA | \$ 3,368,175 |
| ARKANSAS | \$ 3,259,908 |
| CALIFORNIA | \$ 22,741,013 |
| COLORADO | \$ 3,249,758 |
| CONNECTICUT | \$ 2,611,861 |
| DELAWARE | \$ 693,894 |
| DIST. OF COL. | \$ 500,262 |
| FLORIDA | \$ 10,310,633 |
| GEORGIA | \$ 7,644,417 |
| GUAM | \$ 320,199 |
| HAWAII | \$ 1,129,571 |
| IDAHO | \$ 1,458,482 |
| ILLINOIS | \$ 11,316,593 |
| INDIANA | \$ 6,664,583 |
| IOWA | \$ 3,279,590 |
| KANSAS | \$ 2,576,513 |
| KENTUCKY | \$ 5,078,322 |
| LOUISIANA | \$ 6,141,390 |

| | |
|----------------------|---------------|
| MAINE | \$ 1,561,189 |
| MARYLAND | \$ 4,230,864 |
| MASSACHUSETTS | \$ 5,661,374 |
| MICHIGAN | \$ 9,999,647 |
| MINNESOTA | \$ 4,589,182 |
| MISSISSIPPI | \$ 4,183,420 |
| MISSOURI | \$ 5,849,890 |
| MONTANA | \$ 1,085,233 |
| NEBRASKA | \$ 1,889,672 |
| NEVADA | \$ 884,160 |
| NEW HAMPSHIRE | \$ 1,154,443 |
| NEW JERSEY | \$ 6,633,676 |
| NEW MEXICO | \$ 2,051,027 |
| NEW YORK | \$ 16,940,038 |
| NORTH CAROLINA | \$ 7,852,811 |
| NORTH DAKOTA | \$ 898,548 |
| NORTHERN MARIANAS | \$ 112,487 |
| OHIO | \$ 12,130,810 |
| OKLAHOMA | \$ 3,762,654 |
| OREGON | \$ 2,970,425 |
| PENNSYLVANIA | \$ 12,354,725 |
| PUERTO RICO | \$ 6,844,268 |
| RHODE ISLAND | \$ 1,069,098 |
| SOUTH CAROLINA | \$ 4,701,596 |
| SOUTH DAKOTA | \$ 1,009,563 |
| TENNESSEE | \$ 6,140,327 |
| TEXAS | \$ 18,097,551 |
| UTAH | \$ 2,773,789 |
| VERMONT | \$ 747,511 |
| VIRGIN ISLANDS | \$ 301,316 |
| VIRGINIA | \$ 6,102,110 |
| WASHINGTON | \$ 4,290,608 |
| WEST VIRGINIA | \$ 2,624,179 |
| WISCONSIN | \$ 5,526,793 |

| | |
|---------|---------------|
| WYOMING | \$ 602,203 |
| TOTAL | \$266,000,000 |

OMB Approved 0980-0047
Approved 9/30/86

ANNUAL SUMMARY OF CHILD WELFARE SERVICES

State of for Fiscal Year October 1, 19 to September 30, 19

ESTIMATED EXPENDITURES BY PROGRAM (\$ Thousands) ESTIMATED NUMBER SERVICES/ACTIVITIES FEDERAL FUNDS STATE/LOCAL OF CLIENTS TO BE & DONATED SERVED IV-B IV-E/IV-A OTHER*

1. Preventive/Supportive Services, including Protective Services
2. Foster Care Maintenance Payments
 - a. Foster Family Care
 - b. Group/Institutional Care
3. Foster Care Services

***OTHER FEDERAL PROGRAMS ANNUAL SUMMARY OF CHILD WELFARE SERVICES**

State of for Fiscal Year October 1, 19 to September 30, 19

ESTIMATED EXPENDITURES BY PROGRAM (\$ Thousands) ESTIMATED NUMBER SERVICES/ACTIVITIES FEDERAL FUNDS STATE/LOCAL OF CLIENTS TO BE & DONATED SERVED IV-B IV-E/IV-A OTHER*

4. Adoption
 - a. Subsidy
 - b. Medical Services for Adoption Assistance
 - c. Other Adoption Services (Specify)
5. Administration and Management
6. Day Care Related to Employment or Training for Employment

***OTHER FEDERAL PROGRAMS INSTRUCTIONS FOR THE PREPARATION OF THE ANNUAL SUMMARY OF CHILD WELFARE SERVICES**

General: This form summarizes the State Agency's child welfare services program for the next year by service, by source of funds, and by number of clients to be served. The form is an integral part of the State Child Welfare Services Plan and should be discussed by Children's Bureau and State Agency Representatives. It is also a working document that presents an overview of the State Agency's planned program for the next year.

Specific: Services/Activities

For each of the services/activities listed, include the type of information specified in the following explanations:

1. Preventive/Supportive Services Including Protective Services

Services to strengthen and support intact families and to prevent family disruption and unnecessary removal of children from their homes. These may include casework or counseling, day care and respite care, homemaker services with a parent education component, family planning, legal services, services to unmarried parents, transportation, emergency shelter for families.

2. Foster Care Maintenance Payments:

Payments to cover the cost of (and the cost of providing) 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. In the case of institutional care, such term shall include the reasonable costs of administration and operation of such institution as are necessarily required to provide the items described in the preceding sentence.

3. Foster Care Services

Include services to the child, to the natural families and to the foster parents, including case plan development and periodic review of the placement. Reunification services are those designed to help children, where appropriate, return to their families.

4. Adoption

- a. Adoption Assistance Payments are the funds provided to adoptive parents on a recurring and periodic basis to assist in the support of special needs children.
- b. Medical Services for Adoption assistance are provided to children who are adopted or are in the process of being adopted.
- c. Adoption services include the range of services provided for the purpose of obtaining and maintaining a permanent family for a child who is, or is expected to be, legally free for adoption.

5. Administration and Management:

Includes costs of supervisors and staff whose activities support child welfare services and which cannot be allocated under other services/activities.

6. Day Care Related to Employment or Training for Employment:

This refers to day care purchased for the purpose of employment of one or both of the parents.

Estimated Expenditures for Child Welfare Services by Program:

Federal Funds: Indicate for each service/activity the amount to be expended from the Federal program indicated. Do not include the State/local match. If other Federal funds will be used by the State Agency, specify the other Federal programs in the space at the bottom of the page.

State, Local and Donated: List all State, local and donated funds, whether or not they are used to match Federal funds.

Estimated Number of Clients to be Served:

Estimate as accurately as possible the number of clients to be served during the next year with these funds. Indicate whether clients are individuals or families.

ATTACHMENT 4

**OMB Approved 0980-0047
Approved 9/30/86**

ANNUAL SUMMARY OF CHILD WELFARE SERVICES

State of _____ for Fiscal Year October 1, 19__ to September 30, 19__

ESTIMATED EXPENDITURES BY PROGRAM (\$ Thousands) ESTIMATED NUMBER SERVICES/ACTIVITIES FEDERAL FUNDS STATE/LOCAL OF CLIENTS TO BE & DONATED SERVED IV-B IV-E/IV-A OTHER*

1. Preventive/Supportive Services, including Protective Services
2. Foster Care Maintenance Payments
 - a. Foster Family Care
 - b. Group/Institutional Care
3. Foster Care Services
4. Adoption
 - a. Subsidy
 - b. Medical Services for Adoption Assistance
 - c. Other Adoption Services (Specify)
5. Administration and Management

6. Day Care Related to Employment or Training for Employment

***OTHER FEDERAL PROGRAMS INSTRUCTIONS FOR THE PREPARATION OF THE ANNUAL SUMMARY OF CHILD WELFARE SERVICES**

General: This form summarizes the State Agency's child welfare services program for the next year by service, by source of funds, and by number of clients to be served. The form is an integral part of the State Child Welfare Services Plan and should be discussed by Children's Bureau and State Agency Representatives. It is also a working document that presents an overview of the State Agency's planned program for the next year.

Specific: Services/Activities

For each of the services/activities listed, include the type of information specified in the following explanations:

1. Preventive/Supportive Services Including Protective Services

Services to strengthen and support intact families and to prevent family disruption and unnecessary removal of children from their homes. These may include casework or counseling, day care and respite care, homemaker services with a parent education component, family planning, legal services, services to unmarried parents, transportation, emergency shelter for families.

2. Foster Care Maintenance Payments:

Payments to cover the cost of (and the cost of providing) 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. In the case of institutional care, such term shall include the reasonable costs of administration and operation of such institution as are necessarily required to provide the items described in the preceding sentence.

3. Foster Care Services

Include services to the child, to the natural families and to the foster parents, including case plan development and periodic review of the placement. Reunification services are those designed to help children, where appropriate, return to their families.

4. Adoption

- a. Adoption Assistance Payments are the funds provided to adoptive parents on a recurring and periodic basis to assist in the support of special needs children.
- b. Medical Services for Adoption assistance are provided to children who are adopted or are in the process of being adopted.

- c. Adoption services include the range of services provided for the purpose of obtaining and maintaining a permanent family for a child who is, or is expected to be, legally free for adoption.

5. Administration and Management:

Includes costs of supervisors and staff whose activities support child welfare services and which cannot be allocated under other services/activities.

6. Day Care Related to Employment or Training for Employment:

This refers to day care purchased for the purpose of employment of one or both of the parents.

Estimated Expenditures for Child Welfare Services by Program:

Federal Funds: Indicate for each service/activity the amount to be expended from the Federal program indicated. Do not include the State/local match. If other Federal funds will be used by the State Agency, specify the other Federal programs in the space at the bottom of the page.

State, Local and Donated: List all State, local and donated funds, whether or not they are used to match Federal funds.

Estimated Number of Clients to be Served:

Estimate as accurately as possible the number of clients to be served during the next year with these funds. Indicate whether clients are individuals or families.