

How to use the Notice of Intent Checklist and Automated Function Checklist Templates

Notice of Intent Checklist Template—Fillable PDF form

The NOI Checklist Template is a fillable PDF form that captures all required information for an NOI submission that satisfies the CCWIS regulatory requirement at 45 CFR 1355.52(i) for CCWIS project submissions. **Its use is optional;** title IV-E agencies may submit this information in spreadsheet, table, or narrative formats.

Completing the PDF document

The NOI Checklist Template is a fillable form. All fillable fields are shaded with a light blue color and can be edited. Many of the form fields begin with a prompt, such as “Enter name of agency,” others are dates in MM/YYYY format, and the remainders are blank. In all fields that contain a prompt, the prompt may be highlighted and deleted. The State or Tribal IV-E Agency field at the top of the page is the same on all pages, so it only needs to be entered once.

The first three pages of the document capture contact, project and signatory information. Pages four through seven are used to list the automated functions that will be included in the CCWIS. The document must be signed by a signatory authorized to submit APDs to the Administration for Children and Families (ACF).

When completing the automated function table, the name of the automated function should be typed into the blank cell in the first column. The check boxes are used to indicate clarifying information about the automated function. Only one entry per column is necessary. For example, when completing the “The function is duplicated” column, answer Y or N.

Navigation and Accessibility

The NOI Checklist Template is an accessible Section 508 compliant pdf. The fillable fields may be navigated using the Tab key and any check box fields may be check marked with the Enter key. All fields have a tooltip that describes the field.

Automated Function Checklist Template—Fillable PDF form

The Automated Function Checklist Template is a fillable PDF form that documents the automated functions in a CCWIS. A list of automated functions must be submitted as a part of an Advance Planning Document submission to satisfy the CCWIS regulatory requirement at 45 CFR 1355.52(i) for CCWIS project submissions. **This template's use is optional;** title IV-E agencies may submit this information in spreadsheet, table, or narrative formats.

Completing the PDF document

The Automated Function Checklist Template is a fillable form. The State or Tribal IV-E Agency field at the top of the page is the same on all pages, so it only needs to be entered once. If an updated operational cost plan has been submitted, the submission date should be entered at the bottom of the first page.

When completing the table, the name of the automated function should be typed into the blank cell in the first column. The check boxes are used to indicate clarifying information about the automated function. Only one entry per column is necessary, for example, when completing the “The function is duplicated” column, only answer Y or N.

Navigation and Accessibility

The Automated Function Checklist Template is an accessible Section 508 compliant PDF. The fillable fields may be navigated using the Tab key and any check box fields may be check marked with the Enter key. All fields have a tooltip that describes the field.