

# ACF

Administration  
for Children  
and Families

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

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**3. Originating Office:** Children's Bureau

**4. Key Words:** Annual Progress and Services Report; State Title IV-B Child and Family Services Plan; Child Abuse Prevention and Treatment State Plan; Chafee Foster Care Independence Program; Education and Training Vouchers Program.

### **Program Instruction**

**TO:** State Agencies, Territories and Insular Areas administering or supervising the administration of Title IV-B, Subparts 1 and/or 2, and Title IV-E of the Social Security Act; State Office or Organization Designated by the Governor to Apply for Child Abuse and Neglect State Grant Funds; State Independent Living Coordinators; State Education and Training Voucher (ETV) Coordinators and the Administration for Children and Families (ACF) Regional Administrators.

**SUBJECT:** Submission of the Annual Progress and Services Report (APSR) on June 30, 2006, as required under Title IV-B of the Social Security Act, the Child Abuse Prevention and Treatment Act (CAPTA), and the Chafee Foster Care Independence Program (CFCIP), including the ETV program; including the submission of the CFS-101, Parts I and II, Annual Budget Request and Annual Summary of Child and Family Services.

**REFERENCES:** Title IV-B, Subparts 1 and 2, Sections 420-425, 428, 430-438, and Title IV-E, Section 477 of the Social Security Act (the Act); Section 106 of the CAPTA, as amended (42 U.S.C. 5101 et seq.); the Indian Child Welfare Act of 1978 (Public Law (P.L.) 95-608); the Indian Self-Determination and Education Assistance Act (P.L. 93-638); 45 CFR Parts 1355 and 1357; ACYF-PI-CB-95-23, October 11, 1995, ACYF-CB-PI-04-01, issued February 2, 2004 (Fiscal Year 2004—2009, Child and Family Services Plan (CFSP)).

**PURPOSE:** This Program Instruction (PI) summarizes the actions required under Title IV-B, Subparts 1 and 2 and Section 477 of Title IV-E of the Act, CAPTA and Federal regulations at 45 CFR Part 1357 so that States may receive their allotments of Federal funds for Fiscal Year (FY) 2007 (subject to the availability of appropriations). This PI also announces the final FY 2006 allotments, provides guidance regarding the reporting of FY 2006 activities and accomplishments, and provides instructions regarding application for FY 2007 funds for States and Territories for the above programs.

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Please note the new structure of the APSR PI for this fiscal year. ACF hopes that programs will find that these instructions clearly communicate the requested information in a user-friendly format. It is important that programs respond to this PI in its entirety as missing or incomplete information will result in the withholding of funds for the program(s) affected until such time as approval can be granted by ACF. If programs have additional questions in preparing the APSR, please contact the ACF Regional Office State Liaison.

## SECTION A. OVERVIEW

Since the CFSP began in 1994, there have been two complete five-year plan cycles (FY 1995-1999 and FY 2000-2004). The FY 2005-2009 CFSPs were submitted June 30, 2004. Federal regulations at 45 CFR 1357 provide the requirements for a five-year comprehensive CFSP and annual updates 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 State's annual progress for the past fiscal year and planned activities for the upcoming fiscal year.

In order for States and Territories to receive Title IV-B, CAPTA, and CFCIP and ETV FY 2007 funds, the APSR must be submitted to the ACF Regional Offices (RO) by June 30, 2006. An original, signed CFS-101, Annual Budget Request for Title IV-B, Subparts 1 and 2, CAPTA, CFCIP and ETV programs must be mailed to the RO as well (see addresses at Attachment D). The ROs will be working with States to ensure that the information provided adequately addresses the information required. Upon approval, the RO will forward the State's request for funding to Central Office. The RO will not sign and forward the CFS-101 to the ACF Grants Management Office for funding until all requirements for the APSR are met. The CFS-101, Parts I and II, is located in Attachment C.

In preparing the APSR, each State must conduct an interim review of the progress made since the last APSR, to date, toward accomplishing the goals and objectives in the CFSP, based on updated information and current data. The State must include the agencies, organizations (e.g., the State's Court Improvement Project (CIP) and faith-based and community organizations, Tribes, providers) and individuals in the ongoing CFSP related consultation and coordination process when conducting this review. ACF also expects States to integrate the findings of the Child and Family Services Reviews (CFSR), Title IV-E reviews and activities proposed and completed in subsequent Program Improvement Plans (PIPs) when addressing services and programs under this APSR.

Plans and activities included in the APSR must meet the provisions of 45 CFR 1355.35, 45 CFR 1357, Title IV-B, Subparts 1 and/or 2, and Title IV-E, Section 477 of the Act and CAPTA. These programs provide a critical source of funding for supporting the service array necessary to meet the needs of children and families and to address gaps in services.

### **Deficit Reduction Act Amendments to the Title IV-B Programs:**

The Deficit Reduction Act (DRA) of 2005, P.L. 109-171, includes several amendments to programs administered by the Children's Bureau. A thorough review of the new provisions will be issued by the Children's Bureau through an Information Memorandum. The provisions that affected Title IV-B requirements along with the CIP are as follows:

- **Court Improvement:** This section authorizes and appropriates grant funds of \$10 million for each of two new purposes under the CIP:

## SECTION A. OVERVIEW

- To ensure that the needs of children are met in a timely and complete manner through improved case tracking and analysis of child welfare cases.
- To train judges, attorneys and other legal personnel in child welfare cases and to cross-train with child welfare agency staff and contractors.

The highest State court may apply for one or more of the three court improvement grants, but must apply separately for each. The new grants are authorized and funded through FY 2010. (The original CIP is authorized through FY 2007.) State allocations are \$85,000 plus a share of the remaining appropriation based on the State's population of persons under age 21.

- **Collaboration:** The law adds a Title IV-B plan requirement to Section 422 of the Act for the State or Tribe to demonstrate substantial, ongoing and meaningful collaboration with State courts in the development and implementation of its Title IV-B and Title IV-E plan, CFRs and PIPs required by Section 1123A of the Act. The DRA added a similar requirement on collaboration to those State courts that will be applying for CIP funds available under Section 438 of the Act. We anticipate that guidance to State courts on the CIP application process will be disseminated in late spring. Although ongoing collaboration between the State agency and the courts is required at 45 CFR 1357.15(vii) and 1357.16(a), in order to foster maximum coordination between State agencies and the courts in responding to their new respective requirements on collaboration, we are deferring a State/Tribal agency response to them until both parties have been able to begin or continue their enhanced collaboration activities during the summer. Accordingly, by August 1, 2006, State and Tribal agencies must submit an addendum to their APSR to the ACF RO that will provide a description and evidence of collaboration between them and the State courts in developing and/or implementing their State plans or ACF-approved PIPs, as well as a plan for future activities between the parties.
- **Funding:** On December 30, 2005, the President signed the appropriations bill for the Departments of Labor, Health and Human Services, and Education and related agencies providing FY 2006 funding for the programs included in the CFSP. Included in the appropriation for the Department of Defense, signed the same day, was a one percent reduction for all programs categorized as "discretionary" in the budget, including the Department of Health and Human Services (HHS) programs of Title IV-B, Subparts 1 and 2, CAPTA and ETV. The CFCIP and the mandatory portion of funding for Title IV-B, Subpart 2, were not affected by this reduction. The DRA, which was signed by the President on February 8, 2006, appropriated an additional \$20 million in mandatory funds for the State CIP and increased the authorized level for the mandatory Title IV-B, Subpart 2, program to \$345 million. However, as of this writing, only \$305 million has been appropriated in mandatory funding for Title IV-B, Subpart 2. A table showing the FY 2006 appropriations for each program can be found at <http://www.acf.hhs.gov/programs/olab/budget/2006/fy2006apt.htm>.

**Integration of the CFSR PIP with the APSR:**

Unless the State has completed its PIP period penalty free, the CFSR findings and subsequent PIP activities and accomplishments must be integrated into the APSR. According to 45 CFR 1355.35 (f), “[t]he elements of the program improvement plan must be incorporated into the goals and objectives of the State’s CFSP. Progress in implementing the program improvement plan must be included in the annual reviews and progress reports related to the CFSP.”

The CFSR and PIP give States an opportunity to improve their overall child welfare system and to integrate the PIP with other planning activities across all programs and funding streams.

Three Children’s Bureau documents provide additional guidance for the State to incorporate the CFSR with the broader CFSP and APSR (ACF-CB-PI-03-05, ACF-CB-PI-04-01 and ACF-CB-IM-02-04) are available at

[http://www.acf.hhs.gov/programs/cb/laws\\_policies/policy/pi/index.htm](http://www.acf.hhs.gov/programs/cb/laws_policies/policy/pi/index.htm).

**Current Executive Initiatives:**

The current administration has identified major initiatives in areas that it feels will benefit children, adults and society. The initiatives include HHS’ Healthy Marriages, Responsible Fatherhood, Youth Development, Rural, and Faith-based and Community Initiatives, which can be promoted among the populations that ACF serves and are an appropriate use of Title IV-B funding. More detailed instructions are included in Section D under “Supporting Information.”

**APSR Submission:** States and Territories must submit their APSR to the RO by June 30, 2006.

- Original APSR (via e-mail or compact disk).
- Original CFS-101, Parts I and II for FY 2007 with signature (electronic and hard copy):
  - Include relinquishment of, or requests for, FY 2007 Title IV-B, CFCIP, and/or ETV funds available for reallocation.
- If appropriate, a revised and signed CFS-101 for FY 2006 indicating:
  - The additional amount of funding the State should receive should its allotment for FY 2006 be larger than previously estimated and requested;
  - The amount of funds that the State does not expect to utilize from its FY 2006 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 State is requesting if additional funds become available for the Title IV-B, CFCIP and/or ETV programs.
- If applicable, certifications and assurances. Note that these need to be re-submitted only if a change is warranted from the most recent CFSP submission.

Note that APSRs must now be submitted electronically. Hard copies-only will not be accepted by ACF RO staff.

## SECTION B. INSTRUCTIONS FOR STATES, PUERTO RICO AND THE DISTRICT OF COLUMBIA

The APSR must address each of the following programs:

- Child Welfare Services (including child abuse and neglect prevention, intervention, and treatment services and foster care, kinship care or other permanent living arrangements)
- Promoting Safe and Stable Families programs
  - Family Preservation
  - Family Support
  - Time-Limited Reunification
  - Adoption Promotion and Support Services
- CAPTA State Grant
- Chafee Foster Care Independence
- Education and Training Vouchers

### 1. Service Description for Each of the Programs Listed Above

- Report on the specific accomplishments and progress achieved in the past fiscal year toward meeting each goal and objective including improved outcomes for children and families and a more comprehensive, coordinated, effective child and family services continuum;
- Explain planned activities, new strategies for improvement, and the method(s) to measure progress in the upcoming fiscal year;
- Explain any revisions to the goals and objectives;
- Update the goals and objectives to incorporate areas needing improvement that were identified in a CFSP, Title IV-E, or other PIP. If the current CFSP does not have a goal or objective that addresses the area needing improvement cited in the PIP, then the goal/objective must be added to the APSR;
- Describe the services to be provided in FY 2007, highlighting any changes or additions in services or program design;
- For each service described above, report the population(s) to be served, the geographic areas where the services will be available, and the estimated number of individuals and/or families (or to be) served; and
- Indicate if there are no planned changes to the program.

### 2. Collaboration

- Describe activities in the ongoing process of coordination and collaboration efforts conducted across the entire spectrum of the child and family service delivery system. This should include shareholder or partner involvement in the review of progress made and updates for the coming year.

## **SECTION B. INSTRUCTIONS FOR STATES, PUERTO RICO AND THE DISTRICT OF COLUMBIA**

- As noted on previous pages, the DRA State plan requirement for State or Tribal child welfare agencies to demonstrate substantial, ongoing and meaningful collaboration with the courts is delayed for a short time. This information must be submitted to the ACF RO by August 1, 2006.

### **3. Program Support**

- Discuss planned updates to the training plan, technical assistance, research, evaluation or management information systems and quality assurance systems that will be updated or implemented in the upcoming fiscal year. Training with Title IV-E funds must be included and described in terms of the courses offered, numbers and positions of prospective trainees and estimated cost in the training plan (See ACYF-PI-CB-04-01 for further guidance).
- Specify any additions or changes in services or program design due to the State's own evaluation of programs that the State has found particularly effective or ineffective.

### **4. Tribal Consultation**

- Provide an update, developed after consultation with Indian Tribes in the State (States with no Federally-recognized Tribes within its borders should consult with Tribal organizations in bordering States, State-recognized Tribes and/or urban Indian Centers within the State to meet the intent of this provision) of the specific measures taken by the State in the past year to improve or maintain compliance with each of the five major requirements of the Indian Child Welfare Act (ICWA):
  - 1) Identification of Indian children by the State child welfare services agency;
  - 2) Notification of Indian parents and Tribes of State proceedings involving Indian children and their right to intervene;
  - 3) Special placement preferences for placement of Indian children;
  - 4) Active efforts to prevent the breakup of the Indian family; and
  - 5) Use of Tribal courts in child welfare matters, Tribal right to intervene in State proceedings, or transfer proceedings to the jurisdiction of the Tribe.
- Include laws, policies and/or trainings implemented to increase compliance with ICWA.
- Provide a description of the understanding, gathered from State consultation with Tribes, as to who is responsible for providing the protections for Tribal children delineated at Section 422(b)(10) of the Act, whether they are in State or Tribal custody.

### **5. CAPTA State Grant**

Please note that compliance with the eligibility requirements for a CAPTA State Grant is a prerequisite for eligibility for funds under the Children's Justice Act State Grant Program authorized by Section 107(a) of CAPTA. Include the following information in addition to items 1-3 for the CAPTA State Grant:

## SECTION B. INSTRUCTIONS FOR STATES, PUERTO RICO AND THE DISTRICT OF COLUMBIA

- Update the program areas selected for improvement from one or more of the 14 program areas set forth in section 106(a) of CAPTA;
- Identify the activities that the State intends to implement with its CAPTA State grant funds and any changes in activities for FY 2007;
- Describe the services and training to be provided under the CAPTA State grant as required by Section 106(b)(2)(C) of CAPTA;
- Explain substantive changes, if any, in State law that could affect eligibility, including an explanation from the State Attorney General as to why the change would, or would not, affect eligibility (Section 106(b)(1)(B)). Include a copy of any relevant State statute. Note: States do not have to notify ACF of statutory changes or submit them for review if they are not substantive and would not affect eligibility;
- Submit a copy of the annual report(s) from the citizen review panels and a copy of the State agency's most recent response(s) to the panels and State and local child protective services agencies, as required by Section 106(c)(6) of CAPTA; and
- Describe the provisions and procedures for criminal background checks for prospective foster and adoptive parents and other adult relatives and non-relatives residing in the household (Section 106(b)(2)(A)(xxii)).

### 6. Chafee Independent Living Services

Include the following information in addition to the information required under items 1-3 for the Chafee Foster Care Independence Program (CFCIP):

- Report on the specific accomplishments achieved in FY 2006 and planned activities and budgetary levels for FY 2007 for each of the five purpose areas:
  1. Assist youth to transition from dependency to self-sufficiency;
  2. Help youth receive the education, training and services necessary to obtain employment;
  3. Help youth prepare for and enter post-secondary training and educational institutions;
  4. Provide personal and emotional support to youth through mentors and the promotion of interactions with dedicated adults; and
  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.
- Report service collaboration activities achieved in FY 2006 and planned for FY 2007 with other Federal and State programs for youth (including transitional living youth projects funded under Part B of Title III of the Juvenile Justice and Delinquency Prevention Act of 1974), abstinence education programs, local housing programs, programs for disabled youth (especially sheltered workshops) and school-to-work

## **SECTION B. INSTRUCTIONS FOR STATES, PUERTO RICO AND THE DISTRICT OF COLUMBIA**

programs offered by high schools or local workforce agencies in accordance with Section 477(b)(3)(F).

- Provide information on specific training that was conducted during FY 2006 and planned for FY 2007, in support of the goals and objectives of the States' CFCIP. CFCIP training may be incorporated into the training information discussed under Item 2, but should be identified as pertaining to CFCIP.
- Update the service design and delivery of a new or changed trust fund program for States that choose to establish a trust fund program for youth receiving independent living services or transition assistance. Please note CFCIP funds placed in a trust fund must be expended during the applicable grant period. Refer to ACYF-CB-PI-05-06, issued October 12, 2005, for current guidance on trust funds.
- Describe any activities undertaken to involve youth (up to age 21) in State agency efforts such as the CFSR/PIP process, agency improvement planning efforts, or others.
- Describe how the State uses, or plans to use, the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care.
- Explain the results of the Indian Tribe consultation (Section 477(b)(3)(G) of the Act) specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care:
  - Describe how each Indian Tribe in the State has been consulted about the programs to be carried out under the Chafee Program;
  - Describe the efforts to coordinate the programs with such Tribes;
  - Discuss how the State ensures that benefits and services under the programs are made available to Indian children in the State on the same basis as to other children in the State; and
  - Report the Chafee benefits and services currently available and provided for Indian children and youth in fulfillment of this section and the purposes of the law.

### **7. Education and Training Vouchers (ETV)**

Include the following information in addition to the information required under Items in 1-3 for the ETV program:

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

### **8. Financial and Statistical Information Reporting**

- For the purpose of applying for FY 2007 funds, States must indicate specific percentages of Title IV-B, Subpart 2 funds that the State will expend on actual delivery of family

## **SECTION B. INSTRUCTIONS FOR STATES, PUERTO RICO AND THE DISTRICT OF COLUMBIA**

preservation, community-based family support, time-limited family reunification and adoption promotion and support services, as well as planning and service coordination, with a rationale for the decision. The State must have an especially strong rationale if the percentage provided is below 20 percent for any one of the four service categories and include such rationale in the narrative of the APSR. The amount allocated to each of the service categories should only include funds for service delivery. States should report separately the amount to be allocated to planning and service coordination.

- Provide the amount of Federal funds expended in each of the four categories of services in FY 2004 for Promoting Safe and Stable Families (PSSF) programs; States must report FY 2004 Title IV-B, Subpart 2 expenditures for each of the four purposes and for those costs identified as administrative. The four purposes are listed at Section 430(b) of the Act. An explanation must be provided for any differences between budgeted amounts and actual expenditures.
- Provide State and local share spending for Title IV-B, Subpart 2 programs for FY 2004 against the 1992 base year amount as required to meet the non-supplantation requirements in Section 432(a)(7)(A) of the Act.
- Provide financial information comparing the total amount the State expended of Title IV-B, Subpart 1 funds for foster care maintenance payments, adoption assistance and child day care related to employment or training for employment in FY 2004 against Federal allotments made under title IV-B in 1979 (see ACYF-CB-PI-03-07).
- Provide actual expenditures of Chafee allocated funds for FY 2004 (final) and FY 2005 (year-to-date). Identify the percentage of Chafee funds used to provide room and board for youth ages 18-21 in the last fully reportable year—FY 2004, how the funds were used, and any planned changes.
- Identify the number of youth that received ETV awards in FY 2005 and FY 2006 (year-to-date). This number should include youth who are receiving ongoing vouchers (i.e., new voucher recipient in FY 2004 and continuing to receive vouchers in FY 2005 and FY 2006, plus those who were new recipients in FY 2005 and continue (or not) into FY 2006). For FY 2006, identify the number of youth who have received an award for the first time.
- Identify the estimated number of youth the State plans to award ETV vouchers to in FY 2007 via ongoing and new vouchers.
- Provide actual expenditures of ETV allocated funds for FY 2004 (final) and FY 2005 (year-to-date).

## SECTION C. INSTRUCTIONS FOR TERRITORIES

The Territories of American Samoa, Northern Mariana Islands, Guam and the Virgin Islands:

- May submit consolidated grant applications in accordance with 45 CFR Part 97:
  - May choose to have Title IV-B, Subparts 1 and/or 2, and CAPTA allotments included in a consolidated grant and expend these funds under authority of another program that is available for consolidation.
  - Notify your ACF RO in writing of your intent to consolidate your application for Title IV-B, Subparts 1 and/or 2, and CAPTA by June 30, 2006. A failure to submit such a notice of intent by that date will preclude use of the consolidated grant approach for FY 2007.

OR

- May choose to submit an APSR to your ACF RO by June 30, 2006.
  - Follow the guidance included under Section B if you choose to submit an APSR.

## SECTION D. SUPPORTING INFORMATION

The following information must be reported in the APSR:

### **Juvenile Justice Transfer**

- Report the number of children under the care of the State child protection system who are transferred into the custody of the State juvenile justice system (Section 106(d)(14) of CAPTA); and
- Discuss contextual information, such as how States define the reporting population and other pertinent information.

### **Inter-Country Adoptions**

- Identify the number of children who were adopted from other countries and entered into State custody in FY 2005 as a result of the disruption of a placement for adoption or the dissolution of an adoption (Section 422(b)(14) of the Act);
- Explain the permanency plans for the child and the reasons for the disruption or dissolution. ACF has clarified the circumstances under which children need to be reported. The question/answer specific to inter-country adoptions is located at Section 7.3, Question 4 of the Child Welfare Policy Manual at [http://www.acf.hhs.gov/j2ee/programs/cb/laws\\_policies/laws/cwpm/policy\\_dsp.jsp?citID=178#1200](http://www.acf.hhs.gov/j2ee/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=178#1200);
- Identify the agencies that handled the placement or adoption; and
- Describe the activities that the State has undertaken for children adopted from other countries, including the provision of adoption and post-adoption services (see section 422(b)(13) of the Act).

### **Child Welfare Demonstration Projects**

- Describe the accomplishments and progress in the child welfare demonstration project as they relate to the goals and objectives in the State's CFSP, where applicable;
- Discuss how Title IV-B funds are used to maximize the use of flexible Title IV-E dollars in the demonstration (required for States participating in a child welfare demonstration project); and
- Identify if the State does not have a child welfare demonstration project.

### **Foster and Adoptive Parents Recruitment**

- Describe State's progress and accomplishments made in FY 2006 with regard to the diligent recruitment of potential foster and adoptive families that reflects the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed; and
- Explain planned activities for recruiting foster and adoptive families in FY 2007.

**Adoption Incentive Payments**

- Specify the services that have been, or will be, provided to children and families with the adoption incentive funds, if applicable.

**Current Executive Initiatives: Healthy Marriage, Fatherhood, Rural Development, Positive Youth Development and Faith-Based and Community Initiatives**

- Explain the services that the State provided, using only Title IV-B funds, during the past year that support the above initiatives;
- Identify who is providing the service, such as a contractor or county;
- Describe services that the State plans to provide, using only Title IV-B funds, in FY 2007; and
- States may, but are not required to, describe services provided through sources of funding other than Title IV-B. In doing so, identify the source of funding for the service(s) provided.

**Certificates and Assurances**

- Re-submit certifications and assurances where there has been a change from the most recent CFSP that would affect the certification or assurance.

Unneeded portions of State allocations of Title IV-B, Subpart 2, and CFCIP and ETV funds may be re-allotted to other States, so that the total appropriation remains available for program purposes (Section 433(d) and Section 477(d)(4) of the Act).

**1. FY 2006 Funding—Revised Budget Request**

- Submit a revised FY 2006 budget form (CFS-101, Part I) in order to receive the full share of FY 2006 funds allotted, if the previously submitted request was less than the FY 2006 amount the State is eligible to receive under Title IV-B, Subparts 1 or 2, CAPTA, and/or CFCIP and ETV;
- Indicate on Line 7a or 7b on the FY 2006 CFS-101, Part I (Annual Budget Request) if the State intends to apply for, or release, respectively, FY 2006 funds for reallocation. Submit this form as soon as possible and no later than June 30, 2006.

**2. FY 2007 Budget Request—CFS 101 (see Attachment C)**

- Complete Part I of the CFS 101 form to request Title IV-B, CAPTA, and CFCIP funds;
- Complete Part II to include the estimated amount of funds to be spent in each program area by source, the estimated number of individuals or families to be served, and the geographic service area within which the services are to be provided;
- Use the FY 2006 allotments as the basis for your budget request for Title IV-B, Subparts 1 and 2, CAPTA, included under Attachment A; and
- Use the estimated FY 2007 allotments in Attachment B for the CFCIP and ETV programs.

**3. Financial Status Reports—Standard Form 269**

Submission requirements for expenditures of Title IV-B, CAPTA, and CFCIP funds must be met by all grantees on the Financial Status Report Standard Form (SF) 269 and are listed below. The SF-269 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. Each report is due 90 days after the end of the fiscal year (December 31). A negative grant award will recoup unobligated and/or unliquidated funds reported on the final SF-269 for the Title IV-B, CAPTA, CFCIP and ETV programs.

**Title IV-B, Subparts 1 and 2**

- Submit a separate SF-269 (by December 31) for expenditures made under each Subpart of Title IV-B at the end of each 12 months (October 1-September 30) of the two-year expenditure period;
- Report the cumulative amount and the required 25 percent State match on the final SF-269;

## SECTION E. FINANCIAL INFORMATION

- Expend Title IV-B funds by September 30 of the fiscal year following the fiscal year in which the funds were awarded (i.e., for FY 2007, funds must be expended by September 30, 2008); and
- No separate reporting is required to distinguish between the expenditure of the PSSF discretionary funds and the PSSF mandatory funds.

### **CAPTA State Grants**

- Submit the SF-269 fiscal report (by December 31) for CAPTA State grants at the end of each 12 months (October 1-September 30) of the five-year expenditure period; and
- CAPTA funds must be expended within five years from October 1 of the fiscal year in which they were awarded.

### **CFCIP and ETV**

- Submit a separate SF-269 (by December 31) for expenditures made under the CFCIP and ETV programs;
- Include the required 20 percent State match in the final report for each program; and
- Expend CFCIP and ETV funds by September 30 of the fiscal year following the fiscal year in which the funds were awarded.

Submit the original SF-269 for each program to your ACF RO and a copy to the following address:

Division of Mandatory Grants  
Office of Administration  
Administration for Children and Families  
370 L'Enfant Promenade, SW.  
Washington, D.C. 20447

Alternatively, an electronic SF-269 submission for the above listed programs may be made through the ACF Online Data Collection (OLDC) system. Contact your ACF RO for more information on gaining access to and using the OLDC submission process.

### **Paperwork Reduction Act**

Under the Paperwork Reduction Act of 1995 (P.L. 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 OMB control number is # 0980-0047, approved through October 31, 2008. Reporting burden for the APSR and the CFS-101 is estimated to average 264 hours per response.

## SECTION E. FINANCIAL INFORMATION

**Inquiries To:** ACF Regional Offices

/s/

Joan E. Ohl  
Commissioner  
Administration on Children,  
Youth and Families

**Attachments:**

Attachment A: Final FY 2006 State Allocations

- 1) Title IV-B Subpart 1, Child Welfare Services (CWS)
- 2) Title IV-B Subpart 2, Promoting Safe and Stable Families (PSSF)
- 3) Child Abuse and Neglect Prevention and Treatment Act (CAPTA)
- 4) Chafee Foster Care Independence Program (CFCIP)
- 5) Chafee Education & Training Vouchers (ETV State Grants)

Attachment B: FY 2007 Estimate Allotments

- Chafee Foster Care Independence Program (CFCIP)
- Education and Training Vouchers Program (ETV)

Attachment C: CFS-101

- Part I: Annual Budget Request for Title IV-B, Subparts 1 and 2, CAPTA, Chafee Foster Care Independence (CFCIP) and Education and Training Vouchers (ETV) Program Instructions
- Part II: Annual Summary of Child and Family Services Instructions
- Part II: Annual Summary of Child and Family Services Form

Attachment D: ACF Regional Administrators

**Final FY 2006 State Allocations  
Title IV-B, Subpart 1  
Child Welfare Services (CWS)**

STATE	ALLOCATION	STATE/TERRITORY	ALLOCATION
Alabama	4,945,425	New York	14,524,771
Alaska	287,917	North Carolina	8,748,072
Arizona	5,661,014	North Dakota	558,052
Arkansas	3,242,557	Ohio	11,186,765
California	33,336,259	Oklahoma	1,927,545
Colorado	4,047,780	Oregon	3,428,626
Connecticut	2,032,220	Pennsylvania	10,800,760
Delaware	777,287	Rhode Island	986,526
District of Columbia	313,809	South Carolina	4,617,903
Florida	15,703,861	South Dakota	601,284
Georgia	9,371,613	Tennessee	5,898,339
Hawaii	1,253,979	Texas	24,959,898
Idaho	1,720,702	Utah	3,361,698
Illinois	11,374,154	Vermont	611,229
Indiana	6,627,613	Virginia	6,486,845
Iowa	2,928,288	Washington	5,299,253
Kansas	2,838,294	West Virginia	1,882,595
Kentucky	4,434,451	Wisconsin	5,108,635
Louisiana	5,324,918	Wyoming	465,127
Maine	1,244,757	<b>Subtotal</b>	<b>\$274,490,330</b>
Maryland	4,411,767	American Samoa	197,911
Massachusetts	4,114,002	Guam	349,836
Michigan	9,808,813	Northern Mariana Islands	163,754
Minnesota	4,342,855	Puerto Rico	5,596,322
Mississippi	3,624,706	Virgin Islands	243,138
Missouri	5,762,110	<b>Subtotal</b>	<b>6,550,961</b>
Montana	724,420		
Nebraska	1,777,131		
Nevada	2,321,541	<b>Tribes*</b>	<b>\$5,712,209</b>
New Hampshire	1,111,195		
New Jersey	5,863,314		
New Mexico	1,707,655		

**Final FY 2006 State Allocations  
Title IV-B, Subpart 2  
Promoting Safe and Stable Families (PSSF)**

<b>STATE</b>	<b>ALLOCATION</b>	<b>STATE/TERRITORY</b>	<b>ALLOCATION</b>
Alabama	7,769,305	New York	21,320,562
Alaska	845,097	North Carolina	11,039,941
Arizona	8,681,981	North Dakota	631,899
Arkansas	5,108,306	Ohio	13,622,285
California	39,793,780	Oklahoma	5,931,231
Colorado	3,513,867	Oregon	5,793,575
Connecticut	2,733,023	Pennsylvania	12,929,099
Delaware	826,015	Rhode Island	1,316,720
Dist. of Col.	1,194,170	South Carolina	7,477,117
Florida	16,131,048	South Dakota	880,841
Georgia	12,698,411	Tennessee	10,507,748
Hawaii	1,450,491	Texas	36,845,443
Idaho	1,349,989	Utah	1,942,326
Illinois	15,780,956	Vermont	536,784
Indiana	7,780,996	Virginia	6,362,900
Iowa	2,469,782	Washington	5,817,729
Kansas	2,470,913	West Virginia	3,364,710
Kentucky	7,270,135	Wisconsin	5,509,898
Louisiana	11,085,505	Wyoming	426,305
Maine	1,534,934	<b>Subtotal</b>	<b>\$359,068,586</b>
Maryland	3,998,905	American Samoa	234,377
Massachusetts	5,057,244	Guam	429,616
Michigan	13,978,581	Northern Mariana Islands	190,483
Minnesota	3,747,063	Puerto Rico	7,171,839
Mississippi	6,146,277	Virgin Islands	292,499
Missouri	9,040,528	<b>Subtotal</b>	<b>\$8,318,814</b>
Montana	1,101,082	<b>Tribes*</b>	<b>4,832,000</b>
Nebraska	1,658,873		
Nevada	1,847,793		
New Hampshire	717,127		
New Jersey	5,558,564		
New Mexico	3,470,732		
		<b>IV-B, Subpart 2 Total</b>	<b>\$372,219,400</b>

**Final FY 2006 State Allocations  
Child Abuse Prevention and Treatment Act (CAPTA)**

STATE	ALLOCATION	STATE	ALLOCATION
Alabama	\$419,907	New Mexico	\$217,457
Alaska	\$112,797	New York	\$1,594,300
Arizona	\$500,091	North Carolina	\$696,697
Arkansas	\$274,023	North Dakota	\$102,962
California	\$3,095,669	Ohio	\$1,001,036
Colorado	\$412,456	Oklahoma	\$343,825
Connecticut	\$327,141	Oregon	\$328,734
Delaware	\$114,071	Pennsylvania	\$1,012,193
District of Columbia	\$87,863	Rhode Island	\$131,600
Florida	\$1,250,621	South Carolina	\$382,442
Georgia	\$764,258	South Dakota	\$116,726
Hawaii	\$147,386	Tennessee	\$510,488
Idaho	\$171,510	Texas	\$1,988,319
Illinois	\$1,118,622	Utah	\$286,644
Indiana	\$568,398	Vermont	\$98,575
Iowa	\$291,563	Virginia	\$622,353
Kansas	\$284,765	Washington	\$548,459
Kentucky	\$377,561	West Virginia	\$182,495
Louisiana	\$451,640	Wisconsin	\$500,687
Maine	\$149,188	Wyoming	\$92,434
Maryland	\$496,543		
Massachusetts	\$543,922	<b>Subtotal</b>	<b>\$26,354,007</b>
Michigan	\$904,702	American Samoa	58,409
Minnesota	\$473,732	Guam	68,062
Mississippi	\$305,244	Northern Mariana Islands	55,839
Missouri	\$520,093	Puerto Rico	409,593
Montana	\$125,752	Virgin Islands	61,290
Nebraska	\$198,250		
Nevada	\$218,519	<b>Subtotal</b>	<b>\$653,193</b>
New Hampshire	\$151,929		
New Jersey	\$737,365	<b>TOTAL</b>	<b>\$27,007,200</b>

**Final FY 2006 State Allocations  
Chafee Foster Care Independence Program (CFCIP)**

<b>STATE</b>	<b>ALLOCATION</b>	<b>STATE</b>	<b>ALLOCATION</b>
Alabama	\$1,631,326	Nebraska	\$1,617,445
Alaska	\$500,000	Nevada	\$917,975
Arizona	\$2,344,164	New Hampshire	\$500,000
Arkansas	\$796,126	New Jersey	\$3,425,888
California	\$23,738,286	New Mexico	\$596,388
Colorado	\$2,106,894	New York	\$11,585,958
Connecticut	\$1,748,804	North Carolina	\$2,590,431
Delaware	\$500,000	North Dakota	\$500,000
District of Columbia	\$1,091,992	Ohio	\$4,628,175
Florida	\$7,419,887	Oklahoma	\$2,707,909
Georgia	\$3,654,418	Oregon	\$2,595,316
Hawaii	\$759,109	Pennsylvania	\$5,641,006
Idaho	\$500,000	Puerto Rico	\$1,820,526
Illinois	\$5,123,537	Rhode Island	\$620,552
Indiana	\$2,505,086	South Carolina	\$1,248,044
Iowa	\$1,384,031	South Dakota	\$500,000
Kansas	\$1,557,806	Tennessee	\$2,465,241
Kentucky	\$1,799,446	Texas	\$6,305,516
Louisiana	\$1,358,131	Utah	\$541,890
Maine	\$702,298	Vermont	\$500,000
Maryland	\$2,856,235	Virginia	\$1,765,770
Massachusetts	\$3,230,262	Washington	\$2,408,173
Michigan	\$5,491,138	West Virginia	\$1,025,684
Minnesota	\$1,809,215	Wisconsin	\$2,008,182
Mississippi	\$746,770	Wyoming	\$500,000
Missouri	\$3,007,131		
Montana	\$521,839		
		<b>TOTAL</b>	<b>\$137,900,000</b>

**Final FY 2006 State Allocations  
Chafee Education & Training Vouchers (ETV State Grants)**

STATE	ALLOCATION	STATE	ALLOCATION
Alabama	\$557,240	Nebraska	\$552,498
Alaska	\$160,253	Nevada	\$313,568
Arizona	\$800,736	New Hampshire	\$108,533
Arkansas	\$271,947	New Jersey	\$1,170,239
California	\$8,108,697	New Mexico	\$203,718
Colorado	\$719,688	New York	\$2,936,794
Connecticut	\$597,369	North Carolina	\$884,858
Delaware	\$74,550	North Dakota	\$115,382
District of Columbia	\$229,008	Ohio	\$1,580,925
Florida	\$2,534,538	Oklahoma	\$924,987
Georgia	\$1,248,302	Oregon	\$886,526
Hawaii	\$259,302	Pennsylvania	\$1,926,895
Idaho	\$137,422	Puerto Rico	\$621,868
Illinois	\$1,750,134	Rhode Island	\$211,973
Indiana	\$855,705	South Carolina	\$426,316
Iowa	\$472,767	South Dakota	\$140,495
Kansas	\$532,127	Tennessee	\$842,095
Kentucky	\$614,668	Texas	\$2,153,883
Louisiana	\$386,099	Utah	\$185,103
Maine	\$239,896	Vermont	\$125,743
Maryland	\$975,653	Virginia	\$603,165
Massachusetts	\$1,103,416	Washington	\$822,601
Michigan	\$1,875,702	West Virginia	\$350,361
Minnesota	\$618,004	Wisconsin	\$685,969
Mississippi	\$255,087	Wyoming	\$106,162
Missouri	\$1,027,197		
Montana	\$178,254		
		<b>Total</b>	<b>\$45,464,418</b>

## States FY 2007 Estimates

STATE	ALLOCATION	STATE	ALLOCATION
Alabama	1,512,546	Nebraska	1,618,528
Alaska	500,000	Nevada	1,041,805
Arizona	2,345,734	New Hampshire	500,000
Arkansas	796,660	New Jersey	3,265,351
California	23,754,187	New Mexico	596,787
Colorado	2,108,304	New York	11,585,958
Connecticut	1,749,975	North Carolina	2,592,165
Delaware	500,000	North Dakota	500,000
District of Columbia	1,091,992	Ohio	4,631,273
Florida	7,424,855	Oklahoma	2,709,722
Georgia	3,656,865	Oregon	2,597,053
Hawaii	759,618	Pennsylvania	5,644,783
Idaho	500,000	Puerto Rico	1,971,198
Illinois	5,126,967	Rhode Island	620,967
Indiana	2,506,764	South Carolina	1,248,880
Iowa	1,384,957	South Dakota	500,000
Kansas	1,558,849	Tennessee	2,466,891
Kentucky	1,800,651	Texas	6,309,738
Louisiana	1,358,131	Utah	542,253
Maine	664,697	Vermont	500,000
Maryland	2,858,147	Virginia	1,766,952
Massachusetts	3,231,396	Washington	2,409,785
Michigan	5,446,454	West Virginia	1,026,371
Minnesota	1,810,426	Wisconsin	2,009,527
Mississippi	768,878	Wyoming	500,000
Missouri	3,004,772		
Montana	522,188		
		<b>TOTAL</b>	<b>\$137,900,000</b>

## States FY 2007 Estimates

STATE	ALLOCATION	STATE	ALLOCATION
Alabama	\$508,882	Nebraska	\$544,539
Alaska	\$157,944	Nevada	\$350,506
Arizona	\$789,201	New Hampshire	\$106,969
Arkansas	\$268,029	New Jersey	\$1,098,598
California	\$7,991,882	New Mexico	\$200,784
Colorado	\$709,320	New York	\$2,894,487
Connecticut	\$588,763	North Carolina	\$872,111
Delaware	\$73,476	North Dakota	\$113,720
District of Columbia	\$225,709	Ohio	\$1,558,150
Florida	\$2,498,026	Oklahoma	\$911,662
Georgia	\$1,230,319	Oregon	\$873,755
Hawaii	\$255,566	Pennsylvania	\$1,899,136
Idaho	\$135,442	Puerto Rico	\$663,192
Illinois	\$1,724,922	Rhode Island	\$208,919
Indiana	\$843,378	South Carolina	\$420,174
Iowa	\$465,956	South Dakota	\$138,471
Kansas	\$524,461	Tennessee	\$829,963
Kentucky	\$605,813	Texas	\$2,122,854
Louisiana	\$380,537	Utah	\$182,436
Maine	\$223,631	Vermont	\$123,932
Maryland	\$961,598	Virginia	\$594,475
Massachusetts	\$1,087,174	Washington	\$810,750
Michigan	\$1,832,410	West Virginia	\$345,313
Minnesota	\$609,101	Wisconsin	\$676,087
Mississippi	\$258,682	Wyoming	\$104,633
Missouri	\$1,010,928		
Montana	\$175,686		
		<b>Total</b>	<b>\$44,782,452</b>

**CFS-101, PART I: ANNUAL BUDGET REQUEST FOR TITLE IV-B, SUBPARTS 1 AND 2, CAPTA, CHAFEE FOSTER CARE INDEPENDENCE (CFCIP) and EDUCATION and TRAINING VOUCHER (ETV) PROGRAM INSTRUCTIONS**

**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.**

Complete separate forms for each fiscal year.

1. Enter the name of the State or Indian Tribal Organization (ITO).
2. Indicate the Employer Identification Number (EIN).
3. Enter the address of the State or ITO Agency.
4. Indicate if this is a new or revised budget request.

5. Estimated title IV-B, subpart 1 funds:

Specify the estimated amount of title IV-B, subpart 1 Federal funds that the State or ITO expects to spend during the fiscal year on Child Welfare Services. The previous Federal Fiscal Year's (FFY) final allotment as provided in the annual Program Instruction on the Annual Progress and Services Report (APSR) is to be used as the estimated amount for the State's/Tribe's request. A 25% State match is required and the State or Tribe's match amount should be reflected on the final SF-269 report.

6. Estimated title IV-B, subpart 2 funds:

Specify the total estimated amount of title IV-B, subpart 2 Federal funds that the State or ITO expects to spend during the fiscal year on Promoting Safe and Stable Families services. The previous Federal Fiscal Year's (FFY) final allotment as provided in the annual Program Instruction on the APSR is to be used as the estimated amount for the State's/Tribe's request. A 25% State match is required and the State or Tribe's match amount should be reflected on the final SF-269 report.

a) Specify the estimated amount of title IV-B, subpart 2 funds to be spent during the fiscal year for Family Preservation Services.

b) Specify the estimated amount of title IV-B, subpart 2 funds to be spent during the fiscal year for Family Support Services.

c) Specify the estimated amount of title IV-B, subpart 2 funds to be spent during the fiscal year for Time-Limited Family Reunification Services.

d) Specify the estimated amount of title IV-B, subpart 2 funds to be spent during the fiscal year for Adoption Promotion and Support Services.

## Attachment C

U.S. Department of Health and Human Services  
Administration for Children and Families

OMB Approval #0980-0047  
Approved through October 31, 2008

e) Specify the estimated amount of title IV-B, subpart 2 funds to be spent during the fiscal year for other service related activities (e.g. planning).

f) Specify the estimated amount of title IV-B, subpart 2 funds to be spent on Administration (not to exceed 10% of the estimated allotment).

### 7. Re-allotment of Title IV-B, Subpart 2 funds for State and Indian Tribal Organizations

The Administration for Children and Families (ACF) is able to re-allot unneeded portions of State and Tribal allocations of title IV-B, subpart 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) Indicate the amount of Federal funds that the State or Tribe does not expect to utilize for the upcoming fiscal year;

b) Indicate the amount of Federal funds that the State or Tribe is requesting if additional funds become available.

### 8. Child Abuse Prevention and Treatment Act (CAPTA) (States only).

Indicate the State's estimated CAPTA State Grant allocation as provided in the annual Program Instruction on the APSR. Supplemental funds may be available for distribution if there are States that are not awarded grant funds or there are unobligated funds available for redistribution. No matching funds are required for this grant.

### 9. Estimated Chafee Foster Care Independence Program (CFCIP) Funds (States only)

Indicate the estimated amount of CFCIP funds that the State expects to spend during the fiscal year on independent living activities as provided in the annual Program Instruction on the APSR.

### 10. Estimated Funds Allotted under Section 477 for the Education and Training Vouchers (ETV) Program (States only)

### 11. Re-allotment of CFCIP and/or ETV program funds for States

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

## Attachment C

U.S. Department of Health and Human Services  
Administration for Children and Families

OMB Approval #0980-0047  
Approved through October 31, 2008

- a) Indicate the amount of funds that the State does not expect to utilize from its allotment during the upcoming fiscal year to carry out the CFCIP activities.
  - b) Indicate the amount of funds that the State does not expect to utilize from its allotment during the upcoming fiscal year to carry out the ETV program activities.
  - c) Indicate the amount of funds the State is requesting if additional funds become available for the CFCIP and/or ETV programs. A 20% State match is required. The State match amount must be reflected on the final SF-269 report.
12. Certification: This report must be signed 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 and, for States only, the CAPTA and CFCIP programs, must be included.
- The tentative allocations 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 Regional Office of the Administration for Children and Families in the State's/Tribe's APSR.
- 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.
- By signing this form the State/Tribal official assures that the State/Tribe will meet all applicable match requirements.

**CFS-101, Part I: Annual Budget Request For Title IV-B, Subpart 1 & 2 Funds, CAPTA, Chafee Foster Care Independence Program (CFCIP) and Education and Training Vouchers (ETV):  
Fiscal Year 20 \_\_, October 1, 20 \_\_ through September 30, 20 \_\_**

1. State or ITO:	2. EIN:
3. Address:	4. Submission:  [ ] New [ ] Revision
5. Estimated Federal title IV-B, Subpart 1 Funds.	\$
6. Total Estimated Federal title IV-B, Subpart 2 Funds. (This amount should equal the sum of lines a – f.)	\$
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 for Other Service Related Activities (e.g. planning).	\$
f) Total Administration (not to exceed 10% of estimated allotment).	\$
7. Re-allotment of Title IV-B, Subpart 2 funds for State and Indian Tribal Organizations	
a) Indicate the amount of the State's/Tribe's allotment that will not be required to carry out the Promoting Safe and Stable Families program. \$ _____	
b) If additional funds become available to States and ITOs, specify the amount of additional funds the State or Tribes is requesting. \$ _____	
8. Child Abuse Prevention and Treatment Act (CAPTA) State Grant (no State match required)	
Estimated Amount \$ _____, plus additional allocation, as available.	
9. Estimated Chafee Foster Care Independence Program (CFCIP) funds.	\$
10. Estimated Education and Training Voucher (ETV) funds.	\$
11. Re-allotment of CFCIP and ETV Program Funds:	
a) Indicate the amount of the State's allotment that will not be required to carry out CFCIP \$ _____.	
b) Indicate the amount of the State's allotment that will not be required to carry out ETV \$ _____.	
c) If additional funds become available to States, specify the amount of additional funds the State is requesting for CFCIP \$ _____ for ETV program \$ _____.	
12. Certification by State Agency and/or Indian Tribal Organization. The State agency or Indian Tribe 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 ACF Regional Office, for the Fiscal Year ending September 30.	
Signature and Title of State/Tribal Agency Official	Signature and Title of Regional Office Official
Date	Date

## **CFS-101, PART II: ANNUAL SUMMARY OF CHILD AND FAMILY SERVICES INSTRUCTIONS**

**(Complete separate forms for each fiscal year)**

This form summarizes the State Agency's and eligible Indian Tribal Organizations' estimated expenditures on Child and Family Services programs, including the Child Abuse Treatment and Prevention Act (CAPTA) programs and the Chafee Foster Care Independence Program (CFCIP) for the next year. This information is an integral part of the State Child and Family Services Plan and should be discussed by the ACF Regional Office and State Agency Representatives. States should list estimated expenditures and other information in the category that best fits their programs.

### **Services/Activities**

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.

#### 1. Prevention and Support Services (Family Support):

Community-based services which promote the 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 stable and supportive family environment, and to enhance child development. 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.

#### 2. 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.

#### 3. Crisis Intervention (Family Preservation):

Services for children and families designed to help families (including adoptive and extended families) at risk or in crisis.

a) Pre-Placement Prevention:

Services to prevent family disruption and unnecessary removal of children from their homes (as appropriate). These services may include intensive family preservation, post-adoptive support services, case management, counseling, day care, respite services, homemaker services, services designed to increase parenting skills, family budgeting, coping with stress, health, and nutrition.

b) Reunification Services:

Services to help children, where appropriate, return to families from which they have been removed, or be placed for adoption or legal guardianship. These services may include day care services, homemaker or caretaker services, family or individual counseling for parent(s) and child, follow-up care for families to whom a child has been returned after placement and other reunification services the State identifies as necessary.

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), is considered to have entered foster care. The services and activities are the following:

- 1) Individual, group, and family counseling.
- 2) Inpatient, residential, or outpatient substance abuse treatment services.
- 3) Mental health services.
- 4) Assistance to address domestic violence.
- 5) Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- 6) 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. Foster Care Maintenance:

This includes estimated State expenditures for “room and board” for children/youth in foster care.

a) Foster Family and Relative Foster Care:

Payments to cover the cost of, and 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.

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; and the cost of the items themselves.

7. Adoption Subsidy Payments:

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

8. Independent Living Services (including Education and Training Vouchers):

Services designed to help youth expected to remain in foster care until the age of 18, 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 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 are allowed to expend up to 30 percent of their allotments under the Chafee Foster Care Independence Program for room and board for "children who have left foster care because they have attained 18 years of age, and who have not attained 21 years of age" (Section 477(b)(3)(B)). States may set a reasonable definition of “room and board” that could include rental deposits, utilities and other expenses that may be included with the rent.

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

9. Administration and Management:

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

Also, includes costs of administrative services for family preservation, family support, time-limited family reunification, and adoption promotion and support, which are not more than ten percent of Federal expenditures under title IV-B, subpart 2 of the plan for the fiscal year. Allowable costs 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, auditing, and indirect costs allocable in accordance with the agency's approved cost allocation plan (See 45 CFR 1357.32(h)).

**10. Staff Training:**

Includes the cost of short and long-term training to increase staff's ability to provide assistance and support to children and families.

**11. 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.

**12. 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.

**13. 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.

**14. Total:**

The total amount of funds estimated for the year (equal to the sum of lines 1 through 13) for each column.

**Estimated Expenditures**

**1. Federal Funds (columns a - i)**

Indicate for each service/activity the amount to be expended from the Federal program indicated in columns (a) through (i). If other Federal funds will be used by the State Agency, indicate the estimated expenditures in column (i). Examples of other Federal programs include, but are not limited to, the Child Care Development Block Grant and the Maternal and Child Health Block Grant. Indicate the name of the Federal program in the box along with the estimated expenditure amount.

2. State, Local and Donated Funds (column j)

Indicate the estimated amount of State, local and donated funds to be expended, even if they are not used to match Federal funds.

3. Estimated Number of Clients to be Served (column k)

Estimate, as accurately as possible, the number of clients to be served by service/activity with the total estimated funding indicated. A client may be an individual or a family; check the appropriate box.

4. Population to be Served (column l)

Indicate the population that has been targeted for the designated services. Targeting may include a range of vulnerable populations - children, youth and/or families.

5. Geographic Area to be Served (column m)

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, Tribes, 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".

State or IT \_\_\_\_\_

For FFY OCTOBER, \_\_\_\_ TO SEPTEMBER 30, \_\_\_\_

SERVICES/ACTIVITIES	TITLE IV-B		(c) CAPTA*	(d) CFCIP* including ETV	(e) TITLE IV-E	(f) TITLE XX (SSBG)	(g) TITLE IV-A (TANF)	(h) Title XIX (Medicaid)	(i) Other Fed Prog	(j) State Local Donated Funds	(k) NUMBER TO BE SERVED  [ ] Families [ ] Individuals	(l) POP. TO BE SERVED	(m) GEOG. AREA TO BE SERVED
	(a) I-CWS	(b) II-PSSF											
1) PREVENTION & SUPPORT SERVICES (FAMILY SUPPORT)					██████							Reports of abuse/neglect	Statewide/Reservation
2) PROTECTIVE SERVICES													
3) CRISIS INTERVENTION (FAMILY PRESERVATION) PREPLACEMENT PREVENTION					██████							All children in foster care	Statewide/Reservation
(A) REUNIFICATION SERVICES													
(B) TIME-LIMITED FAMILY REUNIFICATION SERVICES													
5.) ADOPTION PROMOTION AND SUPPORT SERVICES			██████		██████							All eligible children	Statewide/Reservation
6) FOSTER CARE MAINTENANCE: (A) FOSTER FAMILY & RELATIVE FOSTER CARE		██████	██████										
(B) GROUP/INST CARE		██████	██████			██████							Statewide/Reservation
7) ADOPTION SUBSIDY PMTS.		██████	██████			██████	██████	██████	██████				
8) INDEPENDENT LIVING SERVICES			██████			██████	██████	██████	██████		██████	██████	██████
9) ADMIN & MGMT			██████			██████	██████	██████	██████		██████	██████	██████
10) STAFF TRAINING						██████	██████	██████	██████		██████	██████	██████
11) FOSTER PARENT RECRUITMENT & TRAINING				██████		██████	██████	██████	██████		██████	██████	██████
12) ADOPTIVE PARENT RECRUITMENT & TRAINING				██████		██████	██████	██████	██████		██████	██████	██████
13) CHILD CARE RELATED TO EMPLOYMENT/TRAINING		██████	██████			██████	██████	██████	██████		██████	██████	██████
14) TOTAL							██████	██████	██████		██████	██████	██████

\* States Only, Indian Tribes are not required to include information on these programs

## Regional Administrators

## Attachment D

### Region I - Boston

Hugh Galligan, Regional Administrator  
JFK Federal Building Rm. 2000  
Boston, MA 02203  
(617) 565-1020 (p)

#### States

Connecticut Maine Massachusetts New  
Hampshire Rhode Island Vermont

### Region II - New York City

Mary Ann Higgins, Regional Administrator  
26 Federal Plaza Rm. 4114  
New York, NY 10278  
(212) 264-2890 (p)

#### States and Territories

New Jersey New York  
Puerto Rico Virgin Islands

### Region III - Philadelphia

David Lett, Regional Administrator  
150 S. Independence  
Mall West-Suite 864  
Philadelphia, PA 19106-3499  
(215) 861-4000 (p)

#### States

Delaware District of Columbia Maryland  
Pennsylvania Virginia West Virginia

### Region IV - Atlanta

Carlis Williams, Regional Administrator  
Atlanta Federal Center  
61 Forsyth Street SW Suite 4M60  
Atlanta, GA 30303  
(404) 562-2900

#### States

Alabama Mississippi Florida  
N. Carolina Georgia S. Carolina  
Kentucky Tennessee

### Region V - Chicago

Joyce Thomas, Regional Administrator  
233 N. Michigan Avenue Suite 400  
Chicago, IL 60601  
(312) 353-4237

#### States

Illinois Indiana Michigan  
Minnesota Ohio Wisconsin

### Region VI - Dallas

Leon McCowan, Regional Administrator  
1301 Young Street Suite 914  
Dallas, TX 75202  
(214) 767-9648 (p)

#### States

Arkansas Louisiana New Mexico  
Oklahoma Texas

### Region VII - Kansas City

Linda Lewis, Regional Administrator  
Federal Office Building Room 276  
601 E 12th Street  
Kansas City, MO 64106  
(816) 426-3981 (p)

#### States

Iowa Kansas Missouri Nebraska

### Region VIII - Denver

Thomas Sullivan, Regional Administrator  
Federal Office Building  
1961 Stout Street 9th Floor  
Denver, CO 80294-3538  
(303) 844-3100(p)

#### States

Colorado Montana North Dakota  
South Dakota Utah Wyoming

### Region IX - San Francisco

Sharon Fujii, Regional Administrator  
50 United Nations Plaza Room 450  
San Francisco, CA 94102  
(415) 437-8400 (p)

#### 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

### Region X - Seattle

Steve Henigson, Regional Administrator  
2201 Sixth Avenue Room 610-M/S RX-70  
Seattle, WA 98121  
(206) 615 2547

#### States

Alaska Idaho Oregon Washington