

# ACF

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for Children  
and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration on Children, Youth and Families

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## PROGRAM INSTRUCTION

**TO:** State Agencies, Territories, and Insular Areas Administering or Supervising the Administration of Title IV-B, subparts 1 and 2, and Title IV-E of the Social Security Act (the Act); Organization Designated by the Governor to Apply for Child Abuse and Neglect Prevention and Treatment Programs State Grant Funds; State Independent Living and Education and Training Voucher Coordinators.

**SUBJECT:** June 30, 2012 submission of the Annual Progress and Services Report (APSR) required under Title IV-B of the Act for the Stephanie Tubbs Jones Child Welfare Services (CWS) and Promoting Safe and Stable Families (PSSF) Programs, the Child Abuse Prevention and Treatment Act (CAPTA) State Grant Program; and the Chafee Foster Care Independence Program (CFCIP) and the Education and Training Vouchers (ETV) Program; and the CFS-101, Part I, Annual Budget Request, Part II, Annual Summary of Child and Family Services, and Part III, Annual Expenditure Report—Title IV-B, subparts 1 and 2, CFCIP, and ETV.

**LEGAL AND RELATED REFERENCES:** The Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law (P.L.) 110-351); Title IV-B, subparts 1 and 2, sections 421-425, 428, 430-438, and Title IV-E, section 477 of the Act; sections 106 and 108 of CAPTA (42 U.S.C. 5106a.), as amended by P.L. 111-320, the CAPTA Reauthorization Act of 2010; the Indian Child Welfare Act of 1978 (P.L. 95-608); the Indian Self-Determination and Education Assistance Act (P.L. 93-638); 45 CFR Parts 1355 and 1357; the Patient Protection and Affordable Care Act (P.L. 111-148); and the Child and Family Services Improvement and Innovation Act (P.L. 112-34).

**PURPOSE:** This Program Instruction (PI) provides guidance to States, Territories, and Insular Areas (hereafter "States," unless otherwise noted) on actions they are required to take to receive their allotments for Fiscal Year (FY) 2013 (subject to the availability of appropriations) authorized under title IV-B, subparts 1 and 2, section 106 of CAPTA, CFCIP and ETV programs. This PI summarizes the actions required in completion and submission of the APSR,

CAPTA updates, and the CFS-101, Parts I, II, and III. A separate PI addresses requirements for Tribes, Tribal Consortia, and Tribal Organizations applying for funding under these programs.

**INFORMATION: Organization of the Program Instruction:**

- Section A. Background and Updates
- Section B. Submittal Rule for Insular Areas
- Section C. Instructions for States, Puerto Rico and the District of Columbia
- Section D. Child Abuse Prevention and Treatment Act State Grant Requirements
- Section E. Chafee Foster Care Independence and Education and Training Vouchers Programs
- Section F. Statistical and Supporting Information
- Section G. Financial Information
- Attachments

**Section A. Background and Updates**

Child and Family Services Plan (CFSP)

Every five years, States are required to develop a CFSP, a five-year strategic plan that sets forth the vision and the goals to be accomplished in order to strengthen the States' overall child welfare system. A primary purpose of the CFSP is to facilitate States' integration of the programs that serve children and families, including title IV-B, subparts 1 and 2 of the Act, and the CFCIP and ETV programs for older and/or former foster care youth, into a continuum of services for children and their families. The CFSP consolidates these plans to help States plan comprehensively for the full array of child welfare services, from prevention and protection through permanency (45 CFR 1357.15(a)). In the past, States have also been required to consolidate the plan for the CAPTA State grant into the CFSP. However, a change in law eliminated the requirement to develop a five-year plan for CAPTA and for FY 2012 all States submitted a new CAPTA State Plan that will remain in effect as long as the State continues to participate in CAPTA. However, continued annual reporting requirements for CAPTA are included in this PI.

The most recent CFSP, which was submitted on June 30, 2009, provided States' plans for their child welfare programs for FY's 2010 through 2014.

Annual Progress and Services Report (APSR)

The APSR provides an annual update on the progress made toward accomplishing the goals and objectives in the CFSP. Completion of the APSR satisfies the Federal regulations at 45 CFR 1357.16 by providing updates on a State's annual progress since the last APSR update and planned activities for the upcoming FY 2013.

In order for States and Territories to receive FY 2013 funds for title IV-B, CAPTA, CFCIP and ETV programs, the APSR must be submitted electronically to Children's Bureau (CB) Regional Offices (ROs) by June 30, 2012. In addition, a signed CFS-101, Annual Budget Request for title IV-B, subparts 1 and 2, CAPTA, CFCIP and ETV programs must be mailed or a signed PDF file

emailed to the ROs. (See addresses at Attachment C.) For the Insular Areas (Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands) to receive FY 2013 grants, Section B identifies the submission requirements for receiving a consolidated grant.

It is important that APSR submissions address all requirements outlined in this PI. Missing or incomplete information will result in the withholding of funds for the program(s) affected until such time as the information is complete and approval can be granted by the Administration for Children and Families (ACF). Requests for assistance or questions encountered in preparing the APSR should be submitted to the appropriate CB RO State Specialist.

Plans and activities included in the APSR must meet the provisions of 45 CFR 1357, title IV-B, subparts 1 and 2, title IV-E, and section 477 of the Act in order to obtain funding. These programs provide a critical source of funding for ensuring the safety, permanency, and well-being of children.

In preparing the APSR, each State must conduct an interim review of the progress made since the last APSR toward accomplishing the goals and objectives in the CFSP based on updated information and current data. In accordance with 45 CFR 1355.53, States with a Statewide Automated Child Welfare Information System (SACWIS) are expected to utilize data obtained from the case management system in assessing progress in the APSR, citing the source as such.

When conducting the annual review in preparation for submission of the APSR, the State must engage the agencies, organizations, and individuals, e.g., the State's Court Improvement Program, Tribes, youth, families, the Community-Based Child Abuse Prevention (CBCAP) lead agency, providers, and faith-based and community organizations, who are part of the ongoing CFSP-related consultation and coordination process, in accordance with 45 CFR 1357.16. States are also reminded that the CFSP and subsequent APSRs must integrate the findings of Federal reviews including the Child and Family Services Review (CFSR), an Adoption and Foster Care Analysis and Reporting System (AFCARS) Assessment Review, the title IV-E Foster Care Eligibility Review, and other relevant CB reviews, as well as planned activities identified in any Program Improvement Plans (PIPs) when addressing services and programs under this APSR.

#### Reauthorization of the Title IV-B Programs and New Program Requirements

Title IV-B programs must be reauthorized periodically by the Congress. On September 30, 2011, the President signed into law P.L. 112-34, the Child and Family Services Improvement and Innovation Act, which reauthorized programs funded under title IV-B for five years through FY 2016 and made a number of other changes.

CB issued Information Memorandum (IM) ACYF-CB-IM-11-06 on October 6, 2011 summarizing the major provisions of the law. Several of the changes made by the law will affect States' APSR submissions. These provisions are outlined below and are discussed in greater detail in the appropriate later sections of this PI.

*Changes to Title IV-B, subpart 1 (Stephanie Tubbs Jones Child Welfare Services Program) Plan Requirements:*

P.L. 112-34 requires grantees receiving title IV-B, subpart 1 funds to include additional information in the APSR regarding services provided to young children. The law also requires States to expand the information provided in the plan relating to health care coordination and oversight for children in foster care. In addition, States must report on their specific sources of information regarding child maltreatment deaths.

In the APSR due on June 30, 2012, States must include:

- A description of the activities undertaken by the State to reduce the length of time that young children under the age of five are in foster care without a permanent family (section 422(b)(18) of the Act); and
- A description of the activities the State undertakes to address the developmental needs of children under the age of five who receive services under the title IV-B or IV-E programs (section 422(b)(18) of the Act).

As part of the plan for the ongoing oversight and coordination of health care services for children in foster care, States must also include an outline of:

- How the State will monitor and treat emotional trauma associated with a child's maltreatment and removal, in addition to other health needs identified through screenings (section 422(b)(15)(A)(ii) of the Act); and
- Protocols for the appropriate use and monitoring of psychotropic medications (sections 422(b)(15)(A)(v) of the Act).

Finally, States must:

- Describe the sources used to compile information on child maltreatment deaths and, if applicable, why certain sources of information from the State vital statistics department, child death review teams, law enforcement agencies or offices of medical examiners or coroners are excluded, and how the agency will include the information (section 422(b)(19) of the Act).

*Changes to Title IV-B, subpart 2 (Promoting Safe and Stable Families) Plan Requirements:*

P.L. 112-34 added a requirement for States to address how they identify and target services to populations at greatest risk of maltreatment. In the APSR, States must:

- Describe how the State identifies which populations are at the greatest risk of maltreatment and how the State targets services to the populations at greatest risk of maltreatment (section 432(a)(10) of the Act).

P.L. 112-34 also amended several definitions applicable to the title IV-B, subpart 2 program:

- The law amended the definition of “family support services” to add mentoring as an allowable purpose (sections 431(a)(2)(B)(vi) and 439(b)(2) of the Act); and
- The law amended the definition of “time-limited reunification services” to add peer-to-peer mentoring and support groups for parents and primary caregivers, as well as services and activities to facilitate access to and visitation of children with parents and siblings, as allowable purposes (section 431(a)(7)(B)(vi) of the Act).

In the APSR, States must indicate whether they plan to revise their use of title IV-B, subpart 2 funds to support new activities, consistent with the changes in the definitions of family support services and time-limited reunification services.

### ***Monthly Caseworker Visit Standards and Use of Funds***

Several changes were made to monthly caseworker visit requirements, including:

- *Monthly Caseworker Visit Data and Standards:* P.L. 112-34 revised requirements relating to submission of monthly caseworker visit data and performance standards. PI ACYF-CB-PI-12-01, issued on January 6, 2012, provides detailed information on the revised requirements.
- *Use of Monthly Caseworker Visit Funds:* P.L. 112-34 revises the purpose for the use of title IV-B, subpart 2 formula grants provided to States for monthly caseworker visits. The law now specifies that States must use monthly caseworker visit funding to improve the quality of caseworker visits with an emphasis on improving caseworker decision-making on the safety, permanency, and well-being of foster children and caseworker recruitment, retention and training (section 436(b)(4)(B)(i) of the Act).

### **Section B. Submittal Rule for Insular Areas**

The Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands may each submit consolidated grant applications in accordance with 45 CFR Part 97. These jurisdictions do not need to submit an APSR as described in this PI if they choose to have their title IV-B, subparts 1 and/or 2 (including the monthly caseworker visit funds) and/or CAPTA allotments included in a consolidated grant, and expend these funds under authority of another program that is available for consolidation. If an Insular Area chooses to consolidate its application for FY 2012 title IV-B, subparts 1 and/or 2, and/or CAPTA, it must notify its CB RO in writing of its intent by June 30, 2012.

An insular area that chooses to submit an APSR in lieu of receiving a consolidated grant may do so and must follow the guidance included under Section C. The plan must be submitted to its CB RO by June 30, 2012.

## **Section C. Instructions for States, Puerto Rico and the District of Columbia**

### APSR Submission

States must submit an electronic copy of their APSR to the RO by June 30, 2012. The APSR document must be in the format of a Word document or as a PDF that was created in Word and then saved as a PDF (but not a scanned PDF). The APSR may be submitted as an attachment to an e-mail or on a compact disc. Please do not embed PDF files or documents in the APSR submission.

It is CB's intent to make these documents available to the public through the website, therefore, we request that documents be submitted in a manner that is conducive to posting. Substantial changes to the CAPTA State Plan, the Health Care Oversight and Coordination Plan, or the Disaster Plan should be sent as a document that can be posted as an attachment or as an appendix to the original plan. States may also submit any of these as an entirely new plan. States are asked to clearly indicate the content of each document submitted. Please contact your RO if additional information is needed about how to submit updates or changes.

Please also include a link to the location of where the APSR and other plans are located on the State's websites and provide a name, email, and telephone number of the State contact for the APSR.

The State must submit required budget forms by mail or e-mail in PDF file format, including:

- CFS-101, Part I for FY 2013, with required signature;
- CFS-101, Part II with planned expenditures for the use of FY 2013 funds;
- CFS-101, Part III with estimated and actual expenditures of FY 2010 grants for the title IV-B, and, at State option, the CFCIP and ETV programs, with required signature.

If a State wishes to revise its previously approved funding request for the FY 2012 grants, either by releasing funds for reallocation or by requesting more funds than originally requested and approved, then the State must submit a revised CFS-101 Part I for FY 2012 indicating:

1. the amount of funds that the State does not expect to utilize from its FY 2012 allotment during the upcoming year to carry out the title IV-B, CFCIP and/or ETV program activities; and/or
2. the amount of funds the State is requesting if additional funds become available for the title IV-B, CFCIP and/or ETV program (if different from earlier requests).

*Certifications and Assurances:* Certification and assurances submitted with the 2010-2014 CFSP, and for compliance with the Patient Protection and Affordable Care Act (the CFCIP Certification) or the CAPTA State Plan do not need to be re-submitted with the 2013 APSR unless a change in the State has occurred so that a new certificate is warranted.

The APSR must address each of the following:

- The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
- Services provided in the four areas under the Promoting Safe and Stable Families Program (title IV-B, subpart 2):
  - Family Preservation;
  - Family Support;
  - Time-Limited Family Reunification; and
  - Adoption Promotion and Support Services;
- Training activities in support of the CFSP goals and objectives, including training funded by titles IV-B and IV-E;
- Monthly Caseworker Visit Funds;
- Adoption Incentive Funds;
- Child Welfare Waiver Demonstrations approved under section 1130 of the Act, as appropriate;
- CFCIP; and
- ETV.

## **1. Service Description**

States are asked to report the information identified below for each of the programs:

- The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
  - Services provided in the four areas under the Promoting Safe and Stable Families Program (title IV-B, subpart 2):
    - Family Preservation;
    - Family Support;
    - Time-Limited Family Reunification; and
    - Adoption Promotion and Support Services;
  - CFCIP and ETV (Please also see Section E).
- 
- Report on the specific accomplishments and progress achieved since the last APSR update toward meeting each goal and objective in the CFSP including improved outcomes for children and families, as well as, providing a more comprehensive, coordinated, and effective child and family services continuum (45 CFR 1357.16(a)(1)). Cite relevant State and local data supporting the State's assessment of the progress toward meeting each of the goals and objectives of the CFSP.
  - If applicable, describe the steps the State agency will take to expand and strengthen the range of existing services and to develop and implement services to improve child outcomes. Explain planned activities, new strategies for improvement, and the method(s) to be used to measure progress in the upcoming fiscal year.
  - Describe any revisions to the goals and objectives established in the CFSP (45 CFR 1357.16(a)(2)).
  - Update the goals and objectives to incorporate any areas needing improvement that were identified in a CFSR, title IV-E, AFCARS, or other program improvement plans. If the

current CFSP does not have a goal or objective that addresses any area needing improvement, the associated goal or objective must be added to the APSR.

- Describe the services to be provided in FY 2013, highlighting any changes or additions in services or program design and how the services will assist in achieving program purposes (45 CFR 1357.16(a)(4)). For each service provided report:
  1. the population(s) to be served;
  2. the geographic areas where the services will be available; and
  3. the estimated number of individuals and families to be served.

This information may be provided in Part II of the CFS-101 form (Attachment B).

- Identify and describe which populations are at the greatest risk of maltreatment, how the State identified these populations and how services are targeted to those populations (section 432(a)(10) of the Act).

## **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 section should also describe stakeholder or partner involvement in the review of progress made in the past fiscal year and expected updates for the coming year (45 CFR 1357.15(l)).
- Provide an update on how the State has demonstrated substantial, ongoing, and meaningful collaboration between the child welfare agency and the courts, with regard to the development of the APSR and any CFSR or title IV-E program improvement plans (section 422(b)(13) of the Act).

## **3. Program Support**

### *Workforce Information*

Nationally, there is a greater understanding of the importance of having a competent and well-trained child welfare workforce in order to drive the outcomes of safety, permanency, and well-being for children and families involved with the child welfare system.

In the CFSP, States were asked to provide a basic overview of how the child welfare workforce is being trained. This year, CB is asking States, as part of their APSR submission, to provide more detailed information and a description of their child welfare workforce in order to analyze and report on workforce challenges, barriers and strengths and how these influence the ability of the State to achieve the goals and objectives of the CFSP. Many States conduct workforce studies and use those findings to inform training plans and other efforts. We are interested in those findings. States are encouraged to involve their State Training Division in developing information for this section of the APSR. As part of the information on workforce provided in the APSR, States are to report, to the extent possible:

- How staff is recruited and selected;
- Degrees and certifications required for child welfare workers and other professionals responsible for the management of cases and child welfare staff;
- Demographic information on current staff and recent hires. For example:
  - Educational Degrees, such as the number of child welfare workers with a:
    - Bachelor of Social Work (BSW);
    - Title IV-E supported BSW;
    - Master of Social Work (MSW);
    - Title IV-E supported MSW; or
    - Other Degree;
  - Years of child welfare experience or other related experience working with children and families;
  - Race/Ethnicity;
  - Salaries; and
  - Position Types;
- Training provided to new child welfare workers to ensure competencies identified;
- Caseload size depending on the child welfare program (i.e. intake, reunification)
- How ongoing training is selected and provided to ensure the competencies of caseworkers, supervisors, managers and administrators;
- How skill development of new and experienced staff is measured;
- Information related to tracking staff turnover and vacancy rates. For example:
  - Retirements;
  - Dismissals;
  - Lateral or promotional moves;
  - Voluntary resignation; and
- Supervisor- to-Worker Ratios.

CB recognizes that not all States may have data in all of the areas listed above. However, States are asked to use available information to assess current workforce strengths and challenges and to consider how to capture additional information that can facilitate ongoing workforce analysis and assessment in support of enhanced workforce capacity and improved outcomes for children and families.

### *Updates to Training Plan*

States must provide updated information on training plan requirements, including:

- As needed, update the training plan that was submitted with the CFSP. Any training activities to be paid for with title IV-E funds that were not included in the CFSP training plan or added in last year's APSR must be included in the updated training plan.
- For any new training not previously described, the State must address the following in its updated training plan:
  - A brief, one-paragraph syllabus of the training activity;

- Indication of the specifically allowable title IV-E administrative functions the training activity addresses;
- Description of the setting/venue for the training activity;
- Indication of the duration category of the training activity (i.e., short-term, long-term, part-time, full-time);
- Description of the proposed provider of the training activity;
- Specification of the approximate number of days/hours of the training activity;
- Description of the audience to receive the training;
- Description of estimated total cost; and
- Cost allocation methodology applied to training costs.

(See ACYF-CB-PI-09-06 for further guidance on information that must be included in the training plan.)

#### *Technical Assistance and Other Program Support*

- Describe the State’s training and technical assistance provided to counties and other local or regional entities that operate State programs and its impact on the achievement of CFSP/APSR goals and objectives. Describe training and technical assistance that will be provided in the upcoming fiscal year. (See 45 CFR 1357.16(a)(5).)
- Describe the technical assistance that the State anticipates requesting from the CB Training and Technical Assistance network, including National Resource Centers, Implementation Centers, and Quality Improvement Centers, in support of the CFSP/APSR goals and objectives (45 CFR 1357.16(a)(5)).
- Describe child and family services related research, evaluation, management information systems, and/or quality assurance systems that will be updated or implemented in FY 2013. Specify any additions or changes in services or program designs that have been found to be particularly effective or ineffective based on the State’s evaluation of programs. (See 45 CFR 1357.16(a)(5).)

#### **4. Consultation and Coordination Between Tribes and States**

In accordance with section 422(b)(9) of the Act, States were required to include in the CFSP a description, developed in consultation with Indian Tribes in the State, of the specific measures taken by the State to comply with the Indian Child Welfare Act (ICWA).

In the APSR:

- Describe the process used to consult with Tribes since the last APSR. Provide specific information on the name of Tribes and Tribal representatives with whom the State has consulted. (States without Federally-recognized Tribes within their borders should still consult with Tribal representatives.) (See 45 CFR 1357.15(l).)
- Citing any available data, assess the level of compliance and the progress made to improve compliance with ICWA during the past year, as informed by consultation with

Tribes. Listed below are some components in ICWA that States must address in consultation with Tribes and in the CFSP/APSR:

- Notification of Indian parents and Tribes of State proceedings involving Indian children and their right to intervene;
  - Placement preferences of Indian children in foster care, pre-adoptive, and adoptive homes;
  - Active efforts to prevent the breakup of the Indian family when parties seek to place a child in foster care or for adoption; and
  - Tribal right to intervene in State proceedings, or transfer proceedings to the jurisdiction of the Tribe.
- Update the goals and describe the specific activities that have been or will be undertaken to improve or maintain compliance with ICWA. Include information on any changes to laws, policies or procedures, and/or a description of any trainings implemented to increase compliance with ICWA.
  - State agencies and Tribes must also exchange copies of their CFSP and their APSR. Describe how the State is meeting this requirement. (See 45 CRF 1357.15(v).)
  - Provide information regarding consultations with Indian Tribes in the State specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth under the Chafee Foster Care Independence Act (CFCIP). Describe how the State has negotiated in good faith with any Tribe requesting to develop an agreement to with the State to receive from the State a portion of the State's allotment to operate CFCIP and/or ETV (section 477(b)(3)(G) of the Act). This instruction is further delineated in Section E of this PI.

In carrying out continued consultation and coordination with Tribes on child welfare programs, States should be aware that section 479B of the Act allows Federally-recognized Tribes, Tribal consortia, and Tribal organizations to apply to ACF to receive title IV-E funds directly for foster care, adoption assistance, and, at Tribal option, for guardianship assistance programs. In addition, Section 477(j) of the Act creates an option for Tribes, with an approved title IV-E plan or a title IV-E Tribal/State agreement, to receive directly from ACF a portion of the State's CFCIP and/or ETV allotments to provide services to Tribal foster/ former foster youth.

The opportunity to operate a title IV-E, CFCIP, and/or ETV program is not time limited. A Tribe has the discretion to determine whether or when it wants to develop its own title IV-E, CFCIP, and/or ETV programs. States remain responsible for serving resident Indian children who are not otherwise being served by an Indian Tribe under an agreement with the State or under a direct title IV-E, CFCIP, and/or ETV plan (section 301(d)(2) of P.L. 110-351). The law explicitly permits Indian Tribes to continue existing title IV-E agreements with States and/or enter into new agreements with States to administer all or part of the title IV-E program on behalf of Indian children and to access title IV-E administration, training, and data collection resources (section 479B(e) of the Act). States must negotiate in good faith with Indian Tribes,

Tribal consortia, and Tribal organizations seeking title IV-E Tribal/State agreements (section 471(a)(32) of the Act).

To support such Tribal/State agreements, the law permits Federal reimbursement of title IV-E assistance payments under such agreements at the Tribal Federal Medical Assistance Percentage (FMAP) rate, if that rate is higher than the State FMAP rate (section 474(A)(1) and (2) of the Act). (See ACYF-CB-IM-11-05, issued September 30, 2011, for information on the methodology for establishing Tribal FMAP rates and a table listing FY 2012 Tribal FMAP rates for many tribes that have expressed interest in the title IV-E program and/or are currently participating in title IV-E agreements with States).

## 5. Health Care Services

Section 422(b)(15)(A) of the Act requires States to develop a plan for ongoing oversight and coordination of health care services for children in foster care. States must develop the plan in coordination with the State title XIX (Medicaid) agency, and in consultation with pediatricians and other experts in health care, and experts in and recipients of child welfare services.

P.L. 112-34 added requirements to the plan for the ongoing oversight and coordination of health care services for children in foster care. States must now report an outline of:

1. how the title IV-B agency will monitor and treat emotional trauma associated with a child's maltreatment and removal, in addition to other health needs identified through screenings (section 422(b)(15)(A)(ii) of the Act; and
2. protocols for the appropriate use and monitoring of psychotropic medications, as part of its current oversight of prescription medicines (sections 422(b)(15)(A)(v) of the Act).

Reflecting all recent amendments, the Health Care Oversight and Coordination Plan, developed in coordination with the State Medicaid agency, must now include an outline of the items listed below (new requirements appear in italics):

- A schedule for initial and follow-up health screenings that meet reasonable standards of medical practice;
- How health needs identified through screenings will be monitored and treated, *including emotional trauma associated with a child's maltreatment and removal from home*;
- How medical information will be updated and appropriately shared, which may include developing and implementing an electronic health record;
- Steps to ensure continuity of health care services, which may include establishing a medical home for every child in care;
- The oversight of prescription medicines, *including protocols for the appropriate use and monitoring of psychotropic medications*; and
- How the State actively consults with and involves physicians or other appropriate medical or non-medical professionals in assessing the health and well-being of children in foster care and in determining appropriate medical treatment for the children; and
- Steps to ensure that the components of the transition plan development process required under section 475(5)(H) that relate to the health care needs of youth aging out of foster

care, including the requirements to include options for health insurance, information about a health care power of attorney, health care proxy, or other similar document recognized under State law, and to provide the child with the option to execute such a document, are met.

For the APSR submission, States must provide information on:

- How children are screened, the tools used to assess for signs of trauma, and highlight how these assessments are used to inform case planning and referral for services. In addition, States should describe how staff and other providers are trained to support the treatment of emotional trauma.
- The protocols used to monitor the appropriate use of psychotropic medications for children and youth in the foster care system. States must support their choice of protocols and provide additional information on how the child welfare workforce and providers are trained on the appropriate use of psychotropic medications. The State's protocol must address:
  - Comprehensive and coordinated screening, assessment, and treatment planning mechanisms to identify children's mental health and trauma-treatment needs (including a psychiatric evaluation, as necessary, to identify needs for psychotropic medication);
  - Informed and shared decision-making (consent and assent) and methods for ongoing communication between the prescriber, the child, his/her caregivers, other healthcare providers, the child welfare worker, and other key stakeholders;
  - Effective medication monitoring at both the client and agency level;
  - Availability of mental health expertise and consultation regarding both consent and monitoring issues by a board-certified or board-eligible Child and Adolescent Psychiatrist (at both the agency and individual case level); and
  - Mechanisms for sharing accurate and up-to-date information related to psychotropics to clinicians, child welfare staff, and consumers. This should include both data sharing mechanisms (e.g., integrated information systems) and methods for sharing educational materials.

In order to support work on the topic of psychotropic medications, CB organized a series of webinars and other informational resources to support the appropriate use of psychotropic medications. Please see ACYF-CB-IM-12-03, issued on April 11, 2012 <http://www.childwelfare.gov/systemwide/mentalhealth/effectiveness/psychotropic.cfm> for more resources.

- Any others modifications to the Health Care Oversight and Coordination Plan that the State, in conjunction with health care professionals, has determined are necessary.

## **6. Disaster Plans**

Section 422(b)(16) of the Act requires that States have in place, procedures explaining how the State programs assisted under title IV-B, subparts 1 and 2, or title IV-E, would respond to a disaster, in accordance with criteria established by the Secretary. These procedures should describe how a State would:

- Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster;
- Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases;
- Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster;
- Preserve essential program records; and
- Coordinate services and share information with other States.

States are required to review their previously submitted disaster plan to determine if changes are needed. If the State determines changes are necessary, describe in the APSR the changes the State is making or include an updated disaster plan. If the State determines that no changes are necessary, note this fact in the APSR. Specify whether the State was affected by a disaster since the last APSR, and, if so, describe how the plan was used and assess its effectiveness.

## **7. Foster and Adoptive Parent Recruitment**

Section 422(b)(7) of the Act requires that the State's CFSP provide for the diligent recruitment of foster and adoptive families that reflect the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed. In the APSR, describe the State's progress and accomplishments made since the last APSR, citing any relevant data, and describe planned activities for recruiting foster and adoptive families in FY 2013. States are encouraged to utilize the resources and information developed by or available through AdoptUSKids located at: <http://www.adoptuskids.org/>.

## **8. Monthly Caseworker Visit Formula Grants**

P.L. 112-34 revised the purpose for the use of title IV-B, subpart 2 formula grants provided to State agencies for monthly caseworker visits. Federal law now specifies that State agencies must use monthly caseworker visit funding to improve the quality of caseworker visits with an emphasis on improving caseworker decision-making on the safety, permanency, and well-being of foster children and caseworker recruitment, retention, and training (section 436(b)(4)(B)(i) of the Act). States must indicate any changes planned for the use of monthly caseworker visits funds to be in consistent with new requirements.

In the APSR, States must also describe their action steps to ensure that the total number of monthly caseworker visits to children in foster care is not less than 90 percent of the total visits that would be made if each child were visited once per month for FYs 2012 and 2013. See PI,

ACYF-CB-PI-12-01, issued January 6, 2012, for more information on new monthly caseworker visit performance standards and data requirements.

Also refer to information in Section G of this PI, “Statistical and Supporting Information,” for instructions on submitting FY 2012 caseworker visit data.

## **9. Adoption Incentive Payments**

P.L. 110-351 re-authorized the Adoption Incentives Program, amending section 473A of the Act to extend the Adoption Incentive Program through FY 2013 and making other changes in the program. IM ACYF-CB-IM-09-03, issued September 1, 2009, provided detailed information on the new provisions and procedures for determining adoption incentive awards. Thirty-two States received adoption incentive awards in FY 2011.

To promote timely and well-planned expenditure of any adoption incentive funds, States were required to specify in the CFSP the services they expected to provide to children and families with the adoption incentive funds and the State’s plans for timely expenditure of the funds. In the APSR, report on how Adoption Incentive funds received during FY 2011 were or will be spent and describe any changes to how the State plans to use such funds should they receive adoption incentives in the coming fiscal year.

## **10. Child Welfare Waiver Demonstration Activities (applicable States only)**

If the State has been approved to operate a child welfare waiver demonstration project under section 1130 of the Act, it must provide a description of its coordination efforts to integrate the activities under the CFSP with the goals and objectives of the demonstration. In particular, the State must discuss how title IV-B monies are used to maximize the use of flexible title IV-E dollars in the demonstration.

## **11. Quality Assurance System**

The State’s CFSP includes a description of the Quality Assurance (QA) system it uses to regularly assess the quality of services under the CFSP and assure that there are steps taken to address identified problems (45 CFR 1357.15(u)). In the APSR, provide an update on improvements to the QA system, the use of data from quality assurance and other systems, any challenges the State has identified with the QA system itself and/or as a result of the QA system and the steps the State is taking to address identified challenges. Describe any specific changes or improvements the State has made to programs or procedures since the last APSR based on QA system findings.

## **12. Services for Children Under the Age of Five**

P. L. 112-34 added a title IV-B, subpart 1 plan requirement to require the State title IV-B agency to describe activities undertaken to reduce the length of time children in foster care under the age of five are without a permanent family. In addition, the laws added a requirement for States to describe activities to address the developmental needs of these children (section 422(b)(18) of

the Act). Services must recognize the distinct development needs of infants, toddlers, and children.

In the APSR, States must report on their efforts to provide developmentally appropriate services. This information must include:

- The number of children under the age of five in foster care projected to be without a permanent family in FY 2012 and FY 2013;
- The method of tracking these children and the demographics and characteristics of the identified children;
- The targeted services provided to these children to find a permanent family and how they address the developmental needs of infants, toddlers, and children;
- The approach that has been developed for working with this group of infants, toddlers, and children (e.g. priorities for safety assessments, service delivery for reunification, and standards regarding the foster parent-to-child ratio); and
- How the State addresses the training and supervision of caseworkers, foster parents, and other providers with respect to this population.

### **13. Child Maltreatment Deaths**

CAPTA requires States receiving the CAPTA State grant to annually provide, to the maximum extent practicable, an annual State data report relating to child abuse and neglect and child protective services. Most of the data elements for the annual report are collected through the National Child Abuse and Neglect Data System (NCANDS). Among these data elements is one reporting the number of deaths in the State during the year resulting from child abuse and neglect (Section 106(d)(5) of CAPTA).

While NCANDS has collected and reported data on child maltreatment fatalities for many years, there is concern that the data States report to NCANDS may not capture all fatalities attributable to child abuse and neglect. In July 2011, the U.S. Government Accountability Office issued a report entitled “Strengthening National Data on Child Fatalities Could Aid in Prevention” (GAO-11-599) addressing this topic. Among the issues discussed in the report was the sources of data States consult when submitting information to NCANDS.

In light of the GAO report and congressional concerns on this topic, P.L. 112-34 added a new title IV-B, subpart 1 plan requirement that State title IV-B agencies must describe in their plan the sources of data used to report child maltreatment fatality data to NCANDS. Specifically, States must describe the sources used to compile information on child maltreatment deaths and, if applicable, why certain sources of information from the State vital statistics department, child death review teams, law enforcement agencies or offices of medical examiners or coroners are excluded and how the agency will include the information (section 422(b)(19) of the Act).

Therefore, in the APSR, States must:

- Describe all sources of information relating to child maltreatment fatalities that it currently uses to report data to NCANDS;

- If the State does not use information from the State’s vital statistics department, child death review teams, law enforcement agencies and medical examiners’ offices when reporting child maltreatment fatality data to NCANDS, explain why any of these sources are excluded; and
- If not currently using all sources of child maltreatment fatality data listed in the previous bullet, describe the steps the agency will take to expand the sources of information used to compile this information.

To ensure that information in the title IV-B plan is consistent with related information reported directly to NCANDS, each State’s contact for NCANDS should be consulted in developing this response in the APSR. A list of NCANDS State contacts is provided in Attachment D.

#### **Section D. Child Abuse Prevention and Treatment Act State Plan Requirements**

To be eligible to receive a FY 2012 CAPTA State grant, each State was required to submit a new CAPTA State Plan. States will no longer need to submit a new CAPTA State Plan every five years but CB will continue to require that the annual report describing use of CAPTA funds required by Section 108(e) of CAPTA be submitted with the APSR.

For continued CAPTA funding, States must:

- Describe substantive changes, if any, to State law or regulations, including laws and regulations relating to the prevention of child abuse and neglect, that could affect the State’s eligibility for the CAPTA State grant (section 106(b)(1)(C)(i)). The State must also include an explanation from the State Attorney General as to why the change would, or would not, affect eligibility. 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.
- Describe any significant changes from the State’s previously approved CAPTA plan in how the State proposes to use funds to support the 14 program areas (section 106(b)(1)(C)(ii)).
- Describe how CAPTA state grant funds were used, alone or in combination with other Federal funds, to meet the purposes of the program since the submission of the CAPTA State Plan (section 108(e) of CAPTA).
- 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).

States must include all required information indicated above in their APSR submission. Missing or incomplete information will result in the withholding of CAPTA funds until such time as approval can be granted by ACF. Please note that compliance with the eligibility requirements for a CAPTA State Grant Program is a prerequisite for eligibility to receive funding under the Children’s Justice Act State Grant Program, authorized by section 107(a) of CAPTA.

Finally, to facilitate ongoing communication between CB and States on issues relating to CAPTA and child abuse and neglect, please submit the name, address, and email for the State CAPTA coordinator (also known as the State Liaison Officer) or where this information can be found on the State's website.

### **Section E. Chafee Foster Care Independence and Education and Training Vouchers Programs**

In addition to the information described in Section C, items 1-3, above (Program Service Description, Collaboration and Program Support), the CFCIP requires that the following specific information be incorporated into the APSR:

- Report on the State's specific accomplishment achieved since the last APSR and planned activities for FY 2013 for each of the following seven purpose areas:
  1. Help youth transition 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 aging out of foster care through mentors and the promotion of interactions with dedicated adults;
  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 to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition into adulthood;
  6. Make available vouchers for education and training, including postsecondary education, to youth who have aged out of foster care; and
  7. Provide services to youth who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption.
  
- Report activities performed since the last APSR and planned for FY 2013 to coordinate services with other Federal and State programs for youth (especially transitional living programs funded under Part B of the Juvenile Justice and Delinquency Prevention Act of 1974, abstinence programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies in accordance with section 477(b)(3)(F) of the Act.
  
- Provide information on specific training that was conducted since the last APSR and planned for FY 2013 in support of the goals and objectives of the States' CFCIP and to help foster parents, relative guardians, adoptive parents, workers in group homes, and case managers understand and address the issues confronting adolescents preparing for independent living, consistent with section 477(b)(3)(D) of the Act. Such training should be incorporated into the APSR training plan, but identified as pertaining to CFCIP, with costs allocated appropriately.

- If applicable, update the information regarding 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. Note: CFCIP funds placed in a trust fund must be expended during the applicable grant period. Refer to ACFY-CB-PI-05-06 for current guidance on trust funds.
- Describe any activities undertaken to involve youth (up through age 20) in State agency efforts such as the CFSR/PIP process and the agency improvement planning efforts.
- Describe, if applicable, how the State utilizes, or plans to utilize, the option to expand Medicaid to provide services to youth ages 18 through 20 years old who have aged out of foster care.
- Provide 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 CFCIP.
  - 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.
  - Report the CFCIP benefits and services currently available and provided for Indian children and youth in fulfillment of this section and the purposes of the law.
  - Describe whether and how the State has negotiated, in good faith, with any Tribe that requested to develop an agreement to administer or supervise the CFCIP or an ETV program with respect to eligible Indian children and to receive an appropriate portion of the State's allotment for such administration or supervision. Describe the outcome of that negotiation.

### Education and Training Voucher Program

In addition to the information described in Section C, items 1-3, above (Program Service Description, Collaboration and Program Support), ETV requires that the following specific information be incorporated into the APSR:

- 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.
- Indicate how the ETV program is administered, whether by the State child welfare agency in collaboration with another State agency or another contracted ETV provider, if changed.

## Section F. Statistical and Supporting Information

The following information must be reported on in the APSR:

1. Education and Training Vouchers: Identify the number of youth who received ETV awards from July 1, 2010 through June 30, 2011 (the 2010-2011 School Year) and July 1, 2011 through June 30, 2012 (the 2011-2012 School Year). States may estimate totals if they do not have the total number for the 2011-2012 School Year.

Report the number of youth who were new voucher recipients in each of the school years. To facilitate more consistent reporting, please see Attachment E for a format to report information on the ETVs awarded.

2. Inter-Country Adoptions: Report the number of children who were adopted from other countries and who entered into State custody in FY 2011 as a result of the disruption of a placement for adoption or the dissolution of an adoption, the agencies who handled the placement or the adoption, the plans for the child, and the reasons for the disruption or dissolution. (See section 422(b)(12) of the Act.)
3. CAPTA Annual State Data Report Items: Each State receiving the CAPTA State grant must annually provide, to the maximum extent practicable, an Annual State Data Report. The complete list of data elements to be included in the report can be found in section 106(d) of CAPTA. Most information for this report is collected through State participation in the National Child Abuse and Neglect Data System (NCANDS). The following items are to be included in the APSR submission.

*Information on Child Protective Service Workforce*: For child protective service personnel responsible for intake, screening, assessment, and investigation of child abuse and neglect reports in the State, report available information or data on the following:

- information on the education, qualifications, and training requirements established by the State for child protective service professionals, including requirements for entry and advancement in the profession, including advancement to supervisory positions;
- data on the education, qualifications, and training of such personnel;
- demographic information of the child protective service personnel; and
- information on caseload or workload requirements for such personnel, including requirements for average number and maximum number of cases per child protective service worker and supervisor (section 106(d)(10) of CAPTA).

If the State was unable last year and continues to be unable this year to provide all the requested information relating to the child protective service workforce, please provide

an explanation as to why that information is not currently available, and describe any steps the State will take to be able to report the information in the future.

*Juvenile Justice Transfers:* Report the number of children under the care of the State child protection system who were transferred into the custody of the State juvenile justice system in Federal FY 2011 (specify if another time period is used). Provide contextual information about the source of this information and how the State defines the reporting population (section 106(d)(14) of CAPTA).

4. Monthly Caseworker Visit Data: States are required to collect and report data on monthly caseworker visits with children in foster care (section 424(f) of the Act). Data for FY 2012 is to be reported separate from the APSR and will be due for submission to CB by **December 17, 2012**. The statute requires States to collect and report the data on caseworker visits for FY 2012:
- The total number of visits made by caseworkers on a monthly basis to children in foster care during a fiscal year must not be less than 90 percent of the total number of such visits that would occur if each child were visited once every month while in care.
  - At least 50 percent of the total number of monthly visits made by caseworkers to children in foster care during a fiscal year must occur in the child's residence.

Caseworker visit data for any Federal fiscal year must comprise the full 12-month period, e.g., for FY 2012, data must cover the period from October 1, 2011 through September 30, 2012.

States are required to submit data for FY 2012 according to the requirements found in section 424(f) of the Act, as amended. Additional information on the requirement was provided in ACYF-CB-PI-12-01, issued on January 6, 2012.

States must submit the data listed in items #1-4 specified in *Data Needed for Computation and Verification* and the derived percentages specified in *Calculation of Percentages*.

*Data Needed for Computation and Verification*

The following four data elements are required to compute the percentages and verify the selection of the data reporting population for FY 2012:

1. The aggregate number of children in the data reporting population;
2. The total number of monthly caseworker visits made to children in the reporting population. If multiple visits were made to a child during the calendar month, the State must count them as one monthly visit;

3. The total number of complete calendar months children in the reporting population spent in care;
4. The total number of monthly visits made to children in the reporting population that occurred in the child's residence. If multiple visits were made to a child during the month and at least one of those visits occurred in the child's residence, the State should count and report that one monthly visit occurred in the residence of the child.

#### *Calculation of Percentages*

Based on these four data elements, States must calculate percentages in the following way:

- The ***percentage of visits made on a monthly basis by caseworkers to children in foster care*** is determined by taking the number of monthly visits made to children in the reporting population (item #2) and dividing it by the number of such visits that would occur during the FY if each such child were visited once per month while in care (item #3). The quotient is multiplied by 100 and expressed as a percentage, rounded to the nearest whole number.
- The ***percentage of visits that occurred in the residence of the child*** is determined by taking the number of monthly visits made to children in the reporting population that occurred in the residence of the child (item #4) and dividing it by the total number of monthly visits made to children in the reporting population (item #2). The quotient is multiplied by 100 and expressed as a percentage, rounded to the nearest whole number.

#### *Verification of Data Reporting Population*

CB will assess the accuracy and completeness of the data reporting population by comparing the aggregate number of children who are in the reporting population (item #1) to an extract of equivalent data the State reports through AFCARS for the two six-month periods that make up the same FY. The State must satisfactorily explain differences of greater than +/- 10 percent between the two sources as a condition of ACF acceptance of the caseworker visit reporting data.

#### *Option to Use Sampling*

Any State wishing to use a sampling methodology to fulfill the revised monthly caseworker data reporting requirements must contact its CB RO to obtain approval before submitting data for FY 2012 (or any subsequent FY if a new or revised sampling methodology is to be employed following approval of the FY 2012 methodology). To gain approval, the State must either obtain an updated sampling methodology developed by the CB Data Team or develop its own sampling methodology in consultation with the CB Data Team.

In reporting data, States must identify whether any of the submitted data (items #1-4 *under Data Needed for Computation and Verification*) were derived through sampling.

*Potential Reduction in Federal Financial Participation (FFP)*

Changes to sections 424(f)(1)(B) and 424(f)(2)(B) of the Act require a reduction in FFP for failure to meet the percentages for monthly caseworker visits and visits in the residence of the child as prescribed in statute. The following chart details the FFP reductions associated with each level of non-compliance:

<b>If the title IV-B agency falls short of statutory percentage by:</b>	<b>The Federal match for the title IV-B, subpart 1 will be reduced by:</b>
Less than 10%	1 percentage point
10% to less than 20%	3 percentage points
20% or more	5 percentage points

The FFP reductions will be separately assessed for the monthly caseworker visit requirement and the visits in the residence of the child requirement. For example, if the percentage of the State's required monthly visits in a single FY is 14 percent below the required level and the percentage of the visits occurring in the residence of the child is five percent below the required level, the FFP rate reduction applied to title IV-B, subpart 1 funds in the following FFY would be 4 (3+1) percentage points.

In any FY in which a State fails to meet the prescribed minimum percentage for one or both data requirements, ACF will continue to make the full Federal allotment available to the State, but the State must increase its match rate in order to access the full Federal allotment. Any FFP reduction(s) shall be combined and applied to the title IV-B, subpart 1 funding allocation for the FY following the year for which the required compliance level was not met.

**Section G. Financial Information**

**1. Payment Limitations – Title IV-B, Subpart 1:**

- States may not spend more title IV-B, subpart 1, funds for child care, foster care maintenance and adoption assistance payments in FY 2012 than the State expended for those purposes in FY 2005 (section 424(c) of the Act). The APSR submission should include information on the amount of FY 2005 title IV-B, subpart 1, funds that the State expended for child care, foster care maintenance, and adoption assistance payments for comparison purposes. States are also advised to retain this information in their files for comparison with expenditure amounts in future fiscal years.
- The amount of State expenditures of non-Federal funds for foster care maintenance payments that may be used as match for the FY 2012 title IV-B, subpart 1 award may not exceed the amount of such non-Federal expenditures applied as State match for

title IV-B, subpart 1 for the FY 2005 grant (section 424(d) of the Act). The APSR submission should include information on the amount of non-Federal funds that were expended by the State for foster care maintenance payments and used as part of the title IV-B, subpart 1 State match for FY 2005. States are also advised to retain this information in their files for comparison with expenditure amounts in future fiscal years.

- States may spend no more than ten percent of title IV-B, subpart 1 Federal funds for administrative costs (section 424(e) of the Act).

## **2. Payment Limitations – Title IV-B, Subpart 2**

- States are required to spend a significant portion of their title IV-B, subpart 2 PSSF grant for each of the four service categories of PSSF: family preservation, community-based family support, time-limited family reunification, and adoption promotion and support services. For each service category with a percentage of funds that does not approximate 20 percent of the grant total, the State must provide in the narrative portion of the APSR a rationale for the disproportion. 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. States must provide the estimated expenditures for the described services on the CFS-101, Part II.
- States may spend no more than ten percent of Federal funds under title IV-B, subpart 2 for administrative costs (section 434(d) of the Act). This limitation applies to both the PSSF Program and the Monthly Caseworker Visit grant.
- States must provide the FY 2010 State and local share expenditure amounts for the purposes of title IV-B, subpart 2 for comparison with the State's 1992 base year amount, as required to meet the non-supplantation requirements in section 432(a)(7)(A) of the Act.

## **3. FY 2012 Funding—Revised CFS-101 Budget Request**

- If the State's final FY 2012 allotment for any of the programs addressed in the APSR (see Attachment A) is greater than the amount indicated on its previously submitted and approved CFS-101 for FY 2012, and the State wishes to receive that higher amount of funding, it must submit a revised FY 2012 budget form reflecting the higher level of funding (CFS-101, Part I). A revised CFS-101 is not required if the final allocation is less than the amount previously approved on the CFS-101 for FY 2012.
- Unneeded portions of FY 2012 State allocations of title IV-B, CFCIP, and ETV funds may be re-allotted to other States so that the total appropriation remains available for program purposes (sections 423(e), 433(d) and 477(d)(4) of the Act). Therefore, if the State intends to release or apply for funds for reallocation for the title IV-B,

subpart 2, the CFCIP, or the ETV program, please note the amounts you are releasing or requesting on the appropriate lines of a revised FY 2011 CFS-101. (See form instructions in Attachment B for more details.) ACF will re-allocate the funds in accordance with the prescribed formulas. Funds will be re-allocated before the end of the fiscal year, and must be expended by September 30, 2013.

#### **4. FY 2013 Budget Request—CFS-101, Parts 1 and II**

- Complete Part I of the CFS-101 form to request title IV-B, subpart 1 (CWS) and title IV-B, subpart 2 (PSSF and Monthly Caseworker Visit funds), CAPTA, CFCIP, and ETV funds. Use the FY 2012 allocation tables in Attachment A as the basis for estimating FY 2013 budget requests.
- Complete Part II of the CFS-101 to include the estimated amount of funds to be spent in each program area by source, the estimated number of individuals and families to be served, and the geographic service area within which the services are to be provided.

#### **5. FY 2010 Title IV-B Expenditure Report—CFS-101, Part III**

Complete Part III of the CFS-101 to report the actual amount of FY 2010 funds expended in each program area of title IV-B funding by source, the number of individuals and families served, and the geographic service area within which the services were provided. The State must track and report annually its actual title IV-B expenditures, including administrative costs for the most recent preceding fiscal year funds for which a final Financial Status Report (SF-425) has come due. Therefore, States must now report FY 2010 information (FY 2010 final financial status reports (SF-425) were due on December 29, 2011) for the title IV-B programs on the form CFS-101, Part III. At State option, complete this form to show actual FY 2010 expenditures for the CFCIP and ETV programs, as well.

#### **6. Financial Status Reports Standard Form (SF) 425**

All grantees must report expenditures under title IV-B, subparts 1 and 2, CAPTA, and CFCIP on the Financial Status Report, SF-425. This report replaces the formerly used Financial Status Report SF-269 effective for reports due on February 1, 2011 or later dates. A separate SF-425 must be submitted for each program and the Federal funds awarded under it for each fiscal year. Submission requirements for each program are listed below under the appropriate heading. A negative grant award will recoup unobligated and/or unliquidated funds reported on the final SF-425 for the title IV-B programs, CAPTA, CFCIP and ETV programs.

States are required to submit an electronic SF-425 for the programs listed above through the ACF Online Data Collection (OLDC) system. Because reports will be submitted electronically through OLDC, paper copies do not need to be submitted. For more information on gaining access to and using the OLDC submission process, please contact

your ACF RO Grants Management Officer or specialist. (See ACF Grants Management Action Transmittal OA-ACF-AT-01-05.)

*Title IV-B, subpart 1*

States are required to submit the SF-425 fiscal report for expenditures under title IV-B, subpart 1 at the end of each 12 months (October 1 through September 30) of the two-year expenditure period. Both reports are due 90 days after the end of the fiscal year (December 29). The SF-425 fiscal report covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The required 25 percent State match must be reported on the interim and final fiscal reports. (A State that has been notified of the need to provide a higher percentage match for a specific fiscal year, due to a determination that the State has failed to meet its established target for the percentage of children in foster care who were visited each and every calendar month, must report that higher match on the final fiscal form (section 424(f)(2)(B) of the Act).) Funds under title IV-B, subpart 1 must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2013 grants, funds must be obligated by September 30, 2014, and liquidated by December 29, 2014).

*Title IV-B, subpart 2 – PSSF*

States are required to submit the SF-425 fiscal report for expenditures under the title IV-B, subpart 2 PSSF program at the end of each 12 months (October 1 through September 30) of the two-year expenditure period. Both reports are due 90 days after the end of the fiscal year (December 29). The SF-425 fiscal report covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The required 25 percent State match must be reported on the interim and final fiscal reports. Funds under title IV-B, subpart 2 (PSSF) must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2013, funds must be obligated by September 30, 2014, and liquidated by December 29, 2014).

Since the discretionary funds under PSSF are to be expended for the same purposes as the mandatory funds, no separate reporting is required to distinguish between the expenditure of the two amounts. Grantees are to report the cumulative amount on the financial status report (SF-425). Funds reported as unobligated on the final financial status report will be recouped from the discretionary amount first.

*Title IV-B, subpart 2 – Monthly Caseworker Visit Funds*

States are required to submit the SF-425 fiscal report for expenditures under the title IV-B, subpart 2 Monthly Caseworker Visit program at the end of each 12 months (October 1 through September 30) of the two-year expenditure period. (These reports are to be separate from the SF-425 reports for the PSSF program.)

States are to submit the SF-425 report at the end of each 12 months of the two-year expenditure period. Both reports are due 90 days after the end of each Federal fiscal year (December 29). The SF-425 fiscal report covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. Funds for these years must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2013, funds must be obligated by September 30, 2014 and liquidated by December 29, 2014). The required 25 percent State match must be reported on the interim and final fiscal reports.

### *CAPTA*

Funds under CAPTA must be expended within five years (e.g., for the FY 2013 award, funds must be expended by the State by September 30, 2017). States are required to submit the SF-425 fiscal report for CAPTA at the end of each 12 months (October 1 through September 30) of the five-year expenditure period. The SF-425 fiscal report covering each 12-month budget period is an interim report and the report covering the entire grant period is the final report. Both the interim and the final reports are due 90 days after the end of each 12-month period (December 29). There is no State match requirement for this program.

### *CFCIP and ETV*

Funds under CFCIP and ETV must be expended within two years. States are required to submit separate SF-425 fiscal reports for the CFCIP and ETV programs. States are required to submit the SF-425 fiscal report for expenditures under the CFCIP and ETV programs at the end of each 12 months (October 1 through September 30) of the two-year expenditure period. Reports are due 90 days after the end of each fiscal year (December 29). The SF-425 fiscal report covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The required 20 percent State match must be reported on the interim and final fiscal reports. Funds under CFCIP and ETV must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2013, funds must be obligated by September 30, 2014, and liquidated by December 29, 2014).

### **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 Control Number for this OMB approved information collection is 0980-0047, approved through October 31, 2014.

**Inquiries To:** CB Regional Program Managers

/s/

Bryan Samuels  
Commissioner

Attachment A:

Fiscal Year 2012 Allotment Title IV-B Subpart 1 Stephanie Tubbs Jones Child Welfare Services  
Fiscal Year 2012 Allotment Title IV-B Subpart 2 Promoting Safe and Stable Families  
Fiscal Year 2012 Allotment for Title IV-B, Subpart 2 Monthly Caseworker Visit Funds  
Fiscal Year 2012 Allotment for CAPTA  
Fiscal Year 2012 Allotment for Chafee Foster Care Independence Program Allotments  
Fiscal Year 2012 Allotment for Education and Training Vouchers

Attachment 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  
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 Form  
CFS-101, Part II: Annual Summary of Child and Family Services Instructions  
CFS-101, Part II: Annual Summary of Child and Family Services Form  
CFS-101, Part III: Annual Expenditures for Title IV-B, subparts 1 and 2, CAPTA, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Instructions  
CFS-101, Part III: Annual Expenditures for Title IV-B, subparts 1 and 2, CAPTA, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Form

Attachment C:

CB Regional Program Managers and Addresses

Attachment D:

NCANDS State contact list

Attachment E:

Education and Training Voucher Reporting

**FISCAL YEAR ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS  
TITLE IV-B SUBPART I  
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES**

<b>State</b>	<b>2012 Allotments</b>
Alabama	\$4,905,196
Alaska	\$224,387
Arizona	\$5,918,531
Arkansas	\$3,153,854
California	\$31,133,796
Colorado	\$4,183,013
Connecticut	\$1,852,181
Delaware	\$826,741
District of Columbia	\$321,887
Florida	\$14,943,268
Georgia	\$10,280,502
Hawaii	\$1,115,591
Idaho	\$1,856,878
Illinois	\$10,733,213
Indiana	\$6,780,063
Iowa	\$2,919,249
Kansas	\$2,740,829
Kentucky	\$4,533,949
Louisiana	\$4,412,694
Maine	\$1,156,901
Maryland	\$4,012,624
Massachusetts	\$4,011,679
Michigan	\$9,626,096
Minnesota	\$4,358,139
Mississippi	\$3,448,351
Missouri	\$5,773,207
Montana	\$691,813
Nebraska	\$1,708,857
Nevada	\$2,477,905
New Hampshire	\$1,049,684
New Jersey	\$5,469,036
New Mexico	\$1,639,479
New York	\$13,106,624
North Carolina	\$9,351,174
North Dakota	\$471,022
Ohio	\$11,097,017
Oklahoma	\$1,388,048
Oregon	\$3,434,521
Pennsylvania	\$10,466,387
Rhode Island	\$901,226
South Carolina	\$4,806,518
South Dakota	\$457,954
Tennessee	\$6,247,012
Texas	\$25,571,589
Utah	\$3,722,696
Vermont	\$579,582
Virginia	\$6,139,821
Washington	\$5,253,453
West Virginia	\$1,818,355
Wisconsin	\$5,089,589
Wyoming	\$407,253
<b>TOTAL</b>	<b>\$268,569,434</b>

FISCAL YEAR ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS

TITLE IV-B SUBPART I

STEPHANIE TUBBS JONES CHILD WELFARE SERVICES

Territory	2012 Allotments
American Samoa	\$192,266
Guam	\$337,487
Northern Mariana Islands	\$159,617
Puerto Rico	\$4,711,084
Virgin Islands	\$235,497
<b>TOTAL</b>	<b>\$5,635,951</b>

**FISCAL YEAR 2012 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS  
TITLE IV-B SUBPART 2  
PROMOTING SAFE AND STABLE FAMILIES PROGRAM**

<b>State</b>	<b>Total State Allocations</b>
Alabama	\$6,555,017
Alaska	\$590,155
Arizona	\$8,144,760
Arkansas	\$3,742,164
California	\$32,294,792
Colorado	\$3,282,554
Connecticut	\$1,987,441
Delaware	\$912,563
Dist. of Col.	\$780,254
Florida	\$16,796,785
Georgia	\$12,483,153
Hawaii	\$920,518
Idaho	\$1,416,201
Illinois	\$13,318,703
Indiana	\$6,552,150
Iowa	\$2,516,996
Kansas	\$2,010,869
Kentucky	\$5,681,728
Louisiana	\$6,831,489
Maine	\$1,469,093
Maryland	\$3,969,865
Massachusetts	\$4,881,677
Michigan	\$11,643,795
Minnesota	\$3,250,008
Mississippi	\$4,733,510
Missouri	\$8,034,352
Montana	\$798,353
Nebraska	\$1,344,041
Nevada	\$1,901,146
New Hampshire	\$665,587
New Jersey	\$4,751,687
New Mexico	\$2,926,489
New York	\$18,345,517
North Carolina	\$10,513,870
North Dakota	\$467,245
Ohio	\$12,081,210
Oklahoma	\$4,421,009
Oregon	\$4,449,500
Pennsylvania	\$11,101,353
Rhode Island	\$902,315
South Carolina	\$6,121,854
South Dakota	\$732,816
Tennessee	\$8,892,096
Texas	\$32,937,766
Utah	\$1,947,794
Vermont	\$507,616
Virginia	\$5,790,177
Washington	\$6,338,347
West Virginia	\$2,334,035
Wisconsin	\$5,196,737
Wyoming	\$263,599
<b>Total</b>	<b>\$310,532,751</b>

**FISCAL YEAR 2012 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS  
TITLE IV-B SUBPART 2  
PROMOTING SAFE AND STABLE FAMILIES PROGRAM**

<b>Territory</b>	<b>Total Territory Allocations</b>
<b>American Samoa</b>	\$208,265
<b>Guam</b>	\$372,488
<b>Northern Mariana Islands</b>	\$171,343
<b>Puerto Rico</b>	\$5,318,383
<b>Virgin Islands</b>	\$257,153
<b>Total</b>	<b>\$6,327,632</b>

**FISCAL YEAR 2012 ALLOTMENTS FOR STATES, TERRITORIES AND INSULAR AREAS  
MONTHLY CASEWORKER VISIT GRANT PROGRAM**

<b>State</b>	<b>2012 Allotments</b>
Alabama	\$414,115
Alaska	\$37,283
Arizona	\$514,547
Arkansas	\$236,412
California	\$2,040,230
Colorado	\$207,376
Connecticut	\$125,557
Delaware	\$57,651
District of Columbia	\$49,293
Florida	\$1,061,140
Georgia	\$788,626
Hawaii	\$58,154
Idaho	\$89,469
Illinois	\$841,412
Indiana	\$413,933
Iowa	\$159,012
Kansas	\$127,037
Kentucky	\$358,944
Louisiana	\$431,581
Maine	\$92,810
Maryland	\$250,797
Massachusetts	\$308,401
Michigan	\$735,599
Minnesota	\$205,320
Mississippi	\$299,040
Missouri	\$507,572
Montana	\$50,436
Nebraska	\$84,910
Nevada	\$120,105
New Hampshire	\$42,049
New Jersey	\$300,189
New Mexico	\$184,882
New York (Start 2011)	\$1,158,982
North Carolina	\$664,216
North Dakota	\$29,518
Ohio	\$763,233
Oklahoma	\$279,298
Oregon	\$281,098
Pennsylvania	\$701,330
Rhode Island	\$57,004
South Carolina	\$386,749
South Dakota	\$46,296
Tennessee	\$561,760
Texas	\$2,080,850
Utah	\$123,052

**FISCAL YEAR 2012 ALLOTMENTS FOR STATES, TERRITORIES AND INSULAR AREAS  
MONTHLY CASEWORKER VISIT GRANT PROGRAM**

<b>State</b>	<b>2012 Allotments</b>
Vermont	\$32,069
Virginia	\$365,796
Washington	\$400,426
West Virginia	\$147,453
Wisconsin	\$328,305
Wyoming	\$16,653
<b>Total</b>	<b>\$19,617,970</b>

<b>Territories/Insular Areas</b>	<b>2012 Allotments</b>
American Samoa	\$8,836
Guam	\$19,332
Northern Mariana Islands	\$6,477
Puerto Rico	\$335,424
Virgin Islands	\$11,961
<b>Total</b>	<b>\$382,030</b>

**FSICAL YEAR 2012 ALLOTMENTS FOR STATES, TERRITORIES AND INSULAR AREAS  
CHILD ABUSE PREVENTION AND TREATMENT ACT PROGRAM**

<b>States</b>	<b>2012 Allotments</b>
ALABAMA	\$405,799
ALASKA	\$108,871
ARIZONA	\$561,808
ARKANSAS	\$273,533
CALIFORNIA	\$2,970,342
COLORADO	\$435,065
CONNECTICUT	\$306,692
DELAWARE	\$114,648
DISTRICT OF COLUMBIA	\$81,674
FLORIDA	\$1,307,388
GEORGIA	\$832,803
HAWAII	\$145,454
IDAHO	\$184,807
ILLINOIS	\$1,033,134
INDIANA	\$555,300
IOWA	\$278,723
KANSAS	\$278,392
KENTUCKY	\$371,526
LOUISIANA	\$401,261
MAINE	\$136,254
MARYLAND	\$475,078
MASSACHUSETTS	\$495,801
MICHIGAN	\$786,466
MINNESOTA	\$453,431
MISSISSIPPI	\$287,382
MISSOURI	\$497,848
MONTANA	\$120,240
NEBRASKA	\$194,279
NEVADA	\$258,934
NEW HAMPSHIRE	\$140,244
NEW JERSEY	\$698,855
NEW MEXICO	\$212,958
NEW YORK	\$1,408,822
NORTH CAROLINA	\$766,851
NORTH DAKOTA	\$97,087
OHIO	\$907,955
OKLAHOMA	\$342,085
OREGON	\$322,225
PENNSYLVANIA	\$927,247
RHODE ISLAND	\$120,363
SOUTH CAROLINA	\$389,466
SOUTH DAKOTA	\$113,715
TENNESSEE	\$520,018
TEXAS	\$2,207,124

**FSICAL YEAR 2012 ALLOTMENTS FOR STATES, TERRITORIES AND INSULAR AREAS  
CHILD ABUSE PREVENTION AND TREATMENT ACT PROGRAM**

<b>States</b>	<b>2012 Allotments</b>
UTAH	\$323,662
VERMONT	\$90,603
VIRGINIA	\$632,394
WASHINGTON	\$546,834
WEST VIRGINIA	\$171,720
WISCONSIN	\$470,845
WYOMING	\$92,541
<b>Total</b>	<b>\$25,856,547</b>

<b>TERRITORIES/INSULAR AREAS</b>	<b>2012 Allotments</b>
AMERICAN SAMOA	\$58,024
GUAM	\$67,234
NORTHERN MARIANA ISLANDS	\$55,571
PUERTO RICO	\$333,800
VIRGIN ISLANDS	\$60,773
<b>Total</b>	<b>\$575,402</b>

FISCAL YEAR 2012 ALLOTMENTS FOR STATES AND TRIBES  
CHAFEE INDEPENDENT LIVING PROGRAM

<b>State</b>	<b>FY 2012 Allocation</b>
Alabama	1,749,078
Alaska	588,801
Arizona	3,246,419
Arkansas	1,232,528
California	18,866,508
Colorado	2,281,975
Connecticut	1,458,764
Delaware	500,000
District of Columbia	1,091,992
Florida	6,130,927
Georgia	2,254,185
Hawaii	500,000
Idaho	500,000
Illinois	5,796,477
Indiana	4,013,399
Iowa	2,135,837
Kansas	1,944,943
Kentucky	2,282,955
Louisiana	1,455,821
Maine	565,888
Maryland	1,993,622
Massachusetts	2,928,643
Michigan	5,365,583
Minnesota	1,650,999
Mississippi	1,171,065
Missouri	3,230,073
Montana	563,301
Nebraska	1,726,819
Nevada	1,571,229
New Hampshire	500,000
New Jersey	2,297,848
New Mexico	611,034
New York	11,585,958
North Carolina	2,886,142
North Dakota	500,000
Ohio	3,903,550
Oklahoma	2,568,693
Oregon	2,879,433
Pennsylvania	5,017,075
Rhode Island	681,977
South Carolina	1,466,937
South Dakota	500,000
Tennessee	2,188,799

FISCAL YEAR 2012 ALLOTMENTS FOR STATES AND TRIBES  
CHAFEE INDEPENDENT LIVING PROGRAM

<b>State</b>	<b>FY 2012 Allocation</b>
Texas	9,465,945
Utah	943,521
Vermont	500,000
Virginia	1,741,231
Washington	3,305,814
West Virginia	1,339,434
Wisconsin	2,149,568
Wyoming	500,000
Puerto Rico	1,463,341
<b>TOTAL STATE</b>	<b>137,794,131</b>
<b>Tribe</b>	
<b>KS Prairie Band of Potawatomi</b>	9,774
<b>NE Santee Sioux Nation</b>	24,874
<b>OR Confederated Tribe of Warm Springs</b>	63,268
<b>WA Port Gamble S'Klallam Tribe</b>	7,953
<b>TOTAL TRIBE</b>	<b>105,869</b>
<b>TOTAL</b>	<b>137,900,000</b>

**FISCAL YEAR 2012 ALLOTMENTS FOR STATES AND TRIBES  
CHAFEE EDUCATION AND TRAINING VOUCHERS PROGRAM**

<b>State</b>	<b>FY 2012 Allotments</b>
Alabama	\$583,215
Alaska	\$196,331
Arizona	\$1,082,492
Arkansas	\$410,976
California	\$6,290,879
Colorado	\$760,906
Connecticut	\$486,413
Delaware	\$95,168
District of Columbia	\$225,219
Florida	\$2,044,307
Georgia	\$751,640
Hawaii	\$132,450
Idaho	\$159,376
Illinois	\$1,932,787
Indiana	\$1,338,235
Iowa	\$712,177
Kansas	\$648,525
Kentucky	\$761,233
Louisiana	\$485,432
Maine	\$168,533
Maryland	\$664,757
Massachusetts	\$976,532
Michigan	\$1,789,109
Minnesota	\$550,512
Mississippi	\$390,482
Missouri	\$1,077,041
Montana	\$187,828
Nebraska	\$584,088
Nevada	\$523,913
New Hampshire	\$91,461
New Jersey	\$751,313
New Mexico	\$203,744
New York	\$2,919,675
North Carolina	\$962,360
North Dakota	\$117,515
Ohio	\$1,301,606
Oklahoma	\$856,509
Oregon	\$960,123
Pennsylvania	\$1,672,902
Puerto Rico	\$487,939
Rhode Island	\$227,400
South Carolina	\$489,138
South Dakota	\$161,883

**FISCAL YEAR 2012 ALLOTMENTS FOR STATES AND TRIBES  
CHAFEE EDUCATION AND TRAINING VOUCHERS PROGRAM**

<b>State</b>	<b>FY 2012 Allotments</b>
Tennessee	\$729,837
Texas	\$3,156,341
Utah	\$314,609
Vermont	\$101,708
Virginia	\$580,599
Washington	\$1,102,296
West Virginia	\$446,623
Wisconsin	\$716,756
Wyoming	\$106,941
<b>Total</b>	<b>\$44,469,834</b>

<b>Tribe</b>	<b>FY 2012 Allotments</b>	<b>Population Under</b>
		<b>21</b>
KS Prairie Band of Potawatomi	\$3,259	30
OR Confederated Tribe of Warm Springs	\$21,096	198
WA Port Gamble S'Klallam Tribe	\$2,652	24
<b>Total</b>	<b>\$27,007</b>	

**CFS-101, Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CFCIP, and ETV 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. **State or ITO:** Enter the name of the State or Indian Tribal Organization (ITO).
2. **EIN:** Indicate the Employer Identification Number (EIN).
3. **Address:** Enter the address of the State or ITO Agency.
4. **Submission:** Indicate if this is a NEW submission for the upcoming Fiscal Year, or a REVISION of the budget request for the current year.
5. **Total 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 the Stephanie Tubbs Jones Child Welfare Services (CWS) Program. The previous Federal Fiscal Year's (FFY) final allotment as provided in the annual Program Instruction on the Annual Progress and Services Report (APSR) or CFSP is to be used as the estimated amount for the State's/Tribe's request.<sup>1</sup> A 25% match is required and the State or Tribe's match amount should be reflected on the SF-425 report.
  - a) Specify the estimated amount of title IV-B, subpart 1 CWS funds entered on line 5 to be spent on administration (not to exceed 10% of the total title IV-B, subpart 1 estimated allotment).
6. **Total 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 the Promoting Safe and Stable Families (PSSF) Program. The previous Federal Fiscal Year's (FFY) final allotment as provided in the annual Program Instruction on the APSR or CFSP is to be used as the estimated amount for the State's/Tribe's request. A 25% match is required and the State or Tribe's match amount should be reflected on the SF-425 report. Tribes are not required to complete items 6 a-f.
  - a) Specify the estimated amount of title IV-B, subpart 2 PSSF funds to be spent during the fiscal year for Family Preservation Services (a strong rationale must be provided in the APSR or CFSP if amount is less than 20% of line 6).

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<sup>1</sup> The tentative allotments for title IV-B, subpart 1 and 2, CFCIP, and ETV 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 Children's Bureau Regional Office in the State's/Tribe's APSR or CFSP.

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.

- b) Specify the estimated amount of title IV-B, subpart 2 PSSF funds to be spent during the fiscal year for Family Support Services (a strong rationale must be provided in the APSR or CFSP if amount is less than 20% of line 6).
- c) Specify the estimated amount of title IV-B, subpart 2 PSSF funds to be spent during the fiscal year for Time-Limited Family Reunification Services (a strong rationale must be provided in the APSR or CFSP if amount is less than 20% of line 6).
- d) Specify the estimated amount of title IV-B, subpart 2 PSSF funds to be spent during the fiscal year for Adoption Promotion and Support Services (a strong rationale must be provided in the APSR or CFSP if amount is less than 20% of line 6).
- e) Specify the estimated amount of title IV-B, subpart 2 PSSF 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 PSSF funds to be spent on administration. (For STATES only, not to exceed 10% of the total title IV-B, subpart 2 estimated allotment.)
- 7. Monthly Caseworker Visit title IV-B, subpart 2 funds (for STATES only):** Specify the estimated amount of title IV-B, subpart 2 Monthly Caseworker Visitation (MCV) Federal Funds the State expects to spend during the fiscal year.
- a) Specify the estimated amount of title IV-B, subpart 2 MCV funds entered on line 7a to be spent on administration (not to exceed 10% of the total title IV-B, subpart 2 MCV estimated allotment).
- 8. Re-allotment of Title IV-B, subparts 1 & 2 funds for State and ITO:** The Administration for Children and Families (ACF) is able to re-allot unneeded portions of State and Tribal allocations of title IV-B, subparts 1& 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 of CWS, PSSF and/or MCV ( for States only) that the State or Tribe does not expect to utilize.
- b) Indicate the amount of Federal funds of CWS, PSSF and/or MCV (for States only) that the State or Tribe is requesting, if additional funds become available.
- 9. Child Abuse Prevention and Treatment Act (CAPTA) (for 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.
- 10. Estimated Title IV-E Chafee Foster Care Independence Program (CFCIP) Funds:** Indicate the estimated amount of CFCIP funds that the State or Tribe expects to spend on independent living activities as provided in the APSR or CFSP Program Instruction.

a) At State or Tribe option, indicate the estimated amount of the funds entered on line 10 a to be spent for room and board for eligible youth (not to exceed 30% of total estimated CFCIP allotment.)

**11. Estimated Title IV-E Funds Allotted under Section 477 for the Education and Training Vouchers (ETV) Program:** Indicate the estimated amount of ETV funds that the State or Tribe expects to spend on ETV as provided in the APSR or CFSR Program Instruction.

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

a) Indicate the amount of funds that the State or Tribe will **not** utilize from its allotment to carry out the CFCIP activities.

b) Indicate the amount of funds that the State or Tribe will **not** utilize from its allotment to carry out the ETV program activities.

c) Indicate the amount of funds the State or Tribe is requesting if additional funds become available for the CFCIP program. A 20% State or Tribe match is required. The State or Tribe match amount must be reflected on the SF-425 report.

d) Indicate the amount of funds the State or Tribe is requesting if additional funds become available for the ETV program. A 20% State or Tribe match is required. The State or tribe match amount must be reflected on the SF-425 report.

**13. 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.

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, CFCIP, and ETV**

Fiscal Year 2013, October 1, 2012 through September 30, 2013

<b>1. State or Indian Tribal Organization (ITO):</b>	<b>2. EIN:</b>
<b>3. Address:</b>	<b>4. Submission:</b> <input type="checkbox"/> New <input type="checkbox"/> Revision
<b>5. Total estimated title IV-B Subpart 1, Child Welfare Services (CWS) Funds</b>	\$
a) Total administration (not to exceed 10% of title IV-B Subpart 1 estimated allotment)	\$
<b>6. Total estimated title IV-B Subpart 2, Provides Safe and Stable Families (PSSF) Funds. This amount should equal the sum of lines a - f.</b>	\$
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 (FOR STATES ONLY: not to exceed 10% of title IV-Bsubpart 2 estimated allotment)	\$
<b>7. Total estimated Monthly Caseworker Visit (MCV) Funds (FOR STATES ONLY)</b>	\$
a) Total administration (FOR STATES ONLY: not to exceed 10% of estimated MCV allotment)	\$
<b>8. Re-allotment of title IV-B subparts 1 &amp; 2 funds for States and Indian Tribal Organizations:</b>	
a) Indicate the amount of the State's/Tribe's allotment that will not be required to carry out the following programs: CWS \$ _____, PSSF \$ _____, and/or MCV(States only)\$ _____.	
b) If additional funds become available to States and ITOs, specify the amount of additional funds the States or Tribes requesting: CWS \$ _____, PSSF \$ _____, and/or MCV(States only)\$ _____.	
<b>9. Child Abuse Prevention and Treatment Act (CAPTA) State Grant (no State match required): Estimated Amount plus additional allocation, as available. (FOR STATES ONLY)</b>	\$
<b>10. Estimated Chafee Foster Care Independence Program (CFCIP) funds</b>	\$
a) Indicate the amount of State's or Tribe's allotment to be spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment)	\$
<b>11. Estimated Education and Training Voucher (ETV) funds</b>	\$
<b>12. Re-allotment of CFCIP and ETV Program Funds:</b>	
a) Indicate the amount of the State's or Tribe's allotment that will not be required to carry out CFCIP Program	\$
b) Indicate the amount of the State's or Tribe's allotment that will not be required to carry out ETV Program	\$
c) If additional funds become available to States or Tribes, specify the amount of additional funds the State or Tribe is requesting for CFCIP Program	\$
d) If additional funds become available to States or Tribes, specify the amount of additional funds the State or Tribe is requesting for ETV Program	\$
<b>13. Certification by State Agency and/or Indian Tribal Organization.</b>	
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 Children's Bureau.	
<b>Signature and Title of State/Tribal Agency Official</b>	<b>Signature and Title of Central Office Official</b>

**CFS-101, PART II: Annual Estimated Expenditure Summary of Child and Family Services Instructions**

This form summarizes the State Agency's and eligible Indian Tribal Organization's (ITO) 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) including Education and Training Vouchers (ETV) for the next Federal fiscal year. This information is an integral part of the Child and Family Services Plan and should be discussed by the ACF Regional Office, State Agency Representatives, and Tribes. States and Tribes should list estimated expenditures and other information in the category that best fits their programs.

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.

**Services/Activities:**

**1. Prevention and Support Services (Family Support):** Community-based services which promote the safety and 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 safe, 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. The types of services within this category include:

- **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.
- **Reunification:** 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) of the Social Security Act (the Act), is considered to have entered foster care. The services and activities are the following:

- Individual, group, and family counseling.
- Inpatient, residential, or outpatient substance abuse treatment services.
- Mental health services.
- Assistance to address domestic violence.
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- 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. Other Service Related Activities:** Planning, service coordination, preparation or follow-up to service delivery such as the recording of progress notes or other activities, other than direct services or administration, supporting the delivery of services under the program etc.

**7. Foster Care Maintenance:** Expenditures for “room and board” for children/youth in foster care.

a) Foster Family and Relative Foster Care: Payments to cover 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 reasonable travel for the child to remain in the school in which the child is enrolled at the placement in foster care as well as the cost of providing these services.

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; the cost of reasonable travel for the child to remain in the same school he or she was attending prior to placement in foster care and the cost of the items themselves.

**8. Adoption Subsidy Payments:** Funds provided to adoptive parents on a recurring and non-recurring basis to assist in the support of special needs children.

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**9. Guardianship Assistance Payments:** Funds provided to kinship legal guardians on a recurring and non-recurring basis to assist in the support of children formerly in foster care placed in their care.

**10. Independent Living Services:** Services designed to help youth expected to remain in foster care until the age of 18, youth who after age 16 leave foster care for kinship guardianship or adoption 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 and Tribes are allowed to expend up to 30 percent of their allotments under the Chafee Foster Care Independence Program for room and board (including rental deposits, utilities and other expenses that may be included with rent) for children who have left foster care because they have attained 18 years of age, and who have not yet attained 21 years of age.

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

**12. Administrative Costs:** Include the amount of funds the State or Tribe plans to utilize for administrative costs.

- For States and Tribes, administrative costs under title IV-B, subpart 1 may not be more than ten percent of title IV-B, subpart 1 expenditures. Allowable costs for title IV-B, subpart 1 may include procurement, payroll processing, personnel functions, management, maintenance and operation of space and property, data processing and computer services, accounting, budgeting, auditing, and travel expenses. Applicable costs exclude administrative costs related to the provision of services by caseworkers or the oversight of programs funded under Title IV-B, subpart 1 (Section 422(c)(1) of the Act).
- For States only, administrative costs under title IV-B, subpart 2 (including Monthly Caseworker Visit grants) may not be more than ten percent of title IV-B, subpart 2 expenditures. Allowable costs for title IV-B, subpart 2 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, and auditing. Allowable costs may also include indirect costs allocable in accordance with the agency's approved cost allocation plan (45 CFR 1357.32(h)).

**13. Staff and External Partners Training:** Includes the cost of short and long-term training to increase the ability of staff and external partners (other than foster/adoptive parents (see #14 & #15 below)) to provide assistance and support to children and families, but does NOT include the costs specifically related to supporting the monthly caseworker visit requirement (see #17 below).

**14. 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.

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**15. 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.

**16. 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.

**17. Monthly Caseworker Visits:** Includes costs related to supporting monthly caseworker visits with children who are in foster care under the responsibility of the State, with a primary emphasis on activities designed to improve caseworker retention, recruitment and ability to access the benefits of technology.

**18. Total:** The total amount of funds estimated for the year (equal to the sum of lines 1 through 18) for each column.

### Estimated Expenditures:

**1. Federal Funds (columns a - g):** Indicate for each service/activity the amount to be expended from the Federal program indicated in columns (a) through (g).

**2. State, Local, and Donated Funds (column h):** 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 to be Served (column i):** Estimate, as accurately as possible, the number of individuals and families to be served by service/activity with the total estimated funding indicated.

**4. Population to be Served (column j):** Indicate the population that has been targeted for the designated services. Targeting may include a range of vulnerable populations such as:

- Children at imminent risk of placement;
- All children in foster care;
- Families with children returning home following placement;
- All eligible children, eligible children under 21 years, or eligible children requiring treatment;
- Families with a child abuse or neglect investigation;
- Children in contracted care; or
- Families in crisis.

**5. Geographic Area to be Served (column k):** Indicate **both** 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, reservations, 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".

**CFS-101 Part II: Annual Estimated Expenditure Summary of Child and Family Services**

State or Indian Tribal Organization ( ITO)

For FFY OCTOBER 1 ,2012 TO SEPTEMBER 30, 2013

SERVICES/ACTIVITIES	TITLE IV-B			(d) CAPTA*	(e) CFCIP	(f) ETV	(g) TITLE IV- E	(h) STATE, LOCAL, & DONATED FUNDS	(i) NUMBER TO BE SERVED		(j) POPULATION TO BE SERVED	(k) GEOG. AREA TO BE SERVED
	(a) Subpart I- CWS	(b) Subpart II- PSSF	(c) Subpart II- MCV *						Individuals	Families		
1.) PREVENTION & SUPPORT SERVICES (FAMILY SUPPORT)												
2.) PROTECTIVE SERVICES												
3.) CRISIS INTERVENTION (FAMILY PRESERVATION)												
4.) TIME-LIMITED FAMILY REUNIFICATION SERVICES												
5.) ADOPTION PROMOTION AND SUPPORT SERVICES												
6.) FOR OTHER SERVICE RELATED ACTIVITIES (e.g. planning)												
7.) FOSTER CARE MAINTENANCE: (a) FOSTER FAMILY & RELATIVE FOSTER CARE (b) GROUP/INST CARE												
8.) ADOPTION SUBSIDY PMTS.												
9.) GUARDIANSHIP ASSIST. PMTS.												
10.) INDEPENDENT LIVING SERVICES												
11.) EDUCATION AND TRAINING VOUCHERS												
12.) ADMINISTRATIVE COSTS												
13.) STAFF & EXTERNAL PARTNERS TRAINING												
14.) FOSTER PARENT RECRUITMENT & TRAINING												
15.) ADOPTIVE PARENT RECRUITMENT & TRAINING												
16.) CHILD CARE RELATED TO EMPLOYMENT/TRAINING												
17.) CASEWORKER RETENTION, RECRUITMENT & TRAINING												
18.) TOTAL												

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

**CFS-101, Part III: Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Programs**

Note: Federal funds for the most of the programs identified above are awarded to States or Tribes on a yearly basis, but may be spent over a two-year period ending on September 30 of the year following the year in which they were awarded. For example, the FY 2010 grant allocation has an expenditure period from October 1, 2009 to September 30, 2011. Therefore, any fiscal year 2010 funds must be obligated during that two-year period of time and subsequently reported on this form.

Most figures in the "estimate" column can be found in a State's/Tribe's previously approved CFS 101, Part I for the fiscal year being reported on.

1. **State or ITO:** Enter the name of the State or Indian Tribal Organization (ITO).
2. **EIN:** Indicate the Employer Identification Number (EIN).
3. **Address:** Enter the address of the State or ITO Agency.
4. **Submission:** Indicate if this is a new or revised expenditure report.
5. **Total title IV-B, subpart 1 funds:** Indicate the estimated expenditures, and actual expenditures of title IV-B, subpart 1 Federal funds for the designated fiscal year for Child Welfare Services. (The estimated expenditure total should equal the amount of the grant awarded for the designated fiscal year.) Indicate as accurately as possible, the number of individuals and the number of families served, the population served, and the geographic area where services were provided. The required 25% match should not be reflected on this form.
  - a) Specify the estimated allotment and actual expenditures of title IV-B, subpart 1 funds for administration. Note that administrative costs may not exceed 10% of the title IV-B, subpart 1 total expenditures.
6. **Total title IV-B, subpart 2 Promoting Safe and Stable Families (PSSF) funds:** Indicate the estimated expenditures, actual expenditures of title IV-B, subpart 2 funds for the designated fiscal year for Promoting Safe and Stable Families services. (The estimated expenditure total should equal the amount of the grant awarded for the designated fiscal year.) The required 25% match should not be reflected on this form. Indicate as accurately as possible, the number of individuals and the number of families served,<sup>1</sup> the population served,<sup>2</sup> and the geographic area

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<sup>1</sup> Report, as accurately as possible, the number of clients served per service/activity for the amount of funds expended. Indicate the number of individuals **and** the number of families served as labeled in the column.

<sup>2</sup> Indicate the population that has received the designated services. This may include a range of vulnerable populations such as children at imminent risk of placement, all children in foster care, families with children returning home following placement, all eligible children, eligible children under 21 years, or eligible children

where services were provided.<sup>3</sup> States must also complete lines 6 a – f; for Tribes this is optional.

a) Indicate the estimated allotment and actual expenditures of title IV-B, subpart 2 PSSF funds for the designated fiscal year for Family Preservation Services. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

b) Indicate the estimated and actual expenditures of title IV-B, subpart 2 PSSF funds allotted for the designated fiscal year for Family Support Services. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

c) Indicate the estimated and actual expenditures of title IV-B, subpart 2 PSSF funds allotted for the designated fiscal year for Time-Limited Family Reunification Services. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

d) Indicate the estimated and actual expenditures of title IV-B, subpart 2 PSSF funds allotted for the designated fiscal year for Adoption Promotion and Support Services. Note that these funds may be spent over a two-year period ending on September 30 of the year following that in which they were awarded.

e) Indicate the estimated and actual expenditures of title IV-B, subpart 2 PSSF funds allotted for the designated fiscal year for other service related activities (e.g. planning). Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

f) Indicate the estimated and actual expenditures of title IV-B, subpart 2 PSSF funds allotted for the designated fiscal year for administrative costs. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded. Beginning in FFY 2008, States' administrative costs may not exceed 10% of the total Federal expenditures for title IV-B, subpart 2. (This limitation does not apply to Tribes.)

**7. Total title IV-B subpart 2, Monthly Caseworker Visit (MCV) Funds (States only):**

Indicate the estimated and actual expenditures allotted for the designated fiscal year. Note that with the exception of FY 2006 grants, these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

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requiring treatment, families with a child abuse or neglect investigation, children in contracted care, and/or families in crisis.

<sup>3</sup> 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, reservations, communities, census tracts, or neighborhoods.

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a). Indicate the estimated and actual expenditures of title IV-B, subpart 2 Monthly Caseworker Visit funds allotted for the designated fiscal year (States only). Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded. Beginning in FFY 2008 total administrative costs may not exceed 10% of the total expenditures for MCV.

**8. Chafee Foster Care Independence Program (CFCIP) Funds:** Indicate the estimated and actual expenditures of CFCIP funds allotted for the designated fiscal year for independent living activities as provided in the APSR or CFSP Program Instruction.

a) Indicate the estimated and actual expenditures of the State's or Tribe's allotment for the designated fiscal year for room and board for eligible youth (not to exceed 30% of CFCIP funds). Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following they year in which they were awarded. Indicate as accurately as possible, the number of clients served, the population served, and the geographic area where services were provided.

**9. Total funds allotted under Section 477 for the Education and Training Vouchers (ETV) Program:** Indicate the estimated and actual expenditures of Education and Training Voucher funds allotted for the designated fiscal year as provided in the annual Program Instruction on the APSR or CFSP. Indicate as accurately as possible, the number of clients served, the population served, and the geographic area where services were provided.

**10. Certification:** This report must be signed and dated in the spaces provided. The signature and title must be included 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, MCV and CAPTA programs.

By signing this form the State/Tribal official certifies that all figures provided here are accurate.

\* Title IV-B, subpart 2 includes both the Promoting Safe and Stable Families Program and the Monthly Caseworker Visit Program.

**CFS-101, PART III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence (CFCIP) and Education And Training Voucher (ETV) : Fiscal Year 2010: October 1, 2009 through September 30, 2010**

1. State or Indian Tribal Organization (ITO):		2. EIN:		3. Address:			
4. Submission: <input type="checkbox"/> New <input type="checkbox"/> Revision							
<i>Description of Funds</i>	<i>Estimated Expenditures</i>	<i>Actual Expenditures</i>	<i>Number served</i>		<i>Population served</i>	<i>Geographic area served</i>	
			<i>Individuals</i>	<i>Families</i>			
5. Total title IV-B, subpart 1 funds	\$	\$					
a) Total Administrative Costs (not to exceed 10% of title IV-B, subpart 1 total allotment)	\$	\$					
6. Total title IV-B, subpart 2 funds (This amount should equal the sum of lines a - f.)	\$	\$					
a) Family Preservation Services	\$	\$					
b) Family Support Services	\$	\$					
c) Time-Limited Family Reunification Services	\$	\$					
d) Adoption Promotion and Support Services	\$	\$					
e) Other Service Related Activities (e.g. planning)	\$	\$					
f) Administrative Costs (FOR STATES: not to exceed 10% of total title IV-B, subpart 2 allotment after October 1, 2007)	\$	\$					
7. Total Monthly Caseworker Visit Funds (STATE ONLY)	\$	\$					
a) Administrative Costs (not to exceed 10% of MCV allotment)	\$	\$					
8. Total Chafee Foster Care Independence Program (CFCIP) funds	\$	\$					
a) Indicate the amount of allotment spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment)	\$	\$					
9. Total Education and Training Voucher (ETV) funds	\$	\$					
10. Certification by State Agency or Indian Tribal Organization (ITO). The State agency or ITO agrees that expenditures were made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the Children's Bureau.							
<i>Signature and Title of State/Tribal Agency Official</i>		<i>Date</i>		<i>Signature and Title of Central Office Official</i>		<i>Date</i>	

I	<p><b>Region I - Boston</b>  Bob Cavanaugh  <a href="mailto:bob.cavanaugh@acf.hhs.gov">bob.cavanaugh@acf.hhs.gov</a>  JFK Federal Building, Rm. 2000  Boston, MA 02203  (617) 565-1020  <b>States:</b> Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont</p>	VI	<p><b>Region VI - Dallas</b>  Janis Brown  <a href="mailto:janis.Brown@acf.hhs.gov">janis.Brown@acf.hhs.gov</a>  1301 Young Street, Suite 945  Dallas, TX 75202-5433  (214) 767-8466  <b>States:</b> Arkansas, Louisiana, New Mexico, Oklahoma, Texas</p>
II	<p><b>Region II - New York City</b>  Junius Scott  <a href="mailto:junius.scott@acf.hhs.gov">junius.scott@acf.hhs.gov</a>  26 Federal Plaza, Rm. 4114  New York, NY 10278  (212) 264-2890  <b>States and Territories:</b> New Jersey, New York, Puerto Rico, Virgin Islands</p>	VII	<p><b>Region VII - Kansas City</b>  Rosalyn Wilson  <a href="mailto:rosalyn.wilson@acf.hhs.gov">rosalyn.wilson@acf.hhs.gov</a>  Federal Office Building  Room 349  601 E 12th Street  Kansas City, MO 64106  (816) 426-3981  <b>States:</b> Iowa, Kansas, Missouri, Nebraska</p>
III	<p><b>Region III - Philadelphia</b>  Lisa Pearson  <a href="mailto:lisa.pearson@acf.hhs.gov">lisa.pearson@acf.hhs.gov</a>  150 S. Independence  Mall West - Suite 864  Philadelphia, PA 19106-3499  (215) 861-4000  <b>States:</b> Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia</p>	VIII	<p><b>Region VIII - Denver</b>  Marilyn Kennerson  <a href="mailto:marilyn.kennerson@acf.hhs.gov">marilyn.kennerson@acf.hhs.gov</a>  Federal Office Building  1961 Stout Street - 9th Floor  Denver, CO 80294-3538  (303) 844-3100  <b>States:</b> Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming</p>
IV	<p><b>Region IV - Atlanta</b>  Ruth Walker  <a href="mailto:ruth.walker@acf.hhs.gov">ruth.walker@acf.hhs.gov</a>  Atlanta Federal Center  61 Forsyth Street S.W. Suite 4M60  Atlanta, GA 30303  (404) 562-2900  <b>States:</b> Alabama, Mississippi, Florida, North Carolina, Georgia, South Carolina, Kentucky, Tennessee</p>	IX	<p><b>Region IX - San Francisco</b>  Douglas Southard  <a href="mailto:douglas.southard@acf.hhs.gov">douglas.southard@acf.hhs.gov</a>  90 7<sup>th</sup> Street - 9<sup>th</sup> Floor  San Francisco, CA 94103  (415) 437-8425  <b>States and Territories:</b> Arizona, California, Hawaii, Nevada, Outer Pacific—American Samoa Commonwealth of the Northern Marianas, Federated States of Micronesia (Chuuk, Pohnpei, Yap) Guam, Marshall Islands, Palau</p>
V	<p><b>Region V - Chicago</b>  Angela Green  <a href="mailto:angela.green@acf.hhs.gov">angela.green@acf.hhs.gov</a>  233 N. Michigan Avenue  Suite 400  Chicago, IL 60601  (312) 353-9672  <b>States:</b> Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin</p>	X	<p><b>Region X - Seattle</b>  Tina Minor  <a href="mailto:tina.minor@acf.hhs.gov">tina.minor@acf.hhs.gov</a>  2201 Sixth Avenue, Suite 300, MS-70  Seattle, WA 98121  (206) 615-3657  <b>States:</b> Alaska, Idaho, Oregon, Washington</p>

**NCANDS Contact Information****Primary State Representatives**

John Gaudiosi, NCANDS Project Officer  
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Region I					
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VT	Aaron	Pelton	aaron.pelton@ahs.state.vt.us	802-241-2108	

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NY	Paul	Nance	Paul.Nance@ocfs.state.ny.us	518-402-3016	
PR	Carmen	Moreno Carbaná	cmoreno@adf.gobierno.pr	787-625-4975	

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TN	Lance	Griffin	lance.griffin@state.tn.us	615-532-5394	

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Region V (MN, OH, WI)					
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State Representatives					
MN	Jean	Swanson-Broberg	jean.swanson-broberg@state.mn.us	651-431-4746	
OH	Leslie	McGee	mcgeel@odjfs.state.oh.us	614-752-1089	
WI	Wendy	Henderson	Wendy.Henderson@wisconsin.gov	608-266-5572	

## Attachment D

Region VI					
<i>NCANDS Liaison</i>	Melissa	Rossi	mrossi@wrma.com	916-239-4020	236
<i>State Representatives</i>					
AR	Donald	Sikes	Don.Sikes@arkansas.gov	501-320-6504	
LA	Walter	Fahr	Walter.Fahr@la.gov	225-342-6832	
NM	Linnette	Carlson	linnetted.carlson@state.nm.us	505-259-6661	
OK	Elizabeth	Roberts	e.roberts@okdhs.org	405-522-3715	
TX	Mark	Prindle	MarkPrindle@dfps.state.tx.us	512-929-6753	

Region VII					
<i>NCANDS Liaison</i>	Leonard	Johnson	ljohnson@wrma.com	801-883-9150	
<i>State Representatives</i>					
IA	Jeff	Regula	jregula@dhs.state.ia.us	515-242-5103	
KS	Deanne	Dinkel	deanne.dinkel@srs.ks.gov	785-291-3665	
MO	Meliny	Staysa	meliny.j.staysa@dss.mo.gov	573-751-4832	
NE	Frank	Fornataro	Frank.Fornataro@nebraska.gov	402-471-6615	

Region VIII					
<i>NCANDS Liaison</i>	Mary Jo	Ortiz	mjortiz@wrma.com	916-239-4020	235
<i>State Representatives</i>					
CO	Jon	Sushinsky	jonathan.sushinsky@state.co.us	303.866.4322	
MT	Louis	Walters	Lwalters@mt.gov	406-841-2415	
ND	Michelle	Watne	mwatne@nd.gov	701-253-6374	
SD	Jaime	Reiff	jaimereiff@state.sd.us	605-773-3227	
UT	Navina	Forsythe	nforsythe@utah.gov	801-538-4045	
WY	Debra	Hibbard	dhibba@state.wy.us	307-777-5479	

Region IX					
<i>NCANDS Liaison</i>	Leonard	Johnson	ljohnson@wrma.com	801-883-9150	
<i>State Representatives</i>					
AZ	Nicholas	Espadas	nespadas@azdes.gov	602-542-3969	
CA	Debbie	Williams	deborah.williams@dss.ca.gov	916-928-2262	
HI	Ricky	Higashide	rhigashide@dhs.hawaii.gov	808-586-5109	
NV	Kathleen	Rubenstein	krubenstein@dcss.state.nv.us	775-687-9019	

Region X					
<i>NCANDS Liaison</i>	Melissa	Rossi	mrossi@wrma.com	916-239-4020	236
<i>State Representatives</i>					
AK	Ayaire	Cantil-Voorhees	ayaire.cantil-voorhees@alaska.gov	907-465-2203	
ID	Robbin	Thomas	ThomasR2@dhw.idaho.gov	208-334-5798	
OR	Maria	Duryea	maria.duryea@state.or.us	503-945-6510	
WA	Lisa	Barber	lbar300@dshs.wa.gov	360-902-8052	

**Attachment E**

**2013 APSR  
Annual Reporting of State Education and Training Vouchers  
Awarded**

Name of State:

	<b>Total ETVs Awarded</b>	<b>Number of New ETVs</b>
<u>Final Number: 2010-2011 School Year</u> (July 1, 2010 to June 30, 2011)		
<b>2011-2012 School Year*</b> (July 1, 2011 to June 30, 2012)		

Comments:

\*in some cases this might be an estimated number since the APSR is due June 30, 2012.