

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
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	3. Originating Office: Children's Bureau	
	4. Key Words: Promoting Safe and Stable Families Program; and Family First Prevention Services Act; Kinship Navigator Programs	

PROGRAM INSTRUCTION

TO: State, Tribal and Territorial Agencies Administering or Supervising the Administration of Titles IV-E of the Social Security Act

SUBJECT: Federal Fiscal Year 2019 Title IV-B, subpart 2 Funding Available for Developing, Enhancing or Evaluating Kinship Navigator Programs

LEGAL AND RELATED REFERENCES: Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2019, Division B of Public Law (P.L.) 115-245; Title IV-B, subpart 2 and Title IV-E of the Social Security Act, as amended by P.L. 115-123, the Family First Prevention Services Act, Division E, Title VII of the Bipartisan Budget Act of 2018.

PURPOSE: The purpose of this Program Instruction (PI) is to provide guidance to state, territorial and tribal title IV-E agencies on the actions required to apply for title IV-B, subpart 2 funding to support the development, enhancement or evaluation of kinship navigator programs. These are federal fiscal year (FY) 2019 funds, provided as part of P.L. 115-245, the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act of 2019, enacted September 28, 2018.

BACKGROUND: The Family First Prevention Services Act (FFPSA), enacted as part of Public Law (P.L.) 115-123, amended the Social Security Act (the Act) to allow title IV-E agencies to receive funding for kinship navigator programs that meet certain criteria. The amendment at section 474(a)(7) of the Act authorizes title IV-E agencies to claim 50 percent Federal Financial Participation (FFP) for allowable kinship navigator program costs beginning no earlier than October 1, 2018. The amendment authorizing use of title IV-E for kinship navigator programs became effective on October 1, 2018. On November 30, 2018, the Children's Bureau issued [ACYF-CB-PI-18-11](#) providing guidance on the requirements for participating in the title IV-E Kinship Navigator Program. That PI included information on the initial practice criteria being used to assess programs and identified the initial two kinship navigator models identified for review by the Title IV-E Prevention Services Clearinghouse.

To help title IV-E agencies prepare to participate in the new title IV-E kinship navigator funding option, the Congress, through the annual appropriations bills set aside \$20 million¹ in funding appropriated under title IV-B, subpart 2 of the Social Security Act in each of FYs 2018 and 2019. The funds are available to all states, as well as the tribes and two territories currently operating directly the title IV-E Foster Care, Adoption Assistance and, if applicable, optional Guardianship Assistance programs. The funds are to be used to develop, enhance or evaluate kinship navigator programs. The Children’s Bureau previously issued [ACYF-CB-PI-18-05](#) on May 4, 2018, providing guidance on how to apply for the FY 2018 funding. The current PI provides guidance on how to apply for FY 2019 funding.

INFORMATION ON FY 2019 KINSHIP NAVIGATOR FUNDING:

Eligible Applicants: States, territories and tribes directly operating a title IV-E program are eligible to apply for the FY 2019 title IV-B, subpart 2 annual appropriation to develop, enhance or evaluate kinship navigator programs. Eligible applicants are listed in the allotment table in Attachment A. Please direct any questions regarding eligibility to the appropriate Children’s Bureau (CB) Regional Office (RO) (see Attachment C).

Estimated allotments: Funding is to be distributed by formula to all title IV-E agencies that apply for funding, using allocation statistics also used for Promoting Safe and Stable Families grants, authorized under title IV-B, subpart 2. See Attachment A for estimated allotments.

States and Territorial Title IV-E Agencies: The allotment is based on the average monthly number of children receiving Supplemental Nutrition Assistance Program (SNAP) benefits, with a minimum award of \$200,000.

Tribal Title IV-E Agencies: The allotment is based on the tribal population count of children and youth under age 21, with a minimum award of \$25,000 per tribe. ACF will use the tribal population counts already received and approved for the FY 2019 title IV-B grant awards, so there is no need for tribes to submit new population counts for this award.

Approved Activities: Title IV-E agencies may use these funds to develop, enhance or evaluate kinship navigator programs, as described in section 427(a)(1) of the Social Security Act, as follows:

- (1) a kinship navigator program to assist kinship caregivers in learning about, finding, and using programs and services to meet the needs of the children they are raising and their own needs, and to promote effective partnerships among public and private agencies to ensure kinship caregiver families are served, which program—
 - (A) shall be coordinated with other State or local agencies that promote service coordination or provide information and referral services, including the

¹ Five percent, (\$1 million) of the appropriation is reserved for federal research, evaluation and technical assistance activities; leaving \$19 million available for kinship navigator grants.

entities that provide 2–1–1 or 3–1–1 information systems where available, to avoid duplication or fragmentation of services to kinship care families;

(B) shall be planned and operated in consultation with kinship caregivers and organizations representing them, youth raised by kinship caregivers, relevant government agencies, and relevant community-based or faith based organizations;

(C) shall establish information and referral systems that link (via toll-free access) kinship caregivers, kinship support group facilitators, and kinship service providers to—

(i) each other;

(ii) eligibility and enrollment information for Federal, State, and local benefits;

(iii) relevant training to assist kinship caregivers in caregiving and in obtaining benefits and services; and

(iv) relevant legal assistance and help in obtaining legal services;

(D) shall provide outreach to kinship care families, including by establishing, distributing, and updating a kinship care website, or other relevant guides or outreach materials;

(E) shall promote partnerships between public and private agencies, including schools, community based or faith-based organizations, and relevant government agencies, to increase their knowledge of the needs of kinship care families and other individuals who are willing and able to be foster parents for children in foster care under the responsibility of the State who are themselves parents to promote better services for those families;

(F) may establish and support a kinship care ombudsman with authority to intervene and help kinship caregivers access services; and

(G) may support any other activities designed to assist kinship caregivers in obtaining benefits and services to improve their caregiving.

Project Period: The FY 2019 Kinship Navigator grant must be spent on activities conducted between October 1, 2018 and September 30, 2020.

Match: There is no match requirement.

Financial Reporting Requirements: Title IV-E agencies are required to submit an electronic SF-425 for the Kinship Navigator grant through the Payment Management System (PMS). For more information on gaining access to and using the PMS system, please contact the PMS Help Desk at 1- 877-614-5533 or for more information see <https://pms.psc.gov>.

Title IV-E agencies must submit the SF-425 for expenditures under the Kinship Navigator grant at the end of each 12-month period (October 1, 2018 - September 30, 2019 and October 1, 2019 – September 30, 2020) of the two-year expenditure period. Each report is due 90 days after the end of each federal fiscal year (December 29). The SF-425 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The title IV-E agency must obligate the funds by September 30, 2020 and

liquidate them by December 29, 2020. Note that while the Kinship Navigator funding was provided through the appropriation for title IV-B, subpart 2 of the Act, these reports must be submitted separately from reports filed for the Promoting Safe and Stable Families Program. A negative grant award will recoup any unobligated and/or unliquidated funds reported on the final SF-425 for the Kinship Navigator grant.

INSTRUCTIONS: Each title IV-E agency applying for funds must submit the following information to CB by **no later than March 15, 2019**.

- *FY 2019 Kinship Navigator Funding Request Form:* Complete the FY 2019 Kinship Navigator Program Funding Request Form (Attachment B), signed by an authorized official from the state or tribe. Please also include information on an agency representative to contact for any programmatic questions on the submission. Please use the Estimated Allotment Table at Attachment A as guide in requesting funds. If not all eligible title IV-E agencies apply for funding, funds will be re-allotted among approved applicants. Therefore, we encourage agencies to also include an estimate of any additional funds they wish to receive if they become available.
- *Kinship Navigator Program Narrative.* Provide a brief narrative outlining the activities that will be carried out using the FY 2019 Kinship Navigator funds. The funds may be used to develop, enhance and/or evaluate kinship navigator programs, consistent with the specifications described in section 427(a)(1) of the Act. Because some title IV-E agencies may not have previous experience in operating kinship navigator programs and will use funds to begin developing or enhancing capacity, programs supported using the FY 2019 Kinship Navigator funds need not meet every aspect of the description contained in section 427(a)(1) during the project period as long as the programs are designed to ultimately fulfill the 427(a)(1) requirements. (Programs will be required to meet all requirements of sections 427(a)(1) and 474(a)(7) in order to qualify for title IV-E Kinship Navigator Program funding. Please see [ACYF-CB-PI-18-11](#) for additional information on the requirements for title IV-E funding. Please propose activities that are consistent with the level of funding provided and the limited time period for use of the funds (i.e., funds must be obligated by September 30, 2020).

The Children’s Bureau also encourages agencies to consider how funds might be used to enhance the evidence base available for kinship navigator programs. Title IV-E agencies choosing to use these funds to evaluate a kinship navigator program are recommended to ensure that the evaluation is appropriate for consideration in the review of kinship navigator programs by the Prevention Services Clearinghouse. Title IV-E agencies are encouraged to document the evaluation methodology, study design and findings of its kinship navigator program. The Prevention Services Clearinghouse will review and assess studies on the basis of study design, overall and differential sample attrition, the equivalence of intervention and comparison groups at baseline (as applicable), and when necessary, procedures accounting for clustering. The Prevention Services Clearinghouse will also review how the study accounts for confounding factors and examines at least one “target outcome” (see [ACYF-CB-PI-](#)

[18-11](#), Attachment C, Study Eligibility Criteria) using a measure that is reliable and achieves face validity. Additionally to be eligible for the review by the Prevention Services Clearinghouse kinship navigator programs must also have a book, manual, or other available documentation that specifies the components of the practice protocol and describes how to administer the practice.

- *Submissions*: Submit the FY 2019 Kinship Navigator Funding Request Form (Attachment B) and the Kinship Navigator Program Narrative electronically (by email) to the appropriate Children’s Bureau Regional Office (see Attachment C for list of Regional Program Managers) with a copy submitted to Liliana Hernandez in the Children’s Bureau Central Office at liliana.hernandez@acf.hhs.gov
- *Progress Reporting*: Title IV-E agencies will also be required to provide an update on their use of these funds and accomplishments in the Annual Progress and Services Report (APSR) submission that will be due June 30, 2020.

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 0970-0426, approved through January 31, 2021.

Inquiries To: Children’s Bureau Regional Program Managers

/s/

Jerry Milner
Acting Commissioner
Administration on Children, Youth
and Families

Attachment A:
Eligible Applicants and Estimated Allotments

Attachment B:
FY 2019 Title IV-B, Subpart 2 Kinship Navigator Funding Request Form

Attachment C:
CB Regional Program Managers

Fiscal Year 2019 Estimated Allotments to States and Territories
Title IV-B, Subpart 2
Kinship Navigator Funding

State	Estimated Allotments *
Alabama	\$ 352,437
Alaska	214,207
Arizona	385,229
Arkansas	279,740
California	1,085,422
Colorado	292,427
Connecticut	259,993
Delaware	225,510
District of Columbia	219,700
Florida	753,400
Georgia	517,704
Hawaii	229,254
Idaho	237,447
Illinois	522,562
Indiana	345,911
Iowa	266,740
Kansas	250,608
Kentucky	317,220
Louisiana	361,120
Maine	227,625
Maryland	323,845
Massachusetts	309,288
Michigan	427,658
Minnesota	286,624
Mississippi	308,363
Missouri	344,066
Montana	218,912
Nebraska	233,137
Nevada	269,528
New Hampshire	216,231
New Jersey	356,184
New Mexico	279,491
New York	637,194
North Carolina	465,502
North Dakota	209,172
Ohio	473,607
Oklahoma	305,581
Oregon	301,558

Fiscal Year 2019 Estimated Allotments to States and Territories
Title IV-B, Subpart 2
Kinship Navigator Funding

State	Estimated Allotments *
Pennsylvania	\$ 479,307
Puerto Rico	252,756
Rhode Island	224,674
South Carolina	342,151
South Dakota	218,093
Tennessee	399,821
Texas	1,018,778
Utah	245,717
Vermont	211,754
Virgin Islands	201,952
Virginia	349,597
Washington	361,046
West Virginia	251,140
Wisconsin	326,387
Wyoming	206,630
Subtotal States and Territories:	\$ 18,400,000

* These amounts are the estimated allotments from FY 2018. The amounts may differ from actual FY 2018 awards received, since not all states applied for funding in FY 2018 and some states received reallocated funds. Final FY 2019 allotments are subject to change.

**Fiscal Year 2019 Estimated Allotments to Tribes\Tribal Organizations
Title IV-B, Subpart 2
Kinship Navigator Funding**

State Code	Indian Tribal Organization**	Estimated Allotments ***	Tribal Population Under 21
AZ	Navajo Nation	\$ 222,672	81,199
	Pascua Yaqui Tribe	41,096	6,612
	Salt River Pima Maricopa Indian Community	35,792	4,433
CA	Tolowa Dee-ni' Nation	26,726	709
ME	Penobscot Indian Nation	26,127	463
MI	Keweenaw Bay Indian Community	25,879	361
NC	Eastern Band of Cherokee Indians	34,672	3,973
ND	Standing Rock Sioux Tribe	33,129	3,339
OK	Chickasaw Nation	83,268	23,935
SD	Rosebud Sioux Tribe	44,675	8,082
WA	Port Gamble S'Klallam Tribe	25,964	396
Tribal Sub-total:		\$ 600,000	133,502
Kinship Navigator Grant Total:		\$ 19,000,000	

** The tribes listed were approved to operate the title IV-E program as of the release date of this program instruction. Tribes that receive approval to operate the title IV-E program prior to the application deadline for the kinship navigator program may also apply for funding.

*** FFY 19 allotments are subject to change based on the number of tribes applying for funding.

Fiscal Year 2019 Title IV-B, Subpart 2 Kinship Navigator Funding Request

Name of State/Territory/Tribe: _____

Employee Identification Number (EIN) _____

DUNS Number: _____

State/Territory/Tribe Contact Person for Programmatic Questions on the Kinship Navigator Submission:

Name: _____

Address : _____

Phone Number: _____

Email Address: _____

Amount of Funding Requested \$ _____

(Please see Attachment A for Estimated Allotments and insert amount requested on line above.)

Request for Additional Re-allotted Funds, (if available) \$ _____

(Insert on line above any additional amount requested, should funds be available.)

I certify that I am authorized to submit this request for FY 2019 Kinship Navigator Funding on behalf of the State/Territory/Tribe.

Application submitted by State/Tribal Authorized Official:

Name: _____

Title: _____

Signature: _____

Date: _____

Approval Date:

Signature - Associate Commissioner, Children's Bureau

Regional Program Managers – Children’s Bureau

1	Region 1 - Boston Bob Cavanaugh bob.cavanaugh@acf.hhs.gov JFK Federal Building, Rm. 2000 15 Sudbury Street Boston, MA 02203 (617) 565-1020 States: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	6	Region 6 - Dallas Janis Brown janis.brown@acf.hhs.gov 1301 Young Street, Suite 945 Dallas, TX 75202-5433 (214) 767-8466 States: Arkansas, Louisiana, New Mexico, Oklahoma, Texas
2	Region 2 - New York City Alfonso Nicholas alfonso.nicholas@acf.hhs.gov 26 Federal Plaza, Rm. 4114 New York, NY 10278 (212) 264-2890, x 145 States and Territories: New Jersey, New York, Puerto Rico, Virgin Islands	7	Region 7 - Kansas City Deborah Smith deborah.smith@acf.hhs.gov Federal Office Building, Rm. 349 601 E 12th Street Kansas City, MO 64106 (816) 426-2262 States: Iowa, Kansas, Missouri, Nebraska
3	Region 3 - Philadelphia Lisa Pearson lisa.pearson@acf.hhs.gov The Strawbridge Building 801 Market Street Philadelphia, PA 19107-3134 (215) 861-4030 States: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia	8	Region 8 - Denver Marilyn Kennerson marilyn.kennerson@acf.hhs.gov 1961 Stout Street, 8 th Floor Byron Rogers Federal Building Denver, CO 80294-3538 (303) 844-1163 States: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
4	Region 4 - Atlanta Shalonda Cawthon shalonda.cawthon@acf.hhs.gov 61 Forsyth Street SW, Ste. 4M60 Atlanta, GA 30303-8909 (404) 562-2242 States: Alabama, Mississippi, Florida, North Carolina, Georgia, South Carolina, Kentucky, Tennessee	9	Region 9 - San Francisco Debra Samples debra.samples@acf.hhs.gov 90 7 th Street - Ste 9-300 San Francisco, CA 94103 (415) 437-8626 States and Territories: Arizona, California, Hawaii, Nevada, Outer Pacific—American Samoa, Commonwealth of the Northern Marianas, Federated States of Micronesia (Chuuk, Pohnpei, Yap) Guam, Marshall Islands, Palau
5	Region 5 - Chicago Kendall Darling kendall.darling@acf.hhs.gov 233 N. Michigan Avenue, Suite 400 Chicago, IL 60601 (312) 353-9672 States: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	10	Region 10 - Seattle Paula Bentz paula.bentz@acf.hhs.gov 701 Fifth Avenue, Suite 1600, MS-73 Seattle, WA 98104 (206) 615-3662 States: Alaska, Idaho, Oregon, Washington