

<h1>ACF</h1> Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children, Youth and Families	
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	3. Originating Office: Children's Bureau	
	4. Key Words: Adoption and Foster Care Analysis and Reporting System; OMB Directive No. 15; Data Collection on Race	

PROGRAM INSTRUCTION

TO: State Agencies Administering or Supervising the Administration of Titles IV-B and IV-E of the Social Security Act.

SUBJECT: Adoption and Foster Care Analysis and Reporting System Collection of Race Information.

LEGAL AND RELATED REFERENCES: Section 479 of the Social Security Act; 45 CFR 1355.40; OMB Directive Number 15, "Race and Ethnic Standards for Federal Statistics and Administrative Reporting."

PURPOSE: The purpose of this Program Instruction (PI) is to provide information to States on required changes to the Adoption and Foster Care Analysis and Reporting System (AFCARS) collection of race data. These changes are being implemented in response to the Office of Management and Budget's (OMB) **Federal Register** Notice: "Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity", 62 FR 58782, October 30, 1997. Additionally, clarification is being provided on the accurate usage of "unable to determine" for AFCARS reporting purposes.

BACKGROUND: Federal regulations at 45 CFR 1355.40, which implement section 479 of the Social Security Act (the Act), set forth the Adoption and Foster Care Analysis and Reporting System (AFCARS) requirements. The purpose of AFCARS is to collect uniform, reliable information on children who are under the placement and care responsibility of the State title IV-B/IV-E agency, and children adopted under the auspices of the State public child welfare agency. As of October 1, 1994, States were required to collect and submit AFCARS data semi-annually to the Administration for Children and Families (ACF).

On October 30, 1997, the Office of Management and Budget (OMB) published a notice in the **Federal Register** (62 FR 58782) announcing its decision concerning the revision of Statistical Policy Directive Number 15, *Race and Ethnic Standards for Federal Statistics and*

Administrative Reporting. OMB's Statistical Policy standards provide a common language to promote uniformity and comparability of data on race and ethnicity for the population groups specified in Directive Number 15. The Department of Health and Human Services is required to meet these standards. The revised standards have five categories for data on race: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. The new standards allow individuals to identify with more than one race. Also, there are two new categories for data on ethnicity: "Hispanic or Latino" and "Not Hispanic or Latino."

The AFCARS currently collects information on the race and ethnicity of children in foster care and those who have been adopted, foster parents, and adoptive parents. In order to meet the new OMB race standards, AFCARS race elements must be modified. At this time, the collection of racial information in AFCARS is a single response only. There are four race categories currently allowed in AFCARS: American Indian/Alaskan Native; Asian/Pacific Islander; Black; and White. The worker selects one race as reported to him/her, which is then submitted to AFCARS.

The current collection of "Hispanic origin" data in AFCARS is compliant with the new OMB standards for ethnicity. The only change being made is to the name of the category. The new name for the ethnicity category is "Hispanic or Latino Origin".

In addition to the race and ethnicity codes, AFCARS has the code "unable to determine" which is defined as: "The specific race category is "unable to determine" because the child is very young or is severely disabled and no person is available to identify the child's race [or Hispanic Origin]"¹. For adults, "unable to determine" is also a valid response and has the same definition that is used for a child². Because the definition given in the regulation for adults is the same as that for a child, this PI will clarify the appropriate circumstances under which "unable to determine" may be used for adults, as well as children.

INSTRUCTION: This section describes the changes which must be made to the AFCARS for the collection of race data. As of October 1, 1999, States are required to collect race information in the new format for AFCARS as described in paragraph "B". Beginning April 1, 2000, the Federal AFCAR system will accept data in the new format only.

A. Race Definitions

In accordance with the OMB directive, the revised categories and definitions for use in the collection of race data in AFCARS are as follows:

- *American Indian or Alaskan Native:* A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- *Asian:* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- *Black or African American:* A person having origins in any of the black racial groups of Africa.
- *Native Hawaiian or Other Pacific Islander:* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- *White:* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

B. Data collection format, instructions and clarification.

The foster care elements affected by the revisions to race are:

- Element #8, Child's race;
- Element #52, Race of first foster caretaker; and,
- Element, #54, Race of second foster caretaker.

The adoption elements affected by the revisions are:

- Element #7, Child's race;
 - Element #25, Adoptive Mother's race; and,
 - Element #27, Adoptive Father's race.
7. Format and instructions.

Each of the above listed elements will be formatted as follows (Note: the numbering of the elements in the foster care file or the adoption file has not changed; instead, the letters a-f will be added to each of the race elements. Technical Bulletin No. 2 (Revised and attached), provides information on the requirements for the new and expanded race file format.):

- a. American Indian or Alaskan Native
- b. Asian
- c. Black or African American
- d. Native Hawaiian or Other Pacific Islander
- e. White
- f. Unable to Determine

Indicate all races (a-e) that apply with a "1". For those that do not apply, indicate "0."

Indicate f. unable to determine" with a "1" if it applies and a "0" if it does not.

8. Additional Information and Clarification.
- a. The Children's Bureau recommends that caseworkers ask children (if age appropriate) and adults to identify all the racial categories that apply. This is consistent with existing Children's Bureau's guidance and with the OMB Directive. We believe that self-identification or self-reporting is the preferred method of gathering information on race.

- b. A State may have categories for race in addition to the ones required by AFCARS; however, the additional categories must be mapped and extracted to the AFCARS categories.
- c. The Children's Bureau has identified a high percentage of children and adults whose race and/or Hispanic origin was incorrectly reported as "unable to determine." Additionally, during AFCARS pilot reviews the Children's Bureau has found that States were inappropriately mapping/defaulting missing racial and/or Hispanic origin information to "unable to determine." States that use "unable to determine" for the race and/or ethnicity elements because the information is missing must make changes to their programming to be in compliance with the AFCARS requirements. When data is missing or not known due to a worker not asking an individual for racial or Hispanic origin information, the response should be left blank.

The following clarifies those instances when the code "unable to determine" may be used:

- When a child is very young or is severely disabled and no person is available to identify the child's race or Hispanic ethnicity (as in the case of abandonment);
- When an adult or child (if age appropriate) refuses to identify his or her race or Hispanic origin;
- When a parent, relative or guardian refuses to identify the child's race or Hispanic origin.

C. Edit checks

The race data submitted will be evaluated to determine the internal consistency of the data. The results of this evaluation will determine compliance. Changes in the edit check(s) will be made to review all possible race combinations. The edit checks for a valid response will be performed as follows:

0. At least one of the race categories from "a-e" is selected (coded as "1") and "f" is coded as "0".
1. None of the race categories from "a-e" is selected (coded as "0") and "f" is coded as "1".
2. A combination of a "1" in any category "a-e" and a "1" in "f" will result in an error.

D. Compliance

Compliance with the race elements will be determined based on a selection of "applies" for at least one of the categories (a through f) for each race element. Responses to foster care and adoption race elements must meet a 90% level of tolerance to be compliant.

E. Existing data on race

For individuals who are currently coded for AFCARS purposes as "Asian/Pacific Islander", the State will need to take the appropriate actions to update this information. If the State collects this information as separate categories, then the programming code needs to be changed only for extraction purposes. If these are currently combined fields in the State's database, then the workers will need to ask the individuals their race, if it is unknown.

The Children's Bureau is not requiring States to update the remaining race data records for persons currently in their database.

F. Changes to the Federal AFCAR System

In order to implement the changes to the race elements in the Federal AFCAR system, the system will not receive State submissions from April 1, 2000 to April 14, 2000. The AFCARS data for the report period October 1, 1999 through March 31, 2000 is still due by May 15, 2000.

EFFECTIVE DATE: October 1, 1999

/s/ Patricia Montoya
Commissioner
Administration for Children, Youth and Families

Endnotes:

¹45 CFR 1355 Appendix A, Section II.II. C.1 and 2; Appendix B, Section II.II.C.1, Section II.VI.C

²45 CFR 1355 Appendix A, Section II.IX.C; Appendix B, Section II.VI.C.

[Attachment:](#) Technical Bulletin #2

Technical Bulletin #2 AFCARS File Format

REVISED: 1/27/1999^{1,2}

This technical bulletin supplements information in 45 CFR 1355.40 on file format. By following the guidance of this bulletin, States will avoid file format errors that may cause processing failure by the Federal AFCAR System.

[Section I](#)

General File Format Information: the data file order, format, and general guidelines for transmission.

[Section II](#)

Century Date Format: four digit century date.

[Section III](#)

Adoption Aggregate File Format: the format for the one-time-only submission of the Adoption Aggregate File.

[Section IV](#)

Foster Care Summary File: the format for the foster care summary file and

how the Federal AFCAR System calculates the summary file that is required to precede the foster care detail file.

[Section V](#)

Foster Care Revised Detail File Format: the revised format for the foster care detail file.

[Section VI](#)

Adoption Summary File: the format for the adoption summary file and how the Federal AFCAR System calculates the summary file that is required to precede the adoption detail file.

[Section VII](#)

Adoption Revised Detail File Format: the revised format for the adoption detail file.

[Section VIII](#)

Optional Explanatory Footnote File Format: the format for the optional explanatory footnote file.

[Section IX](#)

File Creation.

¹Revised for century date format 5/6/1996, see ACYF-IM-CB-96-08, issued 4/17/1996

²Revised format for race categories, see [ACYF-CB-PI-99-01](#), January 27, 1999

I. General File Format Information

A. File Order

Below is a table with the files which are to be concatenated in the proper order prior to transmission:

Order	File Name	Characters per Record	Comments
1	Foster Care Delimiter	1	@
2	Foster Care Summary File	174	One Record per File.
3	Foster Care Detailed File	197	One Record per Child.
4	Adoption Aggregate Delimiter	1	#
5	Adoption Aggregate File	168	One Record per File
6	Adoption Delimiter	1	\$
7	Adoption Summary File	174	One Record per File.

8	Adoption Detailed File	111	One Record per Adoption.
9	Optional Explanatory Footnotes	253	Optional File. Multiple records.

B. Format Guidelines

- *The data file which is transmitted must be in ASCII.* This format is specified in Appendix C of 45 CFR 1355. EBCDIC files will not be processed.
- *A Detail File must always be accompanied by a Summary File.* This applies to both Adoption and Foster Care.
- *Appropriate delimiters must be included with each file:* The appropriate file delimiters must be included with the corresponding data file. If a particular file is not being submitted, DO NOT INCLUDE THE DELIMITER. For example, if a State is not including Adoption Summary and Detail Files, then the Adoption Delimiter (\$) must not be included in the submission.
- *Record Number field:* The record number (Foster Care Detail Submission File Element 4 and Adoption Detail Submission File Element 3) should be right justified and padded with zeros to fill out the 12 character field.
- *Counts and dollars:* The counts and dollar amounts should be right justified and padded with zeros to fill out the field. A field filled with zeros indicates a count of zero. A field filled with blanks indicates missing data.

Exception: Adoption Detail Submission File Element 36 (Monthly amount of subsidy). If data element 35 is no, then 00000 means no subsidy amount. If data element 35 is yes, then 00000 means the subsidy amount only includes benefits under titles XIX or XX of the Social Security Act.

Data standards: For detailed information on format standards of individual elements, see Technical Bulletins #7 and #8.

II. Century Date Formats

AFCARS requires all date formats to accommodate century information -- either a YYYYMMDD, YYYYMM or YYYY, where YYYY represents the four digit century year, e.g. 1996. States are required to use the 4 digit format, regardless of the reporting period, beginning October 1, 1996 (ACYF-IM-CB-96-08).

The following table lists both the foster care and the adoption data elements which should have the century date format.

Element Number	Data Element Name	Century Date Format
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Foster Care Summary File		
02	Report period ending date	YYYYMM
Foster Care Detail File		
02	Report period ending date	YYYYMM
05	Date of most recent periodic review	YYYYMMDD
06	Child's date of birth	YYYYMMDD
18	Date of first removal from home	YYYYMMDD
20	Date child was discharged from last foster care episode	YYYYMMDD
21	Date of latest removal from home	YYYYMMDD
22	Removal transaction date	YYYYMMDD
23	Date of placement in current foster care setting	YYYYMMDD
45	Year of birth (1st principal caretaker)	YYYY
46	Year of birth (2nd principal caretaker)	YYYY
47	Date of mother's parental rights termination	YYYYMMDD
48	Date of legal or putative father's parental rights termination	YYYYMMDD
50	Year of birth (1st foster caretaker)	YYYY
51	Year of birth (2nd foster caretaker)	YYYY
56	Date of discharge from foster care	YYYYMMDD
57	Foster care discharge transaction date	YYYYMMDD
Adoption Aggregate File		
02	Report period ending date	YYYYMM

Adoption Summary File		
02	Report period ending date	YYYYMM
Adoption Detail File		
02	Report period ending date	YYYYMM
05	Date of birth of child	YYYYMM
16	Mother's year of birth	YYYY
17	Father's (putative or legal) year of birth	YYYY
19	Date of mother's termination of parental rights	YYYYMMDD
20	Date of father's termination of parental rights	YYYYMMDD
21	Date adoption legalized	YYYYMMDD
23	Mother's year of birth	YYYY
24	Father's year of birth	YYYY
Optional Explanatory Footnote File		
03	Report period end date	YYYYMM

III. Adoption Aggregate Data File Format

A. File Description

The Adoption Aggregate data file consists of the aggregate numbers of children adopted prior to October 1, 1994, who continued to receive title IV-E subsidies after October 1, 1994. This data is only to be reported one time and is to be included with the first reporting period (October 1, 1994 - March 31, 1995) data submission. States are required (under §1355.40 (a)(3)) of the AFCARS final rule) to submit this data although no penalty is prescribed. If the State is unable to provide this information with the first data submission (covering the reporting period October 1, 1994 through March 31, 1995) the State should:

- Submit an adoption aggregate file with the Adoption Aggregate file delimiter (#) and zeros in all the count fields (data elements 2-21).

B. Format Guidelines

- *Element 2, Report Period Ending Date:* The date in this field should be March 1995, regardless of the actual date the file is transferred to ACF. It should be in the format of YYYYMM: 199503.
- *Elements 3-22, Age Groups:* The numbers in these fields should be right justified and padded with zeros to fill out the field. A field filled with zeros indicates a count of zero. Children are placed in categories based on their age on September 30, 1994. This date is used for the age calculation regardless of the date the file is transferred to ACF.

Element Number	Data Element Description	Century Date Format	Number of characters
01	State FIPS code		2
02	Report period ending date	YYYYMM	6
03	Children under age 1 receiving subsidies		8
04	Children age 1 receiving subsidies		8
05	Children age 2 receiving subsidies		8
06	Children age 3 receiving subsidies		8
07	Children age 4 receiving subsidies		8
08	Children age 5 receiving subsidies		8
09	Children age 6 receiving subsidies		8
10	Children age 7 receiving subsidies		8
11	Children age 8 receiving subsidies		8
12	Children age 9 receiving subsidies		8
13	Children age 10 receiving subsidies		8
14	Children age 11 receiving subsidies		8

15	Children age 12 receiving subsidies		8
16	Children age 13 receiving subsidies		8
17	Children age 14 receiving subsidies		8
18	Children age 15 receiving subsidies		8
19	Children age 16 receiving subsidies		8
20	Children age 17 receiving subsidies		8
21	Children age 18 receiving subsidies		8
22	Children over age 18 receiving subsidies		8
Total Characters			168

IV. Foster Care Summary File

A. Foster Care Summary File Format

Element	Data Element Description	Century Date Format	Number of characters
01	Number of records		8
02	Report period ending date	YYYYMM	6
03	Children in care who are under age 1		8
04	Children in care who are age 1		8
05	Children in care who are age 2		8
06	Children in care who are age 3		8

07	Children in care who are age 4		8
08	Children in care who are age 5		8
09	Children in care who are age 6		8
10	Children in care who are age 7		8
11	Children in care who are age 8		8
12	Children in care who are age 9		8
13	Children in care who are age 10		8
14	Children in care who are age 11		8
15	Children in care who are age 12		8
16	Children in care who are age 13		8
17	Children in care who are age 14		8
18	Children in care who are age 15		8
19	Children in care who are age 16		8
20	Children in care who are age 17		8
21	Children in care who are age 18		8
22	Children in care who are over age 18		8
Total Characters			174

B. Generating the Foster Care Summary File

Each foster care summary file that is submitted will be compared to a foster care summary file that is generated by the Federal AFCAR System. This will ensure that the data has not been

corrupted during transmission. If the submitted file does not match the generated file, the foster care detail data file will not be validated and the State will incur a penalty for the foster care file. Therefore, it is important that States create summary files in exactly the same way that the Federal AFCAR System generates summary files. The Foster Care Summary file will NOT be used for analysis.

Below are directions for creating the Foster Care Summary File:

- *Element 1, Number of Records:*
 1. Represents the count of the number of records in the detail file. This number should represent the total number of records in the detail file. It should NOT be calculated by adding together elements 3-22 (the calculated ages of children) as these calculations will exclude children with invalid birth dates. Therefore, element 1 will not necessarily be the same as the sum of all the numbers of children in each age group. (See *Elements 3-22* below.)
 2. Right justify the count and add leading zeros.
- *Element 2, Report Period Ending Date:*
 3. Insert a valid report period end date for submission. This date should be in the YYYYMM format and it should end with either 09 for September or 03 for March.
- *Elements 3-22, Age Groups:*
 4. Validate the child birth dates in the detail file. If a child birth date is either missing or out-of-range (i.e., an invalid date), that record should NOT be included when calculating the age groups. If the file contains invalid birth dates, the total number of records submitted will not be equal to the sum of children in each age group.
 5. Definition of the variables used when calculating the count of children in each age group:

Report_date_month. This variable will have a value of either September (09) or March (03), depending upon which of the two semi-annual reporting periods is relevant.

Report_date_year. This variable should be in the YYYY format representing the four digit century year, e.g. 1996.

Birth_month. This variable is the month of the child's birth.

Birth_year. This variable is the year of the child's birth and should be in the YYYY format representing the four digit century year, e.g. 1996.

6. Calculate the ages of children in care for each age group using the following decision rule:

If Birth_month > Report_date_month	---	age = (Report_date_year -
------------------------------------	-----	---------------------------

	> No	Birth_year)
 Yes v		
age = (Report_date_year - Birth_year) - 1		

7. Note that an age of zero represents children less than one year old.
8. Right justify the count for each age group and add leading zeros.

V. Foster Care Revised Detail File Format

As a result of changes to the Office of Management and Budget's Statistical Policy Directive Number 15, *Race and Ethnic Standards for Federal Statistics and Administrative Reporting*, individuals are now able to select multiple races when responding to questions regarding their race. As required in ACYF-CB-PI-99-01, issued January 27, 1999, States are to modify their AFCARS to collect and submit race data in the new format, effective October 1, 1999. Below is the table with the foster care **revised** detail file format.

Data Element Description	Century Date Format	Number of characters	Element
01	State FIPS code		2
02	Report period end date	YYYYMM	6
03	Local Agency FIPS code		5
04	Record number		12
05	Date of most recent periodic	YYYYMMDD	8

	review		
06	Child's date of birth	YYYYMMDD	8
07	Sex		1
08	Race		
08a	American Indian or Alaskan Native		1
08b	Asian		1
08c	Black or African American		1
08d	Native Hawaiian or Other Pacific Islander		1
08e	White		1
08f	Unable to Determine		1
09	Hispanic or Latino origin		1
10	Disabilities		1
11	Mental retardation		1
12	Visually/hearing impaired		1

13	Physically disabled		1
14	Emotionally disturbed		1
15	Other medical condition requiring special		1
16	Child ever adopted		1
17	Age at previous adoption		1
18	Date of first removal from home	YYYYMMDD	8
19	Total number of removals		2
20	Date child was discharged from last foster care episode	YYYYMMDD	8
21	Date of latest removal from home	YYYYMMDD	8
22	Removal transaction date	YYYYMMDD	8
23	Date of placement in current foster care setting	YYYYMMDD	8

24	Number of placements		2
25	Removal from home		1
26	Physical abuse		1
27	Sexual abuse		1
28	Neglect		1
29	Alcohol abuse (parent)		1
30	Drug abuse (parent)		1
31	Alcohol abuse (child)		1
32	Drug abuse (child)		1
33	Child disability		1
34	Child's behavior problem		1
35	Death of parent(s)		1
36	Incarceration of parent(s)		1
37	Caretaker's inability to cope		1
38	Abandonment		1

39	Relinquishment		1
40	Inadequate housing		1
41	Current placement setting		1
42	Placement (out of State)		1
43	Case plan goal		1
44	Caretaker family structure		1
45	Year of birth (1st principal caretaker)	YYYY	4
46	Year of birth (2nd principal caretaker)	YYYY	4
47	Date of mother's termination of parental rights	YYYYMMDD	8
48	Date of legal or putative father's termination of parental rights	YYYYMMDD	8
49	Foster family structure		1
50	Year of birth (1st foster caretaker)	YYYY	4

51	Year of birth (2nd foster caretaker)	YYYY	4
52	Race (1st foster caretaker)		
52a	American Indian or Alaskan Native		1
52b	Asian		1
52c	Black or African American		1
52d	Native American or Other Pacific Islander		1
52e	White		1
52f	Unable to Determine		1
53	Hispanic or Latino origin (1st foster caretaker)		1
54	Race (2nd foster caretaker)		
54a	American Indian or Alaskan Native		1
54b	Asian		1

54c	Black or African American		1
54d	Native Hawaiian or Other Pacific Islander		1
54e	White		1
54f	Unable to Determine		1
55	Hispanic or Latino origin (2nd foster caretaker)		1
56	Date of discharge from foster care	YYYYMMDD	8
57	Foster care discharge transaction date	YYYYMMDD	8
58	Reason for discharge		1
59	Title IV-E (foster care)		1
60	Title IV-E (adoption assistance)		1
61	Title IV-A		1
62	Title IV-D		1

63	Title XIX		1
64	SSI or other benefits		1
65	None of the above source of federal support		1
66	Amount of monthly subsidy		5
Total Characters			197

VI. Adoption Summary File

A. Adoption Summary File Format

Element	Data Element Description	Century Date Format	Number of characters
01	Number of records		8
02	Report period ending date	YYYYMM	6
03	Children adopted who are under age 1		8
04	Children adopted who are age 1		8
05	Children adopted who are age 2		8
06	Children adopted who are age 3		8
07	Children adopted who are age 4		8
08	Children adopted who are age 5		8
09	Children adopted who are age 6		8

10	Children adopted who are age 7		8
11	Children adopted who are age 8		8
12	Children adopted who are age 9		8
13	Children adopted who are age 10		8
14	Children adopted who are age 11		8
15	Children adopted who are age 12		8
16	Children adopted who are age 13		8
17	Children adopted who are age 14		8
18	Children adopted who are age 15		8
19	Children adopted who are age 16		8
20	Children adopted who are age 17		8
21	Children adopted who are age 18		8
22	Children adopted who are over age 18		8
Total Characters			174

B. Generating the Adoption Summary File

Below are the steps to follow when creating your adoption summary file. Each adoption summary file that is submitted will be compared to an adoption summary file that is generated by the Federal AFCAR System. This will ensure that there has been no corruption of the data during transmission. If the submitted file does not match the generated file, the adoption detail file will not be validated and the State will incur a penalty for the adoption file. Therefore, it is important that States create summary files in exactly the same way that the Federal AFCAR System generates summary files.

These files will NOT be used for analysis.

Below are directions for creating the Adoption Summary File:

- *Element 1, Number of Records:*
 - Count of the number of records in the detail file. This number should represent the total number of records in the detail file. It should NOT be calculated by adding together elements 3-22 (the calculated ages of children), as these calculations will exclude children with invalid birth dates. Therefore, the value for element 1 will not necessarily be the same as the sum of the numbers of children in each age group. (See *Elements 3-22* below.)
 - Right justify the count and add leading zeros.
 - *Element 2, Report Period Ending Date:*
3. Insert a valid report period end date for submission. This date should be in the *YYYYMM* format and it should end with either 09 for September or 03 for March.
 - *Elements 3-22, Age Groups:*
 4. Validate the child birth dates in the detail data file. If a child birth date is either missing or out-of-range (i.e., an invalid date), that record should NOT be included when calculating the age groups. If the file contains invalid birth dates, the number of records submitted will not be equal to the sum of children in each age group.
 5. Definition of the variables used when calculating the count of children in each age group:

Report_date_month. This variable will have a value of either September (09) or March (03), depending upon which of the two semi-annual reporting periods is relevant. Report_date_year. This variable should be in the *YYYY* format representing the four digit century year, e.g. 1996. Birth_month. This variable is the month of the child's birth. Birth_year. This variable is the year of the child's birth and should be in the *YYYY* format representing the four digit century year, e.g., 1996.

6. Calculate the ages of adopted children in each age group using the following decision rule:

If Birth_month > Report_date_month	-->	age = (Report_date_year - Birth_year)
	No	
 Yes v		
age = (Report_date_year - Birth_year) - 1		

7. **Note that an age of zero represents children less than one year old.**
8. Right justify the count for each age group and add leading zeros.

VII. Adoption Detail Revised File Format

As a result of changes to the Office of Management and Budget's Statistical Policy Directive Number 15, *Race and Ethnic Standards for Federal Statistics and Administrative Reporting*, individuals are now allowed to select multiple races when responding to questions regarding their race. As required in ACYF-CB-PI-99-01, issued January 27, 1999, States are to modify their AFCARS to collect and submit race data in the new format, effective 10/1/1999. Below is the table with the adoption **revised** detail file format.

Element	Data Element Description	Century Date Format	Number of characters
01	State FIPS code		2
02	Report period end date	YYYYMM	6
03	Record number		12
04	State agency involvement		1
05	Date of birth of child	YYYYMM	6
06	Sex		1
07	Race		
07a	American Indian or Alaskan Native		1
07b	Asian		1
07c	Black or African American		1
07d	Native Hawaiian or Other Pacific Islander		1
07e	White		1

07f	Unable to Determine		1
08	Hispanic or Latino origin		1
09	Special needs		1
10	Primary basis for special needs		1
11	Mental retardation		1
12	Visually or hearing impaired		1
13	Physically disabled		1
14	Emotionally disturbed		1
15	Other medically diagnosed condition		1
16	Mother's year of birth	YYYY	4
17	Father's (putative or legal) year of birth	YYYY	4
18	Mother married		1
19	Date of mother's termination of parental rights	YYYYMMDD	8
20	Date of father's termination of parental rights	YYYYMMDD	8
21	Date adoption legalized	YYYYMMDD	8
22	Adoptive parents family structure		1
23	Mother's year of birth	YYYY	4
24	Father's year of birth	YYYY	4

25	Adoptive mother's race		
25a	American Indian or Alaskan Native		1
25b	Asian		1
25c	Black or African American		1
25d	Native Hawaiian or Other Pacific Islander		1
25e	White		1
25f	Unable to Determine		1
26	Hispanic or Latino origin mother		1
27	Adoptive father's race		
27a	American Indian or Alaskan Native		1
27b	Asian		1
27c	Black or African American		1
27d	Native Hawaiian or Other Pacific Islander		1
27e	White		1
27f	Unable to Determine		1
28	Hispanic or Latino origin father		1
29	Stepparent		1
30	Other relative		1

31	Foster parent		1
32	Other non-relative		1
33	Child was placed from		1
34	Child was placed by		1
35	Child receiving a monthly subsidy		1
36	Monthly amount		5
37	Title IV-E adoption assistance		1
Total Characters			111

VIII. Optional Explanatory Footnote File Format

Below is the table with the optional explanatory footnote file format.

Element Number	Data Element Description	Century Date Format	Number of characters
01	Header ("% % ")		2
02	State FIPS code		2
03	Report period end date	YYYYMM	6
04	File reference		1
05	Data element reference		2
06	Footnote text		240

Total Characters	253 ⁵
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See Bulletin #3 for instructions on creating optional explanatory footnotes.

⁵This total does not include the carriage return/line feed.

IX. AFCARS File Creation

A. Creating a transmission file from a PC

1. Create an **ASCII** transmission file using the file format listed in Section I above. Be sure all records end with a carriage return/line feed. This is the standard format for DOS ASCII files. Note that the carriage return/line feed will **not** appear if you edit the file on the PC using a standard editor.
2. Do **not** include spaces after the delimiter in the first record. All other records may contain spaces prior to the carriage return/line feed.
3. Transfer the transmission file from the PC, as a binary image file, to the mainframe where CONNECT:DIRECT resides. Use either a fixed length or variable length record format. Any LRECL (record length) size is acceptable for either record format.

Recommendation: For efficient use of space we encourage using a fixed length record format with the following parameters:

```
RECFM = FB  
LRECL = 255  
BLKSIZE = 22950 (must be an even multiple of LRECL)
```

B. Creating a transmission file from a mainframe

1. Create an **ASCII** transmission file using the file format listed in Section I above. **DO NOT** include a carriage return/line feed at the end of each record.
2. Use either a variable length or fixed length record format.

Recommendation: For efficient use of space we encourage using a variable length record format.

- a. If using a variable length record format, be sure to use an LRECL that is 4 bytes **longer** than the largest record in the transmission file. The extra 4 bytes are for the RDW (record descriptor word) which gives the length of the record). The following format will accommodate the largest possible footnote:

RECFM = VB
LRECL = 257
BLKSIZE = any large number, e.g., 20000

- b. If using a fixed length record format, be sure to use an LRECL that can accommodate the largest record in the transmission file. **Do not** allow extra bytes for an RDW. The following format will accommodate the largest possible footnote:

RECFM = FB
LRECL = 253