

<b>ACF</b>  Administration for Children and Families	<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration on Children, Youth and Families</b>	
	<b>1. Log No:</b> ACYF-CB-PI-05-04	<b>2. Issuance Date:</b> April 29, 2005
	<b>3. Originating Office:</b> Children's Bureau	
	<b>4. Key Words:</b> Title IV-B Child and Family Services Plan; Child Abuse Prevention and Treatment State Plan; Chafee Foster Care Independence Program; Annual Progress and Services Report	

## PROGRAM INSTRUCTION

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

**SUBJECT:** June 30, 2005 submission of the Annual Progress and Services Report (APSR) required under Title IV-B of the Social Security Act (the Act), the Child Abuse Prevention and Treatment Act (CAPTA), and the Chafee Foster Care Independence Program (CFCIP), including the Education and Training Vouchers (ETV) program; and the CFS-101, Parts I and II, Annual Budget Request and Annual Summary of Child and Family Services.

**LEGAL AND RELATED REFERENCES:** Title IV-B, subparts 1 and 2, Sections 420-425, 428, 430-437, and Title IV-E, Sections 471-472, 474-475, and 477 of the Act; Section 106 of CAPTA, as amended (42 U.S.C. 5101 et seq.); the Indian Child Welfare Act of 1978 (Public Law 95-608); the Indian Self-Determination and Education Assistance Act (Public Law 93-638); 45 CFR Part 1355; 45 CFR Part 1357; ACYF-PI-CB-95-23, October 11, 1995, ACYF-CB-PI-04-01, issued February 2, 2004 for Fiscal Years 2005 - 2009, Child and Family Services Plan.

**PURPOSE:** This Program Instruction (PI) summarizes the actions required under title IV-B, subparts 1 and 2 and section 477 of title IV-E of the Act, CAPTA and Federal regulations at 45 CFR Part 1357 in order for States to receive their allotments of Federal funds for fiscal year (FY) 2006 (subject to the availability of appropriations). This PI provides guidance to current grantees regarding the submission of their Annual Progress and Services Report (APSR) and announces the final FY 2005 allotments for States and Territories for the above programs.

## **BACKGROUND:**

Since the Child and Family Services Plan (CFSP) process began in 1994, there have been two complete 5-year plan cycles (FYs 1995 through 1999 and FYs 2000-2004). CFSPs for the next 5 years (FYs 2005-2009) were due June 30, 2004. The State should be operating under its 3<sup>rd</sup> 5-year plan at this time. This PI requests the 1<sup>st</sup> APSR due under the 3<sup>rd</sup> 5-year plan.

Government entities receiving funds under Title IV-B, subparts 1 and/or 2, are guided by Federal regulations at 45 CFR 1357. They include the requirements for a 5-year comprehensive CFSP and annual updates on the progress made toward accomplishing the goals and objectives in the CFSP. Other, more recent requirements, which have not been codified in Federal regulations are required by statute. As staff in the Children's Bureau have been assessing the information in the current plans in order to identify national activities/trends, we have noticed that the CFSPs may not contain all of the information that is required. In order to approve the APSR and fund the activities contained therein, the plan must contain the information requested by law and regulation that is transmitted through this yearly Program Instruction (PI). This PI references items in Federal regulation (45 CFR 1357.16 and 45 CFR 1355.35(f)) that must be addressed in the APSR, as well as additional requirements that have not been codified in Federal regulations, but are required by statute. The Regional Offices will be working with States to assure that the information submitted to ACF adequately addresses the information required before approving the plan and forwarding the State's request for funding to Central Office.

In December 2004, Congress appropriated funds for States, Tribes and Territories for the programs included in the CFSP for FY 2005. The law required a 0.8 percent decrease in the funding of Title IV-B, subparts 1 and 2, CAPTA and ETV. However, funding levels were such that only Title IV-B, subpart 2 (Promoting Safe and Stable Families), incurred a net reduction in funds from FY 2004 to FY 2005.

In order to receive Title IV-B, CAPTA, CFCIP and ETV funds (States only) for fiscal year 2006, the Annual Progress and Services Report (APSR) must be submitted to the Administration for Children and Families (ACF) by June 30, 2005. The State must submit an original, signed copy of the CFS-101 with the APSR. The CFS-101 has two parts. Part I is the budget request form that States must complete and submit to request their Title IV-B, CAPTA, and CFCIP funds. Part II is the Annual Summary of Child and Family Services form in which States are to include the estimated amount of funds to be spent in each program area by source, the estimated number of individuals or families to be served, and the geographic service area within which the services are to be provided. The CFS-101, Parts I and II, is located in Attachment C.

## **Child and Family Services Plan**

The CFSPs contain the information and strategy necessary to integrate a wide variety of Federal, State and local programs and funding sources to assure the safety, permanency and well-being of children and families. The plans are based on extensive consultation with a wide array of representatives of State, local, Tribal, and both public and private community-based agencies and organizations (this may also include faith-based organizations) with experience in administering programs for infants, children, youth, adolescents, and families. States collect and analyze

statewide information on gaps in service, including mismatches between available services and family needs as identified through baseline data, the consultation process (45 CFR 1357.15(k)) and the CFSR results/[Program Improvement Plan \(PIP\)](#) process. Other services that impact the ability to preserve and support families can be included in the assessment.

Federal regulations at 45 CFR 1357.16 address the information that States are to provide as an update to the CFSP. APSR must include progress made by the State in accomplishing the goals and objectives cited in the CFSP, and include any new and updated information on service needs and organizational capacities provided throughout the five-year period. The process for developing the APSR should be a part of an ongoing self-evaluation and integrated into quality assurance efforts.

### **Integration of the Child and Family Services Review (CFSR) Program Improvement Plan (PIP) with the APSR**

CFSR and subsequent Program Improvement Plan (PIP) and the CFSP and subsequent APSRs, must be coordinated for purposes of improving the overall child welfare system in the State. Federal regulations at 45 CFR 1355.35(e)(2) and (f) require that the processes be integrated into one through the child and family services plan. Specifically, CFR 45 1355.35 (f) requires, "[t]he elements of the program improvement plan must be incorporated into the goals and objectives of the State's CFSP. Progress in implementing the program improvement plan must be included in the annual reviews and progress reports related to the CFSP..."

The CFSP is a 5-year strategic plan that sets forth the goals to be accomplished to advance the State's overall child welfare system. The CFSR is a review specifically designed to meet the legislative requirement for oversight of the title IV-B and IV-E requirements. The CFSR helps the State focus on areas of need related to outcomes and systemic factors and the action steps needed to improve them. States utilize the CFSR findings and plans for improvement as an integral part in determining the adequacy of activity in the overall child welfare system which is reflected in the CFSP. States may need to adjust their CFSP/APSR to reflect efforts to conform with Federal measures and plans for improvement into the broader goals of the State.

Three documents written by the Children's Bureau, ACF-CB-PI-03-05, ACF-CB-PI-04-01 and ACF-CB-IM-02-04, found on the Children's Bureau website at:

<http://www.acf.hhs.gov/programs/cb/laws/pi/index.htm>, give guidance as the State looks to incorporate specific findings/solutions from the CFSR with the broader CFSP/APSR. The Children's Bureau will continue to provide technical assistance and suggestions to States with regard to integration through training, Information Memoranda, etc.

### **CURRENT EXECUTIVE INITIATIVES:**

The current Administration has developed several major initiatives in areas that it feels will benefit children, adults, and society. The Department's Healthy Marriages, Responsible Fatherhood, Youth Development, Rural, and Faith-based and Community initiatives can be promoted among the populations that ACF serves and are an appropriate use of title IV-B funding. All should fit within the overall goals of the safety, permanency and well-being of children. Efforts are being made to incorporate the Healthy Marriage vision and the Faith-based and Community initiatives in States

and communities through a series of discretionary grants and contracts for research and demonstration purposes. States will also be encouraged by their ACF Regional Office state liaison to propose creative approaches to achieving the goals of these initiatives in the context of the child welfare system with title IV-B funding.

## **INSTRUCTIONS:**

In accordance with 45 CFR 1357.16, each State must conduct an interim review of the progress made in the previous year toward accomplishing the goals and objectives in the CFSP, based on updated information. The State must involve the agencies, organizations (i.e., the State's Court Improvement Project, may include faith-based and community organizations, etc.) and individuals that are part of the ongoing CFSP related consultation and coordination process. ACF also expects States to integrate the results of CFS reviews and subsequent PIPs when addressing services funded under CAPTA, Title IV-B and CFCIP. On the basis of the integrated review, each State must prepare and submit an APSR to ACF. When conducting this review, States should assess and evaluate their progress based on the effectiveness of their efforts in achieving the desired results. The completed APSR must meet the requirements of 45 CFR 1355.35, 45 CFR 1357, title IV-B, subparts 1 and/or 2, title IV-E, section 477 of the Act and CAPTA. These programs provide a critical source of funding for supporting the service array necessary to meet the needs of children and families and to address gaps in services, such as a lack of available services to support the reunification of children in foster care with their parents.

### **A. This section describes the requirements that States, the District of Columbia and Puerto Rico must meet in order to receive their Title IV-B, CAPTA and CFCIP allotments of funds for FY 2006.**

#### **1. Requirements for States and Puerto Rico under 45 CFR 1357.16 and Title IV-B, subparts 1 and 2**

Each State must submit:

(a) A report on the specific accomplishments and progress made in the past fiscal year toward meeting each goal and objective, including improved outcomes for children and families, and a more comprehensive, coordinated, effective child and family services continuum. The State must update the goals and objectives to incorporate areas needing improvement that were identified in a CFSR [PIP](#). If the current CFSP does not have a goal or objective that covers the area needing improvement, then the goal/objective must be addressed in the APSR. The APSR should also incorporate strategies for improvement and the method to be used to measure progress toward improvement.

(b) Any revisions in the statement of goals and objectives, or to the training plan (title IV-B and title IV-E), to reflect changed circumstances. Changes should reflect, as appropriate, findings based on any reviews conducted by ACF. (This includes the CFSR, title IV-E eligibility reviews, Adoption and Foster Care Analysis and Reporting System (AFCARS) assessment reviews, and the Statewide Automated Child Welfare Information System (SACWIS) assessment reviews.)

Changes should also reflect any class action lawsuit agreements (to the extent such agreements comport with Federal law and policy) and agency-identified areas needing improvement.

(c) A description of the child protective, child welfare, family preservation, family support, time-limited family reunification services, adoption promotion and support services, and independent living services to be provided in the upcoming fiscal year, highlighting any additions or changes in services or program design and including the information required in 45 CFR 1357.15(n).

(d) Updated information in the training plan, or with regard to technical assistance, research, evaluation, or management information systems that will be carried out in the upcoming fiscal year in support of the goals and objectives in the plan. In particular, we are interested in any additions or changes in services or program design due to the State's own evaluation of programs that it particularly finds effective or ineffective.

(e) 1. Financial information comparing FY 2005 State and local share spending for subpart 2 programs against the 1992 base year amount as required to meet the non-supplantation requirements in section 432(a)(7)(A) of the Act.

2. Financial information comparing FY 2005 State expenditures against State expenditures under title IV-B in 1979. (See ACYF-PI-CB-03-07.) This information is required to meet the maintenance of effort requirement in section 423(c)(1) of the Act for title IV-B, subpart 1.

(f) Documentation (on the CFS-101) of the percentage of funds the State plans to expend for each of the service categories under title IV-B, subpart 2 used for title IV-B, subpart 2, Promoting Safe and Stable Families. For the purpose of applying for FY 2006 funds, States must indicate specific percentages of title IV-B, subpart 2 funds that the State will expend on actual delivery of family preservation, community-based family support, time-limited family reunification and adoption promotion and support services, as well as planning and service coordination, with a rationale for the decision. The State must have an especially strong rationale if the percentage provided is below 20 percent for any one of the four service categories and include such rationale in the narrative of the APSR. The amount allocated to each of the service categories should only include funds for service delivery. States should report separately the amount to be allocated to planning and service coordination.

States must report FY 2004 title IV-B, subpart 2 expenditures for each of the four purposes and for those costs identified as administrative. An explanation must be provided for any differences between budgeted amounts and actual expenditures for the prior fiscal year.

(g) A description of the State's progress and accomplishments made with regard to the diligent recruitment of potential foster and adoptive families that reflects the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed. (See section 422(b)(9) of the Act.)

(h) An update, after consultation with Tribal organizations, of the "... specific measures taken by the State to comply with the Indian Child Welfare Act" (ICWA). (See section 422(b)(11) of the Act.) States must also provide an update to the goals and activities that have been

undertaken to improve or maintain compliance with ICWA. Listed below are the five major components in ICWA that the State must address in discussions with Tribes and in the APSR:

- 1) Identification of Indian children by the State Child Welfare services agency;
- 2) Notification of Indian parents and Tribes of State proceedings involving Indian children and their right to intervene;
- 3) Special placement preferences for Indian children;
- 4) Active efforts to prevent the breakup of the Indian family; and
- 5) Use of Tribal courts in child welfare matters; Tribal right to intervene in State proceedings or transfer proceedings to the jurisdiction of the Tribe.

### **Coordination with Tribes Regarding the Section 422 Protections for Indian Children**

States are also required to report in their APSRs a description of the understanding, gathered from State consultation with Tribes, as to who is responsible for providing the protections for Tribal children delineated at section 422(b)(10) of the Act, whether they are in State or Tribal custody. Section 422(b)(10) of the Act requires assurances that the State is operating to the satisfaction of the Secretary--

- a statewide information system with the status, demographic characteristics, location, and goals for the placement of every child who is (or, within the immediately preceding 12 months, has been) in foster care;
- a case review system (as defined in section 475(5)) for each child receiving foster care under the supervision of the State;
- a service program designed to help children, where safe and appropriate, return to families from which they have been removed or be placed in a permanent placement; and
- a preplacement preventive services program designed to help children at risk of foster care placement remain safely with their families.

In addition, as another step toward integrating the range of Federal child welfare services with various cultures and age groups, we are asking States to report on the activities undertaken and progress achieved to fulfill the statutory requirement at section 477 (b)(3)(G) of the Foster Care Independence Act (Chafee Program)(P.L. 106-169). The State will describe how each Indian Tribe in the State has been consulted about the programs to be carried out under the Chafee Program; describe the efforts to coordinate the programs with such Tribes; and 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.

Recently, the Department issued a new HHS Tribal consultation policy. The policy lays out the expectation for consultation and the method of consultation that should take place. States that operate Federal programs for which Indian children are eligible are encouraged to become familiar with this document. ACF will be offering technical assistance and other help where needed in



consultation efforts. A copy of this policy can be found at:  
<http://www.hhs.gov/ofta/docs/FnlCnsltPlcywl.pdf>.

(i) A report of the progress made in the description of "the number of children under the care of the State child protection system who are transferred into the custody of the State juvenile justice system." States should provide contextual information about the source of this information, the time period for which they are reporting, how they define the reporting population, and the actual number of children.

(j) A description of the activities that the State has undertaken for children adopted from other countries, including the provision of adoption and post-adoption services. (See section 422(b)(13) of the Act.)

(k) The number of children who are adopted from other countries and enter into State custody as a result of the disruption of a placement for adoption or the dissolution of an adoption, including the number of children, the agencies who handled the placement or adoption, the plans for the child, and the reasons for the disruption or dissolution. (See section 422(b)(14) of the Act.) ACF has clarified the circumstances under which children need to be reported. The question/answer specific to intercountry adoptions is located at Section 7.3, Question 4 of the Child Welfare Policy Manual. The internet address is:  
[http://www.acf.hhs.gov/programs/cb/laws/cwpm/policy\\_dsp.jsp?citID=178#1200](http://www.acf.hhs.gov/programs/cb/laws/cwpm/policy_dsp.jsp?citID=178#1200).

State specific statistics regarding intercountry adoptions can be found through the National Adoption Information Clearinghouse at <http://naic.acf.hhs.gov>.

(l) For those States receiving an adoption incentive payment, specify the services that have been, or will be, provided to children and families with the adoption incentive funds.

(m) For States operating child welfare demonstration projects under section 1130 of the Act, provide a description of the accomplishments and progress in the demonstration project as they relate to the goals and objectives in the State's CFSP, where applicable. In particular, the State is required to discuss how title IV-B monies are used to maximize the use of flexible title IV-E dollars in the demonstration.

(n) If applicable, describe services and activities that the State currently provides or plans to provide in FY 2006 that support the strengthening of parental relationships and promotion of healthy marriages (section 431(a) (2) of the Act).

(o) Any other information the State wishes to include.

(p) A request for FY 2006 funds in the CFS-101 at Attachment C.

## **2. Requirements under the Child Abuse Prevention and Treatment Act (CAPTA)**

Please note that compliance with the eligibility requirements for a CAPTA State Grant is a prerequisite for eligibility for funds under the Children's Justice Act State Grant Program authorized by Section 107(a) of CAPTA.

Although consolidation of CAPTA into the title IV-B planning process is required, eligibility and expenditure reports for the individual programs are separate, since separate funding streams and accountability are still required by statute. States must comply with statutory and regulatory provisions as they apply to their title IV-B and CAPTA programs. Eligibility and funding for the individual programs are kept separate and funding will not be delayed for one program due to potential eligibility issues in the other program. States with an existing CFSP must include the following information regarding CAPTA in the APSR. The following information may be included as a separate section of the APSR, or incorporated in sections that are listed in A.1 above, as appropriate.

- (a) Accomplishments to date under the CAPTA portion of the current consolidated CFSP.
- (b) An update on the program areas selected for improvement from one or more of the 14 program areas set forth in section 106(a) of CAPTA.
- (c) An update of activities that the State intends to implement with its CAPTA State grant funds and any changes in activities for FY 2006.
- (d) A description of the services and training to be provided under the CAPTA State grant as required by section 106(b)(2)(C) of CAPTA.
- (e) Notification regarding substantive changes, if any, in State law that could affect eligibility, including an explanation from the State Attorney General as to why the change would, or would not, affect eligibility (section 106(b)(1)(B)). 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.
- (f) Submit a copy of the annual report(s) from the citizen review panels, and a copy of the State agency's most recent response(s) to the panels and State and local child protective services agencies, as required by section 106(c)(6) of CAPTA.
- (g) A description of the requirement for criminal background checks for prospective foster and adoptive parents and other adult relatives and non-relatives residing in the household (section 106(b)(2)(A)(xxii)).
- (h) Submit a request for FY 2006 funds in the CFS-101 at Attachment C.

### **3. Requirements under the Chafee Foster Care Independence Program (CFCIP)—States and Puerto Rico**

While the information on the programs are consolidated into one CFSP eligibility and expenditure reports for the individual programs are separate, since separate funding streams and accountability are still required by statute. States must comply with statutory and regulatory provisions as they apply to their title IV-B and CFCIP programs. Eligibility and funding for the individual programs



are kept separate and funding will not be delayed for one program due to potential eligibility issues in the other program.

States with an existing CFSP must include the following information regarding CFCIP in the APSR. This submission serves as a report on FY 2005 activities and an application for FY 2006 funds. This information may be included as a separate section of the APSR, or incorporated in sections that are listed in A.1 above, as appropriate.

Progress achieved and planned activities to meet the first five purposes of CFCIP:

States must report on the specific accomplishments and progress made in the past fiscal year toward meeting each of the program purposes:

- help youth make the transition to self-sufficiency;
- help youth receive the education, training, and services necessary to obtain employment;
- help youth prepare for and enter post-secondary training and educational institutions;
- provide personal and emotional support to youth through mentors and the promotion of interactions with dedicated adults;
- provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age.

In particular:

- For States that planned to use an amount of up to 30 percent of program funds to provide room and board for youth ages 18-21, identify what percentage of funds were actually used for that purpose and how the funds were used (section 477 (b)(3)(B)).
- Provide information on specific training that was conducted during fiscal year 2005 in support of the goals and objectives of the State's CFCIP and whether the State used training funds provided under the Title IV-E Foster Care and Adoption Assistance programs (section 477(b)(3)(D)) to help foster parents, adoptive parents, workers in group homes and case managers understand and address the issues confronting adolescents preparing for independent living. CFCIP training may be incorporated into the training information provided in response to the request at A.1. (d), page 5 of this document.
- Section 477(b)(3)(G) requires States to consult with and coordinate with "each Indian tribe in the State" and to certify that Chafee benefits and services will be made available to Indian children in the State on the same basis as they are to other children in the State. Include information on the following:

- The nature and the results of the consultation undertaken in the past year in line with the section cited above, specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care; and
- A report of activities that enhanced service collaboration in accordance with section 477(b)(3)(F) by coordinating and cooperating with other Federal and State programs for youth (especially transitional living youth projects funded under part B of title III of the Juvenile Justice and Delinquency Prevention Act of 1974), workforce investment and school-to-work programs offered by high schools or local workforce agencies, abstinence education programs, local housing programs and programs for disabled youth (especially sheltered workshops).
- Describe if and how the State has utilized the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care.

Progress achieved and planned activities to meet the sixth purpose of CFCIP - Education and Training Vouchers (ETV) program:

Purpose 6 of section 477(a) is to make available vouchers for postsecondary education and training to youth who have aged out of foster care. ACYF-CB-PI-03-06, issued July 8, 2003, provided the specific guidance to develop this portion of the plan.

(a) Describe the results of the States plan to establish, expand, or strengthen its postsecondary educational assistance program to achieve the purpose of the ETV program (section 477(a)(6) of the Act).

(b) Identify the number of youth who received ETV in the past year.

Planned changes in service for the next year for both Foster Care Independence and ETV programs:

If the State's plan to establish, expand, or strengthen its CFCIP or ETV in the coming year has significantly changed, describe the additions or changes in services or program design. Also, please indicate if there have been no changes from the past year. The following list is not exhaustive, however, in particular we would like State's to report on:

- For States that choose to establish a new trust fund program for youth, or have changed their trust fund operations for youth receiving independent living services or transition assistance, describe the design and delivery system of the trust fund program (section 477(b)(2)(A)) of the Act). As a reminder, CFCIP funds placed in a trust fund for a particular fiscal year must be expended by September 30 of the fiscal year following the fiscal year for which they were provided.
- Provide information on specific training that will be conducted in FY 2006.
- A report of activities planned to enhance service collaboration in accordance with section 477(b)(3)(F).

- States are encouraged to coordinate services with other relevant programs, including, but not limited to, the Court Improvement Program, Community Action Agencies, the Department of Labor's Shared Vision for Youth, and Medicaid.
- Describe if and how the State will coordinate efforts to utilize the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care. Subtitle C, section 121 of P.L. 106-169 permits States to expand Medicaid eligibility for youth transitioning from foster care.

Submit a request for FY 2006 CFCIP and ETV funds in the CFS-101 at Attachment C, including funds that may become available for re-allotment.

**B. This section describes the requirements that the Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands must meet in order to receive their Title IV-B and CAPTA allotment of funds for FY 2006.**

1. Consolidated grant applications may be submitted in accordance with 45 CFR Part 97. These jurisdictions need not submit an application under this PI, but may choose to have their title IV-B, subparts 1 and/or 2, and CAPTA allotments included in a consolidated grant and expend these funds under authority of another program that is available for consolidation. If the Insular Areas choose to consolidate their application for title IV-B, subparts 1 and/or 2, and CAPTA, they must notify their ACF Regional Office in writing of their intent by June 30, 2005.

2. Insular Areas that choose to submit an APSR may do so and must submit it to their ACF Regional Office by June 30, 2005.

**C. FY 2005 Funding—Revised Request**

States, Territories, and Indian Tribes submitted requests for FY 2005 funding with their FY 2005-2009 CFSP. If the request was less than the FY 2005 amount they are eligible to receive under title IV-B, subparts 1 and/or 2, or CAPTA, then a revised FY 2005 budget form (CFS-101, Part I) must be submitted in order to receive the full share of FY 2005 funds allotted.

In addition, unneeded portions of State allotments of title IV-B, subpart 2, and CFCIP and ETV funds may be reallocated to other States, so that the total appropriation remains available for program purposes (section 433(d) and section 477(d)(4) of the Act). Indicate on line 7a or 7b on the CFS-101, Part I (Annual Budget Request) if the State intends to apply for, or release, respectively, FY 2005 funds for reallocation purposes. This form should be submitted as soon as possible and no later than June 30, 2005.

## **D. FY 2006 Budget Request**

For FY 2006 planning purposes, use the FY 2005 allotments for title IV-B, subparts 1 and 2, and CAPTA, included under Attachments A and B. For CFCIP and/or ETV planning purposes, use the FY 2006 estimated allotments provided at Attachment B-1. If a State does not anticipate using all of its title IV-B, subpart 2, or CFCIP or ETV FY 2006 funds, or if the State requests (and can match) some of the funds available for reallocation, indicate such on the CFS-101, Part I (Annual Budget Request) that is due June 30, 2005.

## **E. Certifications and Assurances**

Certifications and assurances are submitted on a one-time-only basis with the submission of the CFSP (45 CFR 1357.15(c)). Certifications and assurances that were submitted with the FY 2005 to 2009 CFSP do not need to be re-submitted unless there has been a change that would affect the certification or assurance.

## **SUBMITTALS:**

In summary of the above instructions, States must submit, by June 30, 2005

- an original of the APSR;
- the CFS-101, Parts I and II;
- if applicable, certifications and assurances

to their ACF Regional Office. (See Attachment D for addresses.)

States must submit the final APSR on a 3.5 diskette, a CDROM, or attached to an e-mail to their Regional Office. A paper copy of the original signed CFS-101 is still required. The Regional Office will forward a copy of the approved CFS-101 to the ACF Central Office.

## **Financial Status Reports (SF-269)**

Expenditures under title IV-B, CAPTA, and CFCIP are to be reported by all grantees on the Financial Status Report, SF-269. Submission requirements for each program are listed below under the appropriate heading. Submit the original SF-269 to your ACF Regional Office and a copy to the following address:

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

## **Title IV-B, subparts 1 and 2**

States and Indian Tribes are required to submit the SF-269 financial report for expenditures under each subpart of title IV-B at the end of each 12 months (October 1-September 30) of the two-year expenditure period. The SF-269 financial report covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. Both reports are

due 90 days after the end of the fiscal year (December 31). The required 25 percent State match must be reported on the final financial report.

Funds under title IV-B must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded. Since the discretionary funds under title IV-B, subpart 2 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-269). Funds reported as unobligated on the final financial status report will be recouped from the discretionary amount first.

## **CAPTA**

States are required to submit the SF-269 financial report for CAPTA at the end of each 12 months (October 1-September 30) of the five-year expenditure period. The SF-269 financial 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 twelve-month period (December 31). Funds under CAPTA must be expended within five years.

## **CFCIP and ETV Programs**

States are required to submit separate SF-269 financial reports for the CFCIP and ETV programs. Reports capturing annual expenditures are due at the end of each 12 months (October 1-September 30) of the two-year expenditure period. The SF-269 financial report covering the first 12-month budget period is the 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 the twelve-month period (December 31). The required 20 percent State match must be reported on the final financial report. CFCIP and ETV funds must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded.

A negative grant award will recoup unobligated and/or unliquidated funds reported on the final financial status report (SF-269) for title IV-B, CAPTA, CFCIP and ETV programs.

## **PAPERWORK REDUCTION ACT:**

Under the Paperwork Reduction Act of 1995 (Public Law 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. Reporting burden for the APSR and the CFS-101 is estimated to average 275 hours per response.

## **INQUIRIES TO: ACF Regional Offices**

/s/

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

## ATTACHMENTS

- Attachment A: Promoting Safe and Stable Families (PSSF) FY 2005 State/Territory Allocations  
Child Welfare Services (CWS) FY 2005 State Allocations
- Attachment B: Final FY 2005 Child Abuse and Neglect Prevention and Treatment Act (CAPTA) Basic State Grant Allotments  
Final FY 2005 Chafee Foster Care Independence Program (CFCIP) Allotments  
Final FY 2005 Education and Training Vouchers Program (ETV) Allotments
- Attachment B 1: FY 2006 *Estimated* Allotments for Chafee Foster Care Independence Program (CFCIP) Allotments and Education and Training Vouchers Program (ETV) Allotments
- Attachment C: CFS-101, Part I: Annual Budget Request for Title IV-B, Subparts 1 and 2, CAPTA, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Program Instructions and 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
- Attachment D: Regional Administrators



**Final FY 2005 State Allocations (revised)  
Promoting Safe and Stable Families (PSSF)**

STATE	Total State Allocations	State Allocation (Regular)	State Allocation (Discretionary)
Alabama	8,231,748	6,259,330	1,972,418
Alaska	859,338	653,431	205,907
Arizona	8,206,764	6,240,332	1,966,432
Arkansas	5,435,012	4,132,723	1,302,289
California	43,424,375	33,019,413	10,404,962
Colorado	3,329,769	2,531,919	797,850
Connecticut	2,851,171	2,167,999	683,172
Delaware	780,524	593,502	187,022
Dist. of Col.	1,254,317	953,769	300,548
Florida	16,658,331	12,666,810	3,991,521
Georgia	12,547,660	9,541,102	3,006,558
Hawaii	1,746,574	1,328,076	418,498
Idaho	1,346,475	1,023,845	322,630
Illinois	16,354,110	12,435,484	3,918,626
Indiana	7,711,290	5,863,579	1,847,711
Iowa	2,472,702	1,880,215	592,487
Kansas	2,525,547	1,920,398	605,149
Kentucky	7,582,796	5,765,874	1,816,922
Louisiana	11,438,069	8,697,381	2,740,688
Maine	1,659,941	1,262,201	397,740
Maryland	4,102,385	3,119,408	982,977
Massachusetts	4,936,259	3,753,477	1,182,782
Michigan	14,154,805	10,763,157	3,391,648
Minnesota	4,102,928	3,119,821	983,107
Mississippi	6,333,688	4,816,066	1,517,622
Missouri	9,133,312	6,944,869	2,188,443
Montana	1,097,925	834,850	263,075
Nebraska	1,656,561	1,259,631	396,930

STATE	Total State Allocations	State Allocation (Regular)	State Allocation (Discretionary)
Nevada	1,767,574	1,344,044	423,530
New Hampshire	718,408	546,269	172,139
New Jersey	5,911,315	4,494,898	1,416,417
New Mexico	3,526,571	2,681,565	845,006
New York	24,193,882	18,396,760	5,797,122
North Carolina	10,519,403	7,998,837	2,520,566
North Dakota	689,930	524,615	165,315
Ohio	13,123,411	9,978,896	3,144,515
Oklahoma	6,030,388	4,585,440	1,444,948
Oregon	5,728,109	4,355,591	1,372,518
Pennsylvania	13,274,241	10,093,586	3,180,655
Rhode Island	1,488,981	1,132,205	356,776
South Carolina	7,287,025	5,540,973	1,746,052
South Dakota	902,737	686,431	216,306
Tennessee	10,385,901	7,897,324	2,488,577
Texas	35,650,238	27,108,046	8,542,192
Utah	1,869,305	1,421,399	447,906
Vermont	584,869	444,728	140,141
Virginia	6,320,155	4,805,776	1,514,379
Washington	5,915,023	4,497,718	1,417,305
West Virginia	3,539,663	2,691,521	848,142
Wisconsin	5,375,810	4,087,706	1,288,104
Wyoming	437,470	332,647	104,823
Total	\$367,174,785	\$279,195,637	\$87,979,148

## Territories Promoting Safe and Stable Families(PSSF)

<b>Territory</b>	<b>Total Territory Allocation</b>	<b>Total Territory Allocation (Regular)</b>	<b>Total Territory Allocation Discretionary</b>
<b>American Samoa</b>	238,653	181,469	57,184
<b>Guam</b>	438,970	333,788	105,182
<b>Northern Mariana Islands</b>	193,617	147,224	46,393
<b>Puerto Rico</b>	7,713,250	5,865,069	1,848,181
<b>Virgin Islands</b>	298,286	226,813	71,473
<b>Total</b>	8,882,776	6,754,363	2,128,413

TRIBES  
GATES FORMULA/BLOCK  
Promoting Safe and Stable Families(PSSF)

TRIBE	Total Tribal Allocation 5,021,719	G996439 Total Tribal Allocation (Regular) 3,050,000	G996470 Total Tribal Allocation (Discretionary) 1,971,719
AK Aleutian/Pribilof Island Assoc.	12,201	7,410	4,791
AK Artic Slope	25,595	15,545	10,050
AK Assoc Vil Coun Pres	102,359	62,169	40,190
AK Bristol Bay	26,245	15,940	10,305
AK Cook Inlet	105,482	64,066	41,416
AK Kawerak	44,275	26,891	17,384
AK Kodiak Area Native Assoc.	15,494	9,410	6,084
AK Maniilaq Assoc	35,228	21,396	13,832
AK Tanana Chiefs	50,167	30,469	19,698
AK Tlingit-Haida	48,974	29,745	19,229
AZ Colorado River	14,588	8,860	5,728
AZ Gila River	53,854	32,709	21,145
AZ Hopi	43,326	26,315	17,011
AZ Navajo	910,697	553,122	357,575
AZ Pascua Yaqui	43,582	26,470	17,112
AZ Salt River	35,292	21,435	13,857
AZ San Carlos Apache	47,248	28,697	18,551
AZ Tohono O'odham	122,456	74,375	48,081
AZ White Mt Apache	63,231	38,404	24,827
CA Hoopa Valley Tribal Council	11,135	6,763	4,372
CA Yurok	17,156	10,420	6,736
ID Nez Perce Tribe	11,348	6,892	4,456
ID Shoshone-Bannock(Fort Hall)	18,829	11,436	7,393
MI Grand Traverse of Ottawa &	13,789	8,375	5,414
MI Sault St. Marie Chippewa	91,405	55,516	35,889
MN Leech Lake Chippewa	23,198	14,090	9,108
MN Mille Lacs Band of Ojibwe	14,844	9,016	5,828
MN Red Lake Chippewa	28,185	17,118	11,067
MN White Earth Chippewa	16,548	10,051	6,497
MS Mississippi Choctaw	48,974	29,745	19,229
MT Assiniboine Sioux(Ft Peck)	53,588	32,547	21,041
MT Blackfeet	53,513	32,502	21,011
MT Chippewa Cree	21,685	13,171	8,514
MT Crow Tribe	54,579	33,149	21,430
MT Ft. Belknap	19,021	11,553	7,468
MT Northern Cheyenne	21,834	13,261	8,573
MT Salish Kootenai	33,086	20,095	12,991
NC Eastern Band Cherokee	51,308	31,162	20,146
ND Spirit Lake	19,500	11,844	7,656
ND Standing Rock Sioux	31,818	19,325	12,493
ND Three Affiliated Tribes(Ft Berthold)	36,144	21,952	14,192
ND Turtle Mt. Chippewa	40,481	24,587	15,894
NE Omaha	14,311	8,692	5,619
NM Acoma	19,660	11,941	7,719
NM Isleta	15,472	9,397	6,075
NM Jemez	12,212	7,417	4,795
NM Jicarilla Apache	12,180	7,398	4,782
NM Laguna	30,614	18,594	12,020
NM Mescalero Apache	20,385	12,381	8,004
NM San Felipe	16,112	9,786	6,326
NM Santo Domingo	20,480	12,439	8,041
NM Zuni	38,755	23,538	15,217
NY Seneca	14,790	8,983	5,807
NY St. Regis Mohawk Tribe	10,922	6,634	4,288
OK Absentee Shawnee Tribe	10,230	6,213	4,017
OK Caddo Tribe	12,766	7,754	5,012
OK Cherokee	657,781	399,511	258,270
OK Cheyenne-Arapaho	34,866	21,176	13,690

OK Chickasaw	105,194	63,891	41,303
OK Choctaw	396,608	240,884	155,724
OK Citizen-Potawatomi	50,508	30,677	19,831
OK Comanche	28,941	17,578	11,363
OK Kiowa	24,348	14,788	9,560
OK Muscogee (Creek) Nation	218,497	132,707	85,790
OK Osage	40,897	24,839	16,058
OK Sac-Fox	23,624	14,348	9,276
OK Seminole	46,821	28,437	18,384
OK United Keetoowah Band of Cherokee	15,621	9,488	6,133
OK Wichita and Affiliated Tribes	11,540	7,009	4,531
OR Confederated Tribes of Sile	18,658	11,332	7,326
OR Grand Ronde Confederated Tribes	20,502	12,452	8,050
OR Warm Springs	20,512	12,458	8,054
RI Narragansett Indian Tribe	10,517	6,388	4,129
SD Cheyenne River Sioux	49,901	30,308	19,593
SD Crow Creek Sioux Tribe	10,272	6,239	4,033
SD Oglala Sioux(Pine Ridge)	80,004	48,591	31,413
SD Rosebud Sioux	50,977	30,961	20,016
SD Sisseton-Wahpeton Sioux	20,246	12,297	7,949
SD Yankton Sioux	27,087	16,452	10,635
UT Ute-Uintah & Ouray	13,522	8,213	5,309
WA Colville	34,450	20,924	13,526
WA Lummi Tribe	23,038	13,992	9,046
WA Puyallup Tribe of Indians	16,527	10,038	6,489
WA Tulalip	18,989	11,533	7,456
WA Yakama	39,288	23,862	15,426
WI Bad River	22,143	13,449	8,694
WI Ho-Chunk Nation	18,179	11,041	7,138
WI Lac Courte Oreilles	10,198	6,194	4,004
WI Menominee	27,513	16,710	10,803
WY Shoshone-Arapahoe(Wind River)	52,799	32,068	20,731
<b>TOTAL</b>	<b>5,021,719</b>	<b>3,050,000</b>	<b>1,971,719</b>

## Final FY 2005 State Allocations Child Welfare Services (CWS)

STATE	ALLOTMENT	STATE/ TERRITORY	ALLOTMENT
Alabama	5,130,322	New Jersey	6,047,011
Alaska	322,663	New Mexico	1,832,893
Arizona	5,593,386	New York	14,329,314
Arkansas	3,334,473	North Carolina	8,632,751
California	33,061,365	North Dakota	613,500
Colorado	4,010,593	Ohio	11,351,089
Connecticut	2,005,606	Oklahoma	2,136,990
Delaware	782,267	Oregon	3,462,298
District of Columbia	357,757	Pennsylvania	10,919,064
Florida	15,655,726	Rhode Island	1,006,059
Georgia	9,220,796	South Carolina	4,687,548
Hawaii	1,273,864	South Dakota	640,797
Idaho	1,754,472	Tennessee	5,986,309
Illinois	11,327,464	Texas	25,121,728
Indiana	6,675,394	Utah	3,429,484
Iowa	3,046,517	Vermont	647,047
Kansas	2,926,688	Virginia	6,576,674
Kentucky	4,579,267	Washington	5,378,819
Louisiana	5,544,935	West Virginia	1,969,062
Maine	1,310,452	Wisconsin	5,311,702
		Wyoming	515,125
Maryland	4,545,481	<b>Subtotal</b>	<b>277,067,549</b>
Massachusetts	4,236,318		
Michigan	9,736,253	American Samoa	199,493
Minnesota	4,411,166	Guam	353,298
Mississippi	3,769,621	Northern Mariana	164,914
		Puerto Rico	5,938,547
Missouri	5,877,782	Virgin Islands	245,280
Montana	797,406	<b>Subtotal</b>	<b>6,901,532</b>
Nebraska	1,835,046		
Nevada	2,240,854	Tribes	<b>5,681,031</b>
New Hampshire	1,108,351	<b>Total</b>	<b>289,650,112</b>

**CHAFEE FOSTER CARE INDEPENDENCE Program (CFCIP)**  
**FY 2006**                      **STATE ESTIMATES\***

<b>State</b>	<b>Foster Care Placements</b>	<b>State Allocation</b>
Alabama	6,525	1,626,064
Alaska	1,929	500,000
Arizona	9,210	2,295,179
Arkansas	3,177	791,725
California	97,319	24,252,387
Colorado	8,652	2,156,122
Connecticut	7,116	1,773,344
Delaware	873	500,000
District of Columbia	2,860	1,091,992
Florida	29,063	7,242,648
Georgia	14,642	3,648,861
Hawaii	3,011	750,357
Idaho	1,577	500,000
Illinois	20,456	5,097,740
Indiana	9,939	2,476,850
Iowa	5,430	1,353,184
Kansas	6,304	1,570,989
Kentucky	7,184	1,790,290
Louisiana	4,424	1,358,131
Maine	3,011	750,357
Maryland	10,979	2,736,023
Massachusetts	12,705	3,166,150
Michigan	22,519	5,611,850
Minnesota	6,981	1,739,701
Mississippi	2,994	746,121
Missouri	12,733	3,173,129
Montana	2,055	512,117
Nebraska	6,674	1,663,195
Nevada	3,542	882,684
New Hampshire	1,199	500,000
New Jersey	13,384	3,335,362
New Mexico	2,511	625,755
NEW YORK	34,280	11,585,958
North Carolina	10,177	2,536,161
North Dakota	1,371	500,000
Ohio	18,662	4,650,666
Oklahoma	10,886	2,712,847
Oregon	10,142	2,527,438
Pennsylvania	22,326	5,563,753
Puerto Rico	7,082	1,764,870
Rhode Island	2,531	630,738
South Carolina	4,884	1,217,118
South Dakota	1,666	500,000
Tennessee	10,578	2,636,092
Texas	24,488	6,102,534
Utah	2,021	503,643
Vermont	1,457	500,000
Virginia	7,598	1,893,460
Washington	9,510	2,369,940
West Virginia	4,492	1,119,430

\*Based on State AFCARS file submissions "2004a" for October 2003-March 2004 and "2004b" for April 2004-September 2004. Final allocations will be based on the "FY 2004c" annual file.



Wisconsin	7,492	1,867,045
Wyoming	1,241	500,000

**Basic State Grants  
Child Abuse Treatment and Protection Act (CAPTA)  
States FY 2006 Estimates**

State	Total State Allocations
Alabama	406,336
Alaska	111,280
Arizona	553,727
Arkansas	270,258
California	3,174,227
Colorado	433,800
Connecticut	323,076
Delaware	112,998
District of Columbia	85,664
Florida	1,353,313
Georgia	809,391
Hawaii	147,243
Idaho	171,242
Illinois	1,180,108
Indiana	575,724
Iowa	273,535
Kansas	274,538
Kentucky	372,008
Louisiana	432,710
Maine	142,684
Maryland	508,218
Massachusetts	531,011
Michigan	882,278
Minnesota	457,453
Mississippi	296,246
Missouri	504,846
Montana	118,362
Nebraska	192,762

State	Total State Allocations
Nevada	248,292
New Hampshire	150,196
New Jersey	758,302
New Mexico	211,725
New York	1,552,099
North Carolina	745,961
North Dakota	95,649
Ohio	963,019
Oklahoma	332,482
Oregon	344,603
Pennsylvania	982,754
Rhode Island	130,161
South Carolina	386,902
South Dakota	112,756
Tennessee	507,429
TEXAS	2,110,396
Utah	293,335
Vermont	94,351
Virginia	643,416
Washington	538,575
West Virginia	176,463
Wisconsin	480,041
Wyoming	88,445
<b>Total</b>	<b>26,642,390</b>
<b>Territories</b>	
American Samoa	57,233
Guam	66,110
Northern Mariana Islands	53,945
Puerto Rico	398,157
Virgin Islands	62,165
	<b>637,610</b>

**Basic State Grants**  
**Child Abuse Treatment and Protection Act (CAPTA)**  
**States FY 2006 Estimates**

**Final FY 2005 State Allocations  
Chafee Foster Care Independence Program (CFCIP)**

<b>State</b>	<b>State Allocation</b>	<b>State</b>	<b>State Allocation</b>
Alabama	1,563,344	Nebraska	1,553,057
Alaska	524,629	Nevada	587,636
Arizona	1,991,020	New Hampshire	500,000
Arkansas	771,514	New Jersey	3,298,993
California	25,012,729	New Mexico	540,060
Colorado	2,251,277	New York	11,585,958
Connecticut	1,733,849	North Carolina	2,451,871
Delaware	500,000	North Dakota	500,000
District of Columbia	1,091,992	Ohio	4,969,320
Florida	7,889,242	Oklahoma	2,364,432
Georgia	3,506,787	Oregon	2,412,523
Hawaii	763,027	Pennsylvania	5,598,104
Idaho	500,000	Puerto Rico	1,950,644
Illinois	5,556,956	Rhode Island	600,238
Indiana	2,288,567	South Carolina	1,258,597
Iowa	1,288,685	South Dakota	500,000
Kansas	1,486,707	Tennessee	2,439,784
Kentucky	1,773,196	Texas	5,706,887
Louisiana	1,358,131	Utah	522,829
Maine	771,257	Vermont	500,000
Maryland	2,962,870	Virginia	1,812,029
Massachusetts	3,242,415	Washington	2,161,782
Michigan	5,497,293	West Virginia	1,046,430
Minnesota	1,887,123	Wisconsin	2,012,108
Mississippi	723,166	Wyoming	500,000
Missouri	3,090,942		
Montana	500,000		
		<b>Total</b>	<b>\$137,900,000</b>

**Final FY 2005 State Allocations  
Education & Training Vouchers (ETV) State Grants**

<b>State</b>	<b>State Allocation</b>	<b>State</b>	<b>State Allocation</b>
Alabama	534,236	Nebraska	530,721
Alaska	179,280	Nevada	200,811
Arizona	680,385	New Hampshire	106,953
Arkansas	263,647	New Jersey	1,127,354
California	8,547,517	New Mexico	184,553
Colorado	769,321	New York	3,362,375
Connecticut	592,502	North Carolina	837,869
Delaware	71,536	North Dakota	108,798
District of Columbia	271,732	Ohio	1,698,149
Florida	2,695,964	Oklahoma	807,989
Georgia	1,198,362	Oregon	824,423
Hawaii	260,747	Pennsylvania	1,913,021
Idaho	123,123	Puerto Rico	666,587
Illinois	1,898,960	Rhode Island	205,117
Indiana	782,064	South Carolina	430,096
Iowa	440,378	South Dakota	138,854
Kansas	508,047	Tennessee	833,739
Kentucky	605,948	Texas	1,950,195
Louisiana	399,073	Utah	178,665
Maine	263,559	Vermont	123,826
Maryland	1,012,491	Virginia	619,218
Massachusetts	1,108,019	Washington	738,738
Michigan	1,878,571	West Virginia	357,593
Minnesota	644,880	Wisconsin	687,591
Mississippi	247,125	Wyoming	92,716
Missouri	1,056,257		
Montana	163,988		
		<b>TOTAL</b>	<b>\$45,923,663</b>

State or IT

State or IT

[illegible]



Approved through July 31, 2005

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

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

**Note: While the information on the programs are consolidated into one Child and Family Services Plan (CFSP), eligibility and expenditure reports for the individual programs are separate. Funding will not be delayed for one program due to potential eligibility issues in another program.**

Complete separate forms for each fiscal year.

1. Enter the name of the State or Indian Tribal Organization (ITO).
2. Indicate the Employer Identification Number (EIN).
3. Enter the address of the State or ITO Agency.
4. Indicate if this is a new or revised budget request.
5. Estimated title IV-B, subpart 1 funds:

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

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

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

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

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

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

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

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

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

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

The Administration for Children and Families (ACF) is able to re-allot unneeded portions of State and Tribal allocations of title IV-B, subpart 2 funds to other States and eligible Indian Tribes so that the total appropriation remains available for program purposes. In order for a State or ITO to be awarded a portion of these funds, or for funds to be released, ACF must have on file a request from the State or Indian Tribe for additional funds, or the release of funds.

a) Indicate the amount of Federal funds that the State or Tribe does not expect to utilize for the upcoming fiscal year;

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

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

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

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

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

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

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

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

a) Indicate the amount of funds that the State does not expect to utilize from its allotment during the upcoming fiscal year to carry out the CFCIP activities.

b) Indicate the amount of funds that the State does not expect to utilize from its allotment during the upcoming fiscal year to carry out the ETV program activities.

c) Indicate the amount of funds the State is requesting if additional funds become available for the CFCIP and/or ETV programs. A 20% State match is required. The State match amount must be reflected on the final SF-269 report.

12. Certification: This report must be signed and dated in the spaces provided. The signature and title of the official of the State agency, or Indian Tribal Organization, with authority to administer or supervise the administration of title IV-B, subparts 1 and 2 programs and, for States only, the CAPTA and CFCIP programs, must be included.

The tentative allocations are based on the premise that all States and Indian Tribes will apply for and receive the funds available to them. In the event that not all States or Indian Tribes apply for or receive their tentative allocations, those funds will be redistributed among eligible States and Indian Tribes, where permitted by statute. States requesting additional funds in anticipation of such a redistribution should submit information on the proposed use of such additional funds to the appropriate Regional Office of the Administration for Children and Families in the State's/Tribe's APSR.

When States or Tribes that have not applied for funds available to them in past fiscal year(s) decide to do so, depending upon the total amount of funds appropriated by Congress for the next fiscal year, there may be a reduction in the final distribution of funds.

By signing this form the State/Tribal official assures that the State/Tribe will meet all applicable match requirements.

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

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

Date	Date



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

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

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

### **Services/Activities**

For each of the services/activities listed, indicate in the appropriate columns the estimated expenditures by program, the estimated number of clients to be served, the population to be served and the geographic area to be served.

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

Community-based services which promote the well-being of children and families and are designed to increase the strength and stability of families (including adoptive, foster, and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive family environment, and to enhance child development. These services may include respite care for parents and other caregivers; early developmental screening of children to assess the needs of these children and assistance in obtaining specific services to meet their needs; mentoring, tutoring, and health education for youth; a range of center-based activities (informal interactions in drop-in centers, parent support groups); services designed to increase parenting skills; and counseling and home visiting activities.

#### **2. Protective Services:**

Services designed to prevent or remedy the abuse, neglect, or exploitation of children. Services include investigation and emergency medical services, emergency shelter, legal action, developing case plans, counseling, assessment/evaluation of family circumstances, arranging alternative living arrangements, preparing for foster placement, if needed, and case management and referral to service providers.

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

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

a) Pre-Placement Prevention:

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

b) Reunification Services:

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

4. Time-Limited Family Reunification Services:

Services and activities that are provided to a child who is removed from the child's home and placed in a foster family home or a child care institution, and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately within a timely fashion, but only during the 15-month period that begins on the date that the child, pursuant to section 475(5)(F), is considered to have entered foster care. The services and activities are the following:

- 1) Individual, group, and family counseling.
- 2) Inpatient, residential, or outpatient substance abuse treatment services.
- 3) Mental health services.
- 4) Assistance to address domestic violence.
- 5) Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- 6) Transportation to or from any of the services and activities described above.

5. Adoption Promotion and Support Services:

Services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities as pre- and post-adoptive services and activities designed to expedite the adoption process and support adoptive families.

6. Foster Care Maintenance:

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

a) Foster Family and Relative Foster Care:

Payments to cover the cost of, and cost of providing, food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to a child, and reasonable travel to the child's home for visitation.

b) Group/Institutional Care:

This includes the reasonable costs of administration and the operation of institutional/group home care that are required to provide food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to a child, and reasonable travel to the child's home for visitation; and the cost of the items themselves.

7. Adoption Subsidy Payments:

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

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

Services designed to help youth expected to remain in foster care until the age of 18, and former foster care recipients between 18 and 21 years of age, make the transition to self-sufficiency. Services may include: education, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities.

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

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

9. Administration and Management:

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

Also, includes costs of administrative services for family preservation, family support, time-limited family reunification, and adoption promotion and support, which are not more than ten percent of Federal expenditures under title IV-B, subpart 2 of the plan for the fiscal year. Allowable costs may include, but are not limited to, procurement, payroll processing, personnel functions, management, maintenance and operation of space and property, data processing and computer services, accounting, budgeting, auditing, and indirect costs allocable in accordance with the agency's approved cost allocation plan (See 45 CFR 1357.32(h)).

**10. Staff Training:**

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

**11. Foster Parent Training and Recruitment:**

Includes the cost of short-term training to increase foster parent's ability to provide assistance and support to foster and adoptive children, and those costs associated with/resulting from the recruitment of potential foster parents.

**12. Adoptive Parent Training and Recruitment:**

Includes the cost of short-term training to increase adoptive parent's ability to provide assistance and support to foster and adoptive children, and those costs associated with/from the recruitment of potential adoptive parents.

**13. Child Care Related to Employment/Training:**

Includes licensed day care purchased for the purpose of supporting the employment of one or both of the parents.

**14. Total:**

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

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

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

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

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

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

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

4. Population to be Served (column l)

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

5. Geographic Area to be Served (column m)

Indicate the number and type of areas identified within the State where services are to be provided for each program. Areas may include specific regions, counties, cities, Tribes, communities, census tracts, or neighborhoods. For example, if the State is operating family preservation programs in six counties, indicate by noting "6 counties"; if the State is operating 12 community-based family support programs, indicate by noting "12 communities".

<b>ACF</b>  Administration for Children and Families	<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration on Children, Youth and Families</b>	
	<b>1. Log No:</b> ACYF-CB-PI-05-04	<b>2. Issuance Date:</b> April 29, 2005
	<b>3. Originating Office:</b> Children's Bureau	
	<b>4. Key Words:</b> Title IV-B Child and Family Services Plan; Child Abuse Prevention and Treatment State Plan; Chafee Foster Care Independence Program; Annual Progress and Services Report	

## PROGRAM INSTRUCTION

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

**SUBJECT:** June 30, 2005 submission of the Annual Progress and Services Report (APSR) required under Title IV-B of the Social Security Act (the Act), the Child Abuse Prevention and Treatment Act (CAPTA), and the Chafee Foster Care Independence Program (CFCIP), including the Education and Training Vouchers (ETV) program; and the CFS-101, Parts I and II, Annual Budget Request and Annual Summary of Child and Family Services.

**LEGAL AND RELATED REFERENCES:** Title IV-B, subparts 1 and 2, Sections 420-425, 428, 430-437, and Title IV-E, Sections 471-472, 474-475, and 477 of the Act; Section 106 of CAPTA, as amended (42 U.S.C. 5101 et seq.); the Indian Child Welfare Act of 1978 (Public Law 95-608); the Indian Self-Determination and Education Assistance Act (Public Law 93-638); 45 CFR Part 1355; 45 CFR Part 1357; ACYF-PI-CB-95-23, October 11, 1995, ACYF-CB-PI-04-01, issued February 2, 2004 for Fiscal Years 2005 - 2009, Child and Family Services Plan.

**PURPOSE:** This Program Instruction (PI) summarizes the actions required under title IV-B, subparts 1 and 2 and section 477 of title IV-E of the Act, CAPTA and Federal regulations at 45 CFR Part 1357 in order for States to receive their allotments of Federal funds for fiscal year (FY) 2006 (subject to the availability of appropriations). This PI provides guidance to current grantees regarding the submission of their Annual Progress and Services Report (APSR) and announces the final FY 2005 allotments for States and Territories for the above programs.

## **BACKGROUND:**

Since the Child and Family Services Plan (CFSP) process began in 1994, there have been two complete 5-year plan cycles (FYs 1995 through 1999 and FYs 2000-2004). CFSPs for the next 5 years (FYs 2005-2009) were due June 30, 2004. The State should be operating under its 3<sup>rd</sup> 5-year plan at this time. This PI requests the 1<sup>st</sup> APSR due under the 3<sup>rd</sup> 5-year plan.

Government entities receiving funds under Title IV-B, subparts 1 and/or 2, are guided by Federal regulations at 45 CFR 1357. They include the requirements for a 5-year comprehensive CFSP and annual updates on the progress made toward accomplishing the goals and objectives in the CFSP. Other, more recent requirements, which have not been codified in Federal regulations are required by statute. As staff in the Children's Bureau have been assessing the information in the current plans in order to identify national activities/trends, we have noticed that the CFSPs may not contain all of the information that is required. In order to approve the APSR and fund the activities contained therein, the plan must contain the information requested by law and regulation that is transmitted through this yearly Program Instruction (PI). This PI references items in Federal regulation (45 CFR 1357.16 and 45 CFR 1355.35(f)) that must be addressed in the APSR, as well as additional requirements that have not been codified in Federal regulations, but are required by statute. The Regional Offices will be working with States to assure that the information submitted to ACF adequately addresses the information required before approving the plan and forwarding the State's request for funding to Central Office.

In December 2004, Congress appropriated funds for States, Tribes and Territories for the programs included in the CFSP for FY 2005. The law required a 0.8 percent decrease in the funding of Title IV-B, subparts 1 and 2, CAPTA and ETV. However, funding levels were such that only Title IV-B, subpart 2 (Promoting Safe and Stable Families), incurred a net reduction in funds from FY 2004 to FY 2005.

In order to receive Title IV-B, CAPTA, CFCIP and ETV funds (States only) for fiscal year 2006, the Annual Progress and Services Report (APSR) must be submitted to the Administration for Children and Families (ACF) by June 30, 2005. The State must submit an original, signed copy of the CFS-101 with the APSR. The CFS-101 has two parts. Part I is the budget request form that States must complete and submit to request their Title IV-B, CAPTA, and CFCIP funds. Part II is the Annual Summary of Child and Family Services form in which States are to include the estimated amount of funds to be spent in each program area by source, the estimated number of individuals or families to be served, and the geographic service area within which the services are to be provided. The CFS-101, Parts I and II, is located in Attachment C.

## **Child and Family Services Plan**

The CFSPs contain the information and strategy necessary to integrate a wide variety of Federal, State and local programs and funding sources to assure the safety, permanency and well-being of children and families. The plans are based on extensive consultation with a wide array of representatives of State, local, Tribal, and both public and private community-based agencies and organizations (this may also include faith-based organizations) with experience in administering programs for infants, children, youth, adolescents, and families. States collect and analyze

statewide information on gaps in service, including mismatches between available services and family needs as identified through baseline data, the consultation process (45 CFR 1357.15(k)) and the CFSR results/[Program Improvement Plan \(PIP\)](#) process. Other services that impact the ability to preserve and support families can be included in the assessment.

Federal regulations at 45 CFR 1357.16 address the information that States are to provide as an update to the CFSP. APSR must include progress made by the State in accomplishing the goals and objectives cited in the CFSP, and include any new and updated information on service needs and organizational capacities provided throughout the five-year period. The process for developing the APSR should be a part of an ongoing self-evaluation and integrated into quality assurance efforts.

### **Integration of the Child and Family Services Review (CFSR) Program Improvement Plan (PIP) with the APSR**

CFSR and subsequent Program Improvement Plan (PIP) and the CFSP and subsequent APSRs, must be coordinated for purposes of improving the overall child welfare system in the State. Federal regulations at 45 CFR 1355.35(e)(2) and (f) require that the processes be integrated into one through the child and family services plan. Specifically, CFR 45 1355.35 (f) requires, "[t]he elements of the program improvement plan must be incorporated into the goals and objectives of the State's CFSP. Progress in implementing the program improvement plan must be included in the annual reviews and progress reports related to the CFSP..."

The CFSP is a 5-year strategic plan that sets forth the goals to be accomplished to advance the State's overall child welfare system. The CFSR is a review specifically designed to meet the legislative requirement for oversight of the title IV-B and IV-E requirements. The CFSR helps the State focus on areas of need related to outcomes and systemic factors and the action steps needed to improve them. States utilize the CFSR findings and plans for improvement as an integral part in determining the adequacy of activity in the overall child welfare system which is reflected in the CFSP. States may need to adjust their CFSP/APSR to reflect efforts to conform with Federal measures and plans for improvement into the broader goals of the State.

Three documents written by the Children's Bureau, ACF-CB-PI-03-05, ACF-CB-PI-04-01 and ACF-CB-IM-02-04, found on the Children's Bureau website at:

<http://www.acf.hhs.gov/programs/cb/laws/pi/index.htm>, give guidance as the State looks to incorporate specific findings/solutions from the CFSR with the broader CFSP/APSR. The Children's Bureau will continue to provide technical assistance and suggestions to States with regard to integration through training, Information Memoranda, etc.

### **CURRENT EXECUTIVE INITIATIVES:**

The current Administration has developed several major initiatives in areas that it feels will benefit children, adults, and society. The Department's Healthy Marriages, Responsible Fatherhood, Youth Development, Rural, and Faith-based and Community initiatives can be promoted among the populations that ACF serves and are an appropriate use of title IV-B funding. All should fit within the overall goals of the safety, permanency and well-being of children. Efforts are being made to incorporate the Healthy Marriage vision and the Faith-based and Community initiatives in States



and communities through a series of discretionary grants and contracts for research and demonstration purposes. States will also be encouraged by their ACF Regional Office state liaison to propose creative approaches to achieving the goals of these initiatives in the context of the child welfare system with title IV-B funding.

## **INSTRUCTIONS:**

In accordance with 45 CFR 1357.16, each State must conduct an interim review of the progress made in the previous year toward accomplishing the goals and objectives in the CFSP, based on updated information. The State must involve the agencies, organizations (i.e., the State's Court Improvement Project, may include faith-based and community organizations, etc.) and individuals that are part of the ongoing CFSP related consultation and coordination process. ACF also expects States to integrate the results of CFS reviews and subsequent PIPs when addressing services funded under CAPTA, Title IV-B and CFCIP. On the basis of the integrated review, each State must prepare and submit an APSR to ACF. When conducting this review, States should assess and evaluate their progress based on the effectiveness of their efforts in achieving the desired results. The completed APSR must meet the requirements of 45 CFR 1355.35, 45 CFR 1357, title IV-B, subparts 1 and/or 2, title IV-E, section 477 of the Act and CAPTA. These programs provide a critical source of funding for supporting the service array necessary to meet the needs of children and families and to address gaps in services, such as a lack of available services to support the reunification of children in foster care with their parents.

### **A. This section describes the requirements that States, the District of Columbia and Puerto Rico must meet in order to receive their Title IV-B, CAPTA and CFCIP allotments of funds for FY 2006.**

#### **1. Requirements for States and Puerto Rico under 45 CFR 1357.16 and Title IV-B, subparts 1 and 2**

Each State must submit:

(a) A report on the specific accomplishments and progress made in the past fiscal year toward meeting each goal and objective, including improved outcomes for children and families, and a more comprehensive, coordinated, effective child and family services continuum. The State must update the goals and objectives to incorporate areas needing improvement that were identified in a CFSR [PIP](#). If the current CFSP does not have a goal or objective that covers the area needing improvement, then the goal/objective must be addressed in the APSR. The APSR should also incorporate strategies for improvement and the method to be used to measure progress toward improvement.

(b) Any revisions in the statement of goals and objectives, or to the training plan (title IV-B and title IV-E), to reflect changed circumstances. Changes should reflect, as appropriate, findings based on any reviews conducted by ACF. (This includes the CFSR, title IV-E eligibility reviews, Adoption and Foster Care Analysis and Reporting System (AFCARS) assessment reviews, and the Statewide Automated Child Welfare Information System (SACWIS) assessment reviews.)

Changes should also reflect any class action lawsuit agreements (to the extent such agreements comport with Federal law and policy) and agency-identified areas needing improvement.

(c) A description of the child protective, child welfare, family preservation, family support, time-limited family reunification services, adoption promotion and support services, and independent living services to be provided in the upcoming fiscal year, highlighting any additions or changes in services or program design and including the information required in 45 CFR 1357.15(n).

(d) Updated information in the training plan, or with regard to technical assistance, research, evaluation, or management information systems that will be carried out in the upcoming fiscal year in support of the goals and objectives in the plan. In particular, we are interested in any additions or changes in services or program design due to the State's own evaluation of programs that it particularly finds effective or ineffective.

(e) 1. Financial information comparing FY 2005 State and local share spending for subpart 2 programs against the 1992 base year amount as required to meet the non-supplantation requirements in section 432(a)(7)(A) of the Act.

2. Financial information comparing FY 2005 State expenditures against State expenditures under title IV-B in 1979. (See ACYF-PI-CB-03-07.) This information is required to meet the maintenance of effort requirement in section 423(c)(1) of the Act for title IV-B, subpart 1.

(f) Documentation (on the CFS-101) of the percentage of funds the State plans to expend for each of the service categories under title IV-B, subpart 2 used for title IV-B, subpart 2, Promoting Safe and Stable Families. For the purpose of applying for FY 2006 funds, States must indicate specific percentages of title IV-B, subpart 2 funds that the State will expend on actual delivery of family preservation, community-based family support, time-limited family reunification and adoption promotion and support services, as well as planning and service coordination, with a rationale for the decision. The State must have an especially strong rationale if the percentage provided is below 20 percent for any one of the four service categories and include such rationale in the narrative of the APSR. The amount allocated to each of the service categories should only include funds for service delivery. States should report separately the amount to be allocated to planning and service coordination.

States must report FY 2004 title IV-B, subpart 2 expenditures for each of the four purposes and for those costs identified as administrative. An explanation must be provided for any differences between budgeted amounts and actual expenditures for the prior fiscal year.

(g) A description of the State's progress and accomplishments made with regard to the diligent recruitment of potential foster and adoptive families that reflects the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed. (See section 422(b)(9) of the Act.)

(h) An update, after consultation with Tribal organizations, of the "... specific measures taken by the State to comply with the Indian Child Welfare Act" (ICWA). (See section 422(b)(11) of the Act.) States must also provide an update to the goals and activities that have been

undertaken to improve or maintain compliance with ICWA. Listed below are the five major components in ICWA that the State must address in discussions with Tribes and in the APSR:

- 1) Identification of Indian children by the State Child Welfare services agency;
- 2) Notification of Indian parents and Tribes of State proceedings involving Indian children and their right to intervene;
- 3) Special placement preferences for Indian children;
- 4) Active efforts to prevent the breakup of the Indian family; and
- 5) Use of Tribal courts in child welfare matters; Tribal right to intervene in State proceedings or transfer proceedings to the jurisdiction of the Tribe.

### **Coordination with Tribes Regarding the Section 422 Protections for Indian Children**

States are also required to report in their APSRs a description of the understanding, gathered from State consultation with Tribes, as to who is responsible for providing the protections for Tribal children delineated at section 422(b)(10) of the Act, whether they are in State or Tribal custody. Section 422(b)(10) of the Act requires assurances that the State is operating to the satisfaction of the Secretary--

- a statewide information system with the status, demographic characteristics, location, and goals for the placement of every child who is (or, within the immediately preceding 12 months, has been) in foster care;
- a case review system (as defined in section 475(5)) for each child receiving foster care under the supervision of the State;
- a service program designed to help children, where safe and appropriate, return to families from which they have been removed or be placed in a permanent placement; and
- a preplacement preventive services program designed to help children at risk of foster care placement remain safely with their families.

In addition, as another step toward integrating the range of Federal child welfare services with various cultures and age groups, we are asking States to report on the activities undertaken and progress achieved to fulfill the statutory requirement at section 477 (b)(3)(G) of the Foster Care Independence Act (Chafee Program)(P.L. 106-169). The State will describe how each Indian Tribe in the State has been consulted about the programs to be carried out under the Chafee Program; describe the efforts to coordinate the programs with such Tribes; and 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.

Recently, the Department issued a new HHS Tribal consultation policy. The policy lays out the expectation for consultation and the method of consultation that should take place. States that operate Federal programs for which Indian children are eligible are encouraged to become familiar with this document. ACF will be offering technical assistance and other help where needed in

consultation efforts. A copy of this policy can be found at:  
<http://www.hhs.gov/ofta/docs/FnlCnsltPlcywl.pdf>.

(i) A report of the progress made in the description of "the number of children under the care of the State child protection system who are transferred into the custody of the State juvenile justice system." States should provide contextual information about the source of this information, the time period for which they are reporting, how they define the reporting population, and the actual number of children.

(j) A description of the activities that the State has undertaken for children adopted from other countries, including the provision of adoption and post-adoption services. (See section 422(b)(13) of the Act.)

(k) The number of children who are adopted from other countries and enter into State custody as a result of the disruption of a placement for adoption or the dissolution of an adoption, including the number of children, the agencies who handled the placement or adoption, the plans for the child, and the reasons for the disruption or dissolution. (See section 422(b)(14) of the Act.) ACF has clarified the circumstances under which children need to be reported. The question/answer specific to intercountry adoptions is located at Section 7.3, Question 4 of the Child Welfare Policy Manual. The internet address is:  
[http://www.acf.hhs.gov/programs/cb/laws/cwpm/policy\\_dsp.jsp?citID=178#1200](http://www.acf.hhs.gov/programs/cb/laws/cwpm/policy_dsp.jsp?citID=178#1200).

State specific statistics regarding intercountry adoptions can be found through the National Adoption Information Clearinghouse at <http://naic.acf.hhs.gov>.

(l) For those States receiving an adoption incentive payment, specify the services that have been, or will be, provided to children and families with the adoption incentive funds.

(m) For States operating child welfare demonstration projects under section 1130 of the Act, provide a description of the accomplishments and progress in the demonstration project as they relate to the goals and objectives in the State's CFSP, where applicable. In particular, the State is required to discuss how title IV-B monies are used to maximize the use of flexible title IV-E dollars in the demonstration.

(n) If applicable, describe services and activities that the State currently provides or plans to provide in FY 2006 that support the strengthening of parental relationships and promotion of healthy marriages (section 431(a) (2) of the Act).

(o) Any other information the State wishes to include.

(p) A request for FY 2006 funds in the CFS-101 at Attachment C.

## **2. Requirements under the Child Abuse Prevention and Treatment Act (CAPTA)**

Please note that compliance with the eligibility requirements for a CAPTA State Grant is a prerequisite for eligibility for funds under the Children's Justice Act State Grant Program authorized by Section 107(a) of CAPTA.

Although consolidation of CAPTA into the title IV-B planning process is required, eligibility and expenditure reports for the individual programs are separate, since separate funding streams and accountability are still required by statute. States must comply with statutory and regulatory provisions as they apply to their title IV-B and CAPTA programs. Eligibility and funding for the individual programs are kept separate and funding will not be delayed for one program due to potential eligibility issues in the other program. States with an existing CFSP must include the following information regarding CAPTA in the APSR. The following information may be included as a separate section of the APSR, or incorporated in sections that are listed in A.1 above, as appropriate.

- (a) Accomplishments to date under the CAPTA portion of the current consolidated CFSP.
- (b) An update on the program areas selected for improvement from one or more of the 14 program areas set forth in section 106(a) of CAPTA.
- (c) An update of activities that the State intends to implement with its CAPTA State grant funds and any changes in activities for FY 2006.
- (d) A description of the services and training to be provided under the CAPTA State grant as required by section 106(b)(2)(C) of CAPTA.
- (e) Notification regarding substantive changes, if any, in State law that could affect eligibility, including an explanation from the State Attorney General as to why the change would, or would not, affect eligibility (section 106(b)(1)(B)). 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.
- (f) Submit a copy of the annual report(s) from the citizen review panels, and a copy of the State agency's most recent response(s) to the panels and State and local child protective services agencies, as required by section 106(c)(6) of CAPTA.
- (g) A description of the requirement for criminal background checks for prospective foster and adoptive parents and other adult relatives and non-relatives residing in the household (section 106(b)(2)(A)(xxii)).
- (h) Submit a request for FY 2006 funds in the CFS-101 at Attachment C.

### **3. Requirements under the Chafee Foster Care Independence Program (CFCIP)—States and Puerto Rico**

While the information on the programs are consolidated into one CFSP eligibility and expenditure reports for the individual programs are separate, since separate funding streams and accountability are still required by statute. States must comply with statutory and regulatory provisions as they apply to their title IV-B and CFCIP programs. Eligibility and funding for the individual programs

are kept separate and funding will not be delayed for one program due to potential eligibility issues in the other program.

States with an existing CFSP must include the following information regarding CFCIP in the APSR. This submission serves as a report on FY 2005 activities and an application for FY 2006 funds. This information may be included as a separate section of the APSR, or incorporated in sections that are listed in A.1 above, as appropriate.

Progress achieved and planned activities to meet the first five purposes of CFCIP:

States must report on the specific accomplishments and progress made in the past fiscal year toward meeting each of the program purposes:

- help youth make the transition to self-sufficiency;
- help youth receive the education, training, and services necessary to obtain employment;
- help youth prepare for and enter post-secondary training and educational institutions;
- provide personal and emotional support to youth through mentors and the promotion of interactions with dedicated adults;
- provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age.

In particular:

- For States that planned to use an amount of up to 30 percent of program funds to provide room and board for youth ages 18-21, identify what percentage of funds were actually used for that purpose and how the funds were used (section 477 (b)(3)(B)).
- Provide information on specific training that was conducted during fiscal year 2005 in support of the goals and objectives of the State's CFCIP and whether the State used training funds provided under the Title IV-E Foster Care and Adoption Assistance programs (section 477(b)(3)(D)) to help foster parents, adoptive parents, workers in group homes and case managers understand and address the issues confronting adolescents preparing for independent living. CFCIP training may be incorporated into the training information provided in response to the request at A.1. (d), page 5 of this document.
- Section 477(b)(3)(G) requires States to consult with and coordinate with "each Indian tribe in the State" and to certify that Chafee benefits and services will be made available to Indian children in the State on the same basis as they are to other children in the State. Include information on the following:

- The nature and the results of the consultation undertaken in the past year in line with the section cited above, specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care; and
- A report of activities that enhanced service collaboration in accordance with section 477(b)(3)(F) by coordinating and cooperating with other Federal and State programs for youth (especially transitional living youth projects funded under part B of title III of the Juvenile Justice and Delinquency Prevention Act of 1974), workforce investment and school-to-work programs offered by high schools or local workforce agencies, abstinence education programs, local housing programs and programs for disabled youth (especially sheltered workshops).
- Describe if and how the State has utilized the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care.

Progress achieved and planned activities to meet the sixth purpose of CFCIP - Education and Training Vouchers (ETV) program:

Purpose 6 of section 477(a) is to make available vouchers for postsecondary education and training to youth who have aged out of foster care. ACYF-CB-PI-03-06, issued July 8, 2003, provided the specific guidance to develop this portion of the plan.

(a) Describe the results of the States plan to establish, expand, or strengthen its postsecondary educational assistance program to achieve the purpose of the ETV program (section 477(a)(6) of the Act).

(b) Identify the number of youth who received ETV in the past year.

Planned changes in service for the next year for both Foster Care Independence and ETV programs:

If the State's plan to establish, expand, or strengthen its CFCIP or ETV in the coming year has significantly changed, describe the additions or changes in services or program design. Also, please indicate if there have been no changes from the past year. The following list is not exhaustive, however, in particular we would like State's to report on:

- For States that choose to establish a new trust fund program for youth, or have changed their trust fund operations for youth receiving independent living services or transition assistance, describe the design and delivery system of the trust fund program (section 477(b)(2)(A)) of the Act). As a reminder, CFCIP funds placed in a trust fund for a particular fiscal year must be expended by September 30 of the fiscal year following the fiscal year for which they were provided.
- Provide information on specific training that will be conducted in FY 2006.
- A report of activities planned to enhance service collaboration in accordance with section 477(b)(3)(F).



- States are encouraged to coordinate services with other relevant programs, including, but not limited to, the Court Improvement Program, Community Action Agencies, the Department of Labor's Shared Vision for Youth, and Medicaid.
- Describe if and how the State will coordinate efforts to utilize the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care. Subtitle C, section 121 of P.L. 106-169 permits States to expand Medicaid eligibility for youth transitioning from foster care.

Submit a request for FY 2006 CFCIP and ETV funds in the CFS-101 at Attachment C, including funds that may become available for re-allotment.

**B. This section describes the requirements that the Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands must meet in order to receive their Title IV-B and CAPTA allotment of funds for FY 2006.**

1. Consolidated grant applications may be submitted in accordance with 45 CFR Part 97. These jurisdictions need not submit an application under this PI, but may choose to have their title IV-B, subparts 1 and/or 2, and CAPTA allotments included in a consolidated grant and expend these funds under authority of another program that is available for consolidation. If the Insular Areas choose to consolidate their application for title IV-B, subparts 1 and/or 2, and CAPTA, they must notify their ACF Regional Office in writing of their intent by June 30, 2005.

2. Insular Areas that choose to submit an APSR may do so and must submit it to their ACF Regional Office by June 30, 2005.

**C. FY 2005 Funding—Revised Request**

States, Territories, and Indian Tribes submitted requests for FY 2005 funding with their FY 2005-2009 CFSP. If the request was less than the FY 2005 amount they are eligible to receive under title IV-B, subparts 1 and/or 2, or CAPTA, then a revised FY 2005 budget form (CFS-101, Part I) must be submitted in order to receive the full share of FY 2005 funds allotted.

In addition, unneeded portions of State allotments of title IV-B, subpart 2, and CFCIP and ETV funds may be reallocated to other States, so that the total appropriation remains available for program purposes (section 433(d) and section 477(d)(4) of the Act). Indicate on line 7a or 7b on the CFS-101, Part I (Annual Budget Request) if the State intends to apply for, or release, respectively, FY 2005 funds for reallocation purposes. This form should be submitted as soon as possible and no later than June 30, 2005.



## **D. FY 2006 Budget Request**

For FY 2006 planning purposes, use the FY 2005 allotments for title IV-B, subparts 1 and 2, and CAPTA, included under Attachments A and B. For CFCIP and/or ETV planning purposes, use the FY 2006 estimated allotments provided at Attachment B-1. If a State does not anticipate using all of its title IV-B, subpart 2, or CFCIP or ETV FY 2006 funds, or if the State requests (and can match) some of the funds available for reallocation, indicate such on the CFS-101, Part I (Annual Budget Request) that is due June 30, 2005.

## **E. Certifications and Assurances**

Certifications and assurances are submitted on a one-time-only basis with the submission of the CFSP (45 CFR 1357.15(c)). Certifications and assurances that were submitted with the FY 2005 to 2009 CFSP do not need to be re-submitted unless there has been a change that would affect the certification or assurance.

## **SUBMITTALS:**

In summary of the above instructions, States must submit, by June 30, 2005

- an original of the APSR;
- the CFS-101, Parts I and II;
- if applicable, certifications and assurances

to their ACF Regional Office. (See Attachment D for addresses.)

States must submit the final APSR on a 3.5 diskette, a CDROM, or attached to an e-mail to their Regional Office. A paper copy of the original signed CFS-101 is still required. The Regional Office will forward a copy of the approved CFS-101 to the ACF Central Office.

## **Financial Status Reports (SF-269)**

Expenditures under title IV-B, CAPTA, and CFCIP are to be reported by all grantees on the Financial Status Report, SF-269. Submission requirements for each program are listed below under the appropriate heading. Submit the original SF-269 to your ACF Regional Office and a copy to the following address:

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

## **Title IV-B, subparts 1 and 2**

States and Indian Tribes are required to submit the SF-269 financial report for expenditures under each subpart of title IV-B at the end of each 12 months (October 1-September 30) of the two-year expenditure period. The SF-269 financial report covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. Both reports are

due 90 days after the end of the fiscal year (December 31). The required 25 percent State match must be reported on the final financial report.

Funds under title IV-B must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded. Since the discretionary funds under title IV-B, subpart 2 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-269). Funds reported as unobligated on the final financial status report will be recouped from the discretionary amount first.

## **CAPTA**

States are required to submit the SF-269 financial report for CAPTA at the end of each 12 months (October 1-September 30) of the five-year expenditure period. The SF-269 financial 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 twelve-month period (December 31). Funds under CAPTA must be expended within five years.

## **CFCIP and ETV Programs**

States are required to submit separate SF-269 financial reports for the CFCIP and ETV programs. Reports capturing annual expenditures are due at the end of each 12 months (October 1-September 30) of the two-year expenditure period. The SF-269 financial report covering the first 12-month budget period is the 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 the twelve-month period (December 31). The required 20 percent State match must be reported on the final financial report. CFCIP and ETV funds must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded.

A negative grant award will recoup unobligated and/or unliquidated funds reported on the final financial status report (SF-269) for title IV-B, CAPTA, CFCIP and ETV programs.

## **PAPERWORK REDUCTION ACT:**

Under the Paperwork Reduction Act of 1995 (Public Law 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. Reporting burden for the APSR and the CFS-101 is estimated to average 275 hours per response.

## **INQUIRIES TO: ACF Regional Offices**

/s/

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

## ATTACHMENTS

- Attachment A: Promoting Safe and Stable Families (PSSF) FY 2005 State/Territory Allocations  
Child Welfare Services (CWS) FY 2005 State Allocations
- Attachment B: Final FY 2005 Child Abuse and Neglect Prevention and Treatment Act (CAPTA) Basic State Grant Allotments  
Final FY 2005 Chafee Foster Care Independence Program (CFCIP) Allotments  
Final FY 2005 Education and Training Vouchers Program (ETV) Allotments
- Attachment B 1: FY 2006 *Estimated* Allotments for Chafee Foster Care Independence Program (CFCIP) Allotments and Education and Training Vouchers Program (ETV) Allotments
- Attachment C: CFS-101, Part I: Annual Budget Request for Title IV-B, Subparts 1 and 2, CAPTA, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Program Instructions and 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
- Attachment D: Regional Administrators