

<b>ACF</b> <b>Administration</b> <b>for Children</b> <b>and Families</b>	<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children, Youth and Families</b>	
	<b>1. Log No.:</b> ACYF-CB-PI-07-05	<b>2. Issuance Date:</b> February 28, 2007
	<b>3. Originating Office:</b> Children's Bureau	
	<b>4. Key Words:</b> Annual Progress and Services Report: State Title IV-B Child and Family Services Plan; Child Abuse Prevention and Treatment State Plan; Chafee Foster Care Independence and Education and Training Vouchers Program	

### PROGRAM INSTRUCTION

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

**SUBJECT:** The June 30, 2007 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 ETV program; the submission of the CFS-101, Part I, Annual Budget Request, Part II, Annual Summary of Child and Family Services, and Part III, Annual Expenditure Report—Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence Program (CFCIP) and Education and Training Vouchers (ETV).

**LEGAL AND RELATED REFERENCES:** The Safe and Timely Interstate Placement of Foster Children Act of 2006 (Public Law (P.L.) 109-239); The Child and Family Services Improvement Act of 2006 (P.L. 109-288); Title IV-B, subparts 1 and 2, Sections 421-425, 428, 430-438, and Title IV-E, Section 477 of the Social Security Act; Section 106 of the CAPTA, as amended (42 U.S.C. 5101 et seq.); the Indian Child Welfare Act of 1978 (P. L. 95-608); the Indian Self-Determination and Education Assistance Act (P. L. 93-638); 45 CFR Parts 1355 and 1357; ACYF-CB-PI-04-01, issued February 2, 2004 (Fiscal Year 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 Social Security Act, CAPTA, and Federal regulations at 45 CFR Part 1357 so that States may receive their allotments of Federal funds for fiscal year (FY) 2008 (subject to the availability of appropriations). This PI also announces the final FY 2007 allotments, provides guidance regarding the reporting of FY 2007 activities and accomplishments, and provides instructions regarding application for FY 2008 funds for States and Territories for the above programs, including new provisions for reporting based on P.L. 109-239 and P.L. 109-288.

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## **Section A. Overview**

### **Annual Progress and Services Report (APSR)**

Federal regulations at 45 CFR 1357.15 and 1357.16 provide the requirements for a five-year comprehensive Child and Family Services Plan (CFSP) and annual updates on the progress made toward accomplishing the goals and objectives in the CFSP. Completion of the APSR satisfies the Federal regulations by providing updates on a State's annual progress for the past fiscal year and planned activities for the upcoming fiscal year.

In order for States and Territories to receive title IV-B, CAPTA, and CFCIP and ETV FY 2008 funds, the APSR must be submitted to the Administration for Children and Families (ACF) Regional Offices (RO) by June 30, 2007. An original, signed CFS-101, Annual Budget Request for Title IV-B, Subparts 1 and 2, CAPTA, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Programs must be mailed to the RO as well. (See addresses at Attachment E.) The ROs will be working with States to ensure that the information provided adequately addresses the information required. Upon approval, the RO will forward the State's request for funding to Central Office. The RO will not sign and forward the CFS-101 to the ACF Grants Management Office for funding until all requirements for the APSR are met. The CFS-101, Parts I, II, and III is located in Attachment C.

It is important that you respond to all requirements outlined in this PI as missing or incomplete information will result in the withholding of funds for the program(s) affected until such time as approval can be granted by ACF. If you have additional questions in preparing your APSR, please contact your ACF Regional Office State Liaison.

In preparing the APSR, each State must conduct an interim review of the progress made since the last APSR to date (unless otherwise noted) toward accomplishing the goals and objectives in the CFSP, based on updated information and current data. The State must include the agencies, organizations (e.g., the State's Court Improvement Project and faith-based and community organizations, Tribes, providers) and individuals in the ongoing CFSP related consultation and coordination process when conducting this review. Where appropriate, ACF also expects States to integrate the findings of the Child and Family Services Reviews (CFSR), foster care, AFCARS, and other relevant Children's Bureau reviews, including activities proposed and completed in subsequent Program Improvement Plans (PIPs) when addressing services and programs under this APSR. Since a Statewide Automated Child Welfare Information System (SACWIS) is required to support and monitor child welfare activities in accordance with 45 CFR 1355.53, States with a SACWIS are generally expected to utilize data obtained from their SACWIS, including when developing their APSR, and cite the source as such.

Plans and activities included in the APSR must meet the provisions of 45 CFR 1355.35, 45 CFR 1357, title IV-B, subparts 1 and/or 2, 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.

## **The Child and Family Services Improvement Act of 2006 - P.L. 109-288**

P.L. 109-288 was signed into law September 28, 2006. The law makes numerous changes to title IV-B, subparts 1 and 2 of the Social Security Act and reauthorizes the Promoting Safe and Stable Families program and one grant under the Court Improvement Program. Information Memorandum (IM) ACYF-CB-IM-06-05, issued December 7, 2006 discusses the changes in the Act. This PI highlights major provisions below and details the various requirements and their due dates throughout the document.

***Title IV-B, subpart 1:*** The new law changes the title IV-B, subpart 1 program from a permanent authorization to a five-year authorization. It authorizes \$325 million for each of the Federal fiscal years (FY) 2007 through 2011. States must spend funds according to a newly established program purpose in lieu of the former Section 425 definition of “child welfare services” in the Social Security Act. The new program purpose is to: protect and promote the welfare of all children; prevent the neglect, abuse or exploitation of children; support at-risk families through services which allow children to remain with their families or return to their families in a timely manner; promote the safety, permanence and well-being of children in foster care and adoptive families; and provide training, professional development and support to ensure a well-qualified workforce. (See Section 421 of the Act.)

The new law revises and updates the language in several plan requirements, including:

- provisions requiring a description of services and activities carried out under IV-B, subpart 1 and a discussion of how the services and activities will achieve the purposes of the Child Welfare Services Program (Section 422 (b)(3)),
- additional provisions requiring a description of the steps taken to expand and strengthen the range of existing services and develop and implement services to improve child outcomes (Section 422 (b)(4)(A)),
- the State’s child welfare services staff development and training plans (Section 422 (b)(4)(B)), and
- that the State has policies and administrative and judicial procedures for children abandoned at or shortly after birth (Section 422 (b)(8)(B)).

### **New descriptions and plans required:**

States must describe:

- how physicians or other appropriate medical professionals are consulted and involved in assessing the health and well-being of foster children under the responsibility of the State and for determining appropriate medical treatment for those children (Section 422(b)(15)),
- the State’s procedures providing how programs funded by title IV-B, subparts 1 and 2, would respond to a disaster (Section 422(b)(16)), and
- the State standards for the content and frequency of caseworker visits for children in foster care (Section 422(b)(17)).

The new law adds one new assurance: that the State will spend no more than ten percent of title IV-B, subpart 1 funds for administrative costs (Section 422 (b)(14)).

**Fiscal limitations:**Administrative Costs for Title IV-B, subpart 1:

The State must provide an assurance that it will not expend more than 10 percent of each fiscal year's title IV-B, subpart 1 funds on administrative costs beginning October 1, 2007. This limitation applies to FY 2007 funds expended in FY 2008, as well as all future expenditures of title IV-B, subpart 1 funds. Administrative expenditures are defined as costs for the following activities to the extent they are incurred in administering the title IV-B State plan: procurement, payroll management, personnel functions (other than the portion of the salaries of supervisors attributable to time spent directly supervising the provision of services by caseworkers), management, maintenance and operation of space and property, data processing and computer services, accounting, budgeting, auditing, and travel expenses (except those related to the provision of services by caseworkers or the oversight of programs funded under title IV-B, subpart 1) (Sections 422(b)(14) and 422(c)(1)).

Monthly Caseworker Visit Data:

To receive funding for a period in FY 2008 under title IV-B, subpart 1, the law requires the State to submit FY 2007 data on:

- The percentage of children in foster care under the responsibility of the State who were visited on a monthly basis by the caseworker handling the case of the child; and
- The percentage of the visits that occurred in the residence of the child (Section 424(e)(1)).

Limit on Title IV-B, subpart 1 funds for child care, foster care maintenance or adoption assistance payments:

The law prohibits States/Territories, for FY 2008 and later, from spending their title IV-B, subpart 1 funds on child care, foster care maintenance or adoption assistance payments in excess of the amount of title IV-B subpart 1 funds spent on these activities in FY 2005 (Section 424(c)).

State Match Limitation:

Beginning in FY 2008, a State cannot use more than the amount of non-federal funds it spent on foster care maintenance payments in FY 2005 as match for the title IV-B, subpart 1 program (Section 424(d)).

**Caseworker visits:**

Title IV-B, subparts 1 and 2 (at Sections 424(e)(1) and (2) and 436(b)(4) of the Act, respectively) contain requirements and funding related to case worker visits which are addressed in the Instruction section of this document. Briefly, States will be required to submit FY 2007 baseline data regarding current caseworker visitation, set targets for improvement, and meet the goal of "at least 90 percent of the children in foster care under the responsibility of the State are visited by their caseworkers on a monthly basis, and that the majority of the visits occur in the residence

of the child” by October 1, 2011. FY 2008 title IV-B, subpart 1 funds will not be awarded to a State until such time as the baseline data is submitted to ACF. If a State fails to achieve its progress goals, a reduced amount of Federal funds will be awarded as the State’s share of the subpart 1 funding. Each State will continue to receive its share of the subpart 2 funding for caseworker visits.

***Title IV-B, subpart 2:***

**New funding:** The new law appropriates a \$40 million set-aside in title IV-B, subpart 2 mandatory grant funds each year from FY 2006 through FY 2011. The funds for FY 2006 must be used to support monthly caseworker visits with children who are in foster care under the responsibility of the State with a primary emphasis on activities designed to improve caseworker retention, recruitment, training and ability to access the benefits of technology. The funds awarded in FY 2006 for caseworker visits may be expended through September 30, 2009.

In FY 2007, the \$40 million is set aside for ACF to award competitive grants to regional partnerships. These partnerships are to provide, through interagency collaboration and integration of programs and services, services and activities that are designed to increase the well-being of, improve permanency outcomes for, and enhance the safety of children who are in an out-of-home placement as a result of a parent’s or caretaker’s methamphetamine or other substance abuse. The funding is divided in various amounts through FY 2011 between the two purposes, as specified below:

Fiscal Year (FY)	Monthly Caseworker Visits	Methamphetamine and Substance Abuse Regional Partnerships
2006	\$40	---
2007	---	\$40
2008	\$5	\$35
2009	\$10	\$30
2010	\$20	\$20
2011	\$20	\$20

\$ in millions

Because the regional partnerships will be awarded as the result of a competitive grant process that is dependent upon funding that is subject to the CR, more information will be forthcoming separately from this PI. States should read the law and prepare now to assess the need for the grants, form or enhance the partnerships that will address the need, and begin planning for the application process. (See Section 436 for funding authorization and Section 437 for discretionary and targeted grants.)

**Funding for Tribes and Tribal Consortia:**

The new law allows Tribal consortia to apply for title IV-B, subpart 2 funds (Sections 432(b)(2), 433(a), 434(c), 436(b)(3), 437(b)(3) and (c)(1)).

Beginning in FY 2007, the set-aside for Tribes and Tribal consortia increases to three percent of the title IV-B, subpart 2 funds (not including the additional \$40 million for caseworker visits or regional partnerships). These funds will be available to currently funded and newly eligible Tribes and newly authorized Tribal consortia. This will result in an increased number of Tribal grantees and larger grant amounts for some Tribes, as well as a slight reduction in overall State funding. A separate PI issued to the Tribes will detail Tribal requirements and the amount of funds Tribes are expected to receive.

### **Planned and Actual Expenditures:**

States must submit their planned and actual title IV-B, subpart 1 and 2 expenditures on the CFS-101, Part III form (see Attachment C) with the APSR annually beginning June 30, 2007. Expenditures must be reported “for the most recent preceding fiscal year for which reporting of actual expenditures is complete.” (Section 432(a)(8)(B)(ii) of the Act). For purposes of this APSR, the “most recent preceding fiscal year” is FY 2005. Therefore, references to reporting FY 2005 expenditures in this PI mean FY 2005 funds spent any time during the two year expenditure period (October 1, 2004 to September 30, 2006). ACF must in turn compile and report these State estimates and expenditures to Congress annually beginning September 30, 2007 (Section 432(c) of the Act).

### **Fiscal limitations:**

#### Administrative Costs for Title IV-B, subpart 2

The State may not expend more than 10 percent of its total (i.e., Federal and State) expenditures of each fiscal year’s title IV-B, subpart 2 funds on administrative costs (Section 434(d) of the Act). States are advised that this statutory provision supersedes existing ACF policy as reflected in regulations at 45 CFR 1357.32(h), which limited States to spending no more than 10 percent of the **Federal share** of title IV-B, subpart 2 funds for administrative costs, but did not limit the amount of State match that could be used for the same purpose.

Administrative costs for the purposes of title IV-B, subpart 2 are defined at 45 CFR 1357.32 (h) as “auxiliary functions as identified through the agency's accounting system which are:

- (i) allocable (in accordance with the agency's approved cost allocation plan) to the title IV-B, subpart 2 program cost centers;
- (ii) necessary to sustain the direct effort involved in administering the State plan for title IV-B, subpart 2, or an activity providing service to the program; and
- (iii) centralized in the grantee department or in some other agency, and may include but are not limited to the following: procurement; payroll; personnel functions; management, maintenance and operation of space and property; data processing and computer services; accounting; budgeting; auditing.”

### **Reauthorization of State Court Grants:**

The basic Court Improvement Program is reauthorized without change through FY 2011 (Section 438 of the Act). This reauthorization plus the two new grants authorized under the Deficit

Reduction Act of 2005 maintains the three separate grants of the Court Improvement Program. The highest State court may apply for one or more of the three court improvement grants. State courts must demonstrate in their applications for each of the three CIP grants “meaningful, ongoing collaboration” among the courts in the State, with the State agency (or any other agency with which the State contracts to administer titles IV-B or IV-E) and, where applicable, Indian tribes. Likewise, the State child welfare agencies must demonstrate in their APSRs “meaningful, ongoing collaboration” with the courts. The Children’s Bureau issued ACYF-CB-PI-06-05 on June 15, 2006 which, in part, discussed ongoing collaboration between the State agency and the courts and required State and Tribal agencies to submit an addendum to their APSR by August 2006 that described collaboration between them and the State courts.

### **The Safe and Timely Interstate Placement of Foster Children Act of 2006 (P.L. 109-239)**

The new law was signed on July 3, 2006. The law encourages States to improve protections for children and holds them accountable for the safe and timely placement of children across State lines. This law modifies the title IV-B provision (now at Section 422(b)(10)) of the Act to require States to make effective use of cross jurisdiction resources and “eliminate legal barriers” to timely adoptions and includes numerous amendments to title IV-E including case plan amendments, new State Court requirements, caseworker visit requirements for children placed out of state, and home study requirements. Information Memorandum (IM) ACYF-CB-IM-06-03, dated August 11, 2006 provides an overview of the new provisions.

Of specific interest to states is an incentive program for out-of-state placement home study requests completed within 30 days. Should funding for the incentive program, which is subject to annual appropriations, become available, States will be awarded an incentive payment of \$1,500 (or a prorated amount) for each interstate home study completed within 30 days of the request (Section 473B of the Act). Instructions on interstate home study reporting requirements and the incentive will be issued in a future Program Instruction.

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

### **APSR Submission:**

States and Territories must submit their APSR to the RO by June 30, 2007, including:

- APSR (via e-mail or compact disk);
- CFS-101, Part I for FY 2008 with signature (faxed followed by original signatures copy) or e-mail the signed .pdf file;
  - Include relinquishment of, or requests for, FY 2007 title IV-B, CFCIP, and/or ETV funds available for reallocation; and
- CFS-101, Part II with planned expenditures for FY 2008 and
- CFS-101, Part III with actual expenditures for FY 2005 for the title IV-B, and at State option, the Chafee and ETV programs;



- If appropriate, a revised and signed CFS-101, Part I for FY 2007 indicating:
  - the amount of funds that the State does not expect to utilize from its FY 2007 allotment during the upcoming year to carry out the title IV-B, CFCIP and/or ETV program activities, and/or
  - the amount of funds the State is requesting if additional funds become available for the title IV-B, CFCIP and/or ETV programs (if different from earlier requests).
- Certifications and assurances. One new assurance must be submitted. (See Attachment D.) Certifications and assurances submitted with the 2005-2009 CFSP do not need to be re-submitted unless a change in the State has occurred so that a new certificate is warranted. Copies of the full assurances can be found at [http://www.acf.dhhs.gov/programs/cb/laws\\_policies/policy/pi/pi0401e.htm](http://www.acf.dhhs.gov/programs/cb/laws_policies/policy/pi/pi0401e.htm)

The APSR must address each of the following:

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

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

- Report on the specific accomplishments and progress achieved to date in the past fiscal year toward meeting each goal and objective in the CFSP including improved outcomes for children and families, and a more comprehensive, coordinated, effective child and family services continuum;
- Describe the steps the State agency will take to expand and strengthen the range of existing services and develop and implement services to improve child outcomes. Explain planned activities, new strategies for improvement, and the method(s) to measure progress in the upcoming fiscal year;
- Explain any revisions to existing goals and objectives;
- Update the goals and objectives to incorporate areas needing improvement that were identified in a CFSR, title IV-E, AFCARS, or other improvement plans. If the current CFSP does not have a goal or objective that addresses the area needing improvement cited in the applicable plan, then the goal/objective must be added to the APSR;
- Describe the services to be provided in FY 2008, highlighting any changes or additions in services or program design and how the services will achieve program purposes;

- For each service described above, report the population(s) to be served, the geographic areas where the services will be available, and the estimated number of individuals and/or families (or to be) served. This information may be provided in Part II of the CFS-101 form (Attachment C); and
- Indicate if there are no planned changes to the program.

## **2. Collaboration**

- Describe activities in the ongoing process of coordination and collaboration efforts conducted across the entire spectrum of the child and family service delivery system. This should include shareholder or partner involvement in the review of progress made and updates for the coming year.
- Update the State's demonstration of substantial, ongoing and meaningful collaboration between the child welfare agency and the courts with regard to the development of the APSR and any CFSR or title IV-E program improvement plans. (Section 422(b)(13))
- The current administration has identified major initiatives in areas that it believes will benefit children, adults, and society. The initiatives include the Department's Healthy Marriages, Responsible Fatherhood, Youth Development, Rural, and Faith-based and Community Initiatives. Describe the services that the State provided, using only title IV-B funds, during the past year that support the above initiatives; discuss how these initiatives are improving outcomes for children; identify who is providing the service, such as a contractor or county; and describe services that the State plans to provide, using only title IV-B funds, in FY 2008.

## **3. Program Support**

- Discuss planned updates to the training plan including staff development plans based on the new caseworker visit funding under title IV-B, subpart 2 which may include activities designed to improve caseworker retention, recruitment, training and access to technology. Training with title IV-E funds must be included. All training must be described in terms of the courses offered, numbers and positions of prospective trainees, and estimated cost in the training plan (See ACYF-CB-PI-04-01 for further guidance.)
- Discuss the State technical assistance provided to counties and other entities which operate state programs.
- Discuss the technical assistance that the State anticipates requesting as it implements the current or new Federal requirements.
- Discuss the child and family programs research, evaluation, or management information systems and quality assurance systems that will be updated or implemented in the upcoming fiscal year. Specify any additions or changes in services or program design

due to the State's own evaluation of programs that the State has found particularly effective or ineffective.

#### **4. Tribal Consultation**

Provide an update, developed after consultation with Indian Tribes in the State, of the specific measures taken by the State in the past year to improve or maintain compliance with the Indian Child Welfare Act (ICWA) (Section 422(b)(9)). States should assess the level of compliance and the progress made to improve compliance during the past year and provide an update to the goals and activities that have been undertaken to improve or maintain compliance with ICWA. Include laws, policies, and/or trainings implemented to increase compliance with ICWA. (States with Indian children in their child welfare system, but no Federally-recognized Tribes within their borders, should consult with Tribal organizations in bordering States, State-recognized Tribes and/ or urban Indian Centers within the State to meet the intent of this provision.)

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 placement of Indian children;
  - 4) Active efforts to prevent the breakup of the Indian family; and
  - 5) Use of Tribal courts in child welfare matters, Tribal right to intervene in State proceedings, or transfer proceedings to the jurisdiction of the Tribe.
- Provide a description of the understanding, gathered from State consultation with Tribes, as to who is responsible for providing the assurances for Tribal children delineated at Section 422(b)(8) of the Act, whether they are in State or Tribal custody for each Tribe in the State.
  - Provide information regarding consultations with Indian tribes in the State specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care under the Chafee Foster Care Independence Act (Section 477(b)(3)(G) of the Act). This instruction is further delineated in item #8 below.

#### **5. Consultations with Physicians or Appropriate Medical Professionals**

Describe how the State agency actively consults with and involves physicians or other appropriate medical professionals in assessing the health and well-being of foster children and determining appropriate medical treatment (Section 422(b)(15) of the Act).

#### **6. Disaster Plans**

The State must submit their procedures describing how the State would respond to a disaster in accordance with the following criteria for programs funded under title IV-B, subparts 1 and 2:

- identify, locate and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster;
- respond to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases;
- remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster; and
- preserve essential program records and coordinate services and share information with other States (Section 422(b)(16) of the Act).

Technical assistance is available through the Children's Bureau's National Resource Centers (NRCs) should the State require additional information to complete their disaster plans. Also, a document, *"Coping with Disasters and Strengthening Systems: A Framework for Child Welfare Agencies"* has been recently published which will aid States in developing their procedures.

## **7. Monthly Caseworker Visit Data and State Plan Requirements**

Under title IV-B, subpart 1 States are required to provide FY 2007 data on caseworker visits, including the percentage of children in foster care under the responsibility of the State who were visited on a monthly basis by the caseworker handling the case of the child, and the percentage of the visits that occurred in the residence of the child. Based on this data, the State will establish an outline of the steps it will take to ensure that the State meets the 90 percent goal of children in foster care under the responsibility of the State being visited by their caseworkers monthly with a majority of the visits occurring in the residence of the child. This outline must include target percentages to be reached each fiscal year, and a description of how the steps will be implemented. The steps may include activities designed to improve caseworker retention, recruitment, training, and ability to access the benefits of technology. For the purposes of this requirement we are not defining who a child's caseworker is. This will allow a State the flexibility to identify a child's caseworker in line with the State's own policies and practice.

Below is a chart with the steps and the correspondent due dates related to the monthly caseworker visit requirements. The APSR, due June 30, 2007, must contain the information describing the procedure the State has developed to track and report monthly caseworker visit data, as well as the State's standards for the content and frequency of caseworker visits for children in foster care which assure the children are visited on a monthly basis. A "monthly basis" is defined as one visit per calendar month. This requirement applies to all children in foster care under the responsibility of the State agency. As defined in 45 CFR 1355.20, foster care is "24-hour substitute care for children placed away from their parents or guardians and for whom the State agency has placement and care responsibility." Under this definition a child is in foster care regardless of whether the foster care facility is licensed and payments are made by the State or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

## Caseworker Visits

Due date	Requirement	Additional Information	Funding Affected
June 30, 2007	Describe the procedure the State has developed to track and report caseworker visit data to HHS	The State must describe what information collection method/process will be used to arrive at reported percentages.	FY 2008 funding under title IV-B, subpart 1 will not be awarded until the FY 2007 monthly casework data is submitted.
June 30, 2007	Describe the State standards for the content and frequency of caseworker visits for children in foster care which ensure the children are visited on a monthly basis and that the caseworker visits are focused on issues related to case planning and service delivery.	Include caseworker visits for children in out-of-state placements which must be visited at least every six months either by State staff or a private agency under contract with either State.	FY 2008 funding under title IV-B, subpart 1 will not be awarded until the FY 2007 monthly casework data is submitted.
October 31, 2007	Report final actual FY 2007 data to the ACF Regional Office on: 1) the percentage of children in foster care under the responsibility of the State who were visited on a monthly basis by the caseworker handling the case of the child; 2) the percentage of the visits that occurred in the residence of the child.	The State will use this data as its baseline for establishing its annual targets to achieve its 90 percent goal of monthly visits for all children in foster care by October 1, 2011. Include caseworker visits for children in out-of-state placements.	FY 2008 funding under title IV-B, subpart 1 will not be awarded until this data is submitted to ACF.
June 30, 2008	The State, in consultation with HHS, must have established an outline of the steps it will take to ensure that 90 percent of children in foster care are visited by their workers on a monthly basis, and that the majority of the visits occur in the residence of the child. The outline must include: 1) target percentages to be reached for each of fiscal years 2008-2010 and 2) a description of how the steps will be implemented. <b>The 90 percent target must be achieved by October 1, 2011.</b>	The steps to achieve the annual targets may include activities designed to improve caseworker retention, recruitment training and ability to access technology.	Reduced percentages of the State's title IV-B, sub-part 1 funding (dependent upon the percentage point failure rate to meet established targets) begin October 1, 2008.

## 8. CAPTA State Grant

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

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

It is important that the CAPTA State Plan include all of the items listed above. Missing or incomplete information will result in the withholding of CAPTA funds until such time as approval can be granted by ACF. If you have additional questions in preparing your CAPTA State Plan, please contact your ACF Regional Office State Liaison.

## 9. Chafee Foster Care Independent Living Services

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

- Report on the specific accomplishments achieved in FY 2007 and planned activities for FY 2008 for each of the five purpose areas:
  1. Assist youth to transition from dependency to self-sufficiency;

2. Help youth receive the education, training, and services necessary to obtain employment;
  3. Help youth prepare for and enter post-secondary training and educational institutions;
  4. Provide personal and emotional support to youth through mentors and the promotion of interactions with dedicated adults; and
  5. Provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age.
- Report service collaboration activities achieved in FY 2007 and planned for FY 2008 with other Federal and State programs for youth (including transitional living youth projects funded under part B of title III of the Juvenile Justice and Delinquency Prevention Act of 1974), abstinence education programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies in accordance with Section 477(b)(3)(F);
  - Provide information on specific training that was conducted during FY 2007 and planned for FY 2008, in support of the goals and objectives of the States' CFCIP. CFCIP training may be incorporated into the training information discussed under Section B., item 2 above, but should be identified as pertaining to CFCIP;
  - Update the service design and delivery of a new or changed trust fund program for States that choose to establish a trust fund program for youth receiving independent living services or transition assistance. Please note CFCIP funds placed in a trust fund must be expended during the applicable grant period. Refer to ACYF-CB-PI-05-06, issued October 12, 2005, for current guidance on trust funds;
  - Describe any activities undertaken to involve youth (up to age 21) in State agency efforts such as the CFSR/PIP process, agency improvement planning efforts, or others;
  - Describe, if applicable, how the State utilizes, or plans 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; and
  - Explain the results of the Indian tribe consultation (Section 477(b)(3)(G) of the Act) specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care:
    - Describe how each Indian Tribe in the State has been consulted about the programs to be carried out under the Chafee Program;
    - Describe the efforts to coordinate the programs with such Tribes;
    - Discuss how the State ensures that benefits and services under the programs are made available to Indian children in the State on the same basis as to other children in the State; and
    - Report the Chafee benefits and services currently available and provided for Indian children and youth in fulfillment of this section and the purposes of the law.

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

Include the following information in addition to the information required under Section B items 1-3 above for the ETV Program:

- Describe the specific accomplishments and progress to establish, expand, or strengthen the State's postsecondary educational assistance program to achieve the purpose of the ETV program;
- Indicate how the ETV program is administered whether by the State child welfare agency, in collaboration with another State agency or with an outside entity such as Orphan Foundation of America.

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

- For the purpose of applying for FY 2008 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 each service category whose percentage of funds does not approximate 20%. 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 must include such rationale in the narrative of the APSR. The amount allocated to each of the service categories should only include funds for service delivery. States should report separately the amount to be allocated to planning and service coordination.
- Provide the estimated and actual amounts of FY 2005 Federal funds expended under title IV-B, subpart 1; for each of the four categories of services in FY 2005 for title IV-B, subpart 2; and for those costs identified as administrative in title IV-B programs. Utilizing the CFS-101-Part III: Annual Expenditures for Title IV-B, Subparts 1 & 2 Funds, Chafee Foster Care Independence Program (CFCIP) and Education and Training Vouchers (ETV), the State must compare FY 2005 estimated expenditures with FY 2005 actual expenditures in each category for the title IV-B programs and, at State option, the CFCIP and ETV program (Attachment C). Provide an explanation for any differences between the FY 2005 estimated costs and actual expenditures in the APSR.
- Provide State and local share expenditure amounts for title IV-B, subpart 2 programs for FY 2005 for comparison with the 1992 base year amount as required to meet the non-supplantation requirements in Section 432(a)(7)(A) of the Act.
- At State option, provide actual expenditures of Chafee allocated funds for FY 2005 (final) and FY 2006 (year-to-date). Identify the amount of Chafee funds used to provide room and board for youth ages 18-21 in the last fully reportable year - FY 2005 (CFS-101, Part III at Attachment C). Report how the funds were used and any planned changes in the APSR.



- Identify the number of youth that received ETV awards in FY 2006 and FY 2007 (year-to-date). This number should include youth who are receiving ongoing vouchers (e.g., new voucher recipient in FY 2004 and continuing to receive vouchers in FY 2006 and FY 2007, plus those who were new recipients in FY 2006 and continue (or not) into FY 2007). For FY 2007, separately identify the number of youth who have received an award for the first time;
- Identify the estimated number of youth the State plans to award ETV vouchers to in FY 2008 via ongoing and new vouchers (see CFS-101, Part II at Attachment C).
- At State option, provide actual expenditures of ETV allocated funds for FY 2005 (see CFS-101, Part III at Attachment C) and FY 2006 (year-to-date).

## **Section C. Instructions for Territories**

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

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

OR

- May choose to submit an APSR to your ACF RO by June 30, 2007
  - Follow the guidance included under Section B if you choose to submit an APSR.

## **Section D. Supporting Information**

The following information must be reported in the APSR:

### **Juvenile Justice Transfers**

- Report the number of children under the care of the State child protection system who are transferred into the custody of the State juvenile justice system (Section 106(d)(14) of CAPTA); and

- Discuss contextual information, such as how States define the reporting population and other pertinent information.

### **Inter-Country Adoptions**

- Identify the number of children who were adopted from other countries and entered into State custody in FY 2006 as a result of the disruption of a placement for adoption or the dissolution of an adoption (Section 422(b)(12) of the Act);
- Explain the permanency plans for the child and the reasons for the disruption or dissolution. ACF has clarified the circumstances under which children need to be reported. The question/answer specific to inter-country adoptions is located at Section 7.3, Question 4 of the Child Welfare Policy Manual.  
[http://www.acf.hhs.gov/j2ee/programs/cb/laws\\_policies/laws/cwpm/policy\\_dsp.jsp?citID=178#1200](http://www.acf.hhs.gov/j2ee/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=178#1200)
- Identify the agencies that handled the placement or adoption; and
- Describe the activities that the State has undertaken for children adopted from other countries, including the provision of adoption and post-adoption services. (See Section 422(b)(11) of the Act.)

### **Child Welfare Demonstration Projects**

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

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

- Describe the State's progress and accomplishments made in FY 2007 with regard to the diligent recruitment of potential foster and adoptive families that reflects the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed; and
- Explain planned activities for recruiting foster and adoptive families in FY 2008.

### **Adoption Incentive Payments**

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

### **Payment Limitations --Title IV-B, subpart 1:**

- Report the amount of FY 2004 and FY 2005 title IV-B, subpart 1 funds that the State expended for child care, foster care maintenance and adoption assistance payments in FY 2005. This is the baseline amount that the State may not exceed for the corresponding

types of payments after FY 2007 and replaces the 1979 baseline amount to which the State was previously held (Section 424(c)). States should ensure that this amount of FY 2005 funds is retained in their files for comparison with expenditure amounts in future fiscal years.

- Report the amount of non-Federal funds expended by the State for foster care maintenance payments for FY 2005. This amount becomes the maximum that a State may use as match for foster care maintenance payments under title IV-B, subpart 1 (Section 424(d)) and will serve as a baseline for future years.

## **Section E. Financial Information**

Unneeded portions of State allocations of title IV-B, and CFCIP and ETV funds may be re-allotted to other States, so that the total appropriation remains available for program purposes (Sections 423(e), 433(d) and 477(d)(4) of the Act).

### **1. FY 2007 Funding—Revised Budget Request**

- Submit a revised FY 2007 budget form (CFS-101, Part I) in order to receive the full share of FY 2007 funds allotted, only if the previously submitted request was less than the FY 2007 amount the State is eligible to receive under title IV-B, subparts 1 or 2, CAPTA, and/or CFCIP and ETV (see Attachment A), plus any reallocation requests;
- Indicate on line 7a or 7b of the FY 2007 CFS-101, Part I (Annual Budget Request) if the State intends to apply for, or release, respectively, FY 2007 funds for reallocation. Funds will be re-allotted prior to the end of the fiscal year. If the State determines that it will not obligate all of its FY 2007 allotment by September 30, 2008, show the estimated unobligated balance and ACF will re-allot the funds in accordance with the prescribed formulas.

### **2. FY 2008 Budget Request—CFS 101 (See Attachment C.)**

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

### **3. FY 2005 Title IV-B Expenditure Report—CFS-101, Part III**

- Complete the CFS-101, Part III to include the actual amount of funds expended in each program area of title IV-B funding by source, the number of individuals or families served, and the geographic service area within which the services were provided. The State must track and report annually its actual title IV-B expenditures, including administrative costs for the most recent preceding fiscal year. States should report the actual title IV-B expenditures of FY 2005 funds in the APSR due June 30, 2007.

### **4. Financial Status Reports—SF 269**

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

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

- Submit a separate SF-269 (by December 31) for expenditures made under each subpart of title IV-B at the end of each 12 months (October 1-September 30) of the two-year expenditure period.
- Report the cumulative amount of funds expended and the required 25 percent State match on the final SF-269.
- Expend title IV-B funds by September 30 of the fiscal year following the fiscal year in which the funds were awarded (i.e., for FY 2007, funds must be expended by September 30, 2008).
- States must submit a separate SF-269 to report expenditures of their share of the 2006 allocation for case worker visits under title IV-B, subpart 2. Funds must be expended by September 30, 2009, with a final report due December 31<sup>st</sup> of that year.
- No separate reporting is required to distinguish between the expenditure of the PSSF discretionary funds and the PSSF mandatory funds.

#### **CAPTA Grants**

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

#### **CFCIP and ETV**

- Submit a separate SF-269 (by December 31) for expenditures made under the CFCIP and ETV programs;

- Include the required 20 percent State match in the final report for each program; and
- Expend CFCIP and ETV funds by September 30 of the fiscal year following the fiscal year in which the funds were awarded.

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

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

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

### **Paperwork Reduction Act**

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

**Inquiries To:** Children's Bureau Regional Program Managers

/ s /

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

## **Section F. Attachments**

Attachment A: FY 2007 Allocations:

- 1) Title IV-B Subpart 1, Child Welfare Services
- 2) Title IV-B Subpart 2, Promoting Safe and Stable Families
  - a) 2006 State allocation for Caseworker Visits
- 3) Child Abuse and Neglect Prevention and Treatment Act (CAPTA)
- 4) Chafee Foster Care Independence Program (CFCIP)
- 5) Education and Training Vouchers Program (ETV)

Attachment B: FY 2008 Estimated Allotments

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

Attachment C: CFS-101,

- Part I: Annual Budget Request for Title IV-B, Subparts 1 and 2, CAPTA, CFCIP, and ETV Program Instructions and Form
- Part II: Annual Summary of Child and Family Services Instructions
- Part II: Annual Summary of Child and Family Services Form
- Part III: Annual Expenditures Title IV-B, Subparts 1 and 2, CFCIP, and ETV Program Instructions and Form

Attachment D: Assurances and Certificates

Attachment E: Children's Bureau Regional Program Managers

**Child Welfare Services (CWS)**  
**States & Territories FY 2007**

<b>State</b>	<b>Total State Allocations</b>	<b>State</b>	<b>Total State Allocations</b>
Alabama	4,915,422	New Jersey	5,868,987
Alaska	292,938	New Mexico	1,692,684
Arizona	5,801,780	New York	14,424,156
Arkansas	3,229,215	North Carolina	8,836,396
California	33,565,459	North Dakota	545,541
Colorado	4,048,736	Ohio	11,084,638
Connecticut	2,024,290	Oklahoma	1,891,055
Delaware	783,770	Oregon	3,419,639
District of Columbia	319,361	Pennsylvania	10,721,186
Florida	15,930,563	Rhode Island	989,680
Georgia	9,486,376	South Carolina	4,620,615
Hawaii	1,252,907	South Dakota	588,943
Idaho	1,723,271	Tennessee	5,888,055
Illinois	11,343,713	Texas	25,115,212
Indiana	6,618,299	Utah	3,368,518
Iowa	2,882,190	Vermont	604,737
Kansas	2,799,894	Virginia	6,541,333
Kentucky	4,419,172	Washington	5,290,832
Louisiana	5,230,811	West Virginia	1,866,545
Maine	1,226,745	Wisconsin	5,068,951
Maryland	4,429,425	Wyoming	453,708
Massachusetts	4,094,346		
Michigan	9,749,723		
Minnesota	4,296,418	<b>Territory</b>	
Mississippi	3,602,133	American Samoa	197,520
Missouri	5,724,931	Guam	348,982
Montana	707,127	No. Mariana Islands	163,468
Nebraska	1,759,844	Puerto Rico	5,510,310
Nevada	2,384,492	Virgin Islands	242,609
New Hampshire	1,105,932		

**Promoting Safe and Stable Families (PSSF)  
States & Territories FY 2007**

<b>State</b>	<b>Total State Allocations</b>	<b>State</b>	<b>Total State Allocations</b>
<b>Alabama</b>	7,623,756	<b>New Jersey</b>	5,454,431
<b>Alaska</b>	829,265	<b>New Mexico</b>	3,405,712
<b>Arizona</b>	8,519,335	<b>New York</b>	20,921,146
<b>Arkansas</b>	5,012,608	<b>North Carolina</b>	10,833,121
<b>California</b>	39,048,291	<b>North Dakota</b>	620,061
<b>Colorado</b>	3,448,038	<b>Ohio</b>	13,367,088
<b>Connecticut</b>	2,681,824	<b>Oklahoma</b>	5,820,117
<b>Delaware</b>	810,541	<b>Oregon</b>	5,685,040
<b>Dist. of Col.</b>	1,171,799	<b>Pennsylvania</b>	12,686,888
<b>Florida</b>	15,828,852	<b>Rhode Island</b>	1,292,053
<b>Georgia</b>	12,460,521	<b>South Carolina</b>	7,337,042
<b>Hawaii</b>	1,423,317	<b>South Dakota</b>	864,339
<b>Idaho</b>	1,324,699	<b>Tennessee</b>	10,310,898
<b>Illinois</b>	15,485,318	<b>Texas</b>	36,155,187
<b>Indiana</b>	7,635,228	<b>Utah</b>	1,905,939
<b>Iowa</b>	2,423,514	<b>Vermont</b>	526,728
<b>Kansas</b>	2,424,624	<b>Virginia</b>	6,243,699
<b>Kentucky</b>	7,133,937	<b>Washington</b>	5,708,741
<b>Louisiana</b>	10,877,832	<b>West Virginia</b>	3,301,676
<b>Maine</b>	1,506,179	<b>Wisconsin</b>	5,406,677
<b>Maryland</b>	3,923,990	<b>Wyoming</b>	418,319
<b>Massachusetts</b>	4,962,503		
<b>Michigan</b>	13,716,709	<b>American Samoa</b>	230,723
<b>Minnesota</b>	3,676,867	<b>Guam</b>	421,622
<b>Mississippi</b>	6,031,133	<b>No. Mariana Islands</b>	187,805
<b>Missouri</b>	8,871,164	<b>Puerto Rico</b>	6,926,833
<b>Montana</b>	1,080,454	<b>Virgin Islands</b>	287,552
<b>Nebraska</b>	1,627,796		
<b>Nevada</b>	1,813,177		
<b>New Hampshire</b>	703,692		



**Promoting Safe and Stable Families (PSSF)**  
**States and Territories**  
**FY 2006 Funding for Caseworker Visits**

<b>State</b>	<b>Total State Allocation</b>	<b>State</b>	<b>Total State Allocation</b>
Alabama	840,806	New Jersey	601,557
Alaska	91,458	New Mexico	375,608
Arizona	939,577	New York	2,307,345
Arkansas	552,829	North Carolina	1,194,760
California	4,306,545	North Dakota	68,385
Colorado	380,276	Ohio	1,474,225
Connecticut	295,772	Oklahoma	641,887
Delaware	89,393	Oregon	626,990
Dist. of Col.	129,235	Pennsylvania	1,399,207
Florida	1,745,727	Rhode Island	142,498
Georgia	1,374,242	South Carolina	809,185
Hawaii	156,974	South Dakota	95,326
Idaho	146,098	Tennessee	1,137,165
Illinois	1,707,839	Texas	3,987,472
Indiana	842,071	Utah	210,202
Iowa	267,284	Vermont	58,092
Kansas	267,406	Virginia	688,603
Kentucky	786,785	Washington	629,604
Louisiana	1,199,691	West Virginia	364,134
Maine	166,113	Wisconsin	596,290
Maryland	432,768	Wyoming	46,135
Massachusetts	547,303		
Michigan	1,512,784	<b>Territory</b>	
Minnesota	405,513	American Samoa	86,317
Mississippi	665,160	Guam	105,698
Missouri	978,380	No. Mariana Islands	81,960
Montana	119,161	Puerto Rico	774,972
Nebraska	179,526	Virgin Islands	92,087
Nevada	199,971		
New Hampshire	77,609		



**Child Abuse Protection and Treatment Act  
(CAPTA) State and Territory Grants  
FY 2007**

<b>STATE</b>	<b>State Amount</b>	<b>STATE TERRITORY</b>	<b>State Amount</b>
Alabama	\$403,451	New Jersey	751,160
Alaska	111,081	New Mexico	208,759
Arizona	562,599	New York	1,524,415
Arkansas	269,132	North Carolina	744,427
California	3,196,708	North Dakota	94,278
Colorado	432,892	Ohio	944,892
Connecticut	320,826	Oklahoma	326,772
Delaware	113,531	Oregon	325,671
District of Columbia	86,598	Pennsylvania	963,583
Florida	1,369,378	Rhode Island	129,578
Georgia	816,327	South Carolina	383,163
Hawaii	147,254	South Dakota	111,064
Idaho	171,362	Tennessee	501,003
Illinois	1,101,201	Texas	2,101,871
Indiana	569,868	Utah	290,841
Iowa	267,568	Vermont	93,014
Kansas	268,698	Virginia	641,781
Kentucky	367,906	Washington	531,440
Louisiana	422,230	West Virginia	174,059
Maine	139,951	Wisconsin	470,344
Maryland	505,037	Wyoming	87,079
Massachusetts	522,900		
Michigan	868,724	<b>Territories</b>	
Minnesota	448,802	American Samoa	58,283
Mississippi	292,783	Guam	67,791
Missouri	497,017	Northern Mariana I	55,752
Montana	116,488	Puerto Rico	384,754
Nebraska	189,995	Virgin Islands	61,121
Nevada	251,474		
New Hampshire	148,324		

# CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP) STATES FY 2007

State	Estimated State Allocations	State	Estimated State Allocations
Alabama	1,784,444	New Jersey	3,108,387
Alaska	500,000	New Mexico	591,373
Arizona	2,600,648	New York	11,585,958
Arkansas	833,756	North Carolina	2,761,462
California	20,953,350	North Dakota	500,000
Colorado	2,120,011	Ohio	4,502,283
Connecticut	1,815,162	Oklahoma	2,965,641
Delaware	500,000	Oregon	2,844,837
District of Columbia	1,091,992	Pennsylvania	5,599,072
Florida	7,566,271	Puerto Rico	1,751,663
Georgia	3,604,768	Rhode Island	647,646
Hawaii	713,984	South Carolina	1,227,919
Idaho	500,000	South Dakota	500,000
Illinois	5,015,701	Tennessee	2,327,548
Indiana	2,905,756	Texas	7,455,535
Iowa	1,753,727	Utah	589,825
Kansas	1,506,181	Vermont	500,000
Kentucky	1,880,984	Virginia	1,812,581
Louisiana	1,358,131	Washington	2,598,840
Maine	596,019	West Virginia	1,117,956
Maryland	2,805,086	Wisconsin	2,093,167
Massachusetts	3,160,529	Wyoming	500,000
Michigan	5,291,124		
Minnesota	1,801,223		
Mississippi	843,823		
Missouri	2,928,213		
Montana	573,562		
Nebraska	1,608,401		
Nevada	1,205,461		
New Hampshire	500,000		

# CHAFEE EDUCATION & TRAINING VOUCHERS GRANTS (ETV ) STATES FY 2007

State	Estimated State Allocations	State	Estimated State Allocations
Alabama	611,900	New Jersey	1,065,890
Alaska	158,529	New Mexico	202,786
Arizona	891,782	New York	2,692,606
Arkansas	285,901	North Carolina	946,926
California	7,185,062	North Dakota	120,734
Colorado	726,968	Ohio	1,543,867
Connecticut	622,433	Oklahoma	1,016,941
Delaware	85,151	Oregon	975,517
District of Columbia	221,728	Pennsylvania	1,919,965
Florida	2,594,532	Puerto Rico	600,658
Georgia	1,236,103	Rhode Island	222,082
Hawaii	244,831	South Carolina	421,063
Idaho	160,919	South Dakota	151,537
Illinois	1,719,922	Tennessee	798,134
Indiana	996,406	Texas	2,556,560
Iowa	601,366	Utah	202,255
Kansas	516,481	Vermont	127,107
Kentucky	645,004	Virginia	621,548
Louisiana	427,790	Washington	891,162
Maine	204,380	West Virginia	383,356
Maryland	961,885	Wisconsin	717,763
Massachusetts	1,083,770	Wyoming	111,794
Michigan	1,814,367		
Minnesota	617,653		
Mississippi	289,353		
Missouri	1,004,107		
Montana	196,679		
Nebraska	551,533		
Nevada	413,362		
New Hampshire	104,270		

# CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP)

## State FY 2008 Estimates

State	Estimated State Allocations	State	Estimated State Allocations
Alabama	1,817,357	New Jersey	3,055,824
Alaska	518,814	New Mexico	616,091
Arizona	2,579,240	New York	11,585,958
Arkansas	897,115	North Carolina	2,815,772
California	20,727,175	North Dakota	500,000
Colorado	2,125,026	Ohio	4,379,253
Connecticut	1,945,804	Oklahoma	2,939,443
Delaware	500,000	Oregon	2,696,877
District of Columbia	1,091,992	Pennsylvania	5,377,920
Florida	7,412,454	Puerto Rico	1,643,917
Georgia	3,351,930	Rhode Island	733,730
Hawaii	612,322	South Carolina	1,234,697
Idaho	500,000	South Dakota	500,000
Illinois	4,661,283	Tennessee	2,154,938
Indiana	2,952,515	Texas	7,759,336
Iowa	2,359,046	Utah	602,016
Kansas	1,646,682	Vermont	500,000
Kentucky	1,988,536	Virginia	1,983,257
Louisiana	1,358,131	Washington	2,650,375
Maine	565,888	West Virginia	1,039,388
Maryland	3,603,294	Wisconsin	1,959,378
Massachusetts	3,035,968	Wyoming	500,000
Michigan	5,084,327		
Minnesota	1,847,270		
Mississippi	812,156		
Missouri	2,759,216		
Montana	511,021		
Nebraska	1,560,212		
Nevada	1,347,056		
New Hampshire	500,000		

|

**CHAFEE EDUCATION & TRAINING VOUCHERS GRANTS (ETV )**

State FY 2008 Estimates

<b>State</b>	<b>Estimated State Allocations</b>	<b>State</b>	<b>Estimated State Allocations</b>
Alabama	624,475	New Jersey	1,050,035
Alaska	178,274	New Mexico	211,700
Arizona	886,272	New York	2,603,191
Arkansas	308,265	North Carolina	967,549
California	7,122,219	North Dakota	122,390
Colorado	730,196	Ohio	1,504,788
Connecticut	668,612	Oklahoma	1,010,044
Delaware	95,960	Oregon	926,694
District of Columbia	201,249	Pennsylvania	1,847,947
Florida	2,547,049	Puerto Rico	564,878
Georgia	1,151,782	Rhode Island	252,122
Hawaii	210,404	South Carolina	424,263
Idaho	160,394	South Dakota	144,588
Illinois	1,601,698	Tennessee	740,474
Indiana	1,014,535	Texas	2,666,243
Iowa	810,609	Utah	206,863
Kansas	565,828	Vermont	120,231
Kentucky	683,296	Virginia	681,482
Louisiana	455,185	Washington	910,715
Maine	182,506	West Virginia	357,152
Maryland	1,238,155	Wisconsin	673,276
Massachusetts	1,043,211	Wyoming	115,826
Michigan	1,747,063		
Minnesota	634,754		
Mississippi	279,071		
Missouri	948,115		
Montana	175,596		
Nebraska	536,116		
Nevada	462,872		
New Hampshire	98,206		



**INSTRUCTIONS**

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

**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 for the designated fiscal year for 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% match is required and the State or Tribe's match amount must 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 for the designated fiscal year for 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% match is required and the State or Tribe's match amount must be reflected on the final SF-269 report.

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

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

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

- d) Specify the estimated amount of title IV-B, subpart 2 funds to be spent for the designated fiscal year for Adoption Promotion and Support Services.
  - e) Specify the estimated amount of title IV-B, subpart 2 funds to be spent for the designated 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 for the designated fiscal year for Administration (not to exceed 10% of a State's estimated allotment).
  - g) Specify the estimated amount of title IV-B, subpart 2 funds to be spent for the designated fiscal year for caseworker visits (States only).
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. 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 described 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)
- Indicate the estimated amount of ETV funds that the State expects to spend during the fiscal year on education and training vouchers as described in the annual Program Instruction on the APSR.

**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.

## Attachment C

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

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

**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. Total 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 – g)	\$
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).	\$
g) Caseworker visits	\$
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, 20__.	
Signature and Title of State/Tribal Agency Official	Signature and Title of Regional Office Official

**INSTRUCTIONS****CFS-101, PART II: ANNUAL SUMMARY OF CHILD AND FAMILY SERVICES  
(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, the Chafee Foster Care Independence Program (CFCIP) and Education and Training Vouchers (ETV) 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 Federal 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 Federal 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. Allowable services include:

- 1) 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.

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

#### 4. Time-Limited Family Reunification Services:

Services and activities that are provided to a child who is removed from the child's home and placed in a foster family home or a child care institution, and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately within a timely fashion, but only during the 15-month period that begins on the date that the child, pursuant to section 475(5)(F), 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. State expenditures of non-Federal funds for foster care maintenance payments shall not be considered to be expenditures under the State plan developed under title IV-B, subpart 1 for the fiscal year to the extent that the total of such expenditures for the fiscal year exceeds the total of such expenditures under the State plan developed under this subpart for fiscal year 2005.

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**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:**

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 (including rental deposits, utilities and other expenses that may be included with rent) for children who have left foster care because they have attained 18 years of age, and who have not yet attained 21 years of age.

**9. Education and Training Vouchers:** Include the amount of funds the State plans to utilize for the Education and Training Vouchers (ETV) program in this line item under column (e).

**10. Administrative Costs:**

Includes supervisors and staff whose activities support child welfare services and which cannot be allocated under other services/activities. Also, includes administrative costs 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 1 (applies to States and Tribes) or not more than ten percent of total expenditures under title IV-B, subpart 2 (for States only) 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,

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auditing, travel expenses (except those related to the provision of services by caseworkers or the oversight of programs funded under Title IV-B, subpart 1), and indirect costs allocable in accordance with the agency's approved cost allocation plan (See 45 CFR 1357.32(h)).

11. 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, but does NOT include the costs specifically related to supporting the monthly caseworker visit requirement (see #14 below).

12. 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. (Note: CAPTA funds for Foster Parent Training and Recruitment should only be used for services to facilitate adoptive placement of infants who have been relinquished for adoption).

13. 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. (Note: CAPTA funds for Adoptive Parent Training and Recruitment should only be used for services to facilitate adoptive placement of infants who have been relinquished for adoption).

14. 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.

15. Monthly Caseworker Visits:

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

16. Total:

The total amount of funds estimated for the year (equal to the sum of lines 1 through 14) for each column.



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

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## **Estimated Expenditures**

### 1. Federal Funds (columns a - f)

Indicate for each service/activity the estimated amount of Federal funds to be expended by the State Agency for each program identified in columns (a)-(f).

### 2. State, Local and Donated Funds (column g)

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 h)

Estimate, as accurately as possible, the number of clients to be served service/activity with the total estimated funding indicated. Indicate both the number of individuals **and** the number of families served as labeled in column (h).

### 4. Population to be Served (column i)

Indicate the population that has been targeted for the designated services. Targeting may include a range of vulnerable populations such as:

- 1) Children at imminent risk of placement;
- 2) All children in foster care;
- 3) Families with children returning home following placement;
- 4) All eligible children, eligible children under 21 years, or eligible children requiring treatment;
- 5) Families with a child abuse or neglect investigation;
- 6) Children in contracted care; or
- 7) Families in crisis

### 5. Geographic Area to be Served (column j)

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

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

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

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

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

SERVICES/ACTIVITIES	TITLE IV-B		(c) CAPTA*	(d) CFCIP*	(e) ETV*	(f) TITLE IV-E	(g) State Local Donated Funds	(h) NUMBER TO BE SERVED		(i) POPULATION TO BE SERVED	(j) GEOG. AREA TO BE SERVED (Include both # and type of areas to be served)
	(a) I-CWS	(b) II-PSSF						Individuals	Families		
1) PREVENTION & SUPPORT SERVICES (FAMILY SUPPORT)											
2) PROTECTIVE SERVICES											
3) CRISIS INTERVENTION (FAMILY PRESERVATION)											
4) TIME-LIMITED FAMILY REUNIFICATION SERVICES											
5.) ADOPTION PROMOTION AND SUPPORT SERVICES											
6) FOSTER CARE MAINTENANCE: (A) FOSTER FAMILY & RELATIVE FOSTER CARE											
(B) GROUP/INST CARE											
7) ADOPTION SUBSIDY PMTS.											
8) INDEPENDENT LIVING SERVICES											
9) EDUCATION AND TRAINING VOUCHERS											
10) ADMINISTRATIVE COSTS											
11) STAFF TRAINING											
12) FOSTER PARENT RECRUITMENT & TRAINING											
13) ADOPTIVE PARENT RECRUITMENT & TRAINING											
14) CHILD CARE RELATED TO EMPLOYMENT/TRAINING											
15) MONTHLY CASEWORKER VISITS											
16) TOTAL											

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

## INSTRUCTIONS

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

**Note: Funds for the four programs above are awarded to States on a yearly basis, but may be spent over a two-year period ending on September 30 of the year following the year in which they were awarded. For example, the FY 2005 grant allocation has an expenditure period from October 1, 2004 to September 30, 2006. Therefore, any fiscal year 2005 funds must be spent during this two year period of time and subsequently reported on this form.**

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 expenditures report.

**Most figures in the “estimate” column can be found in a State’s/Tribe’s previously approved CFS 101 - Part I for the fiscal year being reported on.**

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

Indicate both the estimated and actual expenditures of title IV-B, subpart 1 Federal funds allotted for the designated fiscal year for Child Welfare Services. Indicate as accurately as possible, the number of clients served. Indicate both the number of individuals and the number of families served, the population served and the geographic area where services were provided. The required 25% State match should not be reflected on this form.

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

Indicate both the estimated and actual expenditures of title IV-B, subpart 2 Federal funds allotted for the designated fiscal year for Promoting Safe and Stable Families services. The required 25% match should not be reflected on this form.

a) Indicate both the estimated and actual expenditures of title IV-B, subpart 2 funds allotted for the designated fiscal year for Family Preservation Services. Indicate as accurately as possible, the number of clients served, indicate both the number of individuals **and** the number of families served\*, the population served\* and the geographic area where services were provided\*.

b) Indicate both the estimated and actual expenditures of title IV-B, subpart 2 funds allotted for the designated fiscal year for Family Support Services. Indicate as accurately as possible, the number of clients served (Indicate both the number of individuals **and** the number of families served), the population served and the geographic area where services were provided.

c) Indicate both the estimated and actual expenditures of title IV-B, subpart 2 funds allotted for the designated fiscal year for Time-Limited Family Reunification Services. Indicate as accurately as possible, the number of clients served (Indicate both the number of individuals **and** the number of families served), the population served and the geographic area where services were provided.

d) Indicate both the estimated and actual expenditures of title IV-B, subpart 2 funds allotted for the designated fiscal year for Adoption Promotion and Support Services. Note that these funds may be spent over a two-year period ending on September 30 of the year following that in which they were awarded. Indicate as accurately as possible, the number of clients served (Indicate both the number of individuals **and** the number of families served), the population served and the geographic area where services were provided.

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

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

7. Total Chafee Foster Care Independence Program (CFCIP) Funds (States only)

Indicate both the estimated and actual expenditures of CFCIP funds allotted for the designated fiscal year for independent living activities as provided in the annual Program Instruction on the APSR.

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

8. Total funds allotted under Section 477 for the Education and Training Vouchers (ETV) Program (States only)

Indicate both the estimated and actual expenditures of Education and Training Voucher funds allotted for the designated fiscal year as provided in the annual Program Instruction on the APSR. Indicate as accurately as possible, the number of clients served (indicate both the number of individuals), the population served and the geographic area where services were provided.

9. 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, and CFCIP programs, must be included.

**\*Estimated Number of Clients to be Served:** Estimate, as accurately as possible, the number of clients served per service/activity with the total estimated funding indicated. Indicate both the number of individuals **and** the number of families served as labeled in the column.

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

- 1) Children at imminent risk of placement;
- 2) All children in foster care;
- 3) Families with children returning home following placement;
- 4) All eligible children, eligible children under 21 years, or eligible children requiring treatment;
- 5) Families with a child abuse or neglect investigation;
- 6) Children in contracted care; or
- 7) Families in crisis

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

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

**CFS 101, Part III: Expenditures for Title IV-B, Subpart 1 & 2 Funds, Chafee Foster Care Independence Program (CFCIP), and Education and Training Vouchers (ETV) for Grant Year FY 20\_\_**

1. State or ITO:		2. EIN:		3. Address:			
4. Submission: <input type="checkbox"/> New <input type="checkbox"/> Revision							
<i>Description of Funds</i>	<i>Estimate</i>	<i>Expenditure</i>	<i>Number served</i>		<i>Population served</i>	<i>Geographic area served</i>	
			<i>Individuals</i>	<i>Families</i>			
5. Federal Title IV-B, Subpart 1 Funds	\$	\$					
6. Total Federal title IV-B, Subpart 2 Funds. (This amount should equal the sum of lines a – f).	\$	\$					
a) Family Preservation Services	\$	\$					
Family Support Services	\$	\$					
b) Time-Limited Family Reunification Services	\$	\$					
c) Adoption Promotion and Support Services	\$	\$					
d) e) Total for Other Service Related Activities (e.g. planning).	\$	\$					
f) Total Administrative Costs (not to exceed 10% of total allotment after October 1, 2007)	\$	\$					
7. Total Chafee Foster Care Independence Program (CFCIP) funds	\$	\$					
a) Indicate the amount of State's allotment spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment).	\$	\$					
8. Total Education and Training Voucher (ETV) funds.	\$	\$					
9. Certification by State Agency or Indian Tribal Organization (ITO). The State agency or ITO agrees that expenditures were made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the Children's Bureau, for the Fiscal Year ending September 30, 20__.							
<i>Signature and Title of State/Tribal Agency Official</i>		<i>Date</i>		<i>Signature and Title of Regional Office Official</i>		<i>Date</i>	

**Attachment D**  
**Assurances Addendum**

The State/Tribe assures that not more than 10 percent of each fiscal year's title IV-B, subpart 1 funds (including FY 2007) will be spent on administrative costs beginning October 1, 2007.

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State Director of State Agency that  
administers titles IV-E and IV-B of the  
Social Security Act

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Date

OR

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Tribal Leader

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Date

## Children's Bureau Regional Program Managers

## Attachment E

### Region I - Boston

Bob Cavanaugh

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#### States

Connecticut Maine Massachusetts New  
Hampshire Rhode Island Vermont

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#### States and Territories

New Jersey New York  
Puerto Rico Virgin Islands

### Region III - Philadelphia

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#### States

Delaware District of Columbia Maryland  
Pennsylvania Virginia West Virginia

### Region IV - Atlanta

Ruth Walker [rwalker@acf.hhs.gov](mailto:rwalker@acf.hhs.gov)

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61 Forsyth Street SW Suite 4M60  
Atlanta, GA 30303  
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#### States

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

### Region V - Chicago

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Chicago, IL 60601  
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#### States

Illinois Indiana Michigan  
Minnesota Ohio Wisconsin

### Region VI - Dallas

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#### States

Arkansas Louisiana New Mexico  
Oklahoma Texas

### Region VII - Kansas City

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#### States

Iowa Kansas Missouri Nebraska

### Region VIII - Denver

Marilyn Kennerson

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#### States

Colorado Montana North Dakota  
South Dakota Utah Wyoming

### Region IX - San Francisco

Sharon Fujii, Acting Program Manager

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#### States and Territories

Arizona California Hawaii Nevada  
Outer Pacific-- American Samoa  
Commonwealth of the Northern Marianas  
Federated States of Micronesia (Chuuk, Pohnpei,  
Yap) Guam Marshall Islands Palau

### Region X - Seattle

John Henderson

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#### States

Alaska Idaho Oregon Washington