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Administration on Children, Youth and Families

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PROGRAM INSTRUCTION

TO: Indian Tribes, Indian Tribal Organizations, or Indian Tribal Consortia administering Title IV-B, subparts 1 and/or 2; Title IV-E of the Social Security Act; and/or Tribal Independent Living and Education and Training Voucher Coordinators.

SUBJECT: June 30, 2018 submission of: (1) the Annual Progress and Services Report (APSR) required under Title IV-B of the Social Security Act (the Act) for the Stephanie Tubbs Jones Child Welfare Services and Promoting Safe and Stable Families (PSSF) Programs; the Chafee Foster Care Independence Program (CFCIP) and the Education and Training Vouchers (ETV) Program; and (2) the CFS-101, Part I, Annual Budget Request; Part II, Annual Summary of Child and Family Services; and Part III, Annual Expenditure Report—Title IV-B, subparts 1 and 2, CFCIP, and ETV, as applicable.

LEGAL AND RELATED REFERENCES: Title IV-B, subparts 1 and 2, sections 421-425, 428, 430-438, and title IV-E, section 477 of the Act; the Indian Child Welfare Act of 1978 (Pub. L. 95-608); the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638); 45 CFR Parts 1355 and 1357; and the Preventing Sex Trafficking and Strengthening Families Act (Pub. L. 113-183).

PURPOSE: This Program Instruction (PI) provides guidance to Indian tribes, tribal organizations, and tribal consortia (tribes) on actions they are required to take in order to receive their allotments for Fiscal Year (FY)¹ 2019 (subject to the availability of appropriations) authorized under title IV-B, subparts 1 and/or 2, the CFCIP, and the ETV programs.

Please note that tribes with either an approved title IV-E plan or a title IV-E tribal/state cooperative agreement or contract have the option to apply to receive FY 2019 CFCIP and/or ETV funds directly from the Secretary. (See Section D of this PI.)

¹ Unless otherwise noted, "FY" refers to the federal Fiscal Year, October 1 – September 30.

This PI summarizes the actions required to complete and submit the APSR and the CFS-101, Parts I, II, and III.

We note that on February 9, 2018, the President signed into law the Bipartisan Budget Bill of 2018 as P.L. 115-123. This law included enactment of the Family First Prevention Services Act which, among other provisions, reauthorized through FY 2021 the title IV-B programs (subparts 1 and 2) and also amended the title IV-B, CFCIP and ETV programs. The Children's Bureau will issue separate information and guidance on the Family First Prevention Services Act, including any additional actions tribes may need to take to receive funding under these programs for FY 2019.

INFORMATION: Organization of the Program Instruction

Section A. Background

Section B. Instructions for Tribes for APSR submissions

Section C. Requirements for Title IV-E Training Plans (Applicable Only to Tribes Operating or Planning to Operate a Title IV- E Program)

Section D. Requirements for the Chafee Foster Care Independence and Education and Training Vouchers Programs

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Section A. Background

Child and Family Services Plan (CFSP)

The CFSP is a 5-year strategic plan that sets forth the vision and the goals to be accomplished to advance the tribe's overall child welfare system. A primary purpose of the plan is to strengthen the programs that serve children and families, including title IV-B, subparts 1 and 2 of the Act, into a continuum of services. For eligible tribes that choose to apply for direct funding under the CFCIP and/or ETV programs, the CFSP also addresses the tribe's plans for those programs.

Federal regulations at 45 CFR 1357.15 and 1357.16 provide the requirements for a 5-year comprehensive CFSP and annual updates on the progress made toward accomplishing the goals and objectives in the CFSP. The CFSP sets forth the framework for a system of services that are coordinated, integrated, culturally relevant, and child- and family-focused. The CFSP for FYs 2015–2019 was due on June 30, 2014. If a tribe did not submit a CFSP in June 2014 (or in June 2015, 2016 or 2017), but wishes to apply for FY 2019 funds, then the tribe must submit a 1-year CFSP covering FY 2018. Tribes in this situation may contact their Children's Bureau (CB) Regional Office (RO) for more assistance.

Annual Progress and Services Report (APSR)

The APSR is the annual update that the tribe submits 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 tribe's annual progress for the previous FY and planned activities for the upcoming FY.

In order to receive FY 2019 funds for title IV-B, CFCIP, and ETV programs, tribes must submit the APSR electronically to CB ROs by June 30, 2018. APSRs received after June 30, 2018, will not be considered for funding for FY 2019. The ROs will work with the tribe to ensure that the information provided adequately addresses the requirements. Upon approval, the RO will forward the tribe's request for funding to the CB Central Office.

It is important that applicants address all requirements outlined in this PI. Missing or incomplete information will result in the withholding of funds for the program(s) affected until the information is complete and approval can be granted by ACF. If there are questions in preparing the APSR, please contact the tribe's CB RO Program Specialist.

Plans and activities included in the APSR must meet the provisions of 45 CFR 1355.21, 45 CFR 1357, and title IV-B, subparts 1 and/or 2, as well as the CFCIP and ETV programs (section 477 of the Act) for tribes seeking direct funding. These programs provide a critical source of funding for ensuring the safety, permanency, and well-being of children.

In preparing the APSR, each tribe must conduct an interim review of the progress made in the past year toward accomplishing the goals and objectives in the CFSP based on updated information and current data. When conducting this annual review, the tribe must include the agencies, organizations, and individuals involved in the development of the CFSP and in the ongoing CFSP-related consultation and must describe the coordination process used in developing the APSR. Examples of the agencies, organizations, and individuals with whom the tribe may need to collaborate include representatives from other tribal or state agencies providing services to children and families, the tribal court, the tribe's or state's court improvement program, state and county social service programs, the Temporary Assistance for Needy Families (TANF) program, the Child Support program, and other human service agencies.

NOTE: Tribes that plan to submit a title IV-E plan to operate a foster care, adoption assistance, and, at tribal option, guardianship assistance program **must also have an approved plan for title IV-B, subpart 1.** Both plans can be submitted for the same fiscal year. **Therefore, a tribe that wants to submit a plan to operate a federal direct title IV-E program in FY 2019 must submit an APSR to apply for title IV-B, subpart 1, by June 30, 2018, as described further below. If a tribe has not previously submitted a CFSP for the FY 2014 – 2019 cycle, it must submit a CFSP by June 30, 2018.** The requirements for a CFSP are delineated in the PI, ACYF-CB-PI-14-04 at: <https://www.acf.hhs.gov/cb/resource/pi1404>.

If there are questions in preparing the APSR or CFSP, please contact the tribe's CB RO Program Specialist.

Section B. Instructions for Tribes for APSR Submissions

To receive funding for FY 2019, a tribe must submit its APSR to the RO by June 30, 2018. The submission must include:

- An electronic copy of the APSR in Word format. (Paper copies will not be accepted.)

In addition, tribes must submit required budget forms by mail or e-mail in portable document format (PDF), including:

- CFS-101, Part I for FY 2019 with signature, title and date;
- CFS 101, Part II for FY 2019; and
- CFS-101, Part III with previously estimated and actual expenditures for FY 2016 with signature, title and date. Part III is not required if the tribe did not receive funding in FY 2016.

Please save the PDF file to include the tribe/tribal organization name in the file name, such as “Tribe Name FY19 CFS-101s.”

The CFS-101 Parts I, II, and III, which were formerly provided as three separate Excel worksheets have been consolidated into one Excel workbook with three tabs. The workbook and instructions are provided in Attachment B. Section F of this Program Instruction has additional information on updates made to the CFS-101 forms and instructions.

In addition, if a tribe wishes to modify its previously approved funding request for FY 2018, either by releasing funds for reallocation or by requesting more funds than originally requested and approved, then the tribe must do so on the FY 2019 CFS-101, Part I. This form has been reformatted to accommodate both the request of funds for the upcoming fiscal year (FY 2019) and the adjustment of current year funding (FY 2018) in a clear format and more appropriate timeframe. A separate CFS-101, Part I, marked “Reallocation” is to be submitted when a tribe wishes to release funds for reallocation or request additional funds that become available through reallocation. Refer to Section E, Part 2 for further information.

Certifications and Assurances: Certifications and assurances submitted with the 2015–2019 CFSP do not need to be resubmitted unless a change has occurred that warrants a new certification. If this is a new application for title IV-B, CFCIP, or ETV, the application must include the signed certifications and assurances for the respective programs. Copies of the assurances can be found at: <http://www.acf.hhs.gov/sites/default/files/cb/pi1404.pdf#page=53>.

Plan Availability: The tribe must make the APSR available to interested parties. The plan must describe how the APSR will be made available. States and tribes are required to share their plans with each other.

The APSR must address each of the following programs for which the tribe is eligible and wishes to receive funding:

- **Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1)**

Funds under this program may be used for:

1. protecting and promoting the welfare of all children;
2. preventing the neglect, abuse, or exploitation of children;
3. supporting at-risk families through services which allow children, where appropriate, to remain safely with their families or return to their families in a timely manner;
4. promoting the safety, permanence, and well-being of children in foster care and adoptive families; and
5. providing training, professional development, and support to ensure a well-qualified child welfare workforce.

- **The Promoting Safe and Stable Families Program (title IV-B, subpart 2)**

Funds under this program may be used to support services in the following four areas:

1. family preservation;
2. family support;
3. time-limited family reunification; and
4. adoption promotion and support services.

- **The Chafee Foster Care Independence Program and the Education and Training Vouchers Program**

Funds under CFCIP are used to help youth in foster care and former foster youth ages 18–21 make a successful transition from foster care to self-sufficiency by providing educational, vocational, and other services and supports. The ETV program provides funds for vouchers for postsecondary education and training. Information on tribal eligibility for these programs and additional information on the use of funds under these programs is discussed in Section D of this PI.

Optional CFSP/APSR Template: To assist tribes in the development of the CFSP, CB prepared a template for tribes to use. Although the use of the template is optional, a number of tribes developed their CFSP using the template. The template was designed to be used throughout the entire 5-year period of the CFSP/APSR process. Each requirement has the fiscal year listed below it for the tribe to update or describe any changes to what was previously submitted. Therefore, if the tribe used the template, updates should be entered on the template on the line below each requirement labeled “APSR—2019.” Specific instructions on the information to be updated are provided below.

For each of the above programs under which the tribe received funding for FY 2018 and/or is requesting funding for FY 2019, the APSR must address **Service Description, Collaboration, and Program Support** as detailed in items 1–3 below.

1. Service Description

- For each goal and objective in the CFSP, report on the specific accomplishments and progress achieved in the past fiscal year to improve outcomes for children and families, and to provide a more comprehensive, coordinated, and effective child and family services continuum (45 CFR 1357.16(a)(1)).
- Report on the steps the tribe has taken to expand and strengthen the range of existing services and to develop and implement services to improve child outcomes (45 CFR 1357.16(a)). Describe planned activities, new strategies for improvement, and the method(s) to measure progress in the upcoming FY (October 1, 2018, to September 30, 2019).
- Explain any revisions to existing goals and objectives (45 CFR 1357.16(a)(2)); and, if appropriate, update the goals and objectives to incorporate any new goals or objectives.
- Describe the services to be provided in FY 2019 under title IV-B, subpart 1 and/or 2 (as applicable), highlighting any changes or additions in services or program design and how the services will assist in achieving program purposes (45 CFR 1357.16(a)(3)). For each service described, provide the following information on Part II of the CFS-101 (Attachment B) or in the narrative of the APSR:
 1. the population(s) to be served;
 2. the geographic areas where the services will be available; and
 3. the estimated number of individuals and families to be served.
- For tribes applying for title IV-B, subpart 1 funds and who have tribal children under the age of 5 in foster care:
 - Provide an update on the activities that the tribe has taken since submission of the CFSP or will undertake in FY 2019 to reduce the length of time that young children under age 5 are in foster care without a permanent family, and a description of the activities the tribe has taken or will undertake to address the developmental needs of these children who receive services under the title IV-B or IV-E programs (section 422(b)(18) of the Act). CB understands this requirement to apply to all children under age 5 in foster care regardless of the child’s permanency plan, or legal or placement status.
 - For tribes that do not directly operate a foster care program and whose children are served by the state agency, provide an update on the role of the tribe in

working with the state to address these requirements relating to meeting the needs of young children in foster care.

- For tribes applying for title IV-B, subpart 2 funds, discuss any updates as to how the tribe identifies which populations are at the greatest risk of maltreatment and how services are targeted to these populations.

2. Collaboration

- Provide an update on how the tribe has engaged in the ongoing process of coordination and collaboration efforts conducted across the entire spectrum of the child and family service delivery system to provide services to tribal children. Describe how stakeholders and partners were involved in the review of progress made in the past fiscal year and expected updates for the coming year (section 422(b)(2) of the Act).
- Describe how the tribe has demonstrated substantial, ongoing, and meaningful collaboration between the child welfare agency and the tribal or state courts, as appropriate, with regard to the development of the APSR. If applicable, describe any actions the tribe is taking in response to a state's Child and Family Services Review or title IV-E program improvement plans (section 422(b)(13) of the Act).

3. Program Support

- Provide an update on changes to or accomplishments in carrying out the tribe's child welfare services' staff development and training plans, since submission of the CFSP.
- Discuss the child and family services program's 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 tribe's own evaluation of programs that the tribe has found particularly effective or ineffective (45 CFR 1357.16(a)(5)).
- Describe the technical assistance and capacity-building needs that the tribe anticipates in FY 2019 in support of the tribe's CFSP/APSR goals and objectives. Describe how capacity building services will assist in achieving the identified goals and objectives (45 CFR 1357.16(a)(5)).

4. Consultation Between States and Tribes

States are expected to consult, collaborate, and coordinate with federally recognized tribes in the development and oversight of their CFSPs and APSRs. In addition, state and tribal title IV-B grantees within the state must exchange copies of their CFSPs and APSRs.

Federal law and regulations separately identify several key child welfare issues about which each state must consult and coordinate with tribes. Specifically, section 422(b)(9) of the Act requires

states to consult with tribes regarding the measures taken by the state to comply with the Indian Child Welfare Act (ICWA). Section 477(b)(3)(G) of the Act requires states to consult with each tribe in the state about the independent living programs to be carried out under their CFCIP plan and how Indian children are to be served. Respond to the following items regarding state/tribal consultation:

- Provide an update regarding the consultation between the state and the tribe with respect to state compliance with ICWA, as required by section 422(b)(9). Describe any concerns with respect to ICWA consultation and compliance and any recommendations for addressing these concerns.
- Provide an update on the understanding, gathered from state/tribal consultation, as to who is responsible for providing the child welfare services and protections for tribal children delineated at section 422(b)(8) of the Act, whether the children are under state or tribal jurisdiction. These services and protections include operation of a case review system (as defined in section 475(5) of the Act) for children in foster care; a preplacement preventive services program for children at risk of entering foster care to remain safely with their families; and a service program for children in foster care to facilitate reunification with their families, when safe and appropriate, or to place a child in an adoptive home, legal guardianship, or other planned, permanent living arrangement (subject to the requirements of sections 475(5)(C) and 475A(a)).

In participating in consultation with states, tribes should be aware of the amendments made to the case review system by Pub. L. 113-183, the Preventing Sex Trafficking and Strengthening Families Act (See ACYF-CB-IM-14-03). In general, the amendments went into effect on September 29, 2015; however the new case review provision that requires the tribal title IV-B/IV-E agency to limit use of Another Planned Permanent Living Arrangement (APPLA) as a permanency plan to youth age 16 and older (section 475(5)(C)(i) of the Act) became effective on September 29, 2017. The requirement applies for children in foster care under the responsibility of an Indian tribe, tribal organization, or consortium. Note that states were required to comply with this requirement effective September 29, 2015. The new case review provisions also require the title IV-B/IV-E agency to:

- Follow additional case review and case plan requirements for all children in foster care with a permanency plan of APPLA including:
 - Documenting at each permanency hearing the efforts to return a child home or to secure a placement for a child with a relative, or with a guardianship or adoptive parent (sections 475(5)(C)(i) and 475A(a)(1) of the Act).
 - Implementing procedures to ensure that the court or administrative body conducting the permanency hearing asks the child about his/her desired permanency outcome and makes a judicial determination at each permanency hearing that APPLA is the best permanency plan for the child and specifies compelling reasons why it is not in the best interest of the child to be returned

home, placed with a relative or legal guardian, or placed for adoption (section 475A(a)(2) of the Act).

- Documenting at the permanency hearing and the 6-month periodic review the steps the agency is taking to ensure that the foster family or child care institution follows the “reasonable and prudent parent standard”² and whether the child has regular opportunities to engage in “age or developmentally-appropriate activities”³ (sections 475(5)(B) and 475A(a)(3) of the Act).
- In addition, for children age 14 and older, the title IV-B/IV-E agency must:
 - Document in the case plan the child’s education, health, visitation, and court participation rights, the right to receive a credit report annually, and a signed acknowledgement that the child was provided these rights and that they were explained in an age appropriate way (section 475A(b) of the Act);
 - Develop the case plan in consultation with the child, and at the option of the child, two members of the case planning team, who are not the caseworker or foster parent (sections 475(1)(B) and (5)(C)(iv) of the Act);
 - Describe in the case plan and at the permanency hearing the services to help the youth transition to successful adulthood (formerly required at age 16) (sections 475(1)(D) and (5)(C)(i) of the Act); and
 - Provide a copy of his/her credit report annually and assist in resolving any inaccuracies (formerly required at age 16) (section 475(I) of the Act).
- In the APSR, describe any questions, concerns or technical assistance needs the tribe has identified with respect to implementation of the new case review requirements outlined above, including limitations on the use of APPLA as a permanency plan.
- Describe how the tribe has been consulted about the programs to be carried out under the CFCIP and explain the results of the consultation, specifically as it relates to determining

² The “Reasonable and prudent parent standard” is defined as the standard characterized by careful and sensible parental decisions that maintain a child’s health, safety, and best interests while at the same time encouraging the child’s emotional and developmental growth, that a caregiver must use when determining whether to allow a child in foster care under the responsibility of the state/tribe to participate in extracurricular, enrichment, and social activities. Caregiver (for this purpose only), is a foster parent or designated official at a child care institution (section 475(10) of the Act).

³ “Age or developmentally-appropriate” is defined as suitable, developmentally appropriate activities for children of a certain age or maturity level based on the capacities typical for the age group and the individual child (section 475(11) of the Act).

eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care under the CFCIP (section 477(b)(3)(G) of the Act).

5. Plan for diligent recruitment of potential foster and adoptive parents:

For tribes that operate foster care programs:

- Discuss updates to the tribe's plan for the diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children in the tribe for whom foster and adoptive homes are needed (section 422(b)(7) of the Act). Examples of components to include in the diligent recruitment plan are: a description of the characteristics of children for whom foster and adoptive homes are needed; specific strategies to reach all parts of the community; strategies for assuring that all prospective parents have access to the home study process; and strategies for training staff and community partners.

For tribes that do not directly operate a foster care program and whose children are served by the state agency:

- Discuss any activities the tribe is undertaking in coordination with the state agency to support diligent recruitment of foster and adoptive families.

Information on diligent recruitment is available at Child Welfare Information Gateway (CWIG) at <https://www.childwelfare.gov/>, which provides materials to support states, tribes, territories, and courts as they recruit foster, adoptive and kinship families and make lasting systemic changes to improve safety, permanency, and well-being outcomes for children and families. Additional information on diligent recruitment is also available through the Capacity Building Center for Tribes at <https://capacity.childwelfare.gov/tribes/>. A customizable tool to use in developing a diligent recruitment plan is available at <http://www.nrcdr.org>. The link goes to the webpage of the National Resource Center for Diligent Recruitment which is no longer funded by CB; however, its work continues on through the entities referenced above. Information and resources are still available at its website.

6. Health Care Oversight and Coordination Plan

Tribes were required to submit the Health Care Oversight and Coordination Plan in the CFSP. In the APSR, all tribes receiving funding under title IV-B, subpart 1, are required to address how the Health Care Oversight and Coordination plan requirements are being met for tribal children in foster care.

For tribes that operate foster care programs:

- Describe the progress and accomplishments in implementing the tribe's Health Care Oversight and Coordination Plan.
- Describe any changes to the plan that the tribe, in conjunction with health care professionals, has determined are necessary. Provide information on the change, if any,

or update to the Health Care Oversight and Coordination Plan. If no changes have been made, report that fact.

For tribes that do not directly operate a foster care program and whose children are served by the state agency:

- Note in the APSR that the state agency is responsible for developing the Health Care Oversight and Coordination Plan and for providing health care information as part of the transition plan development process.
- Describe how the tribe is involved in contributing to the state processes. (See sections 422(b)(15)(A) and 475(5)(H) of the Act.)

7. Disaster Plans

Section 422(b)(16) of the Act requires that tribes have procedures in place explaining how the programs assisted under title IV-B, subparts 1 and 2, or title IV-E, would respond to a disaster, in accordance with criteria established by the Secretary, which include how the tribe will:

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

Tribes are required to review their previously submitted disaster plan to determine if changes are needed. If the tribe determines changes are necessary, describe in the APSR the changes the tribe is making or include an updated disaster plan. If the tribe determines that no changes are necessary, note this fact in the APSR. If the tribe has been affected by a disaster in the past year, describe how the plan was used and assess its effectiveness.

8. Certification of Population Count

Determinations of tribal allotments for funding under the programs authorized by title IV-B, subparts 1 and 2, are based on a count of the population of children and youth under the age of 21. For the title IV-B, subpart 1 program (Stephanie Tubbs Jones Child Welfare Services), a tribe's allotment is taken from the funds that would otherwise be provided to the state(s) in which the tribe is located.

Beginning with the FY 2016 grant awards, ACF began using 2010 Census data as the default population estimate for tribes that do not submit a new population certification form. In addition, ACF continues to accept submission of a tribal population certification form as an

alternative figure to be used in making title IV-B allotments. (For additional information, please see [ACYF-CB-PI-15-10](#), issued December 11, 2015).

Many tribes submitted a self-certification form following issuance of ACYF-CB-PI-15-10. Tribes that did so are not required to submit a new self-certification form with the APSR provided the information is still accurate. Tribes that did not previously submit a self-certification form or that wish to update the population count may submit a new one with the APSR, using the form found at Attachment C of this PI.

9. Training

For all tribes submitting an APSR, provide an update, if any, to the tribe's child welfare services staff development and training plan in support of the goals and objectives of the CFSP which addresses the title IV-B programs covered by the plan.

Section C. Requirements for Title IV-E Training Plans (applicable only to tribes directly operating or planning to operate title IV-E program)

Tribes directly operating a title IV-E foster care, adoption assistance and, at the tribe's option, guardianship assistance program, are required to submit a combined title IV-B-IV-E training plan, as required by 45 CFR 1356.60(b)(2). Detailed information on requirements for a title IV-E training plan, can be found in Section E and Attachment G of [ACYF-CB-PI-14-04](#) available at: <https://www.acf.hhs.gov/cb/resource/pi1404>.

Tribes with an approved title IV-E plan to operate directly a foster care, adoption assistance and, at the tribe's option, guardianship assistance program, who previously submitted a combined title IV-B/IV-E training plan must provide any updates to the plan as part of the APSR submission.

Tribes that intend to submit a title IV-E plan to operate directly a foster care, adoption assistance and, at the tribe's option, guardianship assistance program in the future are not required to submit the title IV-E training plan with the APSR due on June 30, 2018. However, if the tribe is approved to operate a title IV-E program, the IV-E training plan must be submitted prior to submitting claims under title IV-E for reimbursement of allowable training costs.

Section D. Chafee Foster Care Independence and Education and Training Vouchers Programs

The CFCIP, including the ETV Program provides supports and services to youth who are likely to age out of foster care and to those young adults, ages 18–21, who have left foster care.

Some tribes are eligible to apply to receive funds directly to operate independent living and education and training voucher programs. Tribes that are not eligible or that do not wish to apply for a direct allotment are reminded that states are required to ensure fair and equitable treatment of Indian youth in foster care. States are also required to negotiate in good faith with any tribe

that requests to develop an agreement to administer or supervise the CFCIP or an ETV program with respect to eligible Indian children and to receive from the state an appropriate portion of the state's allotment for such administration or supervision. (See section 477(b)(3)(G) of the Act.)

Tribes with an approved title IV-E plan to operate a title IV-E program directly and tribes that have a title IV-E tribal/state cooperative agreement or contract have the option to apply to receive FY 2019 CFCIP and/or ETV funds directly from the Secretary. These tribes may receive directly a portion of the CFCIP and/or ETV funds allotted to the state(s) in which the tribe is located. In order to calculate the tribe's allotment under the CFCIP and ETV programs, the tribe must submit data on the number of children in foster care under the responsibility of the tribe, tribal organization, or tribal consortium (either directly or under supervision of the state) in the most recent fiscal year for which information is available. Tribes receiving direct funding under CFCIP and/or ETV will also be required to provide a 20 percent match.

Consistent with section 479B(f) of the Act, ACF has determined that tribes who receive direct funding for CFCIP and/or ETV are not required to implement the National Youth in Transition Database.

Requirements for Tribes Applying to Receive Direct Funding for the First Time:

Eligible tribes that wish to receive funds directly from HHS, pursuant to section 477(j) of the Act, must meet all the requirements listed in Section F of ACFY-CB-PI-14-04 and sign the Certifications for the CFCIP and/or Tribal Leader's Certification for the ETV Program/CFCIP in Attachment C of that same PI. The documents can be found at: <http://www.acf.hhs.gov/programs/cb/resource/pi1404>.

Requirements for Tribes Reapplying to Receive Direct Funding:

Tribes that received direct funding under CFCIP and/or ETV in FY 2018 and wish to receive funds for FY 2019 must submit an updated plan that includes the information required under Section B, items 1-3 above (i.e., Service Description, Collaboration, and Program Support) for the CFCIP and report on the specific accomplishments achieved in FY 2016 and planned activities for FY 2019 for each of the program's purpose areas, as applicable.

The eight purposes of the grant applicable to the FY 2019 award are to:

1. Help youth likely to remain in foster care until age 18 transition to self-sufficiency by providing services;
2. Help youth likely to remain in foster care until age 18 receive the education, training, and services necessary to obtain employment;
3. Help youth likely to remain in foster care until age 18 prepare for and enter post-secondary training and educational institutions;
4. Provide personal and emotional support to youth aging out of foster care through mentors and the promotion of interactions with dedicated adults;
5. Provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age to complement their own efforts to achieve self-sufficiency and to assure that

- program participants recognize and accept their personal responsibility for preparing for and then making the transition into adulthood;
6. Make available vouchers for education and training, including postsecondary education, to youth who have aged out of foster care;
 7. Provide services to youth who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption; and
 8. Ensure children who are likely to remain in foster care until 18 years of age have regular, on-going opportunities to engage in age or developmentally appropriate activities as defined in section 475(11) of the Act.

In keeping with the Act's emphasis on positive youth development, tribes are strongly encouraged to include youth presently in care, as well as former foster youth, as critical stakeholders in the development and updating of the plan.

In providing updates on the CFCIP, please

- Report on the tribe's specific accomplishments achieved since the 2015–2019 CFSP submission or subsequent APSR submissions.
- Provide information on the planned activities for FY 2019, including any planned use of funds in support of the new eighth purpose relating to engagement in age or developmentally appropriate activities.

Tribes applying to receive continued funding for CFCIP and/or ETV are not required to sign the certifications for these programs if there are no changes to the certifications signed with the plan previously submitted.

Note that if a tribe wishes to receive direct funding under the ETV program only (and not the CFCIP program), then the tribe's plan must address plans for achieving that purpose only.

In addition, in order to calculate the tribe's allotment under the CFCIP and ETV programs, the tribe must submit data on the number of children in foster care under the responsibility of the tribe (either directly or under supervision of the state) in the most recent fiscal year for which information is available. This data is required for all tribes applying or reapplying for these programs (section 477(j)(5) of the Act).

Education and Training Vouchers Program: Tribes should note that purpose 6 of section 477(a) is to make available vouchers of up to \$5,000 per youth per year for postsecondary education and training to youths who have aged out of foster care. In addition to the information described in Section D, items 1-3 above (Program Description, Collaboration, and Program Support), the ETV program requires the following information be incorporated into the APSR:

- Describe the specific accomplishments and progress to establish, expand, or strengthen the tribe's postsecondary educational assistance program to achieve the purpose of the ETV program.

- Indicate how the ETV program is administered.
- Consultation and Collaboration: Tribes applying for direct CFCIP and/or ETV programs must describe the consultation process regarding the CFCIP and ETV programs with each state for which a portion of an allotment would be redirected by the Secretary of HHS to the tribe. (See section 477(j)(2)(B) and (C) of the Act.) Provide an update to the results of that consultation, particularly with respect to:
 - Determining the eligibility for benefits and services of Indian children to be served under the CFCIP and/or ETV programs that the tribe has opted to operate directly; and
 - The process for consulting with the state in order to ensure the continuity of benefits and services for such children who will transition from receiving benefits and services under the state's CFCIP and ETV programs to receiving such benefits and services under programs carried out directly by the tribe.

Provide an update on how youth, caseworkers, and caregivers are made aware of the program.

Statistical Information: Identify the number of youth (unduplicated count) who received ETV awards from July 1, 2016 through June 30, 2017 (the 2016-2017 school year) and July 1, 2017 through June 30, 2018 (the 2017-2018 school year). Tribes may estimate a total if they do not have the total number for the 2017-2018 school year.

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

Section E. Financial Information

1. Payment Limitations - Title IV-B, subpart 1:

As required by section 422(b)(14) of the Act, tribes may spend no more than 10 percent of title IV-B, subpart 1 federal funds for administrative costs. As defined at section 422(c)(1) of the Act, administrative expenditures are costs for the following activities to the extent they are incurred in administering the title IV-B 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). Because of the limitation on administrative expenditures, tribes may have to limit the application of their indirect cost rate. If the application of the indirect cost rate results in the administrative cost limit being exceeded, the tribe must reduce direct and/or indirect costs assigned to the program to ensure that total

administrative costs are limited to no more than 10 percent of the federal share of program expenditures.

2. FY 2018 Funding Reallocments, Requests for Additional Funding and Submitting a Revised CFS-101 Budget Request (See Attachment B)

Unneeded portions of tribal allotments of title IV-B, CFCIP, and ETV funds will be reallocated by ACF in accordance with prescribed formulas (Sections 423(e), 433(d), and 477(d)(4) of the Act). The CFS-101, Part I is used for reallocations. The form has been reformatted to provide a section for adjustments to current year (FY 2018) grant requests in addition to the section for future year (FY 2019) funding requests. If releasing FY 2018 funds or requesting additional funds through reallocation, please submit a separate CFS-101, Part I and mark the submission type as “Reallocation.”

- If the tribe intends to release funds for reallocation for the title IV-B, subpart 1 or 2 programs, CFCIP or ETV, please note the amounts the tribe is releasing in the appropriate cells of the CFS-101, Part I (see form instructions for more detail). The submission type “Reallocation” must be checked on the Part I. ACF will reallocate the funds in accordance with the prescribed formulas, and funds will be reallocated prior to the end of the fiscal year.
- If the tribe has received an allotment for FY 2018 and wishes to receive more funding than previously requested on the countersigned CFS-101 for FY 2018 for any of the programs (subject to the availability of funds through reallocation), it must indicate the additional amount requested for each program on the CFS-101, Part I. The submission type “Reallocation” must be checked. (See Attachment B.)
- Submitting a Revised Part I: For any of the programs addressed in this APSR, if the allotment for the current year exceeds the originally requested amount, a “revised” CFS-101, Part I must be submitted. The Children’s Bureau will contact the tribe to provide additional information on how to submit a revised form, if necessary.

3. FY 2019 Budget Request-CFS 101, Parts I and II (See Attachment B)

Instructions for completing all Parts of the CFS-101, have been consolidated into one document, rather than three separate documents. The forms (Parts I, II, and III) have also been consolidated into one Excel workbook, rather than three separate Excel worksheets. In addition, some functionality has been added to the workbook to assist grantees in submitting complete and consistent reports by linking certain information among the parts of the forms and by adding “autosum” features to certain cells. Additional functionality includes warnings for when administrative costs exceed the maximum amount allowable. The updated instructions provide additional information.

- Complete Part I of the CFS-101 (the first tab in the Excel workbook) to request title IV-B, subparts 1 and 2, CFCIP and ETV funds, as applicable. Tribes are not required to breakout their estimated expenditures of title IV-B, subpart 2 by service category on Part I.
- The final FY 2018 allotment tables are not available, so tribes should use FY 2017 allotment tables in Attachment A as the basis for their FY 2019 budget requests for title IV-B, subparts 1 and 2, CFCIP and ETV (as applicable). The CB recommends that tribes request the FY 2017 allotment plus up to 10% more in funding for FY 2019 and future years to eliminate the need to submit a revised CFS-101, Part I.
- If interested in applying directly to receive CFCIP and/or ETV funds, please contact your CB Regional Office to obtain an estimate of the amount of funds that will be available to the tribe under these programs.
- Complete Part II of the CFS-101 workbook to include the estimated amount of funds to be spent in each program area by source, the estimated number of individuals and families to be served, and the geographic service area within which the services are to be provided. Demographic and geographic information is only required on the CFS-101, Part II if the information is not provided in the APSR narrative.

4. FY 2016 Title IV-B Expenditure Report-CFS-101, Part III (See Attachment B)

Complete Part III of the CFS-101 (third tab of the Excel workbook) to report the actual amount of FY 2016⁴ funds expended in each program area of title IV-B funding by source, the number of individuals and families served, and the geographic service area within which the services were provided. The tribe must track and report annually its actual title IV-B expenditures, including administrative costs for the most recent preceding fiscal year. Tribes must report the actual title IV-B expenditures of FY 2016 funds and submit this with the APSR.

5. Financial Status Reports (Standard Form 425 (SF-425))

All grantees must report expenditures under title IV-B, subparts 1 and 2, CFCIP and ETV on the SF-425. The tribe must submit a separate SF-425 for each program and the federal funds awarded under it for each fiscal year. Listed below under the appropriate heading are the requirements for submission for each program. A negative grant award will recoup unobligated and/or unliquidated funds reported on the final SF-425 for the title IV-B programs, CFCIP and ETV programs.

⁴ Federal funds for these programs are awarded to tribes on a yearly basis, but may be spent over a two-year period. For example, the FY 2016 grant had an expenditure period from October 1, 2015 to September 30, 2017. Therefore, tribes may have obligated any fiscal year 2016 funds during that two-year period of time and subsequently report expenditures on the CFS-101, Part III.

Beginning with awards issued for FY 2016 or later, tribes are required to submit an electronic SF-425 for the programs listed above through the Payment Management System (PMS). Therefore, the tribe should not submit paper copies of the report. Tribes should continue to use the ACF Online Data Collection (OLDC) system to report awards prior to FY 2016. For more information on gaining access to and using the PMS system, please contact the PMS Help Desk at 1-877-614-5533. For more information on gaining access to and using the OLDC submission process, please contact the OLDC helpline at 1-866-577-0771. (See ACF Grants Management Action Transmittal OA-ACF-AT-01-05 and OGM-AT-13-01.)

Title IV-B, subpart 1

Tribes are required to submit the SF-425 for expenditures under title IV-B, subpart 1 at the end of each 12 months (October 1 through September 30) of the 2-year expenditure period. Both reports are due 90 days after the end of the fiscal year (December 29). The SF-425 covering the first 12-month budget period is the interim report, and the report covering the entire grant period is the final report. The tribe must report tribal match on the interim and final financial reports. The required 25 percent tribal match (non-federal share) must be met with the submission of the final financial report. (Note that the match is based on 25 percent of the total program costs, including the combined federal and non-federal share, which equals one-third of the federal amount awarded.) Funds under title IV-B, subpart 1 must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2019 grants, funds must be obligated by September 30, 2020, and liquidated by December 29, 2020). To determine the match, a Match Calculator is available at:

<https://www.childwelfare.gov/cb/programs/state-tribal-cfsp/tribal-toolkit/iv-b-calculator/>.

Title IV-B, subpart 2 – PSSF

Tribes are required to submit the SF-425 for expenditures under title IV-B, subpart 2 at the end of each 12 months (October 1 through September 30) of the 2-year expenditure period. Both reports are due 90 days after the end of the fiscal year (December 29). The SF-425 covering the first 12-month budget period is the interim report, and the report covering the entire grant period is the final report. The tribe must report tribal match on the interim and final financial reports. The required 25 percent tribal match (non-federal share) must be met with the submission of the final financial report. (Note that the match is based on 25 percent of the total program costs, including the combined federal and non-federal share, which equals one-third of the federal amount awarded.) Funds under title IV-B, subpart 2 must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2019 grants, funds must be obligated by September 30, 2020, and liquidated by December 29, 2020). To determine the match, a Match Calculator is available at:

<http://www.acf.hhs.gov/programs/cb/programs/state-tribal-cfsp/tribal-toolkit>.

The title IV-B, subpart 2 grant is comprised of both discretionary and mandatory funds. Since the discretionary funds under title IV-B, subpart 2 (PSSF) are to be expended for the same purposes as the mandatory funds, no separate reporting is required to distinguish between the expenditure of the two amounts. Grantees are to report the cumulative amount on the SF-425. Funds reported as unobligated on the final financial status report will be recouped from the discretionary amount first.

CFCIP and ETV

Funds under CFCIP and ETV must be expended within 2 years. Tribes are required to submit a separate SF-425 for the CFCIP and ETV programs. Tribes are required to submit the SF-425 for expenditures under the CFCIP and ETV programs at the end of each 12 months (October 1 through September 30) of the 2-year expenditure period. Reports are due 90 days after the end of each fiscal year (December 29). The SF-425 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The tribe must report tribal match on the interim and final financial reports. The required 20 percent tribal match (non-federal share) must be met with the submission of the final financial report. (Note that the match is based on 20 percent of total program costs, including the combined federal and non-federal share, which equals 25 percent of the federal amount awarded). Funds under CFCIP and ETV must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2019, funds must be obligated by September 30, 2020, and liquidated by December 29, 2020).

Section F. Submittals

By June 30, 2018:

- Submit the APSR for FY 2019 as an electronic document in Word to the Regional Office.
- If the tribe needs to update its population estimate, submit the signed Certification of Tribal Population Estimate under Age 21 (Attachment C) in PDF as a separate attachment. **Please use the version attached to this Program Instruction rather than any previous version.**
- Submit the signed CFS-101 forms, Parts I, II and III in PDF format as a separate attachment(s) to the APSR. **The CB has revised the CFS-101s. Please use the new CFS-101s and instructions provided as Attachment B to this Program Instruction.** While no significant changes in content were made, the formatting of the CFS-101 has been modified slightly to assist grantees in submitting complete and consistent reports. The correct forms are labeled '2019 APSR' in the lower right hand corner of the form.

Submit as a **PDF file or files:**

- CFS-101, Part I for FY 2019 (signed by appropriate official, titled and dated);
- CFS-101, Part II for FY 2019 with planned expenditures for the use of FY 2019 funds and information on population, geographic area and numbers of families to be served; and
- CFS-101, Part III (signed by appropriate official, titled and dated) with estimated and actual expenditures of FY 2016 grants for the title IV-B, and, if applicable, the CFCIP and ETV programs.

Save the PDF file named: “Tribe/Tribal Organization name FY 19 CFS-101s”, so that the name of the tribe or tribal organization submitting the file is clearly identified.

- If a tribe wishes to modify its previously approved funding request for the FY 2018 grants, either by releasing funds for reallocation or by requesting more funds than originally requested and approved, then the tribe must do so on the FY 2019 CFS-101 Part I, indicating:
 - Submission Type: “Reallotment;”
 - The amount of funds that the tribe does not expect to utilize from its FY 2018 allotment during the current year to carry out the title IV-B, CFCIP and/or ETV program activities; and/or
 - The amount of funds the tribe is requesting if additional funds become available for the title IV-B, CFCIP and/or ETV program (if different from earlier requests).

The RO will review the application and contact the tribe with any questions or if revisions are needed. Once the RO has completed the review, it will forward a copy of the approved plans and CFS-101(s) to CB’s Central Office.

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 Control Number for this OMB approved information collection is 0970-0426, approved through January 31, 2021.

Inquiries To: Children’s Bureau Regional Program Managers

/s/

Jerry Milner
Acting Commissioner
Administration on Children, Youth and
Families

Attachment A:

Tribes should use FY 2017 allocation tables as the basis for estimating FY 2019 budget requests.

Fiscal Year 2017 Allotments for Title IV-B, Subpart 1 - Stephanie Tubbs Jones Child Welfare Services

Fiscal Year 2017 Allotments for Title IV-B, Subpart 2 - Promoting Safe and Stable Families

Fiscal Year 2017 Allotments for Chafee Foster Care Independence Program

Fiscal Year 2017 Allotment for Education and Training Voucher Program

Attachment B:

CFS-101 Instructions

CFS-101 Forms, Parts I, II and III

Attachment C:

Certification of Tribal Population Under Age 21

Attachment D:

Children's Bureau Regional Program Managers

Attachment E:

Annual Reporting of Education and Training Vouchers Awarded

Fiscal Year 2017 Allotments to Indian Tribes\Tribal Organizations

Title IV-B, Subpart 1

Stephanie Tubbs Jones Child Welfare Services

State	Indian Tribal Organization	2017 Allotments	Tribal Population Under 21
AK	Aleut Community of St. Paul Island Tribal Gov.	\$2,285	260
	Aleutian/Pribilof Islands Association	6,425	731
	Artic Slope	22,749	2,588
	Asa'carsarmiut Tribal Council	4,342	494
	Association of Village Council Presidents	67,709	7,703
	Bristol Bay Native Association	16,912	1,924
	Central Council of Tlingit-Haida	51,457	5,854
	Chugachmiut	5,362	610
	Cook Inlet Tribal Council	160,470	18,256
	Kawerak	27,732	3,155
	Kenaitze Indian Tribe	12,974	1,476
	Ketchikan Indian Community	12,956	1,474
	Kodiak Area Native Association	19,443	2,212
	Maniilaq Association	26,247	2,986
	Metlakatla Indian Community	6,847	779
	Nome Eskimo Community	8,509	968
	Orutsaramuit Native Council	14,996	1,706
	Sitka Tribe	8,456	962
	Sun'aq Tribe of Kodiak (Shoonaq)	3,041	346
	Tanana Chiefs	45,058	5,126
AZ	Colorado River Indian Tribes - Total	16,118	
	<i>Colorado River Indian Tribes (AZ portion = \$15,334)</i>		1,448
	<i>Colorado River Indian Tribes (CA portion = \$784)</i>		94
	Gila River	83,597	7,894
	Hopi	46,967	4,435
	Navajo - Total	874,075	
	<i>Navajo (AZ portion = \$515,934)</i>		48,719
	<i>Navajo (NM portion = \$331,686)</i>		30,044
	<i>Navajo (UT portion = \$26,455)</i>		2,436
	Pascua Yaqui	70,021	6,612
	Salt River Pima Maricopa Indian Community	46,945	4,433
	San Carlos Apache Tribe	58,287	5,504
	Tohono O'odham	109,532	10,343
	Yavapai-Apache Nation	10,622	1,003
CA	Karuk Tribe	6,881	825
	Tolowa Dee-ni' Nation (Smith River Rancheria) - Total	6,389	
	<i>Tolowa Dee-ni' Nation (CA portion = \$3,745)</i>		449
	<i>Tolowa Dee-ni' Nation (OR portion = \$2,644)</i>		260
	Tule River Tribal Council	6,464	775
	Yurok Tribe	15,387	1,845
CO	Southern Ute Tribe	3,776	434
	Ute Mountain Ute Tribe	5,803	667
CT	Mashantucket (Western) Pequot Tribal Nation	2,698	452
ID	Nez Perce Tribe	19,202	1,716
	The Shoshone-Bannock Tribes	26,934	2,407
KS	Kickapoo Tribe	2,678	287
	Native American Family Services - Total	7,924	
	<i>Native American Family Services (KS portion = \$3,975)</i>		426
	<i>Native American Family Services (MO portion = \$2,370)</i>		238

Fiscal Year 2017 Allotments to Indian Tribes\Tribal Organizations

Title IV-B, Subpart 1

Stephanie Tubbs Jones Child Welfare Services

State	Indian Tribal Organization	2017 Allotments	Tribal Population Under 21
	<i>Native American Family Services (NE portion = \$1,579)</i>		176
	Prairie Band of Potawatomi	5,757	617
	Sac & Fox Tribe of Missouri in Kansas	2,015	216
LA	Chitimacha Tribe of Louisiana	6,267	633
	Coushatta Tribe of Louisiana	5,435	549
	Tunica-Biloxi	5,613	567
ME	Penobscot	6,062	579
MA	Mashpee Wampanoag Tribe	5,401	822
	Wampanoag of Gay Head	2,109	321
MI	Bay Mills	7,251	713
	Grand Traverse of Ottawa & Chippewa Indians	10,607	1,043
	Keweenaw Bay Indian Community	3,671	361
	Lac Vieux Desert Band of Lake Superior	2,126	209
	Little River Band of Ottawa Indians of Michigan	2,431	239
	Little Traverse Bay Bands Of Odawa Indians	7,933	780
	Match-E-Be-Nash-She-Wish Band (Gun Lake Tribe)	1,739	171
	Pokagon Band of Potawatomi - Total	17,511	
	<i>Pokagon Band of Potawatomi (IN portion = \$2,724)</i>		264
	<i>Pokagon Band of Potawatomi (MI portion = \$14,787)</i>		1,454
	Sault St. Marie Tribe of Chippewa Indians	129,779	12,761
MN	Fond Du Lac Reservation Business Committee	7,506	881
	Leech Lake Band of Ojibwe	17,168	2,015
	Mille Lacs Band of Ojibwe Indians	13,641	1,601
	Red Lake Chippewa	25,722	3,019
MS	Mississippi Choctaw	46,592	4,087
MT	Blackfeet	52,313	4,817
	Chippewa Cree	28,779	2,650
	Confederated Salish & Kootenai	45,123	4,155
	Crow Tribe	65,551	6,036
	Ft. Belknap	20,439	1,882
	Ft. Peck Assiniboine and Sioux Tribes	27,345	2,518
	Northern Cheyenne	50,217	4,624
NE	Ponca Tribe	6,521	727
	Santee Sioux Nation	6,602	736
	Winnebago Tribe of Nebraska	19,277	2,149
NM	Jicarilla Apache Nation	16,946	1,535
	Mescalero Apache	22,367	2,026
	Pueblo De Cochiti	5,840	529
	Pueblo of Acoma	54,008	4,892
	Pueblo of Isleta	16,946	1,535
	Pueblo of Jemez	13,932	1,262
	Pueblo of Laguna	35,295	3,197
	Pueblo of Nambe	5,189	470
	Pueblo of Pojoaque	6,028	546
	Pueblo of San Felipe	8,931	809
	Pueblo of San Ildefonso	3,312	300
	Pueblo of San Juan (Ohkay Owingeh Pueblo)	8,931	809
	Pueblo of Sandia	2,937	266
	Pueblo of Santa Ana	3,157	286

Fiscal Year 2017 Allotments to Indian Tribes\Tribal Organizations

Title IV-B, Subpart 1

Stephanie Tubbs Jones Child Welfare Services

State	Indian Tribal Organization	2017 Allotments	Tribal Population Under 21
	Pueblo of Santa Clara	9,892	896
	Pueblo of Santo Domingo	21,936	1,987
	Pueblo of Taos	8,302	752
	Pueblo of Tesuque	2,230	202
	Pueblo of Zia	3,732	338
	Pueblo of Zuni	49,702	4,502
	Ramah Navajo School Board, Inc	13,116	1,188
NY	Seneca Nation of Indians	18,133	2,583
	Shinnecock Indian Nation	4,233	603
NC	Eastern Band Cherokee	40,763	3,973
ND	Spirit Lake	26,429	3,227
	Standing Rock Sioux Tribe - Total	53,349	
	<i>Standing Rock Sioux Tribe (ND portion = \$17,240)</i>		2,105
	<i>Standing Rock Sioux Tribe (SD portion = \$36,109)</i>		3,809
	Three Affiliated Tribes (Ft Berthold)	46,863	5,722
	Turtle Mountain Chippewa	55,225	6,743
OK	Absentee Shawnee Tribe	74,230	7,590
	Apache Tribe of Oklahoma	12,176	1,245
	Cherokee Nation of Oklahoma	927,457	94,832
	Cheyenne and Arapaho Tribes	35,746	3,655
	Chickasaw Nation	234,084	23,935
	Choctaw Nation of Oklahoma	536,785	54,886
	Citizen-Potawatomi Nation	114,289	11,686
	Comanche Nation Indian Child Welfare	57,281	5,857
	Delaware Tribe of Indians	12,293	1,257
	Eastern Shawnee Tribe of Oklahoma	13,731	1,404
	Fort Sill Apache Tribe	20,802	2,127
	Iowa Tribe of Oklahoma	4,166	426
	Kaw Nation	11,452	1,171
	Kialegee Tribal Town	8,558	875
	Kickapoo Tribe of Oklahoma	41,555	4,249
	Kiowa	51,541	5,270
	Miami Tribe of Oklahoma	15,482	1,583
	Modoc Tribe of Oklahoma	1,213	124
	Muscogee (Creek) Nation	244,070	24,956
	Osage Tribe	68,225	6,976
	Otoe-Missouria Tribe	10,220	1,045
	Ottawa Tribe of Oklahoma	8,626	882
	Pawnee Nation of Oklahoma	8,753	895
	Peoria Tribe of Oklahoma	8,675	887
	Ponca Tribe of Indians	14,778	1,511
	Quapaw Tribe of Oklahoma	19,139	1,957
	Sac and Fox Nation	27,883	2,851
	Seminole Nation of Oklahoma	66,582	6,808
	Seneca-Cayuga Tribe of Oklahoma	19,873	2,032
	Shawnee Tribe	8,626	882
	Thlopthlocco Tribal Town	8,558	875
	Tonkawa Tribe of Oklahoma	5,467	559
	United Keetoowah Band of Cherokee Indians	37,780	3,863

Fiscal Year 2017 Allotments to Indian Tribes\Tribal Organizations

Title IV-B, Subpart 1

Stephanie Tubbs Jones Child Welfare Services

State	Indian Tribal Organization	2017 Allotments	Tribal Population Under 21
	Wichita and Affiliated Tribes - Total	45,134	
	<i>Caddo Tribe (\$16,518)</i>		1,689
	<i>Wichita and Affiliated Tribes (\$28,616)</i>		2,926
	Wyandotte Nation	20,039	2,049
OR	Confederated Tribes of Coos, Lower Umpqua & Sinslaw	4,505	443
	Confederated Tribes of Grand Ronde	15,875	1,561
	Confederated Tribes of Siletz Indians	16,445	1,617
	Confederated Tribes of the Umatilla	13,150	1,293
	Confederated Tribes of Warm Springs	19,231	1,891
RI	Narragansett Indian Tribe	7,091	760
SC	Catawba Indian Nation	10,953	1,003
SD	Cheyenne River Sioux Tribe	59,478	6,274
	SD Crow Creek Sioux Tribe	19,064	2,011
	Oglala Sioux (Pine Ridge)	146,419	15,445
	Rosebud Sioux	89,614	9,453
	Sisseton-Wahpeton Sioux	40,811	4,305
	Yankton Sioux	23,899	2,521
TX	Alabama-Coushatta Tribes of Texas	3,251	353
	Kickapoo Traditional Tribe of Texas	3,785	411
	Ysleta Del Sur Pueblo	16,136	1,752
UT	Paiute Indian Tribe of Utah	6,331	583
	Ute-Uintah and Ouray	16,171	1,489
WA	Confederated Tribes of Colville	22,281	2,606
	Lower Elwha Klallam Tribe	2,189	256
	Lummi Tribe	14,373	1,681
	Makah	7,652	895
	Muckleshoot Tribe of Washington	10,790	1,262
	Nooksack Indian Tribe	5,421	634
	Port Gamble S'Klallam Tribe	3,463	405
	Quileute Indian Tribe	3,240	379
	Quinault Indian Nation	10,337	1,209
	The Tulalip Tribes	17,151	2,006
	Yakama Nation	30,652	3,585
WI	Bad River	17,435	1,845
	Forest County Potawatomi Community	2,174	230
	Ho-Chunk Nation	22,264	2,356
	Lac Courte Oreille Tribal Governing Board	9,932	1,051
	Lac Du Flambeau	9,885	1,046
	Menomine Indian Tribe Of Wisconsin	20,781	2,199
	Oneida Nation of Wisconsin	50,690	5,364
	Red Cliff Band of Lake Superior Chippewas	23,634	2,501
	Stockbridge-Munsee	1,162	123
WY	Eastern Shoshone Tribe	9,753	1,121
	Northern Arapaho Business Council	40,211	4,622

Total Tribal \$6,799,445

Legend: Italicized lettering indicates a subset of the total amounts

Fiscal Year 2017 Allotments to Indican Tribes\Tribal Organizations
Title IV-B, Subpart 2
Promoting Safe and Stable Families (PSSF) Grant

State Code	Indian Tribal Organization	2017 Allotments	Tribal Population Under 21
AK	Aleutian/Pribilof Island Assoc.	\$11,157	731
	Artic Slope	39,498	2,588
	Association of Village Council Presidents	117,563	7,703
	Bristol Bay Native Association	29,364	1,924
	Central Council of Tlingit-Haida	89,344	5,854
	Cook Inlet Tribal Council	278,623	18,256
	Kawerak	48,152	3,155
	Kenaitze Indian Tribe	22,527	1,476
	Ketchikan Indian Community	22,496	1,474
	Kodiak Area Native Association	33,760	2,212
	Maniilaq Association	45,572	2,986
	Metlakatla Indian Community	11,889	779
	Nome Eskimo Community	14,774	968
	Orutsararmuit Native Council	26,037	1,706
	Sitka Tribe	14,682	962
	Tanana Chiefs	78,233	5,126
AZ	Colorado River Indian Tribes	23,534	1,542
	Gila River	120,478	7,894
	Hopi	67,687	4,435
	Navajo Nation	1,239,258	81,199
	Pascua Yaqui	100,912	6,612
	Salt River Pima Maricopa Indian Community	67,656	4,433
	San Carlos Apache Tribe	84,002	5,504
	Tohono O'odham	157,855	10,343
	Yavapai-Apache Nation	15,308	1,003
CA	Karuk Tribe	12,591	825
	Tolowa Dee-ni' Nation (Smith River Rancheria)	10,821	709
	Tule River Tribal Council	11,828	775
	Yurok Tribe	28,158	1,845
ID	Nez Perce Tribe	26,190	1,716
	The Shoshone-Bannock Tribes	36,736	2,407
KS	Native American Family Services	12,820	840
MA	Mashpee Wampanoag Tribe	12,545	822
MI	Bay Mills	10,882	713
	Grand Traverse of Ottawa & Chippewa Indians	15,918	1,043
	Little Traverse Bay Bands of Odawa Indians	11,904	780
	Pokagon Band of Potawatomi	26,220	1,718
	Sault St. Marie Tribe of Chippewa Indians	194,758	12,761
MN	Fond Du Lac Reservation Business Committee	13,446	881
	Leech Lake Chippewa	30,753	2,015
	Mille Lacs Band of Ojibwe	24,434	1,601
	Red Lake Chippewa	46,076	3,019
MS	Mississippi Choctaw	62,376	4,087
MT	Blackfeet	73,517	4,817
	Chippewa Cree	40,444	2,650
	Confederated Salish & Kootenai	63,414	4,155

**Fiscal Year 2017 Allotments to Indican Tribes\Tribal Organizations
Title IV-B, Subpart 2
Promoting Safe and Stable Families (PSSF) Grant**

State Code	Indian Tribal Organization	2017 Allotments	Tribal Population Under 21
	Crow Tribe	92,121	6,036
	Ft. Belknap	28,723	1,882
	Ft. Peck Assiniboine and Sioux Tribes	38,430	2,518
	Northern Cheyenne	70,571	4,624
NE	Ponca Tribe	11,095	727
	Santee Sioux Tribe	11,233	736
	Winnebago Tribe of Nebraska	32,798	2,149
NM	Pueblo of Acoma	74,662	4,892
	Pueblo of Isleta	23,427	1,535
	Pueblo of Jemez	19,261	1,262
	Jicarilla Apache	23,427	1,535
	Pueblo of Laguna	48,793	3,197
	Mescalero Apache	30,921	2,026
	Ramah Navajo School Board, Inc.	18,131	1,188
	Pueblo of San Felipe	23,488	1,539
	Pueblo of San Juan (Ohkay Owingeh Pueblo)	12,347	809
	Pueblo of Santa Clara	13,675	896
	Pueblo of Santo Domingo	30,326	1,987
	Pueblo of Taos	11,477	752
	Pueblo of Zuni	68,709	4,502
NY	Seneca Nation of Indians	39,422	2,583
NC	Eastern Band Cherokee	60,636	3,973
ND	Spirit Lake	49,250	3,227
	Standing Rock Sioux Tribe	90,259	5,914
	Three Affiliated Tribes (Ft Berthold)	87,329	5,722
	Turtle Mountain Chippewa	102,912	6,743
OK	Absentee Shawnee Tribe	115,838	7,590
	Apache Tribe of Oklahoma	19,001	1,245
	Cherokee Nation of Oklahoma	1,447,324	94,832
	Cheyenne and Arapaho Tribes	55,783	3,655
	Chickasaw Nation	365,296	23,935
	Choctaw Nation of Oklahoma	837,669	54,886
	Citizen-Potawatomi Nation	178,352	11,686
	Comanche Nation Indian Child Welfare	89,389	5,857
	Delaware Tribes of Indians	19,184	1,257
	Eastern Shawnee Tribe of Oklahoma	21,428	1,404
	OK Fort Sill Apache Tribe	32,462	2,127
	OK Kaw Nation	17,872	1,171
	OK Kialegee Tribal Town	13,354	875
	Kickapoo Tribe of Oklahoma	64,848	4,249
	Kiowa	80,431	5,270
	Miami Tribe of Oklahoma	24,160	1,583
	Muscogee (Creek) Nation	380,878	24,956
	Osage Tribe	106,468	6,976
	Otoe-Missouria Tribe	15,949	1,045
	Ottawa Tribe of Oklahoma	13,461	882

Fiscal Year 2017 Allotments to Indican Tribes\Tribal Organizations
Title IV-B, Subpart 2
Promoting Safe and Stable Families (PSSF) Grant

State Code	Indian Tribal Organization	2017 Allotments	Tribal Population Under 21
	Pawnee Nation of Oklahoma	13,659	895
	Peoria Tribe of Oklahoma	13,537	887
	Ponca Tribe of Indians	23,061	1,511
	Quapaw Tribe of Oklahoma	29,868	1,957
	Sac and Fox Nation	43,512	2,851
	Seminole Nation of Oklahoma	103,904	6,808
	Seneca-Cayuga Tribe of Oklahoma	31,012	2,032
	Shawnee Tribe	13,461	882
	OK Thlopthlocco Tribal Town	13,354	875
	United Keetoowah Band of Cherokee Indians	58,957	3,863
	Wichita and Affiliated Tribes	70,434	4,615
	Wyandotte Nation	31,272	2,049
OR	Confederated Tribes of Grand Ronde	23,824	1,561
	Confederated Tribes of Siletz Indians	24,679	1,617
	Confederated Tribes of Umatilla	19,734	1,293
	Confederated Tribes of Warm Springs	28,860	1,891
RI	Narragansett Indian Tribe	11,599	760
SC	Catawba Indian Nation	15,308	1,003
SD	Cheyenne River Sioux Tribe	95,754	6,274
	SD Crow Creek Sioux Tribe	30,692	2,011
	Oglala Sioux (Pine Ridge)	235,721	15,445
	Rosebud Sioux	144,272	9,453
	Sisseton-Wahpeton Sioux	65,703	4,305
	Yankton Sioux	36,125	2,367
TX	Ysleta Del Sur Pueblo	26,739	1,752
UT	Ute-Uintah and Ouray	22,725	1,489
WA	Confederated Tribes of Colville	39,773	2,606
	Lummi Tribe	25,655	1,681
	Makah	13,659	895
	Muckleshoot Tribe of Washington	19,261	1,262
	Quinault Indian Nation	18,452	1,209
	The Tulalip Tribes	30,616	2,006
	Yakama Nation	54,714	3,585
WI	WI Bad River	28,158	1,845
	Ho-Chunk Nation	35,957	2,356
	Lac Courte Oreilles Tribal Governing Board	16,040	1,051
	Lac Du Flambeau	15,964	1,046
	Menomine Indian Tribe Of Wisconsin	33,561	2,199
	Oneida Nation of Wisconsin	81,865	5,364
	WI Red Cliff Band	38,170	2,501
WY	Eastern Shoshone Tribe	17,109	1,121
	Northern Arapaho Business Council	70,541	4,622

Total Tribal \$10,306,023

**Fiscal Year 2017 Allotments to States and Indian Tribes\Tribal Organizations
Chafee Foster care Independence Program**

State	2017 Allotments
Alabama	\$1,441,886
Alaska	806,180
Arizona	5,390,133
Arkansas	1,382,024
California	17,011,836
Colorado	1,715,070
Connecticut	1,187,543
Delaware	500,000
District of Columbia	1,091,992
Florida	6,795,860
Georgia	3,322,872
Hawaii	500,000
Idaho	500,000
Illinois	5,060,733
Indiana	5,172,863
Iowa	1,798,332
Kansas	2,179,305
Kentucky	2,290,609
Louisiana	1,381,111
Maine	569,158
Maryland	1,238,095
Massachusetts	3,125,354
Michigan	4,171,796
Minnesota	2,312,489
Mississippi	1,450,395
Missouri	3,695,120
Montana	852,977
Nebraska	1,168,877
Nevada	1,362,879
New Hampshire	500,000
New Jersey	2,297,848
New Mexico	750,875
New York	11,585,958
North Carolina	3,137,205
North Dakota	500,000
Ohio	4,012,668
Oklahoma	3,395,195
Oregon	2,196,261
Pennsylvania	4,876,889
Puerto Rico	1,273,236
Rhode Island	554,875
South Carolina	1,132,238
South Dakota	500,000
Tennessee	2,364,147
Texas	9,113,209

**Fiscal Year 2017 Allotments to States and Indian Tribes\Tribal Organizations
Chafee Foster care Independence Program**

State	2017 Allotments
Utah	821,678
Vermont	500,000
Virginia	1,438,848
Washington	3,224,946
West Virginia	1,506,916
Wisconsin	2,154,777
Wyoming	500,000

Subtotal States	\$137,813,258
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Indian Tribal Organization	2017 Allotments
KS Prairie Band of Potawatomi	\$15,584
NE Santee Sioux Nation	12,284
OR Confederated Tribe of Warm Springs	42,994
WA Port Gamble S'Klallam Tribe	15,880

Subtotal Tribal	\$86,742
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TOTAL	\$137,900,000
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**Fiscal year 2017 Allotments to States and Indian Tribes\Organizations
Chafee Education Training Vouchers
(CETV State Grants)**

STATE	FY 2017 Allotment	FY 2017 Reallotment	Final FY 2017 Allotment
Alabama	\$470,954	\$12,945	\$483,899
Alaska	263,317	7,237	270,554
Arizona	1,760,542		1,760,542
Arkansas	451,401		451,401
California	5,556,457		5,556,457
Colorado	560,182	15,397	575,579
Connecticut	387,879		387,879
Delaware	67,690	1,860	69,550
District of Columbia	93,992		93,992
Florida	2,219,685	61,008	2,280,693
Georgia	1,085,327		1,085,327
Hawaii	134,984	3,710	138,694
Idaho	134,090	3,686	137,776
Illinois	1,652,953	45,432	1,698,385
Indiana	1,689,577		1,689,577
Iowa	587,377	16,144	603,521
Kansas	711,811	19,704	731,515
Kentucky	748,166		748,166
Louisiana	451,103		451,103
Maine	185,900		185,900
Maryland	388,475		388,475
Massachusetts	1,020,813		1,020,813
Michigan	1,215,646		1,215,646
Minnesota	755,312		755,312
Mississippi	473,733		473,733
Missouri	1,206,912		1,206,912
Montana	278,602		278,602
Nebraska	381,783	10,604	392,387
Nevada	445,148	12,235	457,383
New Hampshire	99,650	2,739	102,389
New Jersey	682,262	18,752	701,014
New Mexico	245,253		245,253
New York	2,076,464		2,076,464
North Carolina	1,024,684		1,024,684
North Dakota	134,884		134,884
Ohio	1,310,631	36,023	1,346,654
Oklahoma	1,108,949	30,480	1,139,429
Oregon	717,349	20,103	737,452
Pennsylvania	1,592,905	43,782	1,636,687
Puerto Rico	415,868	11,430	427,298
Rhode Island	181,235		181,235
South Carolina	369,815	10,165	379,980
South Dakota	127,043		127,043
Tennessee	772,185	21,224	793,409

**Fiscal year 2017 Allotments to States and Indian Tribes\Organizations
Chafee Education Training Vouchers
(CETV State Grants)**

STATE	FY 2017 Allotment	FY 2017 Reallotment	Final FY 2017 Allotment
Texas	2,976,585	81,812	3,058,397
Utah	268,379		268,379
Vermont	132,204		132,204
Virginia	469,961		469,961
Washington	1,053,342	(500,000)	553,342
West Virginia	492,194	13,528	505,722
Wisconsin	703,800		703,800
Wyoming	107,391		107,391

Sub-Total States	\$42,442,844	\$0	\$42,442,844
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Indian Tribal Organization	2017 Allotments	Reallotment	Final FY 2017 Allotment
KS Prairie Band of Potawatomi	5,090		5,090
NE Santee Sioux Nation	4,012		4,012
OR Confederated Tribe of Warm Springs	14,043		14,043
WA Port Gamble S'Klallam Tribe	5,187		5,187

Tribal Sub-Total	\$28,332	\$0	\$28,332
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Total	\$42,471,176	\$0	\$42,471,176
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Instructions for Completing the CFS-101 Forms

Introduction

The CFS-101 is a set of financial forms required to be submitted annually by State Agencies, Territories, Insular Areas (States), Indian Tribes, Indian Tribal Organizations, or Indian Tribal Consortia (Tribes) that apply for and receive funding under title IV-B, subparts 1 and 2 of the Social Security Act, the Child Abuse Prevention and Treatment Act (CAPTA) State Grant, and the Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Programs.

The set of CFS-101 forms has three parts:

- Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA State Grant, CFCIP and ETV
- Part II: Annual Estimated Expenditure Summary of Child and Family Services
- Part III: Expenditures for Title IV-B, Subparts 1 and 2, CFCIP and ETV

Periodically, the Children's Bureau makes updates to the forms and instructions and it is important for grantees to use the version provided with the most recent Program Instruction for the Child and Family Services Plan (CFSP) or Annual Progress and Services Report (APSR). The Children's Bureau has made a number of minor changes to the forms as outlined below. The changes do not alter or expand the information being requested; rather they are intended to assist grantees in submitting complete and consistent reports.

What's new for the FY 2019 CFS-101's:

- For all forms, the cells have been locked to allow only whole numbers to be entered.
- Part I
 - The Part I has been reformatted. Requests for all of the formula grant programs addressed in the CFSP/APSR are now grouped in the top section of the form and the request for reallocations are grouped in the lower section of the form.
 - The reallocation section is now specific to adjustments to the current year's allotments (i.e., funding for FY 2018). The states and tribes can now assess their expenditures mid-year and determine whether funds will not be fully utilized, or identify if additional funds are desired and make this request when the APSR is submitted to the Children's Bureau Regional Offices by June 30.
 - To improve upon edits made last year, and to prevent the need for repeated data entry, an "autofill" function has been added to Part III to insert the EIN (Item #2) and the address (Item #3) once entered on Part I.
 - A new submission type of "Reallocation" has been added (Item #4)
 - The request for title IV-B, Subpart 2, Promoting Safe and Stable Families (PSSF) has been modified to include an automatic calculation of the percentage of funds to be expended in each area of PSSF. Tribes are not required to break out estimated expenditures for PSSF on Part I.

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- Error messages have been added to indicate when administrative costs and the room and board for CFCIP exceed the maximum amount allowable.
- A formula has been entered on line 6g to sum lines 6a-f showing the breakout of planned PSSF expenditures.
- States and tribes may increase their funding requests by up to 10% over the previous year's final grant award amounts. This may eliminate the need to submit a revised CFS-101 Part I. A revised Part I remains a requirement when an allotment exceeds the previously approved funding request.
- Part II
 - The estimated expenditures in each of the service areas for PSSF are now autofilled from the Part I. The formula can be overwritten by entering an amount into the cell. Overwriting is appropriate only if some of the funds for the area are being allocated to one of the training categories (lines 13, 14, and 16) or to caseworker retention (line 17).
- Part III
 - The EIN and address of the state or tribe now autofills from the entries on Part I.
 - Row 6 for total PSSF funds has been reverted to a manually filled cell. This allows the tribes to enter their request/expenditures on line 6 without entering the breakout of the funds.
 - A formula has been entered on line 6g to sum lines 6a-f.
 - Warnings have been added to indicate when the amounts entered for administrative costs and the room and board for CFCIP exceed the maximum amount allowable.

When completing the CFS-101 reports, it is important to recognize that Part I and Part II are connected. On Part I, the funding requests are made for each program; Part II provides more detail on how those funds and other funds are planned to be spent for child protective and child welfare services. Finally, Part III compares grant expenditures for the most recently ended grant award year to the estimates of expenditures previously provided for that grant year.

Data Entry Notes:

- If formulas are entered or used to distribute funds for any grant, please show only the final values in the worksheets, not the formulas.
- Break all links/references to other worksheets or workbooks.
- Do not round to the \$ thousands or \$ millions on any of the forms.

When finished, save the PDF file (and Excel workbook for states) named: "State/Tribe name FFY 19 CFS-101s" so that the name of the state or tribe submitting the file is clearly identified.

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.

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CFS-101, Part I Instructions: Annual Budget Request for Funds under Title IV-B, Subparts 1 & 2, CAPTA State Grant, CFCIP, and ETV

- 1. Name of State or Indian Tribal Organization:** Enter the name of the State or Indian Tribal Organization (Tribe) in cell C3 of the Excel worksheet.
- 2. EIN:** Enter the Employer Identification Number (EIN) in cell F3.
- 3. Address:** Enter the address of the state or tribal agency in the cells below the “address” line. This should be the address to which the grant award notices may be sent.
 - a) Enter the email address to which grant award notices may be sent.
- 4. Submission Type:** Indicate if this is a NEW submission for the upcoming fiscal year, a request for REALLOTMENT for current year, or a REVISION of the budget request for the current year. A submission is “NEW” until signed by the Children’s Bureau Central Office Official. “REVISION” is only used to revise a previously approved CFS-101 to address a funding allotment in excess of either the initial request or sum of initial request and request for additional funds.

When submitting a revision, enter amounts for only the grants where the final allotment exceeded the initial request or sum of the initial request and request for additional funds (via reallocation) for the current year. There is no need to complete the form for all grants, unless they meet the requirement for a revised request.

- Revisions should be submitted on the CFS-101 form for the particular year that the revised request is being made (i.e. A revision for FFY 2018 is submitted on the Part I of the CFS-101 form that was issued in the [FY 2018 APSR Program Instruction](#).)

Requests for Funding Section:

Enter all funding requests as whole dollars, without formulas or links to other worksheets.

RECOMMENDATION: Historically the Children’s Bureau has recommended that the previous federal fiscal year’s (FFY) final allotment, as provided in the annual Program Instruction on the APSR or CFSP, be used as the estimated amount for the state’s/tribe’s request.¹ The Children’s

¹ The tentative allotments for title IV-B, subpart 1 and 2, CFCIP, and ETV are based on the premise that all states and Indian tribes will apply for and receive the funds available to them. In the event that not all states or Indian tribes apply for or receive their tentative allocations, those funds will be redistributed among eligible states and Indian tribes, where permitted by statute. Grantees requesting additional funds in anticipation of such a redistribution should submit information on the proposed use of such additional funds to the appropriate Children’s Bureau Regional Office in the state’s/tribe’s CFSP or APSR.

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Bureau now encourages states and tribes to request up to 10% more than the previous fiscal year's final allotment. As the statistics used in the formulas to allot funds may fluctuate from year-to-year, requesting a higher amount initially may prevent the need to submit a revised CFS-101 Part I.

5. Total title IV-B, subpart 1 funds: Enter the amount of title IV-B, subpart 1 federal funds that the state or tribe requests for the fiscal year for the Stephanie Tubbs Jones Child Welfare Services (CWS) Program. The previous federal fiscal year's (FFY) final allotment (plus up to 10%) as provided in the annual Program Instruction on the Annual Progress and Services Report (APSR) or CFSP is to be used as the estimated amount for the state's/tribe's request. A 25% match is required and the state or tribe's match amount should be reflected on the SF-425 report.

a) Enter the estimated amount of title IV-B, subpart 1 CWS funds entered on line 5 to be spent on administration (not to exceed 10% of the total title IV-B, subpart 1 allotment). A warning will display if the amount entered is greater than 10% of the requested amount. The amount reported in 5a is a subset of line 5.

6. Total title IV-B, subpart 2 (PSSF) funds: For TRIBES only: Enter the total amount of funds for title IV-B, subpart 2 that the tribe requests for the Promoting Safe and Stable Families Program. (States do not complete line 6, but must complete lines 6a – 6f; please see below.)

Tribes are not required to provide the breakout for the use of funds on Part I, but may opt to complete lines 6a-6f to identify planned expenditures by service category. Tribes should select the option of completing *either* line 6 only, *or* lines 6a-6f, which will then prompt the total to display on line 6g. Note that the 'total' lines, line 6 and 6g are not connected in any way on the spreadsheet.

6a-6f. Breakout of title IV-B, subpart 2 (PSSF) funds: States must complete lines 6a–6f, column F. Line 6g sums the amounts in lines 6a-6f to become the state's total request for PSSF. Enter the amount of PSSF funds that will be expended in each category. The percentage of funds for each service category will automatically calculate. If less than 20% of the total (line 6g) is expected to be spent in any of the four service areas (6a – 6d), a strong rationale must be provided in the APSR narrative. A 25% match is required and the state or tribe's match amount must be reflected on the SF-425 report.

a) Enter the estimated amount of PSSF funds to be spent on Family Preservation Services.

b) Enter the estimated amount of PSSF funds to be spent on Family Support Services.

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.

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- c) Enter the estimated amount of PSSF funds to be spent on Time-Limited Family Reunification Services.
- d) Enter the estimated amount of PSSF funds to be spent on Adoption Promotion and Support Services.
- e) Enter the estimated amount of PSSF funds to be spent on Other Service Related Activities (e.g. planning).
- f) Enter the estimated amount of PSSF funds to be spent on Administration. (Not to exceed 10% of the total PSSF request; applies to STATES only.) A warning will display if the amount entered is greater than 10% of the requested amount.
- g) No entry is needed. This line will display the sum of lines 6a-6f. This amount is the state's request for PSSF funds.

7. Monthly Caseworker Visit title IV-B, subpart 2 funds (applies to STATES only):

Enter the amount of title IV-B, subpart 2 Monthly Caseworker Visit (MCV) funds the state requests for the fiscal year. The previous federal fiscal year's (FFY) final allotment (plus up to 10%) as provided in the annual Program Instruction on APSR or CFSP is to be used as the estimated amount for the state's request.

- a) Enter the estimated amount of funds entered on line 7a to be spent on administration (not to exceed 10% of the total MCV request). A warning will display if the amount entered is greater than 10% of the requested amount. The amount reported in 7a is a subset of line 7.

8. Child Abuse Prevention and Treatment Act (CAPTA) (applies to STATES only):

Enter the amount of CAPTA State Grant funds requested. The previous federal fiscal year's (FFY) final allotment (plus up to 10%) as provided in the annual Program Instruction on the APSR or CFSP is to be used as the estimated amount for the state's request.

9. Title IV-E Chafee Foster Care Independence Program (CFCIP) funds: Enter the amount of CFCIP funds that the state or tribe requests. The previous federal fiscal year's (FFY) final allotment (plus up to 10%) as provided in the annual Program Instruction on the APSR or CFSP is to be used as the estimated amount for the state's/tribe's request.

- a) At state or tribe option, indicate the estimated amount of the funds entered on line 10a to be spent for room and board for eligible youth (not to exceed 30% of total CFCIP request.) A warning will display if the amount entered is greater than 30% of the requested amount. The amount reported in 9a is a subset of line 9.

10. Title IV-E Funds Allotted under Section 477 for the Education and Training

Vouchers (ETV) Program: Enter the amount of ETV funds that the state or tribe requests for ETV. The previous federal fiscal year's (FFY) final allotment (plus up to 10%) as provided in

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the annual Program Instruction on the CFSP or APSR is to be used as the estimated amount for the state's/tribe's request.

Reallotment Section:

*NEW: The section for reallotments now pertains to the **current** fiscal year, **not the future year** for which funds are being requested.*

As funds are available, the Administration for Children and Families (ACF) is able to reallot unneeded portions of state and tribal allotments of title IV-B funds and CFCIP funds to other states and eligible tribes so that the total appropriation remains available for program purposes. In order for a state or tribe 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 tribe for additional funds, or a request to release unneeded funds.

This reallotment section has been reformatted so that the identification of funds not needed and requests for additional funds for all title IV-B grants are aggregated into one section of the Part I. The identification of funds that will not be utilized and requests for additional funds will now occur mid-year of the current fiscal year and be submitted with the APSR. These requests will be sent immediately to Children's Bureau Central Office for the Office of Grants Management to process so that any available appropriated funds may be reallotted timely.

Note: If a request for reallotment was submitted on the FFY 18 CFS-101, Part I with the APSR in June 2017, it should not be resubmitted with the new process and reformatted form.

When submitting a request for reallotment, complete a separate CFS-101 Part I with a submission type of "reallotment" checked. Fill in the applicable cells on lines 11 and/or 12, then have it signed, titled and dated by the agency official. Submit it as a separate file named: "State/tribal organization name FFY 18 Reallotment" with the name of the state or tribe submitting the file clearly identified. This will ensure a timely review of the request.

11. Identification of Surplus Funds for Reallotment: In the appropriate cell, enter the amount of federal CWS, PSSF, MCV, CFCIP, and/or ETV funds that the state or tribe will **not** utilize.

12. Request for additional funds from Reallotment: In the appropriate cell, enter the amount of additional federal CWS, PSSF and/or MCV, CFCIP and/or ETV funds that the state or tribe is requesting, should additional funds become available. Note: In requesting additional funds, states and tribes should remember that 25% state or tribal non-federal match will be required for the additional funds received under CWS, PSSF and MCV; a 20% state or tribe non-federal match will be required for the additional funds received under CFCIP and ETV.

13. Certification: This report must be signed, titled, and dated in the spaces provided (cells a38, b39 and b40). 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

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1 and 2 programs, CFCIP and ETV programs, and, for states only, the CAPTA program is required.

By signing this form the state/tribal official assures that the state/tribe will meet all applicable match requirements.

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

Important Note on Completing the CFS-101, Part II Form: This form has been designed to ensure compliance with Federal requirements to make electronic information posted on websites accessible to people with disabilities. The form includes cells in columns (A) through (H) that have been prepopulated with a dash (-). To report data in these columns, replace the dash (-) with the appropriate numeric dollar amount. A zero (0) entered will revert to a dash (-). Columns (I) through (L) have also been prepopulated with a dash (-). To report data for the cells in these columns, type over the dash (-) with the applicable information. If no information is being reported in a cell, the cell should not be changed in any way.

This form details the state or tribal agency's estimated expenditures on Child and Family Services programs, including the title IV-B programs, the Child Abuse Treatment and Prevention Act (CAPTA) State grant and the Chafee Foster Care Independence Program (CFCIP) including Education and Training Vouchers (ETV) for the next federal fiscal year. This information is an integral part of the Child and Family Services Plan and should be discussed *together* by the Children's Bureau Regional Office, State Agency Representatives, and Tribes as part of joint planning. States and tribes should list estimated expenditures and other information in the category that best fits their programs.

- **Name of State or Indian Tribal Organization:** No entry is needed. This field autofills from the CFS-101, Part I. Please verify that the entry is correct.

Services/Activities:

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

1. 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.

2. Crisis Intervention (Family Preservation): Services for children and families designed to help families (including adoptive and extended families) at risk or in crisis. The types of services within this category include:

- Pre-placement preventive services programs, such as intensive family preservation programs, designed to help children at risk of foster care placement remain with their families, where possible;

- Service programs designed to help children, where appropriate, return to families from which they have been removed; or be placed for adoption, with a legal guardian, or, if adoption or legal guardianship is determined not to be appropriate for a child, in some other planned, permanent living arrangement;
- Service programs designed to provide follow-up care to families to whom a child has been returned after a foster care placement;
- Respite care of children to provide temporary relief for parents and other caregivers (including foster parents);
- Services designed to improve parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health, and nutrition;
- Infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to a state law; and
- Case management services designed to stabilize families in crisis such as transportation, assistance with housing and utility payments, and access to adequate health care.

3. Prevention and Support Services (Family Support): Community-based services which promote the safety and well-being of children and families and are designed to increase the strength and stability of families (including adoptive, foster, and extended families); to increase parents' confidence and competence in their parenting abilities; to afford children a safe, stable, and supportive family environment; to strengthen parental relationships and promote healthy marriages; and to enhance child development, including through mentoring. 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.

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

- Individual, group, and family counseling.
- Inpatient, residential, or outpatient substance abuse treatment services.

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- Mental health services.
- Assistance to address domestic violence.
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- Peer-to-peer mentoring and support groups for parents and primary caregivers;
- Services and activities designed to facilitate access to and visitation of children by parents and siblings; and
- Transportation to or from any of the services and activities described above.

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

6. Other Service Related Activities: Planning, service coordination, preparation or follow-up to service delivery such as the recording of progress notes or other activities, other than direct services or administration, supporting the delivery of services under the program etc.

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

a) Foster Family and Relative Foster Care: Payments to cover food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to a child, and reasonable travel to the child's home for visitation and reasonable travel for the child to remain in the school in which the child is enrolled at the placement in foster care as well as the cost of providing these services.

b) Group/Institutional Care: This includes the reasonable costs of administration and the operation of institutional/group home care that are required to provide food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to a child, and reasonable travel to the child's home for visitation; the cost of reasonable travel for the child to remain in the same school he or she was attending prior to placement in foster care and the cost of the items themselves.

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

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

10. Independent Living Services: Services designed to help youth expected to remain in foster care until the age of 18, youth who after age 16 leave foster care for kinship guardianship

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

States and tribes are allowed to expend up to 30 percent of their allotments under the Chafee Foster Care Independence Program for room and board (including rental deposits, utilities and other expenses that may be included with rent) for children who have left foster care because they have attained 18 years of age, and who have not yet attained 21 years of age.

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

12. Administrative Costs: Identifies the amount of funds the state or tribe plans to utilize for administrative costs. No entry is needed. The amounts for title IV-B, subparts 1 and 2, and MCV will autofill from the entries on Part I.

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

13. 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.

14. 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.

15. 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.

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

17. Caseworker Retention, Recruitment & Training: Includes costs related to supporting monthly caseworker visits with children who are in foster care under the responsibility of the state, with an emphasis on improving caseworker decision making on the safety, permanency, and well-being of foster children and on activities designed to improve retention, recruitment, and training of caseworkers.

Total: No entry is needed. A formula has been entered to display the total amount of funds estimated for the year (equal to the sum of lines 1 through 17) for each grant.

18. Check Totals from Part I: No entry is needed. The requested amount for each grant from the CFS-101, Part I will autofill in the respective columns.

19. Difference: No entry is needed. The field displays the difference of line 19 (requested amount on Part I) minus line 18 (total of lines on Part II) for each grant. If there is a number other than \$0 on this line, this means that the planned breakout of how funds are to be spent is either greater or less than the total requested for that program. Reduce or increase the amounts within the column accordingly to assure that the difference is \$0 prior to submitting to the Children's Bureau.

20. Population Data: Mark the "Yes" response if the population data requested in columns I, J, K and L is included in the APSR/CFSP narrative. A "No" response indicates the data requested is not included in the APSR/CFSP narrative and is included in the column above on the CFS-101, Part II.

Estimated Expenditures:

Columns A-G. For each Federal program indicated in columns (A) through (G), enter the amount estimated to be expended for each service/activity. The amounts for any of the spending areas on the Part II for PSSF cannot exceed the amount of the request on the Part I. Note: Column (G) [Title IV-E] amounts generally are reportable only for the services and activities described in rows (7) through (17). As applicable and appropriate, states and tribes operating title IV-E waiver demonstrations should also indicate in column (G) the extent to which any title IV-E funding will be expended on child welfare services and activities described in rows (1) through (6). Unless approved to operate a title IV-E waiver demonstration, states and tribes may not normally spend title IV-E funds for these purposes.

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Note: Distribution of PSSF funds in column B on Part II autofills from the CFS-101, Part I. These formulas may be overwritten by entering in a different amount in the specific cell. This should only occur if some of the service/activity funds are being distributed to the training cells (B13, B14, and B16) or cell B17 for Caseworker Retention, Recruitment, and Training.

Reminders for Columns A-G:

- Hardcode all numbers entered (no formulas).
- Break all links and references to other worksheets or workbooks.
- Do not round to the \$ thousands or \$ millions.
- If there is an amount other than "\$0" in the "difference" row (line 20), the estimated expenditures in the service/activities must be adjusted.

Column H. State, Local, and Donated Funds: Enter the estimated amount of state, local, and donated funds to be expended, even if they are not used to match Federal funds.

The following information may be provided on the CFS-101 Part II or in the narrative of the CFSP/APSR. Please mark the appropriate Y/N response to Item 21, Population Data.

Columns I and J. Estimated Number to be Served: Estimate, as accurately as possible, the number of individuals and families to be served by service/activity with the total estimated funding indicated.

Column K. 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:

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

Column L. 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".

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

The CFS-101, Part III report captures information on the estimated and actual expenditures for the most recently closed grant award year. Federal funds for the programs identified above are awarded to states or tribes on a yearly basis, but may be spent over a two-year period ending on September 30 of the year following the fiscal year for which they were awarded. For the CFS-101 reports submitted with the FY 2019 APSR, the reporting year is the FY 2016 grant allocation which had an expenditure period from October 1, 2015 to September 30, 2017. Therefore, any fiscal year 2016 funds must have been obligated during that two-year period of time and subsequently reported on this form.

Important Note on Completing the CFS-101, Part III Form: This form has been designed to ensure compliance with Federal requirements to make electronic information posted on websites accessible to people with disabilities. The form includes cells in columns (A) through (H) that have been prepopulated with a dash (-). To report data in these columns, replace the dash (-) with the appropriate numeric dollar amount. A zero (0) entered will revert to a dash (-). Columns (I) through (L) have also been prepopulated with a dash (-). To report data for the cells in these columns, type over the dash (-) with the applicable information. If no information is being reported in a cell, the cell should not be changed in any way.

Reminders on completing the CFS-101, Part III:

- Hardcode all numbers entered (no formulas).
- Break all links and references to other worksheets or workbooks.
- Do not round to the \$ thousands or \$ millions.
- Most figures in the "estimate" column can be found in a previously approved CFS 101, Part I for the fiscal year being reported on.

- 1. Name of State or Indian Tribal Organization:** No entry is needed. This field automatically fills from the CFS-101, Part I entry. Verify the entry is correct.
- 2. EIN:** No entry is needed. This field automatically fills from the CFS-101, Part I. Verify the EIN is correct.
- 3. Address:** No entry is needed. This field automatically fills from the CFS-101, Part I. Verify the address provided is the one where grant award notices are to be sent.
- 4. Submission Type:** Indicate if this is a new or revised expenditure report. A submission is "NEW" until signed by the Children's Bureau Central Office Official.

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Columns A and B. Expenditure Information: Enter the amount of estimated (Column A) and actual (Column B) expenditures for each of the programs for the requested year.

5. Total title IV-B, subpart 1 funds: Enter the estimated and actual expenditures of title IV-B, subpart 1 Federal funds for the designated fiscal year for Child Welfare Services. The required 25% match should not be reflected on this form.

a) Enter the estimated and actual expenditures of title IV-B, subpart 1 funds for administration. Note that administrative costs may not exceed 10% of the title IV-B, subpart 1 total expenditures. A warning will display if the amount entered is greater than 10% of the requested/total expended amount. The amount reported in 5a is a subset of line 5.

6. Total title IV-B, subpart 2 (PSSF) funds: For TRIBES only: Tribes, if PSSF funding was received for the reporting year, an amount should be entered in line 6. (States do not complete line 6, but must complete lines 6a – 6f; please see below.)

Tribes are not required to provide the breakout for the use of funds, but may opt to complete lines 6a-6f, to identify planned expenditures by service category. Tribes should select the option of completing either a) line 6 only, or b) lines 6a-6f. Note that the ‘total’ lines, line 6 and 6g, are not connected in any way on the spreadsheet.

6a-6f. Breakout of title IV-B, subpart 2 (PSSF) funds: States must complete lines 6a–6f. Completion of lines 6a-6f is optional for tribes. The required 25% match should not be reflected on this form.

Note that these funds may be spent over a two-year period ending on September 30 of the federal fiscal year following the year for which they were awarded.

a) Enter the estimated and actual expenditures for Family Preservation Services for the designated reporting year.

b) Enter the estimated and actual expenditures for Family Support Services for the designated reporting year.

c) Enter the estimated and actual expenditures for Time-Limited Family Reunification Services for the designated fiscal year.

d) Enter the estimated and actual expenditures for Adoption Promotion and Support Services for the designated fiscal year.

e) Enter the estimated and actual expenditures for other service related activities (e.g. planning) for the designated fiscal year.

f) Enter the estimated and actual expenditures for administrative costs for the designated fiscal year. States’ administrative costs may not exceed 10% of the total Federal

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expenditures for title IV-B, subpart 2. (*This limitation does not apply to tribes.*) A warning will display if the amount entered is greater than 10% of the requested/total expended amount.

g) No entry is needed. This line will display the sum of lines 6a-6f. This is the total amount of state request/expenditures for title IV-B subpart 2, PSSF.

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

Enter the estimated and actual expenditures allotted for the designated fiscal year.

a) Enter the estimated and actual expenditures for Monthly Caseworker Visit funds allotted for the designated fiscal year (*States only*). Total administrative costs may not exceed 10% of the total expenditures for MCV. A warning will display if the amount entered is greater than 10% of the requested/total expended amount. The amount reported in 7a is a subset of line 7.

8. Chafee Foster Care Independence Program (CFCIP) funds: At state option, enter the estimated and actual expenditures of CFCIP funds for independent living activities allotted for the designated fiscal year. The required 20% match should not be reflected on this form.

a) Enter the estimated and actual expenditures of the state's or tribe's allotment for the designated fiscal year for room and board for eligible youth (not to exceed 30% of CFCIP funds). A warning will display if the amount entered is greater than 30% of the requested/total expended amount. The amount reported in 8a is a subset of line 8.

9. Education and Training Vouchers (ETV) Program: At state/tribe option, enter the estimated and actual expenditures of Education and Training Voucher funds allotted for the designated fiscal year. The required 20% match should not be reflected on this form.

Columns C-F. Population and Geographic Data: For each Federal program listed in rows 5-9, as applicable, indicate as accurately as possible, the number of individuals and the number of families served², the population served³, and the geographic area where services were provided⁴.

10. Certification: This report must be signed, dated and titled in the spaces provided. The signature and title of the official of the state agency or Indian tribal organization with authority to

² Report, as accurately as possible, the number of clients served per service/activity for the amount of funds expended. Indicate the number of individuals **and** the number of families served as labeled in the column.

³ Indicate the population that has received the designated services. This may include a range of vulnerable populations such as children at imminent risk of placement, all children in foster care, families with children returning home following placement, all eligible children, eligible children under 21 years, or eligible children requiring treatment, families with a child abuse or neglect investigation, children in contracted care, and/or families in crisis.

⁴Indicate the number **and** type of areas identified within the State where services are to be provided for each program. Areas may include specific regions, counties, cities, reservations, communities, census tracts, or neighborhoods.

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administer or supervise the administration of title IV-B, subparts 1 and 2 programs, CFCIP and ETV, and, for states only, MCV programs, must be included.

By signing this form the state/tribal official certifies that all figures provided on this form are accurate.

When finished, save the PDF file (and Excel workbook for states) named: “State/Tribe name FFY 19 CFS-101s” so that the name of the state or tribe submitting the file is clearly identified.

CFS-101, Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CFCIP, and ETV and Reallocation for Current Federal Fiscal Year Funding

For Federal Fiscal Year 2019: October 1, 2018 through September 30, 2019

1. Name of State or Indian Tribal Organization:		2. EIN		
3. Address: (insert mailing address for grant award notices in the two rows below)		4. Submission Type: (select one)		
		<input type="checkbox"/> NEW <input type="checkbox"/> REALLOTMENT <input type="checkbox"/> REVISION		
a) Email address for grant award notices:				
REQUEST FOR FUNDING for FFY 2019:				
Hardcode all numbers; no formulas or linked cells.				
5. Requested title IV-B Subpart 1, Child Welfare Services (CWS) funds:			\$0	
a) Total administrative costs (not to exceed 10% of the CWS request)		ok	\$0	
6. Requested title IV-B Subpart 2, Promoting Safe and Stable Families (PSSF) funds and estimated expenditures:		% of Total	\$0	
a) Family Preservation Services		#DIV/0!	\$0	
b) Family Support Services		#DIV/0!	\$0	
c) Time-Limited Family Reunification Services		#DIV/0!	\$0	
d) Adoption Promotion and Support Services		#DIV/0!	\$0	
e) Other Service Related Activities (e.g. planning)		#DIV/0!	\$0	
f) Administrative costs (APPLICABLE TO STATES ONLY: not to exceed 10% of the PSSF request)		#DIV/0!	\$0	
g) Total itemized request for title IV-B Subpart 2 funds: <i>NO ENTRY: Displays the sum of lines 6a-6f.</i>		#DIV/0!	\$0	
7. Requested Monthly Caseworker Visit (MCV) funds: (For STATES ONLY)			\$0	
a) Total administrative costs (FOR STATES ONLY: not to exceed 10% of MCV request)		ok	\$0	
8. Requested Child Abuse Prevention and Treatment Act (CAPTA) State Grant: (STATES ONLY)			\$0	
9. Requested Chafee Foster Care Independence Program (CFCIP) funds:			\$0	
a) Indicate the amount to be spent on room and board for eligible youth (not to exceed 30% of CFCIP request).		ok	\$0	
10. Requested Education and Training Voucher (ETV) funds:			\$0	
REALLOTMENT:				
<i>Complete this section for adjustments to current year (FFY 2018) awarded funding levels.</i>				
11. Identification of Surplus for Reallocation:				
a) Indicate the amount of the State's/Tribe's FFY18 allotment that will not be utilized for the following programs:				
CWS	PSSF	MCV (States only)	CFCIP Program	ETV Program
\$0	\$0	\$0	\$0	\$0
12. Request for additional funds in the current fiscal year, should they become available for re-allotment:				
CWS	PSSF	MCV (States only)	CFCIP Program	ETV Program
\$0	\$0	\$0	\$0	\$0
13. Certification by State Agency and/or Indian Tribal Organization:				
The State agency or Indian Tribal Organization submits the above estimates and request for funds under title IV-B, subpart 1 and/or 2, of the Social Security Act, CAPTA State Grant, CFCIP and ETV programs, and agrees that expenditures will be made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the Children's Bureau.				
<i>Signature of State/Tribal Agency Official</i>		<i>Signature of Federal Children's Bureau Official</i>		
<i>Title</i>		<i>Title</i>		
<i>Date</i>		<i>Date</i>		

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

Name of State or Indian Tribal Organization:

0 For FFY 2019: OCTOBER 1, 2018 TO SEPTEMBER 30, 2019

SERVICES/ACTIVITIES	(A) IV-B Subpart I- CWS	(B) IV-B Subpart II- PSSF	(C) IV-B Subpart II- MCV	(D) CAPTA	(E) CFCIP	(F) ETV	(G) TITLE IV-E *	(H) STATE, LOCAL & DONATED FUNDS	(I) Number Individuals To Be Served	(J) Number Families To Be Served	(K) Population To Be Served	(L) Geog. Area To Be Served
1.) PROTECTIVE SERVICES	\$ -			\$ -			\$ -	\$ -	-	-	-	-
2.) CRISIS INTERVENTION (FAMILY PRESERVATION)	\$ -	\$ -		\$ -			\$ -	\$ -	-	-	-	-
3.) PREVENTION & SUPPORT SERVICES (FAMILY SUPPORT)	\$ -	\$ -		\$ -			\$ -	\$ -	-	-	-	-
4.) TIME-LIMITED FAMILY REUNIFICATION SERVICES	\$ -	\$ -		\$ -			\$ -	\$ -	-	-	-	-
5.) ADOPTION PROMOTION AND SUPPORT SERVICES	\$ -	\$ -					\$ -	\$ -	-	-	-	-
6.) OTHER SERVICE RELATED ACTIVITIES (e.g. planning)	\$ -	\$ -					\$ -	\$ -	-	-	-	-
7.) FOSTER CARE MAINTENANCE:												
(a) FOSTER FAMILY & RELATIVE FOSTER CARE	\$ -						\$ -	\$ -	-	-	-	-
(b) GROUP/INST CARE	\$ -						\$ -	\$ -	-	-	-	-
8.) ADOPTION SUBSIDY PYMTS.	\$ -						\$ -	\$ -	-	-	-	-
9.) GUARDIANSHIP ASSISTANCE PAYMENTS	\$ -						\$ -	\$ -	-	-	-	-
10.) INDEPENDENT LIVING SERVICES	\$ -				\$ -		\$ -	\$ -	-	-	-	-
11.) EDUCATION AND TRAINING VOUCHERS	\$ -				\$ -	\$ -	\$ -	\$ -	-	-	-	-
12.) ADMINISTRATIVE COSTS	\$ -	\$ -	\$ -				\$ -	\$ -				
13.) FOSTER PARENT RECRUITMENT & TRAINING	\$ -	\$ -		\$ -			\$ -	\$ -				
14.) ADOPTIVE PARENT RECRUITMENT & TRAINING	\$ -	\$ -		\$ -			\$ -	\$ -				
15.) CHILD CARE RELATED TO EMPLOYMENT/TRAINING	\$ -						\$ -	\$ -	-	-	-	-
16.) STAFF & EXTERNAL PARTNERS TRAINING	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -				
17.) CASEWORKER RETENTION, RECRUITMENT & TRAINING	\$ -	\$ -	\$ -				\$ -	\$ -				
18.) TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				

19.) TOTALS FROM PART I	\$0	\$0	\$0	\$0	\$0	\$0	----	----	----	----	----	----
20.) Difference (Part I - Part II)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	----	----	----	----	----	----

(If there is an amount other than \$0.00 in Row 20, adjust amounts on either Part I or Part II. A red value means Part II exceeds request)

21.) Population data are included in the APSR/CFSP narrative, rather than above in columns I - L. YES NO

* Only states or tribes operating an approved title IV-E waiver demonstration may enter information for rows 1-6 in column (g), indicating planned use of title IV-E funds for these purposes.

CFS-101, PART III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence and Education And Training Voucher
For Federal Fiscal Year 2016 Grants: October 1, 2015 through September 30, 2017

Reporting

1. Name of State or Indian Tribal Organization: 0		2. EIN:	3. Address:			
4. Submission Type: (select one) <input type="checkbox"/> NEW <input type="checkbox"/> REVISION		0				
Description of Funds	(A) Estimated Expenditures for FFY 16 Grants	(B) Actual Expenditures for FFY 16 Grants	(C) Number Individuals served	(D) Number Families served	(E) Population served	(F) Geographic area served
5. Total title IV-B, subpart 1 (CWS) funds	\$ -	\$ -	-	-	-	-
a) Administrative Costs <i>(not to exceed 10% of CWS allotment)</i>	\$ -	\$ -				
6. Total title IV-B, subpart 2 (PSSF) funds Tribes enter amounts for Estimated and Actuals, or complete 6a-f.	\$ -	\$ -	-	-	-	-
a) Family Preservation Services	\$ -	\$ -				
b) Family Support Services	\$ -	\$ -				
c) Time-Limited Family Reunification Services	\$ -	\$ -				
d) Adoption Promotion and Support Services	\$ -	\$ -				
e) Other Service Related Activities (e.g. planning)	\$ -	\$ -				
f) Administrative Costs <i>(FOR STATES: not to exceed 10% of PSSF allotment)</i>	\$ -	\$ -				
g) Total title IV-B, subpart 2 funds NO ENTRY: This line displays the sum of lines a-f.	\$ -	\$ -				
7. Total Monthly Caseworker Visit funds (STATES ONLY)	\$ -	\$ -				
a) Administrative Costs <i>(not to exceed 10% of MCV allotment)</i>	\$ -	\$ -				
8. Total Chafee Foster Care Independence Program (CFCIP) funds	\$ -	\$ -				
a) Indicate the amount of allotment spent on room and board for eligible youth <i>(not to exceed 30% of CFCIP allotment)</i>	\$ -	\$ -	-	-	-	-
9. Total Education and Training Voucher (ETV) funds	\$ -	\$ -	-	-	-	-
10. Certification by State Agency or Indian Tribal Organization: The State agency or Indian Tribal Organization agrees that expenditures were made in accordance with the Child and Family Services Plan, which was jointly developed with, and approved by, the Children's Bureau.						
<i>Signature of State/Tribal Agency Official</i>			<i>Signature of Federal Children's Bureau Official</i>			
<i>Title</i>	<i>Date</i>	<i>Title</i>	<i>Title</i>		<i>Date</i>	

Attachment C

CERTIFICATION OF TRIBAL POPULATION UNDER AGE 21

The _____ (tribal name and state) finds that the Census Bureau's 2010 data on the population of children and youth under age 21 for tribes (published as Attachment B to Program Instruction [ACYF-CB-PI-15-10](#), issued on December 11, 2015) do not accurately reflect the actual number of children eligible for services under our tribe's title IV-B program. The correct number of tribal children under age 21 eligible for services under our tribe's title IV-B plan is _____.

1) This information includes: (check all that apply)

Children under age 21 **living on or near** the tribe's reservation or the title IV-B service area:

- who are enrolled members of the tribe, eligible for enrollment, or recognized as children for which the tribe is responsible, as determined by the tribe;
- Other American Indian or Alaska Native children under age 21 provided that these children will be eligible for services under the tribe's title IV-B program;

Children under age 21 **not living on or near** the tribe's reservation or the title IV-B service area:

- who are enrolled members of the tribe, eligible for enrollment, or recognized as children for which the tribe is responsible, as determined by the tribe, provided the tribe describes how the children would participate in the tribe's title IV-B program.

In the space below, please provide a brief description of how children who are not residing on or near the reservation or tribal lands will be served under the tribe's title IV-B plan. (Attach additional sheets if *necessary*.)

If the tribe's reservation, including trust lands, are located in more than one state, please list below each state in which the tribe's lands are located and the number of children included in the population count who reside in each of those states.

_____ State _____ # of Tribal children

_____ State _____ # of Tribal children

_____ State _____ # of Tribal children

We certify that all children included in our population count are eligible for services under our tribe's title IV-B plan.

We understand that information given above will be reviewed by ACF and that we may be required to submit additional supporting documentation as requested by ACF to substantiate this notification of change in population data.

We are submitting this information and certify that it is accurate and true to the best of our knowledge and belief.

This certification requires the signature and title of the tribal official with authority to administer or supervise the administration of title IV-B, subparts 1 and 2 programs and, if required by the tribe, the signature of a tribal enrollment official.

Tribal Enrollment Official

Date

Signature of Tribal Official

Title of Tribal Official

Date

Regional Program Managers – Children’s Bureau

1	<p>Region 1 - Boston Bob Cavanaugh bob.cavanaugh@acf.hhs.gov JFK Federal Building, Rm. 2000 15 Sudbury Street Boston, MA 02203 (617) 565-1020 States: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont</p>	6	<p>Region 6 - Dallas Janis Brown janis.brown@acf.hhs.gov 1301 Young Street, Suite 945 Dallas, TX 75202-5433 (214) 767-8466 States: Arkansas, Louisiana, New Mexico, Oklahoma, Texas</p>
2	<p>Region 2 - New York City Alfonso Nicholas alfonso.nicholas@acf.hhs.gov 26 Federal Plaza, Rm. 4114 New York, NY 10278 (212) 264-2890, x 145 States and Territories: New Jersey, New York, Puerto Rico, Virgin Islands</p>	7	<p>Region 7 - Kansas City Deborah Smith deborah.smith@acf.hhs.gov Federal Office Building, Rm. 349 601 E 12th Street Kansas City, MO 64106 (816) 426-2262 States: Iowa, Kansas, Missouri, Nebraska</p>
3	<p>Region 3 - Philadelphia Lisa Pearson lisa.pearson@acf.hhs.gov 150 S. Independence Mall West - Suite 864 Philadelphia, PA 19106-3499 (215) 861-4030 States: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia</p>	8	<p>Region 8 - Denver Marilyn Kennerson marilyn.kennerson@acf.hhs.gov 1961 Stout Street, 8th Floor Byron Rogers Federal Building Denver, CO 80294-3538 (303) 844-1163 States: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming</p>
4	<p>Region 4 - Atlanta Shalonda Cawthon shalonda.cawthon@acf.hhs.gov 61 Forsyth Street SW, Ste. 4M60 Atlanta, GA 30303-8909 (404) 562-2242 States: Alabama, Mississippi, Florida, North Carolina, Georgia, South Carolina, Kentucky, Tennessee</p>	9	<p>Region 9 - San Francisco Debra Samples debra.samples@acf.hhs.gov 90 7th Street - Ste 9-300 San Francisco, CA 94103 (415) 437-8626 States and Territories: Arizona, California, Hawaii, Nevada, Outer Pacific—American Samoa Commonwealth of the Northern Marianas, Federated States of Micronesia (Chuuk, Pohnpei, Yap) Guam, Marshall Islands, Palau</p>
5	<p>Region 5 - Chicago Kendall Darling kendall.darling@acf.hhs.gov 233 N. Michigan Avenue, Suite 400 Chicago, IL 60601 (312) 353-9672 States: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin</p>	10	<p>Region 10 - Seattle Tina Naugler tina.naugler@acf.hhs.gov 701 Fifth Avenue, Suite 1600, MS-73 Seattle, WA 98104 (206) 615-3657 States: Alaska, Idaho, Oregon, Washington</p>

Attachment E

Annual Reporting of Education and Training Vouchers Awarded

Name of State/ Tribe:

School Year	Total ETVs Awarded	Number of New ETVs
<u>Final Number:</u> 2016-2017 School Year (July 1, 2016 to June 30, 2017)		
2017-2018 School Year* (July 1, 2017 to June 30, 2018)		

Comments:

*in some cases this might be an estimated number since the APSR is due on June 30, the last day of the school year.