

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
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	<b>3. Originating Office:</b> Children’s Bureau	
	<b>4. Key Words:</b> Indian Tribes, Title IV-B Child and Family Services Plan, Annual Progress and Services Report, Chafee Foster Care Program for Successful Transition to Adulthood, Education and Training Vouchers Program	

**PROGRAM INSTRUCTION**

**TO:** Indian Tribes, Indian Tribal Organizations and Indian Tribal Consortia Administering or Supervising the Administration of Title IV-B, subparts 1 and 2, and Title IV-E of the Social Security Act (the Act); and Tribal Independent Living and Education and Training Voucher Coordinators.

**SUBJECT:** June 30, 2019<sup>1</sup> submission of: (1) the Child and Family Services Plan (CFSP) Final Report for fiscal years (FYs) 2015-2019; (2) the CFSP for FYs 2020-2024 for the Stephanie Tubbs Jones Child Welfare Services (CWS), the Promoting Safe and Stable Families (PSSF); and the Chafee Foster Care Program for Successful Transition to Adulthood (Chafee) and the Education and Training Vouchers (ETV) Program; and (3) the CFS-101, Part I, Annual Budget Request, Part II, Annual Summary of Child and Family Services, and Part III, Annual Expenditure Report- Title IV-B, subparts 1 and 2, Chafee, and ETV.

**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 (ICWA) of 1978 (P.L. 95-608); 45 CFR Parts 1355 and 1357; the Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351); the Family First Prevention Services Act within Division E, Title VII of the Bipartisan Budget Act of 2018 (P.L. 115-123); and the Consolidated Appropriations Act of 2018.

**PURPOSE:** This Program Instruction (PI) provides guidance to Indian Tribes, Indian Tribal Organizations and Indian Tribal Consortia (hereafter “tribes,” unless otherwise noted) on

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<sup>1</sup>The Children’s Bureau strongly encourages tribes to submit their new CFSP, final report and CFS-101 forms before the statutory and regulatory deadline of June 30. However, because June 30, 2019 falls on a Sunday, the Children’s Bureau will accept submissions received on Monday, July 1, 2019 as timely for this year only.

actions they are required to take to receive their allotments for Federal Fiscal Year (FY)<sup>2</sup> 2020 (subject to the availability of appropriations) authorized under title IV-B, subparts 1 and 2, and Chafee and ETV programs.

This PI summarizes the actions required to complete and submit the (1) Final Report for FYs 2015-2019; (2) the new CFSP for FYs 2020- 2024; and (3) the CFS-101, Parts I, II, and III.

ACYF-CB-PI-19-02 addresses requirement for states, territories and the insular areas applying for funding under these programs.

Tribes are encouraged to read the PI in its entirety to understand where items are expected to be reported and how the information should be organized and submitted (please see section I for more information).

### **INFORMATION: Organization of the Program Instruction**

- Section A. Reshaping Child Welfare in the United States to Focus on Strengthening Families Through Primary Prevention of Child Maltreatment
- Section B. Overview of the Child and Family Services Plan and Final Report
- Section C. Instructions for Final Report for FYs 2015 - 2019
- Section D. Preparing to Develop the CFSP for FYs 2020 - 2024
- Section E. Instructions for the CFSP for FYs 2020-2024 for all Tribes applying for title IV-B funding
- Section F. Additional CFSP Requirements for Tribes Applying for Chafee and/or ETV funding
- Section G. Additional CFSP Requirements for Tribal Title IV-E Agencies
  - Training Plan
  - Report on Use of FY 2018 Kinship Navigator funding
  - Adoption Savings
- Section H. Financial Information
- Section I. Submittals
- Attachments

### **Section A. Reshaping Child Welfare in the United States to Focus on Strengthening Families Through Primary Prevention of Child Maltreatment**

Over the last two years, the Children’s Bureau has presented a new vision for child welfare in the United States and made a call to action to the child welfare field to implement primary prevention strategies as a critical intervention to strengthen families and prevent child maltreatment and the unnecessary removal of children from their homes.<sup>3</sup> Child protection will always be paramount and will always be needed, but the system can and should be designed to protect children by keeping families safe, healthy, and together whenever possible before remedial efforts become necessary. Coordinated and robust primary prevention efforts are critically important to strengthen families and prevent the initial occurrence of and ongoing

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<sup>2</sup>Unless otherwise noted, “FY” refers to federal fiscal year (October 1 – September 30).

<sup>3</sup> See, for instance, Information Memorandum [ACYF-CB-IM-18-05](#).

maltreatment, prevent unnecessary family disruption, reduce family and child trauma, and build a well-functioning child welfare system. In conversations with child welfare leaders, court partners, families and youth, it is clear that the call to action towards a robust prevention system must be our nation's next step towards the protection of children and strengthening families.

In order to realize the vision of a child welfare system that focuses on primary prevention to strengthen families and the prevention of child maltreatment, the Children's Bureau has identified the following aspects of child welfare as important areas to address nationwide:

- **Child Welfare Practice that Supports the Well-Being of Children and Families**

At the core of child welfare's work is the establishment of practice that supports the positioning of the well-being of children and families as central to the role of the child welfare system. We know that trauma related to abuse and neglect and the removal of children from their families has long-term consequences for children and families. Creating a system that sees the prevention of child abuse and neglect as the goal of child welfare changes the current system toward working with families sooner through upfront prevention efforts.

- **Community-Based, Collaborative Programs that Support Families**

Effective primary prevention services must be located in communities where families live, where they are easily accessible, and culturally responsive. Child welfare agencies must partner with community-based providers for effective and efficient prevention strategies. These partnerships offer the opportunity to understand the unique strengths and needs of the communities and to develop approaches that are effective in reaching families facing a range of challenges.

- **Foster Care as a Support to Families, Not a Substitute for Parents**

While the movement towards primary prevention has the potential to reduce dramatically the number of children for whom foster care is needed, we will always need a system that can provide a temporary safe-haven for a limited number of children and youth. Under a prevention-based child welfare system, the need for foster care is used only as a last resort after all efforts have been exhausted to maintain the children within their own home.

With a smaller system of foster care, we can focus on empowering foster family homes to provide a support to families in a time of need or crisis. Children and youth can remain in their home communities, siblings can remain together, and critical child-parent bonds can be maintained. Foster parents must be a resource and allow families to remain actively involved in the lives of their children while out of their home. In tribal communities, Elders and family members can also be an important sources of support to children in foster care and their parents.

- **A Strong, Healthy Child Welfare Workforce to Achieve Better Outcomes**

All elements of the call to action rely on a highly-trained workforce capable of implementing the goal of strengthening families through primary prevention. Learning to work with families and youth to identify strengths and protective factors is essential and

must be supported by agency leadership and culture. Most child welfare professionals choose to work in the field because they care deeply about the children and families who live in their communities. Unfortunately, a lack of training, resources, and support coupled with high caseloads forces many child welfare professionals to leave the field. High turnover is associated with the inability of families and youth to receive critical services, make progress in court, and limits the ability of families and youth to build trusting relationships.

In thinking about the child welfare workforce, it is also important to think beyond those employed by the agency. For instance, court personnel and community providers play a critical role in child welfare. Engaging, training, and supporting the full range of professionals involved in child welfare creates a greater sense of ownership over the outcomes experienced by children and families.

#### *A Note to Tribes on the Implications for the Child and Family Services Plan (CFSP)*

We recognize that tribes have long embraced a vision for child welfare that focuses on strengthening families and native communities and that seeks to avoid the unnecessary removal of children from home. The Children's Bureau hopes that by laying out our vision for child welfare, we can help support tribes in healing and strengthening Native American communities, families and children. The development of the CFSP provides an opportunity for each tribe to articulate a vision for its child welfare service program that is reflective of the tribe's culture and values.

### **Section B. Overview of the Child and Family Services Plan and Final Report**

#### CFSP

Tribes are required to develop a CFSP, a five-year strategic plan that sets forth the vision and the goals to be accomplished to strengthen the tribe's overall child welfare system (section 432(a)(2) of the Act). A primary purpose of the CFSP is to facilitate tribes' integration of the programs that serve children and families, including:

- The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
- The Promoting Safe and Stable Families Program (title IV-B, subpart 2);
- The Chafee Foster Care Program for Successful Transition to Adulthood (Chafee Program)
- The Education Training Voucher Program (ETV Program).

The CFSP consolidates plans for these programs to help tribes comprehensively integrate the full array of child welfare services, from prevention and protection through permanency (45 CFR 1357.15(a)). By integrating into one five-year strategic plan all of the separate plan requirements for the title IV-B, Chafee and ETV programs, the CFSP provides tribes the opportunity to view their child welfare systems and federal funding sources holistically. In this way, tribes can effectively and collaboratively develop strategies to strengthen their overall child welfare system.

After submission of the five-year CFSP, tribes are required to submit annual updates, called the Annual Progress and Services Report (APSR). The APSR provides an update on the progress made toward accomplishing the goals and objectives in the CFSP (section 432(a)(2)(C)(i) of the Act) and is due each year on June 30.

Since the CFSP process began in 1994, there have been five complete five-year cycles (FYs 1995 - 1999, FYs 2000 - 2004, FYs 2005 - 2009, FYs 2010 - 2014, and FYs 2015-2019). The next CFSP is due June 30, 2019 for FYs 2020 – 2024 (see section D for more information).

### Final Report

The Final Report provides the final update on accomplishing the goals and objectives of the last CFSP. A final report is due for the 2015- 2019 CFSP on June 30, 2019 (see section C for more information). Completion of the Final Report satisfies the federal regulations at 45 CFR 1357.16 by providing updates on a tribe’s annual progress since the last APSR update and a final report for the 2015-2019 CFSP.

The Final Report allows tribes to re-assess and determine what goals and objectives have been accomplished and use the information as the foundation for planning the tribe’s goals and objectives for the next five-year plan (CFSP for FYs 2020- 2024).

While the review of accomplishments in the Final Report for FYs 2015- 2019 and establishment of new goals and objectives in the CFSP for FYs 2020 -2024 are interwoven, we ask tribes to submit two separate documents: the Final Report for FYs 2015-2019 and the CFSP FYs for 2020- 2024. Tribes may summarize information where appropriate and refer to other documents as needed, rather than repeating information.

Please note that federal regulations at 45 CFR 1357 outline requirements for the CFSP, APSR and Final Report. These regulations refer to numerous requirements, dates and timelines that have since passed or been superseded by statutory changes.<sup>4</sup> However, the elements of the CFSP, APSR and Final Report required in statute and regulation continue to be applicable.

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<sup>4</sup> Sections of 45 CFR 1357 or other references that are obsolete or superseded by statute: dates and timelines in §1357.15(a)(4), (b)(2), (b)(3), (b)(5), (b)(7), (k)(1), 1357.16(a)(7), (b)(4), (c), (e) and (f); §1357.10(c); §1357.15(a)(2)(ii), (c)(3), (c)(4), (l)(3)(viii), (n)(3)(iv), (q), and (s); §1357.25; §1357.30(e)(2), (e)(3), and (g); §1357.32(f); §1357.16(b); §1350.50(a), (b), (c), and (d); and any reference to section 423 of the Act. In addition, consistent with section 432(b)(2) of the Act, HHS has exercised its authority to exempt tribes from requirements in section 432(a)(4) of the Act requiring states to assure that not more than 10 percent of expenditures under title IV-B, subpart 2 (Promoting Safe and Stable Families) will be used for administrative costs and that significant portions of expenditures under title IV-B, subpart 2 will be used for each of the four service categories of community-based family support services, family preservation services, family reunification services and adoption promotion and support services.

*Additional Resources:* In order to assist tribes in completing the items required under the Final Report for FYs 2015-2019 and the CFSP for FYs 2020-2024, CB, in cooperation the Capacity Building Center for Tribes and the Child Welfare Information Gateway has compiled a list of resources. The list of the resources can be found at this at:

<https://www.tribalinformationexchange.org/files/products/recommendedresourcestribalcfsp.pdf>

A similar compilation was done for states. Tribes may also want to review this list for any potential resources that may be of interest to them. The listing can be found at

<https://www.childwelfare.gov/topics/management/reform/cfsp/>.

### **Section C. Instructions for Final Report for the CFSP for Fiscal Years 2015-2019**

Each tribe that received funding under title IV-B, subpart 1; title IV-B, subpart 2; Chafee and/or ETV programs for any of the fiscal years 2015-2019 must conduct a final review of the progress made toward accomplishing the goals and objectives in the CFSP. When conducting the final review, the tribe must involve the agencies, organizations and individuals that are a part of the ongoing CFSP-related consultation and coordination process. The final reports may be submitted in the format of the tribe's choice. Tribes who have used the optional template in prior years may use that same template for the final report. Enter the information on the template in each section on the line labelled "APSR – 2019."

The Final Report must address the following:

#### Goals and Objectives

- For each goal and objective in the CFSP for FYs 2015-2019, provide a final update on the specific accomplishment and progress achieved to improve outcomes for children and families, and to provide a more comprehensive, coordinated and effective child and family services continuum.
- Incorporate an analysis of how performance has changed, referencing baseline data and other information gathered through annual reviews.
- Describe any barriers or unexpected events that may have had an impact on the accomplishment of the CFSP plan's goals and objectives.

#### Service Description

- Briefly describe the services provided during FYs 2015 - 2019 under each of the grant programs (listed below) for which the tribe received funding:
  - The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
  - Promoting Safe and Stable Families Program (title IV-B, subpart 2);
  - Chafee Foster Care Program for Successful Transition to Adulthood; and
  - Chafee Education Training Voucher Program.

- Tribes that received title IV-B, subpart 1 funds must also address the following:

*Services for Children Under the Age of Five (section 422(b)(18) of the Act):* The Family First Prevention Services Act (FFPSA) amended the title IV-B plan requirement relating to services for children under the age of five. Previously the law required tribes to describe the activities undertaken to reduce the length of time that young children under age five are in foster care without a permanent family and the activities to address the developmental needs of children under five who are in foster care. As amended, the provision expands the requirement to address the services and activities being provided to address the developmental needs of all vulnerable children under age five, including children in foster care, as well as those being served in-home or in a community-based setting. The amendment became effective on February 9, 2018.

In the Final Report, provide an update on the activities the tribe has undertaken alone or in cooperation with the state agency over the past five years to reduce the length of time young children under the age of five are in foster care without a permanent family. Also describe the activities the tribe undertook in the past year to address the developmental needs of all vulnerable children under five years of age.

- Tribes that received title IV-B, subpart 2 funds must also address the following:

*Populations at Greatest Risk of Maltreatment (section 432(a)(10) of the Act)*

In the 2015-2019 CFSP, tribes were required to identify and describe which populations are at the greatest risk of maltreatment, how the tribe identifies these populations and how services would be targeted to those populations. In the Final Report, provide a final update on the tribe's efforts to identify these populations and how services were targeted to those populations.

#### *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 subsequent APSRs. Federal law and regulations separately identify several key child welfare issues about which each state must consult and coordinate with tribes, including the description of state compliance with the Indian Child Welfare Act (ICWA) required by section 422(b)(9) of the Act.

- Provide a final update regarding the consultation between the state and the tribe with respect to the description of state compliance with ICWA. Describe any concerns with respect to ICWA consultation and any recommendations for addressing these concerns. Describe the accomplishments achieved since submission of the CFSP FYs 2015- 2019.

## Section D. Preparing to Develop the CFSP for FYs 2020 - 2024

The CFSP for FYs 2020-2024 continues tribes' opportunity to develop and implement a system of coordinated, integrated, culturally relevant, and family-focused services that reflect the **service principles** found in federal regulations at 45 CFR 1355.25:

- *The safety and well-being of children and of all family members is paramount. When safety can be assured, strengthening and preserving families is seen as the best way to promote the healthy development of children. One important way to keep children safe is to stop violence in the family including violence against their mothers.*
- *Services are focused on the family as a whole; service providers work with families as partners in identifying and meeting individual and family needs; family strengths are identified, enhanced, respected, and mobilized to help families solve the problems which compromise their functioning and well-being.*
- *Services promote the healthy development of children and youth, promote permanency for all children and help prepare youth emancipating from the foster care system for self-sufficiency and independent living.*
- *Services may focus on prevention, protection, or other short or long-term interventions to meet the needs of the family and the best interests and need of the individual(s) who may be placed in out-of-home care.*
- *Services are timely, flexible, coordinated, and accessible to families and individuals, principally delivered in the home or the community, and are delivered in a manner that is respectful of and builds on the strengths of the community and cultural groups.*
- *Services are organized as a continuum, designed to achieve measurable outcomes, and are linked to a wide variety of supports and services which can be crucial to meeting families' and children's needs, for example, housing, substance abuse treatment, mental health, health, education, job training, child care, and informal support networks.*
- *Most child and family services are community-based, involve community organizations, parents and residents in their design and delivery, and are accountable to the community and the client's needs.*
- *Services are intensive enough and of sufficient duration to keep children safe and meet family needs. The actual level of intensity and length of time needed to ensure safety and assist the family may vary greatly between preventive (family support) and crisis intervention services (family preservation), based on the changing needs of children and families at various times in their lives. A family or an individual does not need to be in crisis in order to receive services.*

*Programs Addressed in the CFSP*

The CFSP must include information for each of the programs for which the tribe is applying. The programs, tribal eligibility criteria and program purposes are briefly described below:

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

Tribal Eligibility: All federally recognized tribes may apply for funding.

Program Purpose: 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)**

Tribal Eligibility: All federally recognized tribes may apply for funding, but must qualify for an allotment of at least \$10,000 to receive a grant. (The amount of funding each tribe receives is based on the tribe's child population count. See section E for more information.) The CB encourages tribes to consult with their regional office if they are unsure whether they may qualify for funding of at least \$10,000.

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

1. Family Preservation;
2. Family Support<sup>5</sup>;
3. Family Reunification<sup>6</sup>; and
4. Adoption Promotion and Support Services;

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<sup>5</sup> FFPSA revised the definition of "family support services" at section 431(a)(2)(B)(iii) of the Act to include community-based services "to support and retain foster families so they can provide quality family-based settings for children in foster care." This provision was effective on February 9, 2018. Please see [ACYF-CB-PI-18-06](#).

<sup>6</sup> FFPSA revised and renamed the definition of "family reunification services" (formerly "time-limited family reunification services") at section 431(a)(7)(A) effective October 1, 2018. The change in definition removes the previous time limit for providing reunification services to the family of a child in foster care, and allows reunification services to be provided for a period of up to 15 months once the child is returned home. Please see [ACYF-CB-PI-18-06](#).

- **The Chafee Foster Care Program for Successful Transition to Adulthood (Chafee Program) and the Education and Training Vouchers (ETV) Program<sup>7</sup>**

Tribal Eligibility: Tribes who have a tribe-state agreement for receipt of title IV-E funding and tribes approved to directly operate the title IV-E program are eligible to apply to receive Chafee and/or ETV funding directly.

Program Purpose: Funds under the Chafee program are used to help eligible youth in or formerly in foster care make a successful transition from foster care to self-sufficiency in adulthood by providing a variety of services such as educational assistance, career exploration, vocational training, life skills training, substance abuse prevention, preventive health activities, and opportunities to engage in age or developmentally-appropriate activities.

The ETV program provides funds for vouchers to students to help them pay for postsecondary education and training. Additional information on program requirements and the use of funds under these programs is discussed in Section F of this PI.

*Steps to Support Development of the CFSP:*

In preparing to develop the new CFSP, tribes should begin by assembling key stakeholders to conduct a review of or the development of a **vision** for the tribe's child and family services program, and a **self-assessment** of the tribe's current capacity to serve children and families. The tribe is also required to engage in joint planning with the CB's Regional Office (RO) when developing the CFSP. Section E of this PI on CFSP requirements also provides information on setting goals, objectives, and measuring progress as well as suggestions and definitions that may be useful in support of this work.

*Visioning:* Visioning means the ability to "see" exactly where one wants to go and why one needs to get there. Visioning enables an agency to review the potential effect of current and projected forces/issues, define and assess core competencies and values, develop desired future scenarios and begin to plot a strategy for achieving its vision for the future.

Visions and goal setting are important aspects of the CFSP. Tribes should revisit and, if appropriate, revise their past written vision statements to ensure that they remain valid, practical and timely and that they continue to move the tribe's child welfare systems forward toward positive outcomes for tribal children and their families.

*Assessment:* An assessment is a product developed by gathering, analyzing, and synthesizing information to identify areas of strength and areas of concern.

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<sup>7</sup> FFPSA amended section 477 of the Act by changing the name of the John H. Chafee Foster Care Independence Program (CFCIP) to the John H. Chafee Foster Care Program for Successful Transitions to Adulthood (the Chafee program).

A basic assessment involves three steps:

1. Gather information on agency operations and performance, including data reports from internal or external sources. As examples, tribes may wish to compile information on issues such as rates of child abuse and neglect for tribal children, the number of tribal children in foster care, the number of foster homes available on or near the reservation or tribal community, information on lengths of stay in foster care, as well as information on service availability and utilization. In addition to child welfare data and service information, tribes may wish to review reports from other agencies and service providers serving tribal children and families, (e.g. programs addressing child abuse prevention, substance abuse, domestic violence, behavioral health, schools, developmental disabilities, etc.). Tribes may want to expand upon available information with newer information, as needed (i.e. conduct surveys or convene focus groups, gain feedback from community meetings and forums, etc.).
2. Synthesize and analyze the information (i.e. prepare charts and graphs, write narrative summaries of numerical data, convene broader planning groups in order to determine agency strengths and weaknesses based on the information gathered). Section 45 CFR 1357.16(a) and section 432(a)(2)(C)(ii) of the Act require the tribe to analyze its progress toward accomplishing the goals and objectives of the previous 5-year plan and to submit a final report along with the new CFSP (see section C for more information). This process will also help the Tribes to examine their previous goals and utilize that knowledge when determining the goals of the next 5-year plan.
3. Draw conclusions and consider what steps the agency can take to improve performance in key areas.

*Joint planning:* Joint planning means an ongoing partnership process between the Administration for Children and Families (ACF)/CB and a tribe in the development, review, analysis, and refinement and/revision of the tribe's CFSP. Joint planning involves discussions, consultation, and negotiation between the CB Regional Office staff and the tribe in all areas of CFSP creation such as, but not limited to, identifying the service needs of children, youth and families; selecting the unmet service needs that will be addressed; developing goals and objectives that will result in improving outcomes for children and families; developing a plan to meet the federal financial matching requirements; and establishing a more comprehensive, coordinated and effective child and family services delivery system. The expectation of joint planning is that both ACF/CB and the tribe will reach agreement on substantive and procedural matters related to the CFSP (See 45 CFR 1357.10 – Definitions.)

*Consultation/Coordination:* The CFSP requires consultation and coordination in a number of areas. As already mentioned, it must be jointly developed between the CB Regional Office and the tribal agency. The tribal agency must also consult with appropriate public and nonprofit private agencies and community-based organizations, including representatives of other federal or federally assisted child and family services or related programs such as those funded or provided by the Bureau of Indian Affairs. It is important to remember that joint planning consultation and coordination are part of an ongoing process to inform decisions about the use of federal funds and the delivery of child and family services, not activities to be engaged in only when CFSPs are due.

As detailed later in this PI, there are a number of specific provisions in law requiring states to consult with tribes relating to the delivery of child welfare services and there are also numerous opportunities for tribes and states to collaborate when planning for children and families.

### **Section E: Instructions for the CFSP for FYs 2020-2024:**

This and the following sections of this Program Instruction provide instructions to tribes about the information that must be included in the CFSP. Section E lays out the CFSP requirements applicable to all tribes applying for funding under one or both title IV-B programs. Section F provides additional instructions for tribes applying for Chafee and/or ETV funding directly. Section G provides additional instructions for tribes that are approved to directly operate the title IV-E foster care, adoption assistance and, if applicable, guardianship assistance programs.

#### **Optional CFSP/APSR Template:**

To assist tribes in the development of the CFSP, CB prepared a template for tribes to use for the last five-year cycle (see ACYF-CB-PI-14-04 Attachment H). Although the use of the template was optional, a number of tribes developed their CFSP and reported on their annual updates for the APSR using the template. Each requirement has the fiscal year listed below it for the tribe to update or describe any changes to what was previously submitted. Tribes reported that it was helpful as the entire CFSP/APSR plan and updates were all in one document. CB is again providing a template (see Attachment H of this PI) for tribes who may wish to use it for the next five-year cycle. Information for the new CFSP should be entered on the template on the line below each requirement labeled “CFSP—FY 2020.”

All Tribes applying for funding under one or both title IV-B subpart 1 and/or subpart 2 programs must address the following:

#### **Tribal agency administering the programs (45 CFR 1357.15(f)(1) and (2))**

- Identify the tribal agency that will administer the title IV-B (and, if applicable, Chafee and ETV) programs under the plan. The same agency is required to administer or supervise the administration of all programs under titles IV-B and IV-E of the Act.

- Describe the organization and function of the office or organizational unit responsible for operation and administration of the CFSP.
- Provide an organizational chart and a description of how that office relates to tribal and other offices operating or administering service programs within the tribal service area.

**Vision Statement** (45 CFR 1357.15(g)): Provide a vision statement that articulates the tribe’s philosophy in providing child and family services and developing or improving a coordinated service-delivery system. The vision should reflect the service principles cited above, which appear in federal regulations at 45 CFR 1355.25.

In developing the vision statement, CB strongly encourages tribes, in collaboration with stakeholders, to consider incorporating a focus on strengthening families through primary prevention. The CB believes reaching children and families sooner through prevention is the key to avoiding unnecessary trauma, disrupting intergenerational cycles of maltreatment, and achieving better outcomes for children and families.

**Goals** (45 CFR 1357.15(h)): Specify the goals that will be accomplished during and by the end of the five-year period of the plan. Express the goals in terms of improved outcomes for the safety, permanency and well-being of children and families, and a more comprehensive, coordinated, and effective child and family service delivery system. The CB encourages tribes to identify several broad goals that address priority concerns and focus on a few significant areas of improvement to be addressed during the five-year period. The CB also encourages tribes to include a goal focused on primary prevention of child abuse and neglect.

*(Additional information: “Goals” are generally broad, positive statements, expressed in terms of improved outcomes that identify the population or group that will benefit. For example, a goal might be stated as, “Strengthen families by providing early prevention and family preservation services.”)*

**Objectives** (45 CFR 1357.15(i)): Identify realistic, specific, quantifiable and measurable objectives that will be carried out to achieve each goal. Each objective should focus on outcomes for children, youth and/or families or on elements of service delivery (such as quality) that are linked to outcomes in important ways. Each objective should include both interim benchmarks and a long-term timetable, as appropriate, for achieving the objective. The CFSP must include objectives to make progress in reaching additional children in need of services, expanding and strengthening the range of existing services, and developing new types of services.

*(Additional information: “Objectives” may be thought of as the strategies or initiatives that will help achieve the goal, while “benchmarks” represent key implementation milestones. For examples of objectives for the goal of strengthening families by providing early prevention and family preservation services might be “increase the number of referrals of youth and their families to family support services” and “implement home-based services to families.” Benchmarks might include hiring staff, completing training, developing referral procedures, implementing assessment tools or other concrete action steps.)*

**Measures of progress** (45 CFR 1357.15(j)): Describe how the tribe will measure the results, accomplishments, and annual progress toward meeting the goals and objectives. Specify the processes and procedures the tribe will use to assure use of valid and reliable data and information. The data and information must be capable of determining whether or not the interim benchmarks and multi-year timetable for accomplishing CFSP goals and objectives are being met.

*(Additional information: In order to know whether the tribe is being successful in achieving its goals and objectives, it is important to identify sources of data that can be used to measure progress. This type of information may come from data that is collected by the tribe, by the state or could be information gathered through surveys or other approaches. Whatever measures the tribe identifies, it is important to establish procedures upfront to assure that data will be available on a timely and ongoing basis.)*

**Consultation and Service Coordination** (45 CFR 1357.15(l) and (m)):

- Describe the consultation process the tribe uses to obtain the active involvement of the offices responsible for providing child and family services within the tribe's area of jurisdiction. The consultation process must include all the appropriate offices or agencies responsible for child and family services (including child protective services, in-homes services, foster care, guardianship, adoption and independent living services) in the tribe's service area.
- Discuss how the tribe has involved the tribal and/or state courts and court improvement programs in the CFSP plan development.
- Discuss how the tribe has engaged families and youth, the state child welfare agency and other state or tribal partners involved in serving children and families in the development and implementation of the CFSP for FYs 2020-2024.
- Describe how services under the plan will be coordinated over the five-year period with services or benefits under other federal or federally-assisted child and family services or programs serving the same populations to achieve the goals and objectives in the plan. Examples of programs with which to consult and coordinate include: Temporary Assistance for Needy Families (TANF), Medicaid, Child Care, Head Start, Supplemental Nutrition Assistance Program (SNAP), and the Bureau of Indian Affairs programs; private agencies providing services to children and families, and community-based public and private providers for programs such as substance abuse treatment domestic violence, behavioral health, schools, developmental disability, etc.

**Service Description** (45 CFR 1357.15(n)):

*For tribes applying for title IV-B-, subpart 1:*

- Describe the services the tribe plans to provide under title IV-B, subpart 1.

- Provide the estimated expenditures for all described services on the CFS-101 (see Attachment B).
- Present information on the estimated number of individuals and families to be served; the population to be served; and the geographic areas where the services will be available for each described service. This information may be recorded on the CFS-101 part II or in the narrative portion of the plan.
- Describe the tribe's standards for the content and frequency of caseworker visits for children who are in foster care under the responsibility of the tribe, which, at a minimum, ensure that the children are visited on a monthly basis and that caseworker visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the safety, permanency and well-being of the children. If the tribe does not operate a foster care program, this provision is not applicable; please simply note that the tribe does not operate a foster care program (Section 422(b)(17) of the Act).
- Describe the activities the tribe plans to undertake over the next five years to reduce the length of time young children under the age of five are in foster care without a permanent family, and to address the developmental needs of all vulnerable children under five years of age. For tribes that do not directly operate a foster care program and whose children are served by the state agency, describe the role of the tribe in working with the state to address these requirements relating to meeting the developmental needs of young children both in foster care and in the community (section 422(b)(18) of the Act).

*For tribes applying to receive funding under title IV-B, subpart 2:*

- Describe the services the tribe plans to provide under each category of title IV-B, subpart 2: family preservation; family support; family reunification; and adoption promotion and support services.
- Describe how the tribe identifies which populations are at the greatest risk of maltreatment and how the tribe targets services to the populations at greatest risk of maltreatment (section 432(a)(10) of the Act).
- Provide the estimated expenditures for all described services on the CFS-101.
- Present information on the estimated number of individuals and families to be served; the population to be served; and the geographic areas where the services will be available for each described service. This information may be recorded on the CFS-101 part II or in the narrative portion of the plan.

**Program Support** (For tribes applying to receive funding under title IV-B, subparts 1 and/or 2)

- Discuss the tribe's child welfare services staff development and training plans in support of the goals and objectives of the CFSP which addresses the title IV-B programs covered by the plan.
- Describe any planned activities for developing, implementing or improving the tribe's child and family services program's research and evaluation activities, management information system or quality assurances system.
- Discuss any technical assistance or capacity building needs that the tribe anticipates requesting from CB's Child Welfare Capacity Building Collaborative in support of the tribes' CFSP goals and objectives. Information about the Collaborative can be found at this link: <https://capacity.childwelfare.gov/>.

**Consultation Between States and Tribes:**

Federal law and regulations require consultation between states and tribes on several key child welfare issues, including describing state compliance with the Indian Child Welfare Act (ICWA); the arrangements for providing services in relation to permanency planning for tribal children, whether under the jurisdiction of the state or tribe; and the provision of independent living services under the Chafee Program. In the CFSP, tribes are to address the following:

- Section 422(b)(9) of the Act requires states to consult with tribes in describing the specific measures taken to comply ICWA. Describe how the state(s) in which the tribe is located or any other states have consulted with the tribe regarding state compliance with ICWA. Describe any concerns with respect to the states' consultation process.
- Describe the arrangements, jointly developed with the state(s) in which the tribe is located, about who is responsible for providing the child welfare services and protections identified in section 422(b)(8) of the Act to tribal children, whether under state or tribal jurisdiction. These services and protections include operation of a case review system for children in foster care; a preplacement preventive services program; 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. In addressing this requirement, please describe whether the tribe operates its own foster care program, whether the tribe has its own court overseeing child welfare cases, and whether the tribe has entered into any state-tribe agreements relating to child welfare services and the nature of those agreements. (45 CFR 1357.40(c)).
- Describe how the tribe has been consulted about the programs to be carried out by the state under the Chafee Program and explain the results of the consultation specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth under the Chafee Program (Section 477(b)(3)(G) of the Act).

## **Targeted Plans required by Title IV-B, subpart 1:**

All tribes applying for title IV-B, subpart 1 must also address the following requirements which relate to plans for the recruitment of foster and adoptive parents, health care oversight, and disaster response.

### *Foster and Adoptive Parent Diligent Recruitment Plan*

Section 422(b)(7) of the Act requires diligent recruitment of foster and adoptive families that reflect the ethnic and racial diversity of children in the tribe for whom foster and adoptive homes are needed. For the CFSP for FYs 2020-2024, the Foster and Adoptive Parent Diligent Recruitment Plan should reflect the activities to be conducted over the next five years to ensure that there are foster and adoptive homes that meet the needs of the infants, children, youth, and young adults (including those over the age of 18 who are in foster care) served by the child welfare agency.

For tribes that operate a foster care program directly or under the supervision of the state:

- Describe 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:

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

### *Health Care Oversight and Coordination Plan*

Section 422(b)(15)(A) of the Act requires the development of a plan for the ongoing oversight and coordination of health care services for children in foster care (Health Care Oversight and Coordination Plan). Tribes are required to address how the Health Care Oversight and Coordination plan requirements are being met for tribal children in foster care.

Tribes that do not directly operate a foster care program and whose children are served by the state agency, must note in the CFSP the responsibility of the state for developing the Health Care Coordination Plan and address any tribal involvement in those processes.

Tribes that operate a foster care program must develop a new Health Care Oversight and Coordination plan for the CFSP for FYs 2020-2024. The plan must be developed in coordination with the state title XIX (Medicaid) agency, and in consultation with pediatricians and other experts in health care, and experts in and recipients of child welfare services. The plan should reflect lessons learned since development of the prior plan (submitted with the CFSP for FYs 2015- 2019) and continue to strengthen activities to improve the health care and oversight of children and youth in foster care over the next five years.

The Family First Prevention Services Act (FFPSA) added a requirement to ensure that children in foster care are not inappropriately diagnosed in order to place children in settings that are not foster family homes.<sup>8</sup> Including the FFPSA amendment (which appears in italics below), the Health Care Oversight and Coordination Plan must include an outline of all of the items listed below, enumerated in statute at section 422(b)(15)(A)(i)- (vii) of the Act:

- A schedule for initial and follow-up health screenings that meet reasonable standards of medical practice;
- How health needs identified through screenings will be monitored and treated, including emotional trauma associated with a child’s maltreatment and removal from home;
- How medical information for children in care will be updated and appropriately shared, which may include developing and implementing an electronic health record;
- Steps to ensure continuity of health care services, which may include establishing a medical home for every child in care;
- The oversight of prescription medicines, including protocols for the appropriate use and monitoring of psychotropic medications;
- How the tribe actively consults with and involves physicians or other appropriate medical or non-medical professionals in assessing the health and well-being of children in foster care and in determining appropriate medical treatment for the children;
- *The procedures and protocols the Tribe has established to ensure that children in foster care placements are not inappropriately diagnosed with mental illness, other emotional or behavioral disorders, medically fragile conditions, or developmental disabilities, and placed in settings that are not foster family homes as a result of the inappropriate diagnoses; and*
- Steps to ensure that the components of the transition plan development process required under section 475(5)(H) of the Act that relate to the health care needs of youth aging out of foster care, including the requirements to include options for health insurance, information about a health care power of attorney, health care proxy, or other similar document recognized under state law, and to provide the child with the option to execute such a document, are met.

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<sup>8</sup> Tribes were to address the new requirement for the Health Care Oversight and Coordination Plan in the 2019 APSR, due June 30, 2018 or in a subsequent submission due no later than August 15, 2018. The provision became effective as if enacted on 1/1/18, unless the state or tribe determined that it must seek legislation to comply with the provision and has requested and been approved for a delayed effective date. See [ACYF-CB-IM-18-02](#) for additional information.

## *Disaster Plan*

Section 422(b)(16) of the Act requires that tribes have in place procedures explaining how the tribal programs assisted under title IV-B, subparts 1 and 2, and title IV-E, would respond to a disaster, in accordance with criteria established by the Secretary. These procedures, enumerated in section 422(b)(16)(A)-(E) of the Act, should describe how the tribe would:

- 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 other states and/or tribes.

A Disaster Plan must be submitted as part of the CFSP for FYs 2020-2024. In developing the 2020-2024 Disaster Plan, tribes should review the Disaster Plan prepared for the FYs for 2015-2019, and reflect on how the plan was used in any emergency or disaster situations in the past five years to determine if changes are needed.

### **Certification of Population Count under Age 21:**

Title IV-B funds are allotted to tribes based on the number of children under the age of 21 as reflected in Census Bureau data, unless a tribe has certified an alternative number that has been approved by the CB Regional Office.

Tribes have the opportunity to update their certification of an alternate number to reflect the revised number of children under age 21 in their population by submitting a certification reflecting the revised number of children who have not yet reached their 21<sup>st</sup> birthday and provide a justification for the revision to their Regional Office. This certification must be signed by the Tribal enrollment officer and the Tribal president/chairperson and is due with the June 30<sup>th</sup> plan submittal. Because grant amounts for both states and tribes will be affected by the revisions, the Regional Office may ask for additional verification/documentation if the numbers vary significantly from the Census or previous data. (See Attachment G for the Certification of Population Count under Age 21 to be completed.)

### **Special Note for tribes that are part of a Tribal Consortium or Native Association:**

Sometimes a tribe that has previously received title IV-B funding as part of a tribal consortium or Native Association decides to apply for funding on its own, rather than as part of the consortium or association. In these instances, it is important for the tribe applying separately to work with the consortium or association to ensure that tribal population information is updated appropriately.

When applying for title IV-B funding for FY 2020, a tribe whose funding was previously included in the grant made to a tribal consortium or Native Association must submit with its CFSP a written statement signed by both the tribe and tribal consortium/Native Association stating that the tribe will no longer be considered a member of the consortium or association for purposes of title IV-B funding. In these instances, it may be necessary for both the tribe and consortium/Association to submit an updated “Certification of Tribal Population Under Age 21” (Attachment G) to ensure that ACF has accurate information on the population data to be used in calculating grant awards. Tribes, tribal consortia and Native Associations in this situation must work closely with their Regional Office to address this issue.

**Assurances:**

Tribes are to submit the assurances and certifications necessary for plan approval for each program for which the tribe is applying for funds. Tribes are to submit with the CFSP Attachment C, signed by the appropriate tribal official, for each applicable program. Assurances for title IV-B subparts 1 and 2 may be signed by the tribal leader or designated official with responsibility for title IV-B programs. The Chafee and ETV assurances must be signed by the tribal leader, if the tribe is applying for those programs (see Section F).

**CFSP Plan Availability:**

State agencies and tribes must exchange copies of their CFSP for FYs 2020-2024 and their subsequent APSRs (45 CFR 1357.15(v)). Describe how the tribe will meet this requirement for the CFSP for FYs 2020-2024 and the plan for exchanging future APSRs.

**Section F: Additional CFSP Requirements for Tribes Applying for Chafee and ETV Funding**

Tribes who have a tribe-state agreement for receipt of title IV-E funding and tribes approved to directly operate the title IV-E program are eligible to apply to receive directly a portion of the Chafee and/or ETV funds allotted to the state(s) in which the tribe is located. Tribes receiving direct funding under Chafee and/or ETV will also be required to provide a 20 percent match.

Tribes that are not eligible or that do not wish to apply for a direct allocation 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 Chafee 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.)

## *Program Purposes*

The purpose of the Chafee program, as amended by FFPSA (see section 477(a) of the Act) is to provide states and participating tribes with flexible funding that will enable programs to be designed and conducted:

1. To support all youth who have experienced foster care at age 14 or older in their transition to adulthood through transitional services such as assistance in obtaining a high school diploma and post-secondary education, career exploration, vocational training, job placement and retention, training and opportunities to practice daily living skills (such as financial literacy training and driving instruction), substance abuse prevention, and preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention);
2. To help children who have experienced foster care at age 14 or older achieve meaningful, permanent connections with a caring adult;
3. To help children who have experienced foster care at age 14 or older engage in age or developmentally appropriate activities, positive youth development, and experiential learning that reflects what their peers in intact families experience;
4. To provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age (or 23 years of age, in the case of a state or tribe with a certification under subsection 477(b)(3)(A)(ii)<sup>9</sup> to provide assistance and services to youths who have aged out of foster care and have not attained such age, in accordance with such subsection) 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 from adolescence to adulthood;
5. To make available vouchers for education and training, including postsecondary training and education, to youths who have aged out of foster care;
6. To provide the services referred to in this subsection to children who, after attaining 14 years of age, have left foster care for kinship guardianship or adoption; and
7. To 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 those terms are defined in section 475(11) of the Act.

Note that if a tribe wishes to receive direct funding under the ETV program only, it need only address its plans for achieving that purpose of the Chafee program.

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<sup>9</sup> This citation refers to the certification that a state or tribe can submit to elect to offer Chafee services up to age 23, if the state or tribe administers a state or federal foster care program for youth up to age 21.

### *Additional Information*

On May 31, 2018, the CB issued [ACYF-CB-PI-18-06](#), which provided additional information on the changes made to the Chafee/ETV program by FFPSA. Since that time, CB has received a number of questions about the program. Therefore, we are taking this opportunity to clarify one point.

*Minimum age to receive Chafee services.* In general, Chafee services are now available to youth who experienced foster care at age 14 or older. However, program purpose 7 listed above is to ensure that children who are likely to remain in foster care until age 18 have the opportunity to engage in age or developmentally appropriate activities. Therefore, if tribe determines that a youth under age 14 is likely to remain in foster care until age 18, the tribe may use Chafee funds to provide that youth opportunities to engage in age or developmentally appropriate activities.

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

### ***Instructions for Chafee Portion of the CFSP for FYs 2020-2024***

In the CFSP for FYs 2020-2024, tribes are required to address each of the following.

#### *Agency Administering Chafee (section 477(b)(2) of the Act)*

Identify the tribal agency or agencies that will administer, supervise, or oversee the Chafee program. Describe how the agency that administers the program provides oversight to the programs or agencies that directly provide Chafee services and supports.

#### *Description of Program Design and Delivery*

- Describe how the tribe designed and intends to deliver and strengthen programs to achieve the purposes of the Chafee program over the next five years (section 477(b)(2)(A) of the Act).
- Describe how the tribe has involved youth/young adults in the development of the Chafee plan.
- Discuss how youth, caseworkers and caregivers are made aware of the program.

#### *Serving Youth of Various Ages and Stages of Achieving Independence*

- Describe how youth of various ages and at various stages of achieving independence are to be served (section 477(b)(2)(C) of the Act.)
  - For tribes that extended or plan to extend title IV-E foster care assistance to youth ages 18 – 21, address how implementation of this program option has changed or

will change the way in which Chafee services are targeted to support the successful transition to adulthood. For tribes that have elected or plan to extend Chafee services to age 23, provide a description of the services offered or to be offered to youth ages 21 – 22 (up through 23<sup>rd</sup> birthday) and how the expansion of the program will be implemented, including how youth, service providers, and community partners were or will be informed of the change.<sup>10</sup>

### *Collaboration with State Child Welfare Agency and Other Public and Private Agencies*

- Describe the tribe’s consultation process regarding the Chafee and ETV programs with each state for which a portion of the Chafee and/or ETV allotment would be redirected by ACF from the state to the tribe. Describe the results of that consultation, particularly with respect to:
  - Determining the eligibility for benefits and services of Indian children to be served under the Chafee 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 Chafee and ETV programs to receiving such benefits and services under programs carried out directly by the tribe. (See section 477(j)(2)(B) and (C).)
- Discuss how the tribe involves any other state or tribal public agencies and/or the private sector in helping youth in foster care achieve independence (section 477(b)(2)(D) of the Act).
- Note that states and tribes may not deny eligibility for independent living services to a youth who otherwise meets the eligibility criteria but who is temporarily residing out of state, and that states/tribes may not terminate ongoing independent living assistance solely due to the fact that a youth is temporarily residing out of state.

### ***Education and Training Vouchers (ETV) Program***

The FFPSA amended the ETV program to extend eligibility to youth up until their 26th birthday, while placing a five-year limit on the total length of time a youth can receive an ETV voucher (section 477(i)(3) of the Act). The maximum annual amount of the voucher (\$5,000) and its purpose (to apply toward the cost of attendance at an institution of higher education) remain unchanged (section 477(i)(4) of the Act). Vouchers may be available to:

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<sup>10</sup> The ability to exercise the option to offer Chafee-funded services up to age 23 is not time-limited. A tribe that administers a tribal or federal foster care program for youth up to age 21 may choose to participate at any time by submitting information on the services to be provided and a copy of the signed certification (see Attachment C for more information).

- Youth otherwise eligible for Chafee services under the tribal program who have attained 14 years of age (section 477(i)(1) of the Act).
- Youth who, after attaining 16 years of age, exit foster care to adoption or kinship guardianship (section 477(i)(2) of the Act).

Additionally:

- A state or tribe may allow youth participating in the voucher program to remain eligible until they attain 26 years of age, as long as they are enrolled in a postsecondary education or training program and are making satisfactory progress toward completion of that program.
- In no event may a youth participate in the program for more than 5 years (whether or not the years are consecutive).

In the CFSP for FYs 2020-2024, tribes must:

- Describe the methods the tribe uses to operate the ETV program efficiently.
- Describe the methods the tribe will use to: (1) ensure that the total amount of educational assistance to a youth under this and any other federal assistance program does not exceed the total cost of attendance (as defined in section 472 of the Higher Education Act of 1965); and (2) to avoid duplication of benefits under this and any other federal or federally assisted benefit program. (See sections 477(b)(3)(J) and (i)(5) of the Act, and Attachment C of this PI.)
- Describe how the program is coordinated with other appropriate education and training programs, such as any tuition waiver program, state or tribal scholarship programs, or [College Success Programs](#)<sup>11</sup> available at area colleges, universities, community colleges, or other post-secondary institutions, if applicable (section 477(i)(6) of the Act).
- Identify the number of youth who received ETV awards from July 1, 2017 through June 30, 2018 (the 2017-2018 School Year) and July 1, 2018 through June 30, 2019 (the 2018-2019 School Year). Tribes may estimate if they do not have the total number for the 2018-2019 School Year. If not able to report the number of ETV awarded by school year, Tribes may report the information by Federal fiscal year. Report the number of recipients by the number of youth who were new voucher recipients in each of the school years, using Attachment F.

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<sup>11</sup> In general a “College Success Program” is at a post-secondary institution and is specific to youth in foster care or formerly in foster care. These programs offer services such as: additional orientation activities; assistance with financial aid and enrollment services; more intensive technical advising; deliberate faculty-student interaction; more intensive housing assistance; mentoring; summer bridge services; supplemental instruction; social events; and learning communities. The goal of these programs are to facilitate and support young people attending, persisting, and graduating from the institution.

### ***Tribal Data on Number of Children in Foster Care:***

In order to calculate the tribe's allocation under the Chafee and/or 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 complete fiscal year for which information is available. This data is required for all tribes applying or reapplying for these programs.

### **Section G: Additional CFSP Requirements for Tribal Title IV-E Agencies**

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

Tribes that have already submitted a title IV-E plan to operate directly a foster care, adoption assistance and at the Tribe's option guardianship assistance program pursuant to section 479B of the Act, were required to submit a title IV-E training plan with the CFSP for FYs 2020-2024 as required by 45 CFR 1356.60(b)(2).

The training plan for tribes with an approved title IV-E plan must include a staff development and training plan in support of the goals and objectives of the CFSP which addresses the title IV-B programs, as well as training in support of the title IV-E program. Training must be an ongoing activity and must include content from various disciplines and knowledge bases relevant to child and family services policies, programs, and practices. Training content must also support the cross-system coordination and consultation basic to the development of the CFSP.

Federal regulations at 45 CFR 235.63 through 235.66(a) describe the conditions under which Federal matching funds are allowable as training. Among the conditions to be considered are who is being trained (including its specific relevance to the identified administrative activities allowable under Title IV-E), the scope and duration of the training, and the sources of non-Federal matching. Certain costs for title IV-E agency staff participating in title IV-E trainings (i.e. trainees) of any duration are entitled to Federal matching at the 75 percent rate as specified in an approved cost allocation plan (section 474(a)(3) of the Act). Federal requirements governing the cost sharing for training activities among all benefiting programs and funding sources are discussed generally in OMB Cost Principles in federal regulations at 2 CFR Part 200, and more specifically in the Children's Bureau's Child Welfare Policy Manual at section 8.1H. Federal regulations pertaining to training are at 45 CFR 1356.60(b), 45 CFR 1357.15(t)(1) and 45 CFR 235.63 - 235.66(a).

The training plan for the CFSP for FYs 2020-2024 must include the information below:

- A description of the initial in-service training program for new or reassigned employees that includes a description of the content and scope of the classroom and work experience components of the training, as well as the duration of the initial in-service training period and the specific supports provided during this period.

- For all types of training (e.g., training for individuals preparing for employment, initial in-service training, ongoing in-service training, foster/adoptive/guardianship provider training, and the additional categories of short-term training authorized in section 474(a)(3)(B) of the Act) include the following information in the training plan:
  - a brief, one-paragraph syllabus of the training activity;
  - indication of the specifically allowable title IV-E administrative functions the training activity addresses;
  - indication of the setting/venue for the training activity;
  - indication of the duration category of the training activity (i.e., short-term, long-term, part-time, full-time);
  - indication of the proposed provider of the training activity;
  - specification of the approximate number of days/hours of the training activity;
  - indication of the audience to receive the training (see discussion above expanding the list of eligible trainees);
  - description of estimated total cost; and
  - cost allocation methodology.

Title IV-E agencies may claim the costs of short-term training of: relative guardians provided the title IV-E agency has opted in its title IV-E plan to provide kinship guardianship assistance payments to relatives; staff members of state/tribe-licensed or state/tribe-approved child welfare agencies providing services to children receiving title IV-E assistance; staff members of child abuse and neglect courts personnel; agency attorneys, attorneys representing children or parent; guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts, in ways that increase the ability of such current or prospective parents, guardians, staff members, institutions, attorneys, and advocates to provide support and assistance to foster and adopted children and children living with relative guardians, whether incurred directly by the state or by contract. The federal financial participation (FFP) rate of federal reimbursement for allowable costs in such training is 75 percent; however, this rate is not available to cover the costs of any salary or fringe benefits for the categories of individuals specified in section 474(a)(3)(B) of the Act (e.g., professional partners working for agencies other than the title IV-E agency) who may participate in allowable title IV-E short-term trainings. If the tribe plans to claim FFP for providing training to any of these persons, the tribe's training plan must identify whether and how the agency will train persons in these trainee groups consistent with the policies and regulations cited above.

To assist tribes in developing the title IV-E training plan, CB has prepared a training plan template (Attachment I). Use of the template is optional.

- ***Report on Use of FY 2018 Kinship Navigator Funding (title IV-B, subpart 2)***  
To assist title IV-E agencies in preparing to participate in the new title IV-E Kinship Navigator, Congress, through the Consolidated Appropriations Act of 2018, set aside funding appropriated under title IV-B, subpart 2 to make grants to states and tribal agencies administering or supervising the administration of title IV-E of the Social Services Act to develop, enhance or evaluate kinship navigator programs. Eligible tribes had the opportunity to apply for these funds in July 2018 and awards were made in September 2018.

For tribes that received this funding in FY 2018, provide an update on how the tribe has used these funds to support or evaluate kinship navigator programs. (Tribes that were not eligible or that did not apply for FY 2018 kinship navigator funding do not need to address this item.)

Note that the Children’s Bureau issued [ACYF-CB-PI-19-01](#) on January 8, 2019, providing instructions on how to apply for kinship navigator funding included in the FY 2019 appropriation for title IV-B, subpart 2. Tribes applying for and receiving that funding will be required to report on its use in the APSR due June 30, 2020.

- ***Adoption Savings (section 473(a)(8) of the Act)***  
Adoption savings are financial savings that state and tribal title IV-E agencies achieve with respect to their own funds due to the expansion of eligibility under the federal title IV-E Adoption Assistance program.

Over the years, eligibility for adoption assistance provided under the title IV-E program has expanded to include more children who meet the criteria for an “applicable child” as defined in section 473(e) of the Act. The definition of which children are classified as an applicable child is based on the child’s circumstances in the federal fiscal year (FY) when the adoption assistance agreement is entered into. Use of the applicable child eligibility provisions (section 473(a)(2)(A)(ii) of the Act) tends to result in more children being determined as title IV-E eligible since it delinks eligibility for the title IV-E Adoption Assistance program from the Aid to Families with Dependent Children (AFDC) requirements, among other changes. (See Program Instructions [ACYF-CB-PI-09-10](#) and [ACYF-CB-PI-18-07](#) for more details on the applicable child eligibility criteria.)

Federal law (section 473(a)(8) of the Act) requires title IV-E agencies to spend an amount equal to any savings they achieve, as a result of applying the differing program eligibility criteria to applicable children, for other child welfare service activities permitted under titles IV-B or IV-E of the Act. These funds are referred to as “Adoption Savings.” The amount of Adoption Savings is calculated from an assessment of title IV-E Adoption Assistance program claims made on behalf of those children who, absent the applicable child eligibility criteria, would not have been determined eligible for title IV-E adoption assistance. The savings is generally equal to the federal share of these claims since, in most instances, that amount would otherwise have been paid from non-federal title IV-E agency funds.

The calculated savings must be spent on title IV-B and IV-E programs; 30 percent of which must be spent on post-adoption services, post-guardianship services and services to support positive permanent outcomes for children at risk of entering foster care. Two-thirds of the 30 percent must be spent on post-adoption and post-guardianship services. (In other words, title IV-E agencies must spend at least 20 percent of calculated savings on post-adoption and post-guardianship services. If at least 20 percent, but less than 30 percent, of calculated savings is spent on post-adoption and post-guardianship services, the difference between the actual percentage and 30 percent must be spent on services to support positive permanent outcomes for children at risk of entering foster care.<sup>12</sup>)

Title IV-E agencies are required to calculate and report annually their Adoption Savings, the methodology used to calculate the savings, how savings are spent, and on what services. Each year, the CB posts summary information at <https://www.acf.hhs.gov/cb/focus-areas/adoption>.

Adoption Savings Methodology: On May 22, 2015, the Children’s Bureau issued Program Instruction [ACYF-CB-PI-15-06](#) providing guidance on the calculation of Adoption Savings. That issuance required title IV-E agencies to submit an annual notification of its decision on the method to be utilized to calculate its Adoption Savings for the current FY. The choice must be classified as one of three options as follows:

- CB Method;
- CB Method with Actual Amounts; or
- Alternative Approved Method.

Beginning with the selection of a methodology for FY 2018, the CB determined that title IV-E agencies will need to submit an updated annual Adoption Savings calculation method notification only if they had not submitted such a notification previously or are making changes to the methodologies or procedures identified in their most recent submission.

To streamline communication around changes in Adoption Savings methodology, CB has decided to incorporate the Adoption Savings calculation method notification requirement into the CFSP/APSR submission process, rather than having it as a stand-alone submission. See Attachment E for more information on the need for this submission and instructions for completing a form to seek approval for an updated Adoption Savings Methodology, if necessary.

Adoption Savings Expenditures: Based on information reported for FFYs 2015-2017, title IV-E agencies reported calculating nearly \$333 million in Adoption Savings, of which about \$178 million had been spent, leaving approximately \$155 million available for expenditure. Some states reported spending little or no of their accumulated Adoption

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<sup>12</sup> For instance, if a title IV-E agency spent 25 percent of the calculated savings on post-adoption and post-guardianship services, it would need to spend at least 5 percent on services to support positive permanent outcomes for children at risk of entering foster care.

Savings. While the law does not specify a time period within which savings must be spent, the Children’s Bureau encourages state and tribal agencies administrating or supervising the administration of title IV-E of the Social Security Act to consider how use of these funds can support achievement of CFSP goals. To encourage coordinated planning for use of funds, the CB is requiring states and tribes to address their planned and actual use of Adoption Savings in the CFSP for FYs 2020-2024 and subsequent APSRs.

In the CFSP for FYs 2020- 2024:

- Describe the services the tribe expects to provide to children and families using the Adoption Savings over the next five years.
- Provide an estimated timetable for spending unused savings calculated for previous years.
- Discuss any challenges in accessing and spending the funds.
- If needed, complete the Adoption Savings Methodology form at Attachment E and return it with the CFSP.

## **Section H: Financial Information**

### **1. Payment Limitations -**

#### **A. 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.

#### **B. Chafee Program:**

Tribes applying to receive Chafee funding are required to certify (by signing the Certification in Attachment C) that no more than 30 percent of their allotment of federal Chafee funds will be expended for room or board for youth who left foster care after the age of 18 years of age and have not yet attained age 21. For tribes that operate an extended foster care program and that choose to exercise the Chafee option to serve youth up to age

23, the limitation applies to providing room or board to youth who left foster care after attaining ages 18 and have not yet attained age 23.

## **2. Current Year Funding - FY 2019 Reallocments, Requests for Additional Funding and Submitting a Revised CFS-101 Budget Request (See Attachment B)**

### **A. Reallocments:**

The reallocment process serves two purposes for grantees: 1) to identify allotted funds which will not be needed or used during the grant award period; and 2) to request additional grant funding. Generally, in order to receive additional requested funds, funds must be released by other grantees. Any funds released by other grantees will be re-distributed 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 reallocment requests. The form has been reformatted to provide a section for adjustments to current year (i.e., FY 2019) grant requests in addition to the section for future year funding requests.

- For any reallocment request, make a copy of the CFS-101, Part I as a separate worksheet and complete only Items 1-5, 12 and/or 13, and 14. Mark the submission type as “Reallocment” and save and name the file “state/tribe name FY 2019 Reallocment.”
- Reallocment requests may be submitted to the ROs as a stand-alone file outside of the CFSP/APSR submission. However, the request must be received no later than June 30, 2019 to be considered for the FY 2019 reallocment process.
- If the tribe intends to release FY 2019 funds for reallocment for the title IV-B, subpart 1 or 2 programs, Chafee or ETV, complete Item 12 of the CFS-101, Part I and indicate the amounts the tribe is releasing for the applicable programs (see form instructions for more detail). The submission type “Reallocment” must be checked on the Part I. ACF will realloc the funds in accordance with the prescribed formulas prior to the end of the fiscal year.
- If the tribe has received an allotment for FY 2019 and wishes to receive more funding than previously requested on the countersigned CFS-101 for FY 2019 for any of the applicable programs (subject to the availability of funds through the reallocment), complete Item 13 of the CFS-101, Part I and indicate the amounts the tribe is requesting for the applicable programs (see form instructions for more detail). The submission type “Reallocment” must be checked. (See Attachment B.)

Note: FFPSA made changes to the process for reallocation of funds under the Chafee and ETV programs. Before FFPSA, a state or tribe had to release funds during the first year of the two-year expenditure period for ACF to realloc funds. As amended by FFPSA, Chafee and ETV funds that remain unexpended at the end of the two-year expenditure period can also be reallocated to states and tribes (section 477(d) (5) of the Act). If ACF identifies

funds available following the close-out of a grant year, these funds will be added to any funds released by states or tribes for the current grant year and reallocated to states or tribes requesting funds through the process described above.

### **B. Revisions – Submitting a Revised Part I:**

- For any of the programs addressed, if the final allotment for the current year (FY 2019) exceeds the sum of the originally requested amount plus a request for reallocation, a “revised” CFS-101, Part I must be submitted to reflect the final higher amount of grant award. The revision is to be submitted on the Part I of the CFS-101 form that was issued in the FY 2019 APSR Program Instruction. Mark the submission type as “Revision” and save and name the file “tribe name FY 2019 Revision.”

### **3. FY 2020 Budget Request-CFS 101, Parts I and II (See Attachment B)**

To request funding for FY 2020, all parts of the CFS-101 (Parts I, II, and III) must be completed. The Part I accommodates both the request of funds for the upcoming fiscal year (FY 2020) and, as noted above, the adjustment of current year (FY 2019) funding. However, separate copies must be submitted for each purpose.

To request FY 2020 funds for title IV-B, subpart 1 (CWS), title IV-B, subpart 2 (PSSF), Chafee, and ETV funds, complete Part I of the CFS-101 workbook. Please use the FY 2018 allocation tables in Attachment A as the basis for FY 2020 budget requests. The CB recommends that tribes request the FY 2018 allotment amount plus up to 10% more in funding to eliminate the need to submit a revised CFS-101, Part I.

Complete Part II of the CFS-101 workbook to show how funds are planned to be spent in each program area by source. Also identify 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.

If interested in applying directly to receive Chafee and/or ETV funds for the first time, 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.

#### **4. FY 2017 Title IV-B Expenditure Report-CFS-101, Part III (See Attachment B)**

Complete Part III of the CFS-101 workbook to report the original planned spending and actual amount of FY 2017<sup>13</sup> funds expended in each program area of title IV-B funding by source. Identify 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 funds for which a final Standard Form 425 (SF-425) Federal Financial Report has come due. The FY 2017 SF-425 was due on December 30, 2018. Therefore, tribes must now report FY 2017 information for the title IV-B programs on the form CFS-101, Part III. At tribal option, complete this form to show actual FY 2017 expenditures for the Chafee and ETV programs, as well, if the tribe received funding under those programs in FY 2017.

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

All grantees must report expenditures under title IV-B, subparts 1 and 2, Chafee and ETV on the SF-425 Federal Financial Report. The tribe must submit a separate SF-425 for each program and each fiscal year. A negative grant award will recoup unobligated and/or unliquidated funds reported on the final SF-425 for the title IV-B programs, Chafee and ETV programs. For 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. For more information on gaining access to and using the PMS system, please contact the PMS Help Desk at 1- 877-614-5533.

The tables on the following pages list the expenditure periods and SF-425 submission requirements for each program addressed in this PI.

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<sup>13</sup> Federal funds for these programs are awarded on a yearly basis, but may be spent over a two-year period. The FY 2017 grant had an expenditure period from October 1, 2016 to September 30, 2018. Therefore, tribes must have obligated any fiscal year 2017 funds during that two-year period of time and subsequently report expenditures on the CFS-101 form, Part III.

**Financial Expenditure and Reporting Requirements:**

Note: All grant periods are for FY 2020 funding, unless otherwise indicated.

<b>Program Name:</b>	<b>Title IV-B, subpart 1</b>	<b>Title IV-B, subpart 2 – Promoting Safe and Stable Families (PSSF)</b>	<b>Chafee</b>	<b>Education and Training Vouchers (ETV)</b>	<b>Title IV-B, subpart 2 – Kinship Navigator (FY 2018 funding)</b>
<b>Spending Period:</b>	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)
<b>Obligate Funds By:</b> <b>Liquidate Funds By:</b>	September 30, 2021 December 30, 2021	September 30, 2021 December 30, 2021	September 30, 2021 December 30, 2021	September 30, 2021 December 30, 2021	September 30, 2019 December 30, 2019
<b>SF-425 Periodicity:</b>	Interim report at end of FY 2020  Comprehensive final report at end of FY 2021	Interim report at end of FY 2020  Comprehensive final report at end of FY 2021	Interim report at end of FY 2020  Comprehensive final report at end of FFY 2021	Interim report at end of FY 2020  Comprehensive final report at end of FFY 2021	Interim report was due by December 30, 2018.  Comprehensive final report at end of FY 2019
<b>SF-425 Due Date:</b>	90 days after FY end (December 30)	90 days after FY end (December 30)	90 days after FY end (December 30)	90 days after FY end (December 30)	90 days after FY end (December 30)
<b>Required Match:</b>  <b>Reported:</b>	25% - must be met with submission of the final financial report  On interim and final reports	25% - must be met with submission of the final financial report  On interim and final reports	20% - must be met with submission of final financial report  On interim and final reports	20% - must be met with submission of final financial report  On interim and final reports	No match required  N/A

Program Name:	Title IV-B, subpart 1	Title IV-B, subpart 2 – Promoting Safe and Stable Families (PSSF)	Chafee	Education and Training Vouchers (ETV)	Title IV-B, subpart 2 – Kinship Navigator (FY 2018 funding)
<b>Additional Information:</b>		The tribe may expend discretionary and mandatory funds under PSSF for the same purposes. The tribe does not have to report expenditures for each fund type separately. Grantees should report cumulative amounts. ACF will recoup any amounts reported as unobligated from the discretionary funds on the final financial report.	At the end of the two-year grant cycle, any unexpended funds will be redistributed to states or tribes requesting reallocations, per FFPSA.	At the end of the two-year grant cycle, any unexpended funds will be redistributed to states or tribes requesting reallocations, per FFPSA.	The SF-425 report for Kinship Navigator is a separate report from the SF-425 reports for PSSF.

### Section I. Submittals

ACF requests that grantees submit plans and applications electronically to the ROs in the format of a Word document or as a PDF created in Word and saved as a PDF (no scanned documents). Clearly indicate the name of the tribe and content of each document submitted.

#### By June 30, 2019:

- Submit the Final Report for FY 2015-2019 and the CFSP for FY 2020-2024 CFSP as two separate electronic documents.
- Submit the CFS-101s provided as an attachment (Attachment B) to this PI. The correct forms are labeled ‘2020 APSR’ in the lower right corner of the form.

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

- CFS-101, Part I for FY 2020 (**signed by appropriate official, titled and dated**);

- CFS-101, Part II for FY 2020 with planned expenditures for the use of FY 2020 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 2017 grants for the title IV-B, and, if applicable, the Chafee and ETV programs.

Save the PDF file named: “Tribe/Tribal Organization name FY 20 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 2019 grants, either by releasing funds for reallocation or by requesting more funds than originally requested and approved, then the tribe must do so on a separate FY 2020 CFS-101 Part I, saved and submitted as a separate PDF file. Refer to Section H of this PI for instruction.

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

- If a tribe wishes to submit an updated population count, submit the Certification of Tribal Population Count under Age 21, if applicable, (see section E) as a separate PDF document (**signed by appropriate official, titled and dated**);
- Submit the information regarding the number of youth receiving ETV vouchers, if applicable, as a separate document.
- Submit a copy of the following assurances and certifications necessary for plan approval for each program for which the tribe is applying. The required assurance and certifications found at Attachment C of this PI include:
  - Title IV-B, subpart 1;
  - Title IV-B, subpart;
  - Chafee; and
  - ETV.
- Submit any other documents in a format that the tribe wishes to use. Any other document not listed above can be combined into a single pdf document if the tribe wishes.

It is important that CFSP submissions address all requirements outlined in this PI. Missing or incomplete information will result in the withholding of funds for the program(s) affected until such time as the information is complete and approval can be granted by CB. Requests for assistance or questions encountered in preparing any of the documents should be directed to the appropriate CB RO.

**Paperwork Reduction Act:**

Under the Paperwork Reduction Act of 1995 (P.L. 104-13), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The Control Number for this OMB approved information collection is 0970-0426, approved through January 31, 2021.

**Inquiries To:** CB Regional Program Managers

/s/

Jerry Milner  
Acting Commissioner  
Administration on Children, Youth and  
Families

**Attachments**

Attachment A:

Fiscal Year 2018 Allotment Title IV-B Subpart 1 Stephanie Tubbs Jones Child Welfare Services

Fiscal Year 2018 Allotment Title IV-B Subpart 2 Promoting Safe and Stable Families

Fiscal Year 2018 Allotment for Chafee Foster Care Program for Successful Transition to Adulthood

Fiscal Year 2018 Allotment for Education and Training Vouchers

Attachment B:

CFS-101 Instructions, Part I, II, and III

Introduction

Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, Chafee, and ETV Instructions

Part II: Annual Estimated Expenditure Summary of Child and Family Services Instructions

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

CFS-101 Forms, Parts I, II and III Excel Workbook

CFS-101 Forms Part I

CFS-101 Forms Part II

CFS-101 Forms Part III

Attachment C:

Assurances and Certifications

Title IV-B, subpart 1

Title IV-B, subpart 2

Chafee

ETV

Attachment D:

CB Regional Program Managers

Attachment E:

Notification of Adoption Savings Calculation Method

Attachment F:

Annual Reporting of Education and Training Vouchers Awarded

Attachment G:

Certification of Tribal Population Under Age 21

Attachment H:

Tribal CFSP (Optional) Template for FYs 2020-2024

Attachment I:

Tribal Training Plan (Optional) Template

**Fiscal Year 2018 Allotments to Tribes\Tribal Organizations**  
**Title IV-B, Subpart 1**  
**Stephanie Tubbs Jones Child Welfare Services**

State	Indian Tribal Organization	2018 Allotment	
<b>AK</b>	Aleut Community of St. Paul Island Tribal Gov.	\$ 2,207	
	Aleutian/Pribilof Islands Association	6,206	
	Artic Slope	21,972	
	Asa'carsarmiut Tribal Council	4,457	
	Association of Village Council Presidents	65,398	
	Bristol Bay Native Association	16,335	
	Central Council of Tlingit-Haida	49,700	
	Chugachmiut	5,179	
	Cook Inlet Tribal Council	154,993	
	Hoonah Indian Association	1,443	
	Kawerak	26,786	
	Kenaitze Indian Tribe	12,531	
	Ketchikan Indian Community	12,514	
	Kodiak Area Native Association	18,780	
	Maniilaq Association	25,351	
	Nome Eskimo Community	7,870	
	Sitka Tribe	8,320	
	Tanana Chiefs	43,520	
	<b>AZ</b>	Colorado River Indian Tribes - Total \$15,014	
		<i>Colorado River Indian Tribes (AZ portion)</i>	14,241
<i>Colorado River Indian Tribes (CA portion)</i>		773	
Gila River		84,782	
Hopi		47,632	
Navajo - Total \$885,889			
<i>Navajo (AZ portion)</i>		523,242	
<i>Navajo (NM portion)</i>		336,192	
<i>Navajo (UT portion)</i>		26,455	
Pascua Yaqui		71,013	
Salt River Pima Maricopa Indian Community		47,610	
San Carlos Apache Tribe		59,113	
Tohono O'odham		132,897	
<b>CA</b>	Hoopa Valley Business Council	9,165	
	Karuk Tribe	6,782	
	Tolowa Dee-ni' Nation (Smith River Rancheria) - Total \$6,335		
	<i>Tolowa Dee-ni' Nation (CA portion)</i>	3,691	
	<i>Tolowa Dee-ni' Nation (OR portion)</i>	2,644	
	Tule River Tribal Council	6,371	
Yurok Tribe	8,639		

**Fiscal Year 2018 Allotments to Tribes\Tribal Organizations**  
**Title IV-B, Subpart 1**  
**Stephanie Tubbs Jones Child Welfare Services**

State	Indian Tribal Organization	2018 Allotment
<b>CO</b>	Southern Ute Tribe	3,620
	Ute Mountain Ute Tribe	5,763
<b>CT</b>	Mashantucket (Western) Pequot Tribal Nation	2,487
<b>ID</b>	Nez Perce Tribe	19,356
	The Shoshone-Bannock Tribes	27,151
<b>KS</b>	Kickapoo Tribe	2,721
	Native American Family Services - Total \$8,033	
	<i>Native American Family Services (KS portion)</i>	4,038
	<i>Native American Family Services (MO portion)</i>	2,385
	<i>Native American Family Services (NE portion)</i>	1,610
	Prairie Band of Potawatomi	6,067
	Sac & Fox Tribe of Missouri in Kansas	2,048
<b>LA</b>	Chitimacha Tribe of Louisiana	6,444
	Coushatta Tribe of Louisiana	5,485
	LA Jena Band of Choctaw	1,598
	Tunica-Biloxi	5,664
<b>ME</b>	Houlton Band of Maliseets	7,658
	Passamaquoddy Pleasant Point	5,853
	Penobscot	6,218
<b>MA</b>	Mashpee Wampanoag Tribe	5,301
	Wampanoag of Gay Head	2,005
<b>MI</b>	Bay Mills	7,656
	Grand Traverse of Ottawa & Chippewa Indians	10,576
	Keweenaw Bay Indian Community	3,661
	Lac Vieux Desert Band of Lake Superior	3,133
	Little River Band of Ottawa Indians of Michigan	2,332
	Little Traverse Bay Bands Of Odawa Indians	7,281
	Pokagon Band of Potawatomi - Total \$17,492	
	<i>Pokagon Band of Potawatomi (MI portion)</i>	14,744
	<i>Pokagon Band of Potawatomi (IN portion)</i>	2,748
	Sault St. Marie Tribe of Chippewa Indians	129,397
<b>MN</b>	Fond Du Lac Reservation Business Committee	7,559
	Leech Lake Band of Ojibwe	18,370
	Mille Lacs Band of Ojibwe Indians	14,946
	Red Lake Chippewa	25,903
<b>MS</b>	Mississippi Choctaw	47,205
<b>MT</b>	Blackfeet	52,891
	Chippewa Cree	32,391
	Confederated Salish & Kootenai	57,480
	Crow Tribe	66,275

**Fiscal Year 2018 Allotments to Tribes\Tribal Organizations**  
**Title IV-B, Subpart 1**  
**Stephanie Tubbs Jones Child Welfare Services**

State	Indian Tribal Organization	2018 Allotment
	Ft. Belknap	20,664
	Ft. Peck Assiniboine and Sioux Tribes	30,305
	Northern Cheyenne	48,213
<b>NE</b>	Omaha Tribe	19,023
	Ponca Tribe	6,652
	Santee Sioux Nation	6,734
	Winnebago Tribe of Nebraska	19,663
<b>NM</b>	Jicarilla Apache Nation	17,177
	Mescalero Apache	22,671
	Pueblo De Cochiti	5,920
	Pueblo of Acoma	42,914
	Pueblo of Isleta	17,177
	Pueblo of Jemez	14,122
	Pueblo of Laguna	26,778
	Pueblo of Nambe	5,259
	Pueblo of Picuris	1,679
	Pueblo of Pojoaque	6,110
	Pueblo of San Felipe	17,221
	Pueblo of San Ildefonso	3,357
	Pueblo of San Juan (Ohkay Owingeh Pueblo)	9,053
	Pueblo of Sandia	2,977
	Pueblo of Santa Ana	3,200
	Pueblo of Santa Clara	10,026
	Pueblo of Santo Domingo	22,235
	Pueblo of Taos	8,415
	Pueblo of Tesuque	2,260
	Pueblo of Zia	3,782
	Pueblo of Zuni	50,377
	Ramah Navajo School Board, Inc	13,294
<b>NY</b>	Seneca Nation of Indians	19,339
	Shinnecock Indian Nation	4,342
<b>NC</b>	Eastern Band Cherokee	41,478
<b>ND</b>	Spirit Lake	26,413
	Standing Rock Sioux Tribe - Total \$30,315	
	<i>Standing Rock Sioux Tribe (ND portion)</i>	<i>15,376</i>
	<i>Standing Rock Sioux Tribe (SD portion)</i>	<i>14,939</i>
	Three Affiliated Tribes (Ft Berthold)	47,378
	Turtle Mountain Chippewa	55,832
<b>OK</b>	Absentee Shawnee Tribe	49,764
	Alabama-Quassarte Tribal Town	8,531

**Fiscal Year 2018 Allotments to Tribes\Tribal Organizations**  
**Title IV-B, Subpart 1**  
**Stephanie Tubbs Jones Child Welfare Services**

State	Indian Tribal Organization	2018 Allotment
	Apache Tribe of Oklahoma	12,139
	Cherokee Nation of Oklahoma	924,612
	Cheyenne and Arapaho Tribes	37,859
	Chickasaw Nation	233,366
	Choctaw Nation of Oklahoma	535,139
	Citizen-Potawatomi Nation	90,110
	Comanche Nation Indian Child Welfare	57,691
	Delaware Tribe of Indians	14,060
	Eastern Shawnee Tribe of Oklahoma	14,303
	Fort Sill Apache Tribe	7,069
	Iowa Tribe of Oklahoma	8,541
	Kaw Nation	11,417
	Kialegee Tribal Town	8,531
	Kickapoo Tribe of Oklahoma	12,773
	Kiowa	51,383
	Miami Tribe of Oklahoma	16,536
	Muscogee (Creek) Nation	248,186
	Osage Tribe	68,016
	Otoe-Missouria Tribe	10,189
	Ottawa Tribe of Oklahoma	8,600
	Pawnee Nation of Oklahoma	8,726
	Peoria Tribe of Oklahoma	8,648
	Ponca Tribe of Indians	14,732
	Quapaw Tribe of Oklahoma	19,403
	Sac and Fox Nation	27,797
	Seminole Nation of Oklahoma	66,378
	Seneca-Cayuga Tribe of Oklahoma	19,812
	Shawnee Tribe	8,600
	Thlopthlocco Tribal Town	8,531
	Tonkawa Tribe of Oklahoma	5,450
	United Keetoowah Band of Cherokee Indians	37,664
	Wichita and Affiliated Tribes - Total \$30,498	
	<i>Caddo Tribe</i>	17,160
	<i>Wichita and Affiliated Tribes</i>	13,338
	Wyandotte Nation	21,275
<b>OR</b>	Confederated Tribes of Coos, Lower Umpqua & Sinlaw	4,505
	Confederated Tribes of Grand Ronde	15,875

**Fiscal Year 2018 Allotments to Tribes\Tribal Organizations**  
**Title IV-B, Subpart 1**  
**Stephanie Tubbs Jones Child Welfare Services**

State	Indian Tribal Organization	2018 Allotment
	Confederated Tribes of Siletz Indians	16,475
	Confederated Tribes of the Umatilla	10,526
	Confederated Tribes of Warm Springs	19,231
<b>RI</b>	Narragansett Indian Tribe	7,159
<b>SC</b>	Catawba Indian Nation	11,043
<b>SD</b>	Cheyenne River Sioux Tribe	58,232
	Oglala Sioux (Pine Ridge)	155,686
	Rosebud Sioux	80,388
	Sisseton-Wahpeton Sioux	43,394
	Yankton Sioux	23,859
<b>TX</b>	Alabama-Coushatta Tribes of Texas	3,461
	Kickapoo Traditional Tribe of Texas	3,920
	Ysleta Del Sur Pueblo	16,083
<b>UT</b>	Paiute Indian Tribe of Utah	6,331
	Ute-Uintah and Ouray	16,171
<b>WA</b>	Confederated Tribes of Colville	22,125
	Lower Elwha Klallam Tribe	2,377
	Lummi Tribe	14,272
	Makah	7,599
	Muckleshoot Tribe of Washington	10,655
	Nooksack Indian Tribe	5,383
	Port Gamble S'Klallam Tribe	3,286
	Quileute Indian Tribe	3,201
	Quinault Indian Nation	10,264
	The Tulalip Tribes	17,056
	Yakama Nation	47,586
<b>WI</b>	St. Croix Band of Lake Superior Chippewa	16,638
	Bad River	18,365
	Ho-Chunk Nation	23,793
	Lac Courte Oreille Tribal Governing Board	11,925
	Lac Du Flambeau	9,492
	Menomine Indian Tribe Of Wisconsin	21,351
	Oneida Nation of Wisconsin	44,914
	Red Cliff Band of Lake Superior Chippewas	21,522
	Stockbridge-Munsee	1,173
<b>WY</b>	Eastern Shoshone Tribe	9,854
	Northern Arapaho Business Council	40,627

**Tribal Total \$ 6,737,305**

Legend: *Italicized* lettering indicates a subset of the total amount.

**Fiscal Year 2018 Allotments to Indian Tribes\Tribal Organizations  
Title IV-B, Subpart 2  
Promoting Safe and Stable Families (PSSF) Grant**

<b>State Code</b>	<b>Indian Tribal Organization</b>	<b>2018 Allotment</b>	<b>Tribal Population Under 21</b>
<b>AK</b>	Aleutian/Pribilof Island Assoc.	\$ 11,396	731
	Artic Slope	40,345	2,588
	Association of Village Council Presidents	120,085	7,703
	Bristol Bay Native Association	29,994	1,924
	Central Council of Tlingit-Haida	91,261	5,854
	Cook Inlet Tribal Council	284,601	18,256
	Kawerak	49,185	3,155
	Kenaitze Indian Tribe	23,010	1,476
	Ketchikan Indian Community	22,979	1,474
	Kodiak Area Native Association	34,484	2,212
	Maniilaq Association	46,550	2,986
	Nome Eskimo Community	14,451	927
	Sitka Tribe	15,278	980
	Tanana Chiefs	79,911	5,126
<b>AZ</b>	Colorado River Indian Tribes	20,672	1,326
	Gila River	123,063	7,894
	Hopi	60,674	3,892
	Navajo Nation	1,265,847	81,199
	Pascua Yaqui	103,077	6,612
	Salt River Pima Maricopa Indian Community	69,108	4,433
	San Carlos Apache Tribe	85,804	5,504
	Tohono O'odham	192,904	12,374
<b>CA</b>	Hoopa Valley Tribal Council	17,382	1,115
	Karuk Tribe	12,908	828
	Tolowa Dee-ni' Nation (Smith River Rancheria)	11,053	709
	Tule River Tribal Council	12,082	775
	Yurok Tribe	16,385	1,051
<b>ID</b>	Nez Perce Tribe	26,751	1,716
	The Shoshone-Bannock (Fort Hall) Tribes	37,524	2,407
<b>KS</b>	Native American Family Services	13,095	840
<b>LA</b>	Chitimacha	10,055	645
<b>MA</b>	Mashpee Wampanoag Tribe	11,115	796
<b>ME</b>	Houlton Band of Maliseet Indians	12,409	713
<b>MI</b>	Bay Mills	11,770	755
	Grand Traverse of Ottawa & Chippewa Indians	16,260	1,043
	Little Traverse Bay Bands of Odawa Indians	11,193	718
	Pokagon Band of Potawatomi	26,783	1,718
	Sault St. Marie Tribe of Chippewa Indians	198,937	12,761
<b>MN</b>	Fond Du Lac Reservation Business Committee	13,734	881
	Leech Lake Chippewa	33,377	2,141
	Mille Lacs Band of Ojibwe	27,157	1,742
	Red Lake Chippewa	47,065	3,019
<b>MS</b>	Mississippi Choctaw	63,714	4,087
<b>MT</b>	Blackfeet	75,094	4,817

**Fiscal Year 2018 Allotments to Indian Tribes\Tribal Organizations**  
**Title IV-B, Subpart 2**  
**Promoting Safe and Stable Families (PSSF) Grant**

State Code	Indian Tribal Organization	2018 Allotment	Tribal Population Under 21
	Chippewa Cree	45,989	2,950
	Confederated Salish & Kootenai	81,611	5,235
	Crow Tribe	94,098	6,036
	Ft. Belknap	43,027	1,882
	Ft. Peck Assiniboine and Sioux Tribes	29,339	2,760
	Northern Cheyenne	68,453	4,391
<b>NE</b>	Omaha	32,410	2,079
	Ponca Tribe	11,334	727
	Santee Sioux Tribe	11,474	736
	Winnebago Tribe of Nebraska	33,502	2,149
<b>NM</b>	Pueblo of Acoma	59,786	3,835
	Pueblo of Isleta	23,930	1,535
	Pueblo of Jemez	19,674	1,262
	Jicarilla Apache	23,930	1,535
	Pueblo of Laguna	37,306	2,393
	Mescalero Apache	31,584	2,026
	Ramah Navajo School Board, Inc.	18,520	1,188
	Pueblo of San Felipe	23,992	1,539
	Pueblo of San Juan (Ohkay Owingeh Pueblo)	12,612	809
	Pueblo of Santa Clara	13,968	896
	Pueblo of Santo Domingo	30,976	1,987
	Pueblo of Taos	11,723	752
	Pueblo of Zuni	70,184	4,502
<b>NY</b>	Seneca Nation of Indians	41,873	2,686
<b>NC</b>	Eastern Band Cherokee	61,937	3,973
<b>ND</b>	Spirit Lake	49,730	3,190
	Standing Rock Sioux Tribe	52,053	3,339
	Three Affiliated Tribes (Ft Berthold)	60,378	3,873
	Turtle Mountain Chippewa	105,120	6,743
<b>OK</b>	Absentee Shawnee Tribe	79,569	5,104
	Alabama-Quassarte	13,641	875
	Apache Tribe of Oklahoma	19,409	1,245
	Cherokee Nation of Oklahoma	1,478,378	94,832
	Cheyenne and Arapaho Tribes	60,534	3,883
	Chickasaw Nation	373,133	23,935
	Choctaw Nation of Oklahoma	855,642	54,886
	Citizen-Potawatomi Nation	144,078	9,242
	Comanche Nation Indian Child Welfare	92,243	5,917
	Delaware Tribes of Indians	22,870	1,467
	Eastern Shawnee Tribe of Oklahoma	21,888	1,404
	Fort Sill Apache Tribe	11,302	725
	Iowa Tribe	13,656	876
	Kaw Nation	18,255	1,171
	Kialegee Tribal Town	13,641	875

**Fiscal Year 2018 Allotments to Indian Tribes\Tribal Organizations**  
**Title IV-B, Subpart 2**  
**Promoting Safe and Stable Families (PSSF) Grant**

State Code	Indian Tribal Organization	2018 Allotment	Tribal Population Under 21
	Kickapoo Tribe of Oklahoma	20,422	1,310
	Kiowa	82,156	5,270
	Miami Tribe of Oklahoma	26,440	1,696
	Muscogee (Creek) Nation	396,829	25,455
	Osage Tribe	108,752	6,976
	Otoe-Missouria Tribe	16,291	1,045
	Ottawa Tribe of Oklahoma	13,750	882
	Pawnee Nation of Oklahoma	13,953	895
	Peoria Tribe of Oklahoma	13,828	887
	Ponca Tribe of Indians	23,556	1,511
	Quapaw Tribe of Oklahoma	31,023	1,990
	Sac and Fox Nation	44,446	2,851
	Seminole Nation of Oklahoma	106,133	6,808
	Seneca-Cayuga Tribe of Oklahoma	31,678	2,032
	Shawnee Tribe	13,750	882
	Thlopthlocco Tribal Town	13,641	875
	United Keetoowah Band of Cherokee Indians	60,222	3,863
	Wichita and Affiliated Tribes	48,764	3,128
	Wyandotte Nation	31,943	2,049
<b>OR</b>	Confederated Tribes of Grand Ronde	24,335	1,561
	Confederated Tribes of Siletz Indians	25,255	1,620
	Confederated Tribes of Umatilla	16,135	1,035
	Confederated Tribes of Warm Springs	29,480	1,891
<b>RI</b>	Narragansett Indian Tribe	11,848	760
<b>SC</b>	Catawba Indian Nation	15,636	1,003
<b>SD</b>	Cheyenne River Sioux Tribe	90,060	5,777
	Oglala Sioux (Pine Ridge)	240,779	15,445
	Rosebud Sioux	124,326	7,975
	Sisseton-Wahpeton Sioux	67,113	4,305
	Yankton Sioux	36,900	2,367
<b>TX</b>	Ysleta Del Sur Pueblo	27,313	1,752
<b>UT</b>	Ute-Uintah and Ouray	23,213	1,489
<b>WA</b>	Confederated Tribes of Colville	40,626	2,606
	Lummi Tribe	26,206	1,681
	Makah	13,953	895
	Muckleshoot Tribe of Washington	19,565	1,255
	Quinault Indian Nation	18,848	1,209
	The Tulalip Tribes	31,319	2,009
	Yakama Nation	87,379	5,605
<b>WI</b>	Bad River	30,010	1,925
	Ho-Chunk Nation	36,729	2,356
	Lac Courte Oreilles Tribal Governing Board	19,487	1,250
	Lac Du Flambeau	15,512	995
	Menomine Indian Tribe Of Wisconsin	34,889	2,238

**Fiscal Year 2018 Allotments to Indian Tribes\Tribal Organizations  
Title IV-B, Subpart 2  
Promoting Safe and Stable Families (PSSF) Grant**

<b>State Code</b>	<b>Indian Tribal Organization</b>	<b>2018 Allotment</b>	<b>Tribal Population Under 21</b>
	Oneida Nation of Wisconsin	73,395	4,708
	Red Cliff Band	35,170	2,256
	St. Croix Chippewa Indians	27,188	1,744
<b>WY</b>	Eastern Shoshone Tribe	17,476	1,121
	Northern Arapaho Business Council	72,054	4,622
<b>Total Tribal</b>		<b>\$ 10,339,050</b>	

**Fiscal Year 2018 Allotments to States and Indian Tribes\Tribal Organizations  
John H. Chafee Foster Care Program  
for Successful Transition to Adulthood**

State	2018 Allotment
Alabama	\$ 1,493,349
Alaska	833,415
Arizona	5,059,007
Arkansas	1,442,221
California	16,161,467
Colorado	1,694,315
Connecticut	1,217,319
Delaware	500,000
District of Columbia	1,091,992
Florida	7,036,742
Georgia	3,659,046
Hawaii	500,000
Idaho	500,000
Illinois	4,761,992
Indiana	5,862,572
Iowa	1,774,405
Kansas	2,147,439
Kentucky	2,308,737
Louisiana	1,358,131
Maine	565,888
Maryland	1,238,095
Massachusetts	3,224,607
Michigan	4,171,796
Minnesota	2,598,658
Mississippi	1,621,317
Missouri	3,667,026
Montana	994,778
Nebraska	1,173,719
Nevada	1,256,329
New Hampshire	500,000
New Jersey	2,297,848
New Mexico	771,352
New York	11,585,958
North Carolina	3,080,976
North Dakota	500,000
Ohio	4,056,248
Oklahoma	2,975,173
Oregon	2,206,599

**Fiscal Year 2018 Allotments to States and Indian Tribes\Tribal Organizations  
John H. Chafee Foster Care Program  
for Successful Transition to Adulthood**

State	2018 Allotment
Pennsylvania	4,754,012
Puerto Rico	500,000
Rhode Island	500,000
South Carolina	1,172,692
South Dakota	500,000
Tennessee	2,462,711
Texas	9,084,224
Utah	837,552
Vermont	500,000
Virgin Islands	500,000
Virginia	1,445,178
Washington	3,222,275
West Virginia	1,765,244
Wisconsin	2,181,656
Wyoming	500,000
<b>State Subtotal</b>	<b>\$ 137,814,060</b>

State Code	Indian Tribal Organization	2018 Allotment
KS	Prairie Band of Potawatomi	\$ 10,574
NE	Santee Sioux Nation	11,976
OR	Confederated Tribe of Warm Springs	46,872
WA	Port Gamble S'Klallam Tribe	16,518
<b>Tribal Subtotal</b>		<b>\$ 85,940</b>
<b>TOTAL</b>		<b>\$ 137,900,000</b>

**Fiscal Year 2018 Allotments to States and Indian Tribes\Tribal Organizations  
John H. Chafee Foster Care Program  
Education and Training Vouchers  
(CETV Grants)**

<b>State</b>	<b>2018 Allotment</b>
Alabama	\$ 491,924
Alaska	274,535
Arizona	1,666,487
Arkansas	475,082
California	5,323,742
Colorado	558,124
Connecticut	400,997
Delaware	75,935
District of Columbia	80,413
Florida	2,317,972
Georgia	1,205,326
Hawaii	156,251
Idaho	147,782
Illinois	1,568,647
Indiana	1,961,998
Iowa	584,507
Kansas	707,388
Kentucky	760,521
Louisiana	454,830
Maine	178,837
Maryland	373,932
Massachusetts	1,062,217
Michigan	1,208,785
Minnesota	856,024
Mississippi	534,078
Missouri	1,207,955
Montana	327,690
Nebraska	497,033
Nevada	413,847
New Hampshire	118,771
New Jersey	635,033
New Mexico	254,091
New York	1,918,144
North Carolina	1,014,904
North Dakota	136,976
Ohio	1,336,168
Oklahoma	980,051
Oregon	726,876

**Fiscal Year 2018 Allotments to States and Indian Tribes\Tribal Organizations  
John H. Chafee Foster Care Program  
Education and Training Vouchers  
(CETV Grants)**

State	2018 Allotment
Pennsylvania	1,566,018
Puerto Rico	415,113
Rhode Island	176,426
South Carolina	386,296
South Dakota	137,852
Tennessee	811,242
Texas	2,992,433
Utah	275,898
Vermont	128,798
Virgin Islands	18,302
Virginia	476,056
Washington	804,710
West Virginia	581,489
Wisconsin	718,659
Wyoming	96,671
<b>State Subtotal</b>	<b>\$ 42,579,836</b>

State Code	Indian Tribal Organization	2018 Allotment
KS	Prairie Band of Potawatomi	\$ 3,483
NE	Santee Sioux Nation	3,945
OR	Confederated Tribe of Warm Springs	15,440
WA	Port Gamble S'Klallam Tribe	5,441
<b>Tribal Subtotal</b>		<b>\$ 28,309</b>
<b>TOTAL</b>		<b>\$ 42,608,145</b>

## **Instructions for Completing the CFS-101 Forms**

### **Introduction**

The CFS-101 is a set of financial forms required by State Agencies, Territories, Insular Areas (States), Indian Tribes, Indian Tribal Organizations, or Indian Tribal Consortia (Tribes) to 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 John H. Chafee Foster Care Program for Successful Transition to Adulthood (Chafee) and the Education and Training Voucher (ETV) Program.

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, Chafee and ETV;
- Part II: Annual Estimated Expenditure Summary of Child and Family Services; and
- Part III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee 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 made a number of minor changes to the forms in 2018, 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.

#### *Recent Changes to the CFS-101s:*

- For all forms, the cells have been locked to allow only whole numbers to be entered.
- Part I
  - The Part I was 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 and the reallocation process has changed. 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 to the Children's Bureau Regional Offices by June 30.
  - A cell was added to enter the DUNS number.
  - A new submission type of "Reallocation" was added.
  - The request for title IV-B, Subpart 2, Promoting Safe and Stable Families (PSSF) was modified to include an automatic calculation of the percentage of funds to be expended in each area of PSSF.
  - Error messages were added to indicate when administrative costs and the room and board for Chafee exceed the maximum amount allowable.
  - A formula was entered on line 7g to sum lines 7a-f showing the breakout of planned PSSF expenditures.

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- 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 service area are being allocated to one of the training categories (lines 13, 14, and 16) or to caseworker retention (line 17).
- Part III
  - An “autofill” function was added to Part III to insert the address, EIN and DUNS once entered on Part I.
  - Row 7 for total PSSF funds is a manually filled cell. This allows the tribes to enter their request/expenditures on line 7 without entering the breakout of the funds.
  - A formula was entered on line 7g to sum lines 7a-f.
  - Warnings were added to indicate when the amounts entered for administrative costs and the room and board for Chafee 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 originally planned spending 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 FY 20 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.*

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

1. **Name of State or Indian Tribal Organization and agency:** Enter the name of the State or Indian Tribal Organization (Tribe) and agency (Department or Division) in cell A4 of the Excel worksheet.
2. **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.
3. **EIN:** Enter the Employer Identification Number (EIN).
4. **DUNS:** Enter the Dun and Bradstreet Number (DUNS) assigned to your organization. Information on how to obtain a DUNS is available on the [grants.gov](https://www.grants.gov) website. A DUNS number is required to register with the US Federal government for contracts or grants.
5. **Submission Type:** Indicate the applicable submission type.
  - NEW submission for the upcoming fiscal year. A submission is “NEW” until signed by the Children’s Bureau Central Office Official;
  - Request for REALLOTMENT for current year; or
  - REVISION of the budget request.
    - This submission type 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 exceeds 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 FY 2019 is submitted on the Part I of the CFS-101 form that was issued in the [FY 2019 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 (FY) 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.<sup>1</sup> The Children’s Bureau encourages states and tribes to request up to 10% more than the previous fiscal year’s 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.

**6. 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 Stephanie Tubbs Jones Child Welfare Services (CWS) Program. A 25% match is required, which must be reflected on the SF-425 report.

a) Enter the estimated amount of title IV-B, subpart 1 CWS funds to be spent on administration. This cannot exceed 10% of the total title IV-B, subpart 1 allotment request entered on line 6). A warning will display if the amount entered is greater than 10% of the requested amount. The amount reported in 6a is a subset of line 6.

**7. 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 7, but must complete lines 7a – f.)

Tribes are not required to provide the breakout for the use of funds on Part I, but may opt to complete lines 7a-f to identify planned expenditures by service category. Tribes should select the option of completing *either* line 7 only, *or* lines 7a-f, which will then prompt the total to display on line 7g. Note that the ‘total’ lines, line 7 and 7g are not connected in any way.

**7a-f. Breakout of title IV-B, subpart 2 (PSSF) funds:** States must complete lines 7a–f, column F. Line 7g sums the amounts in lines 7a-f 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 7g) is expected to be spent in any of the four service areas (7a – d), a strong rationale must be provided in the CFSP/APSR narrative. A 25% match is required, which must be reflected on the SF-425 report.

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<sup>1</sup> The tentative allotments for title IV-B, subpart 1 and 2, Chafee, 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.

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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Enter the estimated amount of PSSF funds to be spent in the following categories:

- a) Family Preservation Services;
- b) Family Support Service;
- c) Family Reunification Services;
- d) Adoption Promotion and Support Services;
- e) Other Service Related Activities (e.g. planning); and
- f) Administration. States are limited to a maximum of 10% of their PSSF request for administrative costs. A warning will display if the amount entered is greater than 10% of the requested amount.

**8. 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.

- a) Enter the estimated amount of funds to be spent on administration. This cannot exceed 10% of the total MCV request entered on line 8a. A warning will display if the amount entered is greater than 10% of the requested amount. The amount reported in 8a is a subset of line 8.

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

Enter the amount of CAPTA State Grant funds requested.

**10. Title IV-E John H. Chafee Foster Care Program for Successful Transition to Adulthood (Chafee) funds:** Enter the amount of Chafee funds that the state or tribe requests.

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

**11. 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.

**Reallotment Request Section:**

*The section for reallotments now pertains to the **current** fiscal year, **not the future year** for which funds are being requested. This section should be blank on the request for future year funding.*

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 Chafee 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 a reallotment request for the current year on file.

This reallotment section was reformatted so that the identification of funds not needed and requests for additional grant funds are aggregated into one section of the Part I. Additionally, 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 may be submitted as a stand-alone document independently of the CFSR/APSR. These requests will be sent immediately to Children's Bureau (CB) Central Office (CO) for the Office of Grants Management to process so that any available appropriated funds may be reallotted timely.

When submitting a request for reallotment, complete a separate CFS-101 Part I with a submission type of "reallotment" checked. Fill in items 1-5 and the applicable cells in items 12 and/or 13, then have it signed, titled and dated by the authorized agency official. Submit it as a separate file named: "State/tribal organization name FY 19 Reallotment" with the name of the state or tribe submitting the file clearly identified. This will ensure a timely review and submission of the request to the CB CO.

A reallotment request may be submitted to the RO at any time prior to or on June 30<sup>th</sup>, independent of the CFSP/APSR submission.

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

**13. Request for additional funds from Reallotment:** In the appropriate cell, enter the amount of additional federal CWS, PSSF and/or MCV, Chafee 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 Chafee and ETV.*

**14. Certification:** This report must be signed, titled, and dated in the spaces provided. The signature and title of the official of the state agency, or Indian Tribal Organization, with authority to administer or supervise the administration of title IV-B, subparts 1 and 2 programs, Chafee 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.

**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 (planned) expenditures on Child and Family Services programs, including the title IV-B programs, the Child Abuse Treatment and Prevention Act (CAPTA) State grant, the John H. Chafee Foster Care Program for Successful Transition to Adulthood (Chafee) and Education and Training Vouchers (ETV) program 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:

- Service programs designed to help children, where safe and 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 safe and appropriate for a child, in some other planned, permanent living arrangement;

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- Pre-placement preventive services programs, such as intensive family preservation programs, designed to help children at risk of foster care placement remain safely with their families;
- 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;
- Increase the strength and stability of families (including adoptive, foster, and extended families);
- Support and retain foster families so they can provide quality family-based settings for children in foster care;
- Increase parents' confidence and competence in their parenting abilities;
- Afford children a safe, stable, and supportive family environment;
- Strengthen parental relationships and promote healthy marriages; and
- 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. 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 or a child who has been returned home 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 and to ensure the strength and stability of the reunification. In the case of a child who has been returned home, the service and activities shall only be provided during the 15-month period that begins on the date that the child returns home. The services and activities that may be provided are the following:

- Individual, group, and family counseling;
- Inpatient; residential, or outpatient substance abuse treatment services;
- 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 who experienced foster care at age 14 or older, youth expected to remain in foster care until the age of 18, youth who after age 16 leave foster care for kinship guardianship or adoption, and former foster care recipients between 18 and 21 years of age (or 23 years of age, as applicable), 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 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 (or 23 years of age, as applicable).

**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,

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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) cannot 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.

**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.

**18. 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.

**19. 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.

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**20. 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 for any column, 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 the CFS 101s to the Children’s Bureau.

**21. Population Data:** Indicate where the population data can be found, in columns I, J, K, and L on the Part II or in the CFSP/APSR narrative. This information is required for all CFSP/APSR submissions.

### Estimated Expenditures:

**Columns A-G.** For each Federal program indicated in columns (A) through (G) from which the state or tribe requests funding, enter the amount estimated to be spent 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] refers to the title IV-E Foster Care, Adoption Assistance and Guardianship Assistance programs.*

*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. The amounts in items B2-B6 should not exceed the amounts on Part I for items 7a-f.*

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. Tribal funds are considered “local” for purposes of the Part II and should be entered in this column. Amounts entered in this column are to reflect overall programmatic support of the child welfare program, and not only the required non-federal match.

*The following information must be provided in the CFSP/APSR and may be provided on the CFS-101 Part II or in the narrative of the CFSP/APSR. Mark the appropriate box for Item 21, Population Data, to indicate where this information can be found.*

**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.

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**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 Program and Education and Training Voucher (ETV) Program

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 2020 APSR, the reporting year is the FY 2017 grant allocation which had an expenditure period from October 1, 2016 to September 30, 2018. Therefore, any fiscal year 2017 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.
- Amounts for the "estimate" (original planned spending) column can be found in the 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. Address:** No entry is needed. This field automatically fills from the CFS-101, Part I.
- 3. EIN:** No entry is needed. This field automatically fills from the CFS-101, Part I. Verify the EIN is correct.
- 4. DUNS:** No entry is needed. This field automatically fills from the CFS-101, Part I. Verify the DUNS is correct.
- 5. 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:

- Original planned spending (Column A) requested for the reporting year. These amounts can be found on the CFS-101 Part I for the reporting year (copy signed by the CB); and
- Actual (Column B) expenditures for each of the programs for the reporting year.

**6. Total title IV-B, subpart 1 funds:** Enter the original planned 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 original planned and actual expenditures of title IV-B, subpart 1 funds for administration. This cannot 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 6a is a subset of line 6.

**7. Total title IV-B, subpart 2 (PSSF) funds:** *For TRIBES only:* If PSSF funding was received for the reporting year, amounts should be entered in line 7. (States do not complete line 7, but must complete lines 7a – f.)

Tribes are not required to provide the breakout for the use of funds, but may opt to complete lines 7a-f. Tribes should select the option of completing either a) line 7 only, or b) lines 7a-f. Note that the ‘total’ lines, line 7 and 7g, are not connected in any way.

**7a-f. Breakout of title IV-B, subpart 2 (PSSF) funds:** States must complete lines 7a–f. Completion of lines 7a-f 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. For the designated year, enter in the original planned spending and actual expenditures for:

- 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); and
- f) Administrative costs. States’ administrative costs cannot exceed 10% of the total Federal 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.

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

Enter the original planned and actual expenditures allotted for the designated fiscal year.

a) Enter the original planned and actual administrative expenditures for Monthly Caseworker Visit funds allotted (*States only*). Administrative costs cannot 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 8a is a subset of line 8.

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

a) Enter the original planned and actual expenditures for room and board for eligible youth. This cannot 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 9a is a subset of line 9.

**10. Education and Training Vouchers (ETV) Program: *At state/tribe option,*** enter the original planned 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 6-10, as applicable, indicate as accurately as possible, the number of individuals and the number of families served<sup>2</sup>, the population served<sup>3</sup>, and the geographic area where services were provided<sup>4</sup>. This information is must be reported on the CFS-101 Part III per section 432(a)(8)(B) of the Social Security Act for both title IV-B, subpart 1 and title IV-B, subpart 2.

**11. 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 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.

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<sup>2</sup> 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.

<sup>3</sup> 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.

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

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**Save the PDF file (and Excel workbook for states) named: “State/Tribe name FY 20 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, CHAFEE, and ETV and Reallotment for Current Federal Fiscal Year Funding**

For Federal Fiscal Year 2020: October 1, 2019 through September 30, 2020

<b>1. Name of State or Indian Tribal Organization and Department/Division:</b>		<b>3. EIN:</b>		
		<b>4. DUNS:</b>		
<b>2. Address:</b> (insert mailing address for grant award notices in the two rows below)		<b>5. Submission Type:</b> (select one)		
		<input type="checkbox"/> NEW <input type="checkbox"/> REALLOTMENT <input type="checkbox"/> REVISION		
a) <b>Email address</b> for grant award notices:				
<b>REQUEST FOR FUNDING for FY 2020:</b> Hardcode all numbers; no formulas or linked cells.				
<b>6. Requested title IV-B Subpart 1, Child Welfare Services (CWS) funds:</b>			\$0	
a) Total administrative costs (not to exceed 10% of the CWS request)			\$0	
<b>7. Requested title IV-B Subpart 2, Promoting Safe and Stable Families (PSSF) funds and estimated expenditures:</b>		<b>% of Total</b>	<b>\$0</b>	
a) Family Preservation Services		#DIV/0!	\$0	
b) Family Support Services		#DIV/0!	\$0	
c) 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 ( <i>APPLICABLE TO STATES ONLY: not to exceed 10% of the PSSF request</i> )		#DIV/0!	\$0	
g) Total itemized request for title IV-B Subpart 2 funds: <i>NO ENTRY: Displays the sum of lines 7a-f.</i>		#DIV/0!	\$0	
<b>8. Requested Monthly Caseworker Visit (MCV) funds: (For STATES ONLY)</b>			\$0	
a) Total administrative costs ( <i>FOR STATES ONLY: not to exceed 10% of MCV request</i> )			\$0	
<b>9. Requested Child Abuse Prevention and Treatment Act (CAPTA) State Grant: (STATES ONLY)</b>			\$0	
<b>10. Requested John H. Chafee Foster Care Program for Successful Transition to Adulthood:</b>			\$0	
a) Indicate the amount to be spent on room and board for eligible youth (not to exceed 30% of CFCIP request).			\$0	
<b>11. Requested Education and Training Voucher (ETV) funds:</b>			\$0	
<b>REALLOTMENT REQUEST(S) for FY 2019:</b>				
<i>Complete this section for adjustments to current year awarded funding levels.</i>				
<b>12. Identification of Surplus for Reallotment:</b>				
a) Indicate the amount of the State's/Tribe's FY 19 allotment that will not be utilized for the following programs:				
<b>CWS</b>	<b>PSSF</b>	<b>MCV (States only)</b>	<b>Chafee Program</b>	<b>ETV Program</b>
\$0	\$0	\$0	\$0	\$0
<b>13. Request for additional funds in the current fiscal year, should they become available for re-allotment:</b>				
<b>CWS</b>	<b>PSSF</b>	<b>MCV (States only)</b>	<b>Chafee Program</b>	<b>ETV Program</b>
\$0	\$0	\$0	\$0	\$0
<b>14. Certification by State Agency and/or Indian Tribal Organization:</b>				
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 FY 2020: OCTOBER 1, 2019 TO SEPTEMBER 30, 2020

SERVICES/ACTIVITIES	(A) IV-B Subpart I- CWS	(B) IV-B Subpart II- PSSF	(C) IV-B Subpart II- MCV	(D) CAPTA	(E) CHAFEE	(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.) 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 in parentheses (\$) means Part II exceeds request)

21.) Population data required in columns I - L can be found:  
 On this form  
 In the APSR/CFSP narrative

**CFS-101, PART III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence and Education And Training Voucher  
 Reporting on Expenditure Period For Federal Fiscal Year 2017 Grants: October 1, 2016 through September 30, 2018**

<b>1. Name of State or Indian Tribal Organization:</b>		<b>2. Address:</b>				<b>3. EIN:</b>
0		0				<b>4. DUNS:</b>
<b>5. Submission Type:</b> (select one) <input type="checkbox"/> NEW <input type="checkbox"/> REVISION		0				
Description of Funds	(A) Original Planned Spending for FY 17 Grants	(B) Actual Expenditures for FY 17 Grants	(C) Number Individuals served	(D) Number Families served	(E) Population served	(F) Geographic area served
<b>6. Total title IV-B, subpart 1 (CWS) funds:</b>	\$ -	\$ -	-	-	-	-
a) Administrative Costs <i>(not to exceed 10% of CWS allotment)</i>	\$ -	\$ -				
<b>7. Total title IV-B, subpart 2 (PSSF) funds:</b> Tribes enter amounts for Estimated and Actuals, or complete 7a-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>	\$ -	\$ -				
<b>g) Total title IV-B, subpart 2 funds:</b> NO ENTRY: This line displays the sum of lines a-f.	\$ -	\$ -				
<b>8. Total Monthly Caseworker Visit funds: (STATES ONLY)</b>	\$ -	\$ -				
a) Administrative Costs <i>(not to exceed 10% of MCV allotment)</i>	\$ -	\$ -				
<b>9. Total Chafee Foster Care Independence Program (CFCIP) funds: (optional)</b>	\$ -	\$ -	-	-	-	-
a) Indicate the amount of allotment spent on room and board for eligible youth <i>(not to exceed 30% of CFCIP allotment)</i>	\$ -	\$ -	-	-	-	-
<b>10. Total Education and Training Voucher (ETV) funds: (Optional)</b>	\$ -	\$ -	-	-	-	-
<b>11. Certification by State Agency or Indian Tribal Organization:</b> 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>Date</i>	

### **Title IV-B, subpart 1 Assurances for Tribes**

The assurances listed below are in 45 CFR 1357.15(c) and title IV-B, subpart 1, sections 422(b)(8), 422(b)(10), and 422 (b)(14) of the Social Security Act (the Act). These assurances will remain in effect during the period of the current five-year Child and Family Services Plan (CFSP).

1. The Tribe assures that it is operating or has developed arrangements with a state agency to operate, to the satisfaction of the Secretary-
  - a. A statewide or areawide information system from which can be readily determined the status, demographic characteristics, location, and goals for the placement of every child who is (or, within the immediately preceding 12 months, has been) in foster care;
  - b. A case review system (as defined in section 475(5) and in accordance with the requirements of section 475A) for each child receiving foster care under the supervision of the State/Tribe;
  - c. A service program designed to help children:
    - i. Where safe and appropriate, return to families from which they have been removed; or
    - ii. 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 subject to the requirements of sections 475(5)(C) and 475A(a) which may include a residential educational program; and
  - d. A preplacement preventive services program designed to help children at risk of foster care placement remain safely with their families. [Section 422(b)(8)(A)]
2. The Tribe assures that it has in effect, or has developed arrangements with a state agency that has in effect, policies and administrative and judicial procedures for children abandoned at or shortly after birth (including policies and procedures providing for legal representation of the children) which enable permanent decisions to be made expeditiously with respect to the placement of the children. [Section 422(b)(8)(B)]
3. The Tribe assures that it shall make effective use of cross-jurisdictional resources (including through contracts for the purchase of services), and shall eliminate legal barriers, to facilitate timely adoptive or permanent placements for waiting children. [Section 422(b)(10)]
4. That Tribe assures that not more than 10 percent of the expenditures of the Tribe with respect to activities funded from amounts provided under this subpart will be for administrative costs. [Section 422(b)(14)]

5. The Tribe assures that it will participate in any evaluations the Secretary of HHS may require. [45CFR1357.15(c)]
6. The Tribe assures that it shall administer the Child and Family Services Plan in accordance with methods determined by the Secretary to be proper and efficient. [45CFR1357.15(c)]

Effective Date and Official Signature

I hereby certify that the Tribe complies with the requirements of the above assurances.

Certified by: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Dated: \_\_\_\_\_

### **Title IV-B, subpart 2 Assurances for Tribes**

The assurances listed below are in 45 CFR 1357.15(c) and title IV-B, subpart 2, sections 432(a)(2)(C), 432(a)(4), 432(a)(5), 432(a)(7) and 432(a)(9) of the Social Security Act (the Act). These assurances will remain in effect during the period of the current five-year CFSP.

1. The Tribe assures that after the end of each of the first four fiscal years covered by a set of goals, will perform an interim review of progress toward accomplishment of the goals, and on the basis of the interim review will revise the statement of goals in the plan, if necessary, to reflect changed circumstances [Section 432(a)(2)(c)(i)].
2. That Tribe assures that after the end of the last fiscal year covered by a set of goals, it will perform a final review of progress toward accomplishment of the goals, and on the basis of the final review:
  - a. Will prepare, transmit to the Secretary, and make available to the public a final report on progress toward accomplishment of the goals; and
  - b. Will develop (in consultation with the entities required to be consulted pursuant to subsection (b)) and add to the plan a statement of the goals intended to be accomplished by the end of the 5th succeeding fiscal year [Section 432(a)(2)(C)(ii)].
3. The Tribe assures that it will annually prepare, furnish to the Secretary, and make available to the public a description (including separate descriptions with respect to family preservation services, community-based family support services, family reunification services, and adoption promotion and support services) of:
  - a. The service programs to be made available under the plan in the immediately succeeding fiscal year;
  - b. The populations which the programs will serve; and
  - c. The geographic areas in the State in which the services will be available. [Section 432(a)(5)]
4. The Tribe assures that it will perform the annual activities described in the 432(a)(5)(A) in the first fiscal year under the plan, at the time the Tribe submits its initial plan, and in each succeeding fiscal year, by the end of the third quarter of the immediately preceding fiscal year.
5. The Tribe assures that Federal funds provided to the Tribe under this subpart will not be used to supplant Federal or non-Federal funds for existing services and activities which promote the purposes of this subpart. [Section 432(a)(7)(A)]

6. The Tribe will furnish reports to the Secretary, at such times, in such format, and containing such information as the Secretary may require, that demonstrate the Tribe’s compliance with the prohibition contained in 432(a)(7)(A) of the Act. [Section 432(a)(7)(B)]
7. The Tribe assures that in administering and conducting service programs under the plan, the safety of the children to be served shall be of paramount concern.[Section 432(a)(9)]
8. The Tribe assures that it will participate in any evaluations the Secretary of HHS may require. [45CFR1357.15(c)]
9. The Tribe assures that it shall administer the Child and Family Services Plan in accordance with methods determined by the Secretary to be proper and efficient. [45CFR1357.15(c)]

Effective Date and Official Signature

I hereby certify that the Tribe complies with the requirements of the above assurances.

Certified by: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Dated: \_\_\_\_\_

**Tribal Leader’s Certification  
for the  
Education and Training Voucher Program  
Chafee Foster Care Program for Successful Transition to Adulthood**

As Tribal Leader of the Tribe, Tribal Organization, or Tribal Consortium of \_\_\_\_\_, I certify that the Tribe is either operating a title IV-E program under section 479B of the Act, or is receiving funding to provide foster care under part E of the Act pursuant to a cooperative agreement or contract with a state and has in effect and is operating an areawide program relating to the Chafee Foster Care Program for Successful Transition to Adulthood:

1. The Tribe will comply with the conditions specified in subsection 477(i).
2. The Tribe has described methods it will use to:
  - ensure that the total amount of educational assistance to a youth under this and any other Federal assistance program does not exceed the total cost of attendance; and
  - avoid duplication of benefits under this and any other Federal assistance program, as defined in section 477(b)(3)(J).

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**Signature of Tribal Leader**

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**Date**

**Tribal Certifications for the Chafee Foster Care Program for Successful Transition to Adulthood**

As Tribal Leader of the Tribe, Tribal Organization, or Tribal Consortium of \_\_\_\_\_, I certify that the Tribe is either operating a title IV-E program under section 479B of the Act, or is receiving funding to provide foster care under part E of the Act pursuant to a cooperative agreement or contract with a State and has in effect and is operating an areawide program pursuant to section 477(j)(2) relating to the Chafee Foster Care Program for Successful Transition to Adulthood (the Chafee Program) and that the following provisions to effectively implement the Chafee Program are in place:

1. [Check one of the following boxes]:

The Tribe will provide assistance and services to youths who have aged out of foster care, and have not attained 21 years of age [Section 477(b)(3)(A)(i)];

OR

The Tribe will provide assistance and services to youths who have aged out of foster care, and have not attained 23 years of age [Section 477(b)(3)(A)(ii)].

AND:

the Tribe has elected under section 475(8)(B) of title IV-E of the Social Security Act to extend eligibility for foster care to all children who have not attained 21 years of age;

OR:

the Tribal agency responsible for administering the Tribal plans under titles IV-B and IV-E of the Social Security Act uses Tribal funds or any other funds not provided under title IV-E to provide services and assistance for youths who have aged out of foster care that are comparable to the services and assistance the youths would receive if the Tribe had elected to extend eligibility for foster care up to age 21 under section 475(8)(B) of title IV-E.

2. Not more than 30 percent of the amounts paid to the Tribe from its allotment for a fiscal year will be expended for room or board for youths who have aged out of foster care and have not attained 21 years of age (or 23 years of age, in the case of a Tribe with a certification under section 477(b)(3)(A)(ii) to provide assistance and services to youths who have aged out of foster care and have not attained age 23) [Section 477(b)(3)(B)];
3. None of the amounts paid to the Tribe from its allotment will be expended for room or board for any child who has not attained 18 years of age [Section 477(b)(3)(C)];
4. The Tribe has consulted widely with public and private organizations in developing the plan has given all interested members of the public at least 30 days to submit comments on the plan [Section 477(b)(3)(E)];

5. The Tribe will make every effort to coordinate the Tribal programs receiving funds provided from an allotment made to the Tribe with other Federal, State and Tribal programs for youth (especially transitional living youth projects funded under part B of title III of the Juvenile Justice and Delinquency Prevention Act of 1974), abstinence education programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies [Section 477(b)(3)(F)];
6. The Tribe will ensure that youth participating in the program under this section participate directly in designing their own program activities that prepare them for independent living and that the youth accept personal responsibility for living up to their part of the program [Section 477(b)(3)(H)];
7. The Tribe has established and will enforce standards and procedures to prevent fraud and abuse in the programs carried out under the plan [Section 477(b)(3)(I)]; and
8. The Tribe will ensure that a youth participating in the program under this section is provided with education about the importance of designating another individual to make health care treatment decisions on behalf of the youth if the youth becomes unable to participate in such decisions and the youth does not have, or does not want, a relative who would otherwise be authorized under applicable State or Tribal law to make such decisions, whether a health care power of attorney, health care proxy, or other similar document is recognized under applicable State or Tribal law, and how to execute such a document if the youth wants to do so [Section 477(b)(3)(K)].

**FOR TRIBES APPROVED TO OPERATE A TITLE IV-E PROGRAM DIRECTLY ONLY:**

9. The Tribe will use training funds provided under the program of Federal payments for foster care and adoption assistance to provide training including training on youth development to help foster parents, adoptive parents, workers in group homes, and case managers understand and address the issues confronting youth preparing for a successful transition to adulthood and making a permanent connection with a caring adult [Section 477(b)(3)(D)].

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Signature of Tribal Leader

---

Date

## Regional Program Managers – Children’s Bureau

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

NOTIFICATION OF ADOPTION SAVINGS CALCULATION METHOD

Instructions:

This notification form is to be completed only by those title IV-E agencies providing updated information for a federal fiscal year (FFY) as follows:

- Title IV-E agency did not submit an Adoption Savings calculation method notification for a prior FFY; or
- Title IV-E agency has decided to change the Adoption Savings calculation method from the one selected on its latest submitted annual notification submission (for FFY 2017 or a subsequent FFY); or
- Title IV-E agency is not changing the Adoption Savings calculation previously selected and was approved to use either the CB Method with Actual Amounts or an Alternate Approved Method, but the procedures to be used for the current FFY calculation will differ from those used in the immediately prior FFY.

A title IV-E agency choosing to use the same Adoption Savings calculation method and procedures for the current FFY as used in its latest FFY reporting period submission need not submit this form.

If required, please complete and submit this Attachment with the CFSP.

Report:

The [Click here to enter text.](#) (tribal or state name) title IV-E agency in accordance with section 473(a)(8) of the Social Security Act (Act) and Program Instruction (PI) [ACYF-CB-PI-15-06](#), dated May 22, 2015, has determined to use a method to calculate adoption savings for federal fiscal year (FFY) [Click here to enter text.](#) (FFY when method will first be applied) as specified below:

Selected Adoption Savings Calculation Method (choose only one Method, but check any applicable box under the selected Method):

**Children’s Bureau (CB) Method.** This method, outlined in Attachment B to ACYF-CB-PI-15-06, uses random sampling to identify the extent of applicable child only status cases receiving title IV-E adoption assistance payments. The title IV-E agency’s per child per month title IV-E adoption assistance average claims and federal share rates are then used to calculate the savings in the adoption assistance payments and agency administration title IV-E funding categories. Title IV-E agencies choosing this method must submit an electronic file containing the appropriate universe of children. If this method is checked, please separately submit an electronic file containing an unduplicated list of all children in the tribe or state counted as in receipt of title IV-E adoption assistance payments on form CB-496 reports for the current quarters ended December 31<sup>st</sup> and March 31<sup>st</sup> of the current FFY. (This information is reported in aggregate as the average monthly number of children receiving adoption assistance payments on the CB-496, Part 1, line 45 current quarter count column.) The file must use encrypted record numbers and no other personal identifying information to protect the identity of the listed children. Please provide this file no later than **July 31<sup>st</sup>** of each FFY as an email attachment directly to Dr. Tammy White in the Administration on Children, Youth and Families Office of Data, Analysis, Research, and Evaluation at [tammy.white@acf.hhs.gov](mailto:tammy.white@acf.hhs.gov). Please also copy the CB Regional Program Manager in your region. Further instructions on the procedures for conducting the case sample (in addition to those delineated in ACYF-CB-PI-15-06) will be provided to those title IV-E agencies providing such a file.

**Children’s Bureau (CB) Method with Actual Amounts.** Includes use of the Actual Amounts in lieu of sampling or application of statistical results. This includes the use of an actual applicable child only count and, optionally, actual assistance payments in concert with the Children’s Bureau (CB) Method as

outlined in Attachment B of ACYF-CB-PI-15-06. The method otherwise follows the steps identified for the Children’s Bureau (CB) Method. Selection of this method requires a determination that the title IV-E agency’s internal systems can be used to extract the data needed to constitute “actual amounts.” If this method was not selected for the immediately prior FFY or involves use of revised procedures, attach a summary of how the identification of actual amounts will be performed.

If this method was chosen for the immediately prior FFY, but the identification of actual amounts will differ in any manner from the procedures used in the prior FFY, indicate such by checking the box below:

*Identification of Actual Amounts Will Differ From Prior FFY Procedures.* Check this box only if the Children’s Bureau (CB) Method with Actual Amounts method was used in the calculation of adoption savings for the immediately prior FFY *and* the method to be used in the current FFY uses at least some differing procedures. If checked, attach a summary of how the identification of actual amounts will differ.

**Alternate Approved Method.** Includes use of any methodology differing from the CB Method or the CB Method with Actual Amounts as outlined in Attachment B of ACYF-CB-PI-15-06. If this alternate method was not previously approved or differs from the previously approved alternate method, the proposed alternate method must be submitted to the CB for approval. In this instance, submit the complete proposed alternate method as an attachment with this notice. A notice of CB approval is required prior to use of this method to report calculated adoption savings. If this method was chosen for the immediately prior FFY, but the procedures used will differ in any manner from the Alternate Approved Method used in the prior FFY, indicate such by checking the box below:

*Alternate Method Will Differ From Prior FFY Approved Alternate Method.* Check this box only if a new alternate method is being proposed or an Alternate Approved Method was approved and used in the calculation of adoption savings for the immediately prior FFY *and* the method to be used in the current FFY differs in some manner from the one used in the immediately prior FFY. If checked, the proposed alternate method must be submitted to the CB for approval. Submit the complete proposed alternate method (highlighting the changes from the prior FFY method, where appropriate) as an attachment with this notice. A notice of CB approval is required prior to use of this method to report calculated adoption savings.

This notification requires the signature and title of the tribal or state official with authority to administer or supervise the administration of the title IV-E Adoption Assistance program.

\_\_\_\_\_  
Signature and Title of Tribal or State Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature, Associate Commissioner, Children’s Bureau)

\_\_\_\_\_  
(CB Approval Date)

Annual Reporting of Education and Training Vouchers Awarded

Name of State/ Tribe:

	Total ETVs Awarded	Number of New ETVs
<u>Final Number: 2017-2018 School Year</u> (July 1, 2017 to June 30, 2018)		
<b>2018-2019 School Year*</b> (July 1, 2018 to June 30, 2019)		

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.

**Attachment G – Tribal Population Under 21**

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*.)

**Attachment G – Tribal Population Under 21**

**Tribal Name & State:** \_\_\_\_\_

- 2) 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 if 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.

[Click here to sign](#)

\_\_\_\_\_  
Tribal Enrollment Official

Enter date

\_\_\_\_\_  
Date

[Click here to sign](#)

\_\_\_\_\_  
Signature of Tribal Official

[Click here to enter title](#)

\_\_\_\_\_  
Title of Tribal Official

Enter date

\_\_\_\_\_  
Date

**Optional Template for a Tribal Child and Family Services Plan / Annual Progress and Services Report  
For Federal Fiscal Years 2020 – 2024**

**Name of Tribe/State where located:** \_\_\_\_\_

This template is provided as *an option* for tribes to use over the course of the five years that the Tribal Child and Family Services Plan (CFSP) is in effect. It allows for annual updates as the program instruction (PI) is issued each year and for changes the tribes makes to its plan during any of the years. In the future, if there is a change in requirements, CB will issue an additional page(s) as an attachment to the template which can then be attached to your Annual Progress and Services Report (APSR) for the year that the information is due. Use as much space as needed since sections will expand.

Instructions: The requirements listed in each block below follow the requirements listed in ACYF-CB-PI-19-04 so that one can fill in the information starting with the CFSP that is due by June 30, 2019. If your tribe chooses to use the template, complete the “FY 2020 CFSP” section for each requirement providing as much detail as necessary. For the submission due June 30, 2019, leave all the APSR sections blank as each one will be completed in each of the upcoming four years in the five-year cycle to report tribal progress in implementing the CFSP. Any additional instructions necessary to complete those sections will be provided in future years.

Notes:

- The final report for Fiscal Years 2014-2019 is to be submitted separate from this template.

<p><b>Tribal agency administering the programs</b> (45 CFR 1357.15(f)(1) and (2))</p> <ul style="list-style-type: none"> <li>• Identify the tribal agency that will administer the title IV-B (and, if applicable, Chafee and ETV) programs under the plan. The same agency is required to administer or supervise the administration of all programs under titles IV-B and IV-E of the Act.</li> <li>• Describe the organization and function of the office or organizational unit responsible for operation and administration of the CFSP.</li> <li>• Provide an organizational chart and a description of how that office relates to tribal and other offices operating or administering service programs within the tribal service area.</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<p><b>Vision Statement</b> (45 CFR 1357.15(g)): Provide a vision statement that articulates the tribe’s philosophy in providing child and family services and developing or improving a coordinated service-delivery system. The vision should reflect the service principles cited above, which appear in federal regulations at 45 CFR 1355.25.</p> <p>In developing the vision statement, CB strongly encourages tribes, in collaboration with stakeholders, to consider incorporating a focus on strengthening families through primary prevention. The CB believes reaching children and families sooner through prevention is the key to avoiding unnecessary trauma, disrupting intergenerational cycles of maltreatment, and achieving better outcomes for children and families.</p>
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**Goals** (45 CFR 1357.15(h)): Specify the goals that will be accomplished during and by the end of the five-year period of the plan. Express the goals in terms of improved outcomes for the safety, permanency and well-being of children and families, and a more comprehensive, coordinated, and effective child and family service delivery system. The CB encourages tribes to identify several broad goals that address priority concerns and focus on a few significant areas of improvement to be addressed during the five-year period. The CB also encourages tribes to include a goal focused on primary prevention of child abuse and neglect.

*(Additional information: “Goals” are generally broad, positive statements, expressed in terms of improved outcomes that identify the population or group that will benefit. For example, a goal might be stated as, “Strengthen families by providing early prevention and family preservation services.”)*

*NOTE: “Goal #2” cells below were added as an example of how to add additional goals. Tribes are not limited to 2 goals.*

**Objectives** (45 CFR 1357.15(i)): Identify realistic, specific, quantifiable and measurable objectives that will be carried out to achieve each goal. Each objective should focus on outcomes for children, youth and/or families or on elements of service delivery (such as quality) that are linked to outcomes in important ways. Each objective should include both interim benchmarks and a long-term timetable, as appropriate, for achieving the objective. The CFSP must include objectives to make progress in reaching additional children in need of services, expanding and strengthening the range of existing services, and developing new types of services.

*(Additional information: “Objectives” may be thought of as the strategies or initiatives that will help achieve the goal, while “benchmarks” represent key implementation milestones. For examples of objectives for the goal of strengthening families by providing early prevention and family preservation services might be “increase the number of referrals of youth and their families to family support services” and “implement home-based services to families.”*

*Benchmarks might include hiring staff, completing training, developing referral procedures, implementing assessment tools or other concrete action steps.)*

**Measures of progress** (45 CFR 1357.15(j)): Describe how the tribe will measure the results, accomplishments, and annual progress toward meeting the goals and objectives. Specify the processes and procedures the tribe will use to assure use of valid and reliable data and information. The data and information must be capable of determining whether or not the interim benchmarks and multi-year timetable for accomplishing CFSP goals and objectives are being met.

*(Additional information: In order to know whether the tribe is being successful in achieving its goals and objectives, it is important to identify sources of data that can be used to measure progress. This type of information may come from data that is collected by*

<p><i>the tribe, by the state or could be information gathered through surveys or other approaches. Whatever measures the tribe identifies, it is important to establish procedures upfront to assure that data will be available on a timely and ongoing basis.)</i></p>		
FY 2020 CFSP Goal #1:	Objective(s):	Measure of progress:
FY 2020 CFSP Goal #2:	Objective(s):	Measures of progress:
FY 2021 APSR Update on Goals/Objective/Progress and/or additional Goals:		
FY 2022 APSR Update on Goals/Objectives/Progress and/or additional Goals:		
FY 2023 APSR Update on Goals/Objectives/Progress and/or additional Goals:		
FY 2024 APSR/Final Report on Goals/Objectives/Progress		
<p><b>Consultation and Service Coordination (45 CFR 1357.15(l) and (m)):</b></p> <ul style="list-style-type: none"> <li>Describe the consultation process the tribe uses to obtain the active involvement of the offices responsible for providing child and family services within the tribe’s area of jurisdiction. The consultation process must include all the appropriate offices or</li> </ul>		

<p>agencies responsible for child and family services (including child protective services, in-homes services, foster care, guardianship, adoption and independent living services) in the tribe’s service area.</p> <ul style="list-style-type: none"> <li>• Discuss how the tribe has involved the tribal and/or state courts and court improvement programs in the CFSP plan development.</li> <li>• Discuss how the tribe has engaged families and youth, the state child welfare agency and other state or tribal partners involved in serving children and families in the development and implementation of the CFSP for FYs 2020-2024.</li> <li>• Describe how services under the plan will be coordinated over the five-year period with services or benefits under other federal or federally-assisted child and family services or programs serving the same populations to achieve the goals and objectives in the plan. Examples of programs with which to consult and coordinate include: Temporary Assistance for Needy Families (TANF), Medicaid, Child Care, Head Start, Supplemental Nutrition Assistance Program (SNAP), and the Bureau of Indian Affairs programs; private agencies providing services to children and families, and community-based public and private providers for programs such as substance abuse treatment domestic violence, behavioral health, schools, developmental disability, etc.</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
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FY 2024 APSR/Final Report
<b>Service Description</b> (45 CFR 1357.15(n)) – complete for each program for which funding is being requested (title IV-B subpart 1 and/or subpart 2)
<p><b><i>For tribes applying for title IV-B, subpart 1:</i></b></p> <ul style="list-style-type: none"> <li>• Describe the services the tribe plans to provide under title IV-B, subpart 1.</li> <li>• Provide the estimated expenditures for all described services on the CFS-101 (see Attachment B of the PI).</li> </ul>

- Present information on the estimated number of individuals and families to be served; the population to be served; and the geographic areas where the services will be available for each described service. This information may be recorded on the CFS-101 part II or in the narrative portion of the plan.
- Describe the tribe’s standards for the content and frequency of caseworker visits for children who are in foster care under the responsibility of the tribe, which, at a minimum, ensure that the children are visited on a monthly basis and that caseworker visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the safety, permanency and well-being of the children. If the tribe does not operate a foster care program, this provision is not applicable; please simply note that the tribe does not operate a foster care program (Section 422(b)(17) of the Act).

\_\_\_\_\_ Check here if the tribe does not operate a foster care program.

- Describe the activities the tribe plans to undertake over the next five years to reduce the length of time young children under the age of five are in foster care without a permanent family, and to address the developmental needs of all vulnerable children under five years of age. For tribes that do not directly operate a foster care program and whose children are served by the state agency, describe the role of the tribe in working with the state to address these requirements relating to meeting the developmental needs of young children both in foster care and in the community (section 422(b)(18) of the Act).

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***For tribes applying to receive funding under title IV-B, subpart 2:***

- Describe the services the tribe plans to provide under each category of title IV-B, subpart 2: family preservation; family support; family reunification; and adoption promotion and support services.
- Describe how the tribe identifies which populations are at the greatest risk of maltreatment and how the tribe targets services to the populations at greatest risk of maltreatment (section 432(a)(10) of the Act).
- Provide the estimated expenditures for all described services on the CFS-101.

<ul style="list-style-type: none"> <li>• Present information on the estimated number of individuals and families to be served; the population to be served; and the geographic areas where the services will be available for each described service. This information may be recorded on the CFS-101 part II or in the narrative portion of the plan.</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<p><b>Program Support</b> (For tribes applying to receive funding under title IV-B, subparts 1 and/or 2)</p> <ul style="list-style-type: none"> <li>• Discuss the tribe’s child welfare services staff development and training plans in support of the goals and objectives of the CFSP which addresses the title IV-B programs covered by the plan.</li> <li>• Describe any planned activities for developing, implementing or improving the tribe’s child and family services program’s research and evaluation activities, management information system or quality assurances system.</li> <li>• Discuss any technical assistance or capacity building needs that the tribe anticipates requesting from CB’s Child Welfare Capacity Building Collaborative in support of the tribes’ CFSP goals and objectives. Information about the Collaborative can be found at this link: <a href="https://capacity.childwelfare.gov/">https://capacity.childwelfare.gov/</a>.</li> </ul>
FY 2020 CFSP
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FY 2022 APSR
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FY 2024 APSR/Final Report
<p><b>Consultation Between States and Tribes:</b></p> <p>Federal law and regulations require consultation between states and tribes on several key child welfare issues, including describing state compliance with the Indian Child Welfare Act (ICWA); the arrangements for providing services in relation to permanency</p>

<p>planning for tribal children, whether under the jurisdiction of the state or tribe; and the provision of independent living services under the Chafee Program. In the CFSP, tribes are to address the following:</p> <ul style="list-style-type: none"> <li>Section 422(b)(9) of the Act requires states to consult with tribes in describing the specific measures taken to comply with ICWA. Describe how the state(s) in which the tribe is located or any other states have consulted with the tribe regarding state compliance with ICWA. Describe any concerns with respect to the states’ consultation process.</li> </ul>
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<ul style="list-style-type: none"> <li>Describe the arrangements, jointly developed with the state(s) in which the tribe is located, about who is responsible for providing the child welfare services and protections identified in section 422(b)(8)) of the Act to tribal children, whether under state or tribal jurisdiction. These services and protections include operation of a case review system for children in foster care; a preplacement preventive services program; 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. In addressing this requirement, please describe whether the tribe operates its own foster care program, whether the tribe has its own court overseeing child welfare cases, and whether the tribe has entered into any state-tribe agreements relating to child welfare services and the nature of those agreements. (45 CFR 1357.40(c)(1)).</li> </ul> <p>_____ Check here if the tribe operates its own foster care program.</p> <p>_____ Check here if the tribe has its own court overseeing child welfare cases</p> <p>_____ Check here if the tribe has entered into any state-tribe agreement relating to child welfare services and describe below.</p>
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<ul style="list-style-type: none"> <li>Describe how the tribe has been consulted about the programs to be carried out by the state under the Chafee Program and explain the results of the consultation specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth under the Chafee Program (Section 477(b)(3)(G) of the Act).</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<p><b>Targeted Plans required by Title IV-B, subpart 1: Foster and Adoptive Parent Diligent Recruitment Plan</b> (Complete either subsection below as applicable OR attach a copy of the plan.)</p> <p>Section 422(b)(7) of the Act requires diligent recruitment of foster and adoptive families that reflect the ethnic and racial diversity of children in the tribe for whom foster and adoptive homes are needed. For the CFSP for FYs 2020-2024, the Foster and Adoptive Parent Diligent Recruitment Plan should reflect the activities to be conducted over the next five years to ensure that there are foster and adoptive homes that meet the needs of the infants, children, youth, and young adults (including those over the age of 18 who are in foster care) served by the child welfare agency.</p> <p>For tribes that operate a foster care program directly or under the supervision of the state:</p> <ul style="list-style-type: none"> <li>Describe 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.</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
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For tribes that do not directly operate a foster care program and whose children are served by the state agency:

<ul style="list-style-type: none"> <li>Describe any activities the tribe is undertaking in coordination with the state agency to support diligent recruitment of foster and adoptive families.</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<p><b>Targeted Plans required by Title IV-B, subpart 1: Health Care Oversight Plan</b>          (Complete either subsection below as applicable OR attach a copy of the plan and note that below.)</p> <p>Section 422(b)(15)(A) of the Act requires the development of a plan for the ongoing oversight and coordination of health care services for children in foster care (Health Care Oversight and Coordination Plan). Tribes are required to address how the Health Care Oversight and Coordination plan requirements are being met for tribal children in foster care.</p> <p>The Family First Prevention Services Act (FFPSA) added a requirement to ensure that children in foster care are not inappropriately diagnosed in order to place children in settings that are not foster family homes. Including the FFPSA amendment (which appears in italics below), the Health Care Oversight and Coordination Plan must include an outline of all of the items listed below, enumerated in statute at section 422(b)(15)(A)(i)(vii) of the Act:</p> <ul style="list-style-type: none"> <li>A schedule for initial and follow-up health screenings that meet reasonable standards of medical practice;</li> <li>How health needs identified through screenings will be monitored and treated, including emotional trauma associated with a child’s maltreatment and removal from home;</li> <li>How medical information for children in care will be updated and appropriately shared, which may include developing and implementing an electronic health record;</li> <li>Steps to ensure continuity of health care services, which may include establishing a medical home for every child in care;</li> <li>The oversight of prescription medicines, including protocols for the appropriate use and monitoring of psychotropic medications;</li> <li>How the tribe actively consults with and involves physicians or other appropriate medical or non-medical professionals in assessing the health and well-being of children in foster care and in determining appropriate medical treatment for the children;</li> </ul>

<ul style="list-style-type: none"> <li>• <i>The procedures and protocols the Tribe has established to ensure that children in foster care placements are not inappropriately diagnosed with mental illness, other emotional or behavioral disorders, medically fragile conditions, or developmental disabilities, and placed in settings that are not foster family homes as a result of the inappropriate diagnoses; and</i></li> <li>• Steps to ensure that the components of the transition plan development process required under section 475(5)(H) of the Act that relate to the health care needs of youth aging out of foster care, including the requirements to include options for health insurance, information about a health care power of attorney, health care proxy, or other similar document recognized under state law, and to provide the child with the option to execute such a document, are met.</li> </ul> <p>For the CFSP for FYs 2020-2024 CFSP submission, tribes must provide a new Health Care Oversight and Coordination Plan. The new plan should reflect lessons learned since development of the prior plan and continue to strengthen activities to improve the health care and oversight of children and youth in foster care over the next five years.</p>
<p>For tribes that do not directly operate a foster care program and whose children are served by the state agency, note the responsibility of the state for developing the Health Care Coordination Plan and for providing health care information as part of the transition plan development process and address any tribal involvement in those processes.</p>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<p>Tribes that operate a foster care program must develop the Health Care Oversight and Coordination plan in coordination with the state title XIX (Medicaid) agency, and in consultation with pediatricians and other experts in health care, and experts in and recipients of child welfare services. (If a copy of the plan is attached, note that below.)</p>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<p><b>Targeted Plans required by Title IV-B, subpart 1: Disaster Plan</b> (Complete either the subsection below OR attach a copy of the plan and note that below.)</p>

Section 422(b)(16) of the Act requires that tribes have in place procedures explaining how the tribal programs assisted under title IV-B, subparts 1 and 2, and title IV-E, would respond to a disaster, in accordance with criteria established by the Secretary. These procedures, enumerated in section 422(b)(16)(A)-(E) of the Act, should describe how the tribe would:

- 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 other states and/or tribes.

A Disaster Plan must be submitted as part of the CFSP for FYs 2020-2024. In developing the 2020-2024 Disaster Plan, tribes should review the Disaster Plan prepared for the FYs for 2015-2019, and reflect on how the plan was used in any emergency or disaster situations in the past five years to determine if changes are needed.

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**Certification of Population Count under Age 21:**

Title IV-B funds are allotted to tribes based on the number of children under the age of 21 as reflected in Census Bureau data, unless a tribe has certified an alternative number that has been approved by the CB Regional Office.

Tribes have the opportunity to update their certification of an alternate number to reflect the revised number of children under age 21 in their population by submitting a certification reflecting the revised number of children who have not yet reached their 21<sup>st</sup> birthday and provide a justification for the revision to their Regional Office. This certification must be signed by the Tribal enrollment officer and the Tribal president/chairperson and is due with the June 30<sup>th</sup> plan submittal. See Attachment G of the PI for

<p>the Certification of Population Count under Age 21 to be completed and to be submitted as a separate document in PDF format. Note below if you are submitting a certification of an alternate number.</p>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<p><b>CFSP Plan Availability:</b></p> <p>State agencies and tribes must exchange copies of their CFSP for FYs 2020-2024 and their subsequent APSRs (45 CFR 1357.15(v)). Describe how the tribe will meet this requirement for the CFSP for FYs 2020-2024 and the plan for exchanging future APSRs.</p>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<p>This section reserved for any additional information that a tribe wishes to share.</p>

This section reserved for any potential future requirements.

**Submission Reminders:**

- CFSP and APSR must be in Word format.
- CFS-101 Parts I & II for FY 2020 (IV-B 1 & 2, Chafee and ETV if applicable) with signature of Tribal official (PDF)
- CFS-101 Part III to include the actual amount of IV-B funds expended in FY 2016, estimated number of individuals and families served, and geographic services area. Tribes must track annual IV-B expenditures, including administrative costs. Requires signature of Tribal official. (PDF)
- Assurances: Certifications and assurances for all programs for which funding is requested must be signed and submitted with the CFSP for 2020-2024. Certifications and assurances will not need to be re-submitted in future years unless a change has occurred that warrants a new certification. (PDF)

**Requirements for Tribes Applying for Chafee and/or ETV**

Tribes who have a tribe-state agreement for receipt of title IV-E funding and tribes approved to directly operate the title IV-E program are eligible to apply to receive directly a portion of the Chafee and/or ETV funds allotted to the state(s) in which the tribe is located. Tribes receiving direct funding under Chafee and/or ETV will also be required to provide a 20 percent match.

**CHAFEE:**

<b>Agency Administering Chafee (section 477(b)(2) of the Act)</b>
Identify the tribal agency or agencies that will administer, supervise, or oversee the Chafee program. Describe how the agency that administers the program provides oversight to the programs or agencies that directly provide Chafee services and supports.
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<b>Description of Program Design and Delivery</b>
<ul style="list-style-type: none"> <li>Describe how the tribe designed and intends to deliver and strengthen programs to achieve the purposes of the Chafee program over the next five years (section 477(b)(2)(A) of the Act).</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<ul style="list-style-type: none"> <li>Describe how the tribe has involved youth/young adults in the development of the Chafee plan.</li> </ul>
FY 2020 CFSP

FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
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<ul style="list-style-type: none"> <li>• Discuss how youth, caseworkers and caregivers are made aware of the program.</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<b>Serving Youth of Various Ages and Stages of Achieving Independence</b>
<ul style="list-style-type: none"> <li>• Describe how youth of various ages and at various stages of achieving independence are to be served (section 477(b)(2)(C) of the Act.)</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<p>For tribes that extended or plan to extend title IV-E foster care assistance to youth ages 18 – 21, address how implementation of this program option has changed or will change the way in which Chafee services are targeted to support the successful transition to adulthood. For tribes that have elected or plan to extend Chafee services to age 23, provide a description of the services offered or to be offered to youth ages 21 – 22 (up through 23<sup>rd</sup> birthday) and how the expansion of the program will be implemented, including how youth, service providers, and community partners were or will be informed of the change.</p>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR

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<b>Collaboration with State Child Welfare Agency and Other Public and Private Agencies</b>
<ul style="list-style-type: none"> <li>• Describe the tribe’s consultation process regarding the Chafee and ETV programs with each state for which a portion of the Chafee and/or ETV allotment would be redirected by ACF from the state to the tribe. Describe the results of that consultation, particularly with respect to: <ul style="list-style-type: none"> <li>○ Determining the eligibility for benefits and services of Indian children to be served under the Chafee and/or ETV programs that the tribe has opted to operate directly; and</li> </ul> </li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<ul style="list-style-type: none"> <li>○ 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 Chafee and ETV programs to receiving such benefits and services under programs carried out directly by the tribe. (See section 477(j)(2)(B) and (C).)</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
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<ul style="list-style-type: none"> <li>• Discuss how the tribe involves any other state or tribal public agencies and/or the private sector in helping youth in foster care achieve independence (section 477(b)(2)(D) of the Act).</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
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**ETV:**

- Describe the methods the tribe uses to operate the ETV program efficiently.

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FY 2023 APSR
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- Describe the methods the tribe will use to: (1) ensure that the total amount of educational assistance to a youth under this and any other federal assistance program does not exceed the total cost of attendance (as defined in section 472 of the Higher Education Act of 1965); and (2) to avoid duplication of benefits under this and any other federal or federally assisted benefit program. (See sections 477(b)(3)(J) and (i)(5) of the Act, and Attachment C of this PI.)

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- Describe how the program is coordinated with other appropriate education and training programs, such as any tuition waiver program, state or tribal scholarship programs, or [College Success Programs](#)” available at area colleges, universities, community colleges, or other post-secondary institutions, if applicable (section 477(i)(6) of the Act).

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FY 2023 APSR

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**TRIBAL DATA APPLICABLE TO BOTH Chafee and ETV:**

<p><b>Tribal Data on Number of Children in Foster Care</b></p> <p>In order to calculate the tribe’s allocation under the Chafee and/or 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 complete fiscal year for which information is available. This data is required for all tribes applying or reapplying for these programs. <b>Enter the number of children for each FY in the space below.</b></p>
FY 2020 CFSP
FY 2021 APSR
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FY 2023 APSR
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**Submission Reminders:**

- Complete CFS-101’s on the respective lines for Chafee and for ETV
- Provide the Regional Office with the tribal data on the number of children in foster care.
- Submit information on the number of children receiving ETV vouchers (attachment F of the PI)

### Additional Requirements for Tribal Title IV-E Agencies

#### Training Plan:

Tribes that have already submitted a title IV-E plan to operate directly a foster care, adoption assistance and at the Tribe's option guardianship assistance program pursuant to section 479B of the Act, are required to submit a title IV-E training plan with the CFSP for FYs 2020-2024 as required by 45 CFR 1356.60(b)(2).

The training plan for tribes with an approved title IV-E plan must include a staff development and training plan in support of the goals and objectives of the CFSP which addresses the title IV-B programs, as well as training in support of the title IV-E program. Training must be an ongoing activity and must include content from various disciplines and knowledge bases relevant to child and family services policies, programs, and practices. Training content must also support the cross-system coordination and consultation basic to the development of the CFSP.

The training plan for the CFSP for FYs 2020-2024 must include the information below:

- A description of the initial in-service training program for new or reassigned employees that includes a description of the content and scope of the classroom and work experience components of the training, as well as the duration of the initial in-service training period and the specific supports provided during this period.
- For all types of training (e.g., training for individuals preparing for employment, initial in-service training, ongoing in-service training, foster/adoptive/guardianship provider training, and the additional categories of short-term training authorized in section 474(a)(3)(B) of the Act) include the following information in the training plan:
  - a brief, one-paragraph syllabus of the training activity;
  - indication of the specifically allowable title IV-E administrative functions the training activity addresses;
  - indication of the setting/venue for the training activity;
  - indication of the duration category of the training activity (i.e., short-term, long-term, part-time, full-time);
  - indication of the proposed provider of the training activity;
  - specification of the approximate number of days/hours of the training activity;
  - indication of the audience to receive the training (see discussion above expanding the list of eligible trainees);

<ul style="list-style-type: none"> <li>• description of estimated total cost; and</li> <li>• cost allocation methodology.</li> </ul> <p>A tribe may use its own format or the optional training plan template (Attachment I to PI-19-04). Additional details regarding training plans are in Section G of the PI.</p> <p>Please indicate below for each fiscal year a training plan is attached.</p>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report

**Kinship Navigator:**

<p><b>Report on Use of Kinship Navigator Funding (title IV-B, subpart 2)</b></p> <p>To assist title IV-E agencies in preparing to participate in the new title IV-E Kinship Navigator, Congress set aside funding appropriated under title IV-B, subpart 2 in FYs 2018 and 2019 to make grants to states and tribal agencies administrating or supervising the administration of title IV-E of the Social Services Act to develop, enhance or evaluate kinship navigator programs. For tribes that received this funding, provide an update on how the tribe has used these funds to support or evaluate kinship navigator programs. (Tribes that were not eligible or that did not apply for kinship navigator funding do not need to address this item.) Report on use of FY 2018 funding when submitting the CFSP due June 30, 2019. Report on use of FY 2019 funding when submitting APSR due June 30, 2020.</p>
FY 2020 Report on use of FY 2018 funding
FY 2021 Report on use of FY 2019 funding

**Adoption Savings** (section 473(a)(8) of the Act):

<p>Adoption savings are financial savings that state and tribal title IV-E agencies achieve with respect to their own funds due to the expansion of eligibility under the federal title IV-E Adoption Assistance program.</p> <p>Title IV-E agencies are required to calculate and report annually their Adoption Savings, the methodology used to calculate the savings, how savings are spent, and on what services. While the law does not specify a time period within which savings must be spent, the Children’s Bureau encourages state and tribal agencies administrating or supervising the administration of title IV-E of the Social Security Act to consider how use of these funds can support achievement of CFSP goals. To encourage coordinated planning for use of funds, the CB is requiring states and tribes to address their planned and actual use of Adoption Savings in the CFSP for FYs 2020-2024 and subsequent APSRs.</p> <p>In the CFSP for FYs 2020- 2024:</p> <ul style="list-style-type: none"> <li>Describe the services the tribe expects to provide to children and families using the Adoption Savings over the next five years.</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<ul style="list-style-type: none"> <li>Provide an estimated timetable for spending unused savings calculated for previous years.</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report
<ul style="list-style-type: none"> <li>Discuss any challenges in accessing and spending the funds.</li> </ul>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR

<p><b>FY 2024 APSR/Final Report</b></p> <ul style="list-style-type: none"> <li>• If needed, complete the Adoption Savings Methodology form at Attachment E and return it with the CFSP.</li> </ul> <p>Note: Beginning with the selection of a methodology for FY 2018, the CB determined that title IV-E agencies will need to submit an updated annual Adoption Savings calculation method notification <u>only</u> if they had not submitted such a notification previously or are making changes to the methodologies or procedures identified in their most recent submission. (See Attachment E for more information.)</p> <p>Indicate below for each FY if the Adoption Savings Methodology is attached.</p>
FY 2020 CFSP
FY 2021 APSR
FY 2022 APSR
FY 2023 APSR
FY 2024 APSR/Final Report

**Submission reminders for tribal title IV-E agencies:**

- Submit a title IV-E training plan.
- Submit a new/revised Adoption Savings methodology, if applicable.

Name of Tribe: \_\_\_\_\_ Training Plan

For each training activity, describe the activity and then complete the information as requested. Additional rows can be added as necessary. For additional information see Section G of Program Instruction ACYF-CB-PI-19-04. Use of this template is optional.

<b>Course Name &amp; Description</b> (Provide a brief paragraph identifying the title and course content of the training activity. Indicate the purpose and depth (i.e. overview or detailed) of the training and whether it is part of an initial in-service training program for new agency staff.)	<b>Audience</b> Show tribal agency staff by unit and title; identify other participants by their child welfare role and organizational affiliation, if applicable.	<b>IV-E Admin functions addressed</b> (List any of the closely related functions specified at 45 CFR 1356.60(a)(1) and (2).)	<b>Non-IV-E Admin functions addressed</b> (List any other functions covered in the training.)	<b>Setting/venue and Sponsorship</b> (Agency or Outside Educational Institution.)	<b>Design</b> (i.e. short-term; long-term; part-time; full-time.)	<b>Provider</b> (Identify the IV-E agency component or other organization providing the training.)	<b>Duration</b> (Approximate number of days/hours of training)	<b>Estimated Cost</b> (Expected total/gross cost of development and delivery of training.)	<b>Estimated IV-E Portion</b> (Describe the allocation methodology from the Tribe’s approved CAM that will determine the allocation of costs to title IV- E training, title IV-E administration and other benefitting Federal or tribal programs.)
<i><b>EXAMPLE:</b> Foster Parent Training for recruitment, retention and ongoing training needs. Best practices.</i>	<i>Foster parents, kinship care providers, prospective foster care providers.</i>	<i>Foster care recruitment and retention</i>	<i>IV-B Parent training TANF Parent training State social services provider training</i>	<i>Agency and outside agency</i>	<i>Short term on and off-site</i>	<i>Agency and outside resources as applicable and identified by staff and foster parents</i>	<i>½ - 2 days</i>	<i>To be determined by type and location of training</i>	<i>Allocated to IV-E according to CAM using proportion of total trainees who are prospective or actual foster parents multiplied by the tribal-wide title IV-E foster care participation rate.</i>