

<h1>ACF</h1> Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
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	4. Key Words: Title IV-B Child and Family Services Plan; Annual Progress and Services Report; Child Abuse Prevention and Treatment Act State Plan; Chafee Foster Care Program for Successful Transition to Adulthood; Education and Training Vouchers Program	

PROGRAM INSTRUCTION

TO: State Agencies, Territories, and Insular Areas Administering or Supervising the Administration of Title IV-B, subparts 1 and 2, and Title IV-E of the Social Security Act (the Act); Organization Designated by the Governor to Apply for Child Abuse and Neglect Prevention and Treatment Programs State Grant Funds; and State Independent Living and Education and Training Voucher Coordinators.

SUBJECT: June 30, 2020, submission of: (1) the first Annual Progress and Services Report (APSR) to the 2020-2024 Child and Family Services Plan (CFSP) for the Stephanie Tubbs Jones Child Welfare Services (CWS), the MaryLee Allen Promoting Safe and Stable Families (PSSF)¹ and Monthly Caseworker Visit Grant programs; the Chafee Foster Care Program for Successful Transition to Adulthood (Chafee) and the Education and Training Vouchers (ETV) Program; (2) the Child Abuse Prevention and Treatment Act (CAPTA) State Plan update; 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; sections 106 and 108 of CAPTA (42 U.S.C. 5106a. and 5106d.); the Comprehensive Addiction and Recovery Act of 2016 (CARA) (P.L. 114-198); the Victims of Child Abuse Act Reauthorization Act of 2018 (P.L. 115-424); 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 (FFPSA) within Division E, Title VII of the Bipartisan Budget Act of 2018 (P.L. 115-123); the Consolidated Appropriations Act, 2018 (P.L. 115-141); Departments of Labor, Health and Human Services, and Education, and Related Agencies

¹ The Family First Transition Act, enacted as part of the Further Consolidated Appropriations Act, 2020, renamed the Promoting Safe and Stable Families in honor of child advocate MaryLee Allen who died in June 2019.

Appropriations Act, 2019, Division B of Public Law (P.L.) 115-245; and the Further Consolidated Appropriations Act, 2020 (P.L. 116-94).

PURPOSE: This Program Instruction (PI) provides guidance to states, territories, and insular areas (hereafter “states,” unless otherwise noted) on actions they are required to take to receive their allotments for Federal Fiscal Year (FY)² 2021 (subject to the availability of appropriations) authorized under title IV-B, subparts 1 and 2, section 106 of CAPTA, Chafee and ETV programs.

This PI summarizes the actions required to complete and submit (1) the first APSR update to the 2020-2024 CFSP, (2) the CAPTA State Plan update, and (3) the CFS-101, Parts I, II, and III.

A separate PI addresses requirements for tribes, tribal consortia, and tribal organizations applying for funding under these programs.

States 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 Sections H and I for more information).

It is important that APSR 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 the Children’s Bureau (CB). The CB Regional Office (RO) staff will engage with state child welfare agencies in joint planning in preparing the APSR. Requests for assistance or questions encountered in preparing the APSR should be directed to the appropriate CB RO.

INFORMATION: Organization of the Program Instruction

- Section A. The Children’s Bureau Focus on Strengthening Families Through Primary Prevention of Child Maltreatment While Securing Permanency for All Children and Youth
 - Section B. Overview of the Child and Family Services Plan (CFSP)/ Annual Progress and Services Report (APSR) and the Child and Family Services Review (CFSR)
 - Section C. Requirements for the 2021 APSR (due June 30, 2020)
 - Section D. CAPTA State Plan Requirements and Updates
 - Section E. Updates to Targeted Plans within the 2020-2024 CFSP
 - Section F. Statistical and Supporting Information
 - Section G. Financial Information
 - Section H. Instructions for the Submission of the 2021 APSR for States, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States
 - Section I. Submittal Rule for Insular Areas
- Attachments

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

Section A. The Children’s Bureau Focus on Strengthening Families Through Primary Prevention of Child Maltreatment While Securing Permanency for All Children and Youth

The Children’s Bureau (CB) has made a call to action to the child welfare field to implement primary prevention strategies. By focusing on primary prevention, we can strengthen families before maltreatment has occurred and prevent the unnecessary removal of children from their homes and communities.³ At the same time, CB recognizes that when foster care is necessary, it can be dramatically improved to focus on achieving timely permanency for all children and youth, including the 125,000 awaiting adoptive homes. In order to support this vision, CB is promoting:

- **Primary Prevention**

Primary prevention programs and strategies are efforts directed toward the whole community which are designed to prevent abuse and neglect from occurring for the first time in a family. The CB has been focused on safe prevention strategies that strengthen families so that children do not unnecessarily enter foster care. The vision of primary prevention is one where we work together with the courts and other appropriate public and private agencies and partners to plan, implement and maintain integrated primary prevention networks and approaches to strengthen families and prevent maltreatment before it causes trauma to children and results in entry into the foster care system. Coordinated and robust primary prevention efforts are critically important to strengthen families, prevent the initial occurrence of and ongoing maltreatment, prevent unnecessary family disruption, reduce family and child trauma, interrupt intergenerational cycles of maltreatment, and build a well-functioning child welfare system.

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

At the core of child welfare’s work is the establishment of practice that supports the positioning of the well-being of children, families, and communities 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, families, and communities. 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

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

families facing a range of challenges. Because of the link between poverty and child abuse and neglect, it is important that child welfare agencies work to develop consensus with key stakeholders around shared goals and strategies to achieve positive outcomes for families and children by encouraging them to participate in services early, before economic factors or other stressors cause a crisis.

- **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 safely 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.

- **Focus on Achieving Permanency**

Despite prevention and restorative efforts, some children are not be able to remain safely with their parents. For those children, we must provide them with the love and care that comes from a permanent and safe family, whether through adoption, placement with kin, or guardianship. When we strengthen our efforts to find relatives and support all caregivers, they become better prepared to provide a long-term family, if needed.

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

All elements of achieving the vision of child welfare relies 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 with helping professionals.

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.

- **High Quality Legal Representation at All Stages of Child Welfare Proceedings**
High quality legal representation is a powerful tool to help ensure that reasonable efforts⁴ are made and that the voices of parents, children and youth are heard. High quality legal representation requires attorneys to work with parents and youth to identify and advocate for services and supports and to ensure that parents and youth understand their rights and the complicated processes that directly affect their lives and well-being.⁵ Attorneys can also provide legal services to remove obstacles for families and youth that may leave them more vulnerable to entering the child welfare system, such as difficulties with housing, educational, employment, determining paternity and other civil legal issues.

CB Supports to States to Implement the Vision

To support the implementation of this vision, CB has hosted or cosponsored convenings and has developed other supports to assist child welfare agencies, including:

- *State Team Planning Meetings.* State Team Planning Meetings were hosted in 2018 and 2019 to facilitate the exchange between state child welfare agencies and partner agencies including Community-Based Child Abuse Prevention agencies (CBCAP) and the courts on how to implement a prevention vision. These meetings convened at least five state team members to spend time focused on outlining the state’s vision of prevention to be incorporated into the 2020-2024 CFSP. The 2019 State Team Meeting was held in conjunction with the [21st National Conference on Child Abuse and Neglect](#) to align concrete examples of prevention to state planning efforts.
- *Adoption Call to Action.* Over the last year, CB has challenged states to address the barriers to children and youth achieving timely permanency through adoption. By actively convening states in conference calls, meetings, and through the provision of technical assistance, we hope that identified goals to identify and address barriers will create momentum in states to refocus efforts to reduce the number of children and youth waiting for their permanent family.
- *2019 National Judicial Summit on Child Welfare.* CB continues to support efforts to facilitate partnership between the courts and child welfare agencies, including co-sponsoring the 2019 National Judicial Summit. A key focus is to ensure the standard of “reasonable efforts” as required by the Act are met so that families are preserved. In addition, courts play an important role in determining whether searches for relatives and other caregivers have been performed, so that a foster care placement is a last resort when others are available to care for the child. By supporting and strengthening the court’s role

⁴ “Reasonable efforts” are a title IV-E agency requirement to obtain a judicial determination that the child welfare agency has made efforts (1) to maintain the family unit and prevent the unnecessary removal of a child from the home, as long as the child’s safety is ensured, and (2) to make and finalize a permanency plan in a timely manner (sections 471(a)(15) and 472(a)(2)(A) of the Act).

⁵ The CB issued Informational Memorandum ACYF-CB-IM-17-02 that provides details on representation concepts, benefits, and resources that are helpful for developing or strengthening legal representation programs.

in child welfare, children and families are provided oversight to support safety, permanency, and well-being.

- *Highlighting Family and Youth Voice.* In August 2019, CB issued [ACYF-CB-IM-19-03](#), an Information Memorandum (IM) on “Engaging, empowering, and utilizing family and youth voice in all aspects of child welfare to drive case planning and system improvement.” The IM outlines how essential parent, family and youth voice is to a well-functioning child welfare system.

We urge states to reflect on lessons learned and ideas generated through these CB-supported convenings and initiatives. In developing the 2021 APSR, we encourage states to advance these key areas of prevention and permanency by reviewing their CFSPs and, where appropriate, incorporating additional objectives, strategies or action steps that will help the state to achieve improved outcomes for children and families.

Section B. Overview of the Child and Family Services Plan (CFSP)/ Annual Progress and Services Report (APSR) and the Child and Family Services Review (CFSR)

Child and Family Services Plan (CFSP)

States 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 states' overall child welfare system (section 432(a)(2) of the Act). A primary purpose of the CFSP is to facilitate states' integration of the programs that serve children and families, including title IV-B, subparts 1 and 2 of the Act, and the Chafee and ETV programs for older youth and/or young adults formerly in foster care, into a continuum of services for children and their families. The CFSP consolidates plans for these programs to help states 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 programs, and the Chafee/ETV programs, the CFSP provides states the opportunity to view their child welfare systems and federal funding sources holistically. In this way, states can effectively and collaboratively develop strategies to strengthen their overall child welfare system.

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 most recent CFSP submission, covering FYs 2020-2024, was due June 30, 2019.

Annual Progress and Services Report (APSR)

The APSR provides an annual update on the progress made toward accomplishing the goals and objectives in the CFSP (section 432(a)(2)(C)(i) of the Act). Completion of the APSR satisfies the federal regulations at 45 CFR 1357.16 by providing updates on a state's annual progress since the submission of the CFSP and planned activities for the upcoming fiscal year.

- 2021 APSR. By June 30, 2020, states must submit the first APSR, referred to as the “2021 APSR.” The 2021 APSR covers the activities completed during the period of time since the submission of the 2020-2024 CFSP and addresses planned activities for FY 2021.

Child and Family Services Review (CFSR)

The CFSR process is specifically designed to meet the statutory requirement to provide federal oversight of states’ compliance with title IV-B and IV-E plan requirements and to strengthen child welfare programs for improved child and family outcomes. CFSRs help states improve safety, permanency, and well-being outcomes for children and families who receive services through the child welfare system. The CFSR process is an important tool that enables the Children’s Bureau to (1) ensure conformity with federal child welfare requirements; (2) determine what is actually happening to children and families receiving child welfare services; and (3) assist states in enhancing their capacity to help children and families achieve positive outcomes related to safety, permanency, and well-being.

The CFSRs assess state performance on seven outcomes and seven systemic factors. The CFSR incorporates two key phases: the statewide assessment and an onsite review of child and family service outcomes and program systems. The CFSR is followed by the Program Improvement Plan (PIP) phase, in which states not in substantial conformity with federal standards respond to findings of the CFSR.

The first round of CFSRs occurred during FYs 2001–2004 and each state entered into a PIP phase. The second round of CFSRs occurred during FYs 2007–2010 and states again developed and, upon Children’s Bureau approval, implemented PIPs. The third round of CFSRs began in FY 2015 and concluded in FY 2018 (Round 3) and all states have either developed or completed a PIP in response to the findings of their CFSR.

Continued Integration of CFSP Process and Round 3 of the CFSR

In the 2020-2024 CFSP Program Instruction ([ACYF-CB-PI-19-02](#)), CB emphasized the importance of integrating the planning for and development of the five-year CFSP with the CFSR process. Maintaining that focus on integration in preparing the 2021 APSR allows states to assess the strengths of their child welfare systems and the areas needing improvement on an ongoing basis. An integrated approach to planning for the use of federal funds and developing strategies will result in sustained program improvement that extends beyond the period of implementing a CFSR PIP.

Section C. Requirements for the 2021 APSR (due June 30, 2020)

In the 2020-2024 CFSP, states were asked to articulate and integrate a shared vision across the broader child welfare system to strengthen families, prevent child maltreatment and unnecessary family separation, and to outline concrete steps to implement that vision over the next five years. The first APSR submission is an opportunity to report on the state's accomplishments related to implementing this coordinated vision. While there are requirements that must be addressed in the 2021 APSR, the document should not be viewed only as a submission to meet compliance. Rather, development of the APSR should serve as a vehicle to convene and update partners, promote program planning and improvement efforts, and determine the services and supports that will further the state's vision and lead to improvements in the outcomes of safety, permanency, and well-being.

The process of coordination and collaboration implemented during the 2020-2024 CFSP development should be continued and strengthened in the development of the 2021 APSR. As required by federal regulations at 45 CFR 1357.16, when conducting the annual review in preparation for submission of the APSR, the state must engage the agencies, organizations, and individuals who are part of the ongoing CFSP-related consultation and coordination process, e.g., the state's Court Improvement Program, tribes, youth, families, the Community-Based Child Abuse Prevention (CBCAP) lead agency, the Children's Justice Act grantee, service providers, and faith-based and community organizations.

In preparing the 2021 APSR, each state must conduct an interim review of the progress made since submitting the 2020-2024 CFSP towards accomplishing the goals and objectives in the CFSP based on updated information and current data. In accordance with 45 CFR 1355.52(b) and (c), states with a Comprehensive Child Welfare Information System (CCWIS) are expected to utilize the data in these case management systems in assessing progress in the APSR, citing the source.

When addressing services and programs under this APSR, states must also integrate the findings of federal reviews, including the CFSR Final Reports and PIP, the title IV-E Foster Care Eligibility Review, an Adoption and Foster Care Analysis and Reporting System (AFCARS) Assessment Review, a National Youth In Transition (NYTD) Review and other relevant CB reviews, as well as planned activities identified in any PIPs.

The following programs are coordinated by the submission of the 2021 APSR:

- The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
- Services provided in the four areas of the MaryLee Allen Promoting Safe and Stable Families Program (title IV-B, subpart 2):
 - Family Preservation;
 - Family Support;
 - Family Reunification; and
 - Adoption Promotion and Support Services;

- Title IV-B, subpart 2 Kinship Navigator Funds
- Monthly Caseworker Visit Funds;
- Adoption and Legal Guardianship Incentive Payment Funds;
- Adoption Savings;
- Chafee and ETV; and
- Training activities in support of the CFSP goals and objectives, including training funded by titles IV-B and IV-E.

In addition, states are required to provide an annual update on their use of funds under the CAPTA State Grant (see Section D).

The 2021 APSR must contain all of the information described below.

1. Collaboration

Collaboration

The 2020-2024 CFSP asked states to create a shared vision across the broader child welfare system to support prevention and better outcomes for children and families. A meaningful shared vision creates the conditions for community partners to see their organization and services as part of the vision and to align resources and supports to support the outcomes desired.

Meaningful collaboration means that the state agency engages families, children, youth and other partners to identify and work toward shared goals and activities, assess outcomes, and develop strategic plans to increase the safety, permanency, and well-being of children in the child welfare system (45 CFR 1357.15(l)). States are encouraged to use a variety of approaches and activities to continue the collaboration and consultation, including holding focus groups, conducting surveys, holding joint planning forums, or developing other strategies for linking the CFSP/APSR with the CFSR review process.

In the 2021 APSR:

- Provide an update on how the state agency has engaged in substantial, ongoing and meaningful consultation and collaboration with families, children, youth; tribes, and other partners in the implementation of the 2020-2024 CFSP (45 CFR 1357.16(a)).

Examples of partners and other stakeholders include: frontline workers, the Community-Based Child Abuse Prevention (CBCAP) lead agency and other prevention partners, such as Children's Trust Funds; the Children's Justice Act grantee, service providers, faith-based and community organizations; and representatives of state and local agencies administering other federal or federally assisted programs serving children and families, such as Head Start, child care, Temporary Assistance for Needy Families (TANF) and state and local education agencies.

- Provide an update on how the state agency has demonstrated substantial, meaningful and ongoing collaboration with state courts and members of the legal and judicial community, including the Court Improvement Program, in the development and implementation of the CFSP/APSR and, if applicable, any active state CFSR PIP or title IV-E PIP (section 422(b)(13) of the Act).
- As outlined in [ACYF-CB-IM-19-03](#), parent, family, and youth voice is critical to understanding how well the child welfare system is achieving its goals. In support of this goal, in the 2021 APSR, specify how families, children, youth; tribes, courts and other partners were involved in:
 - the assessment of agency strengths and areas needing improvement including those identified from the Statewide Data Indicators and Contextual Data⁶ in the “Update to the Assessment of Current Performance in Improving Outcomes,” Section C2;
 - the review and modification of the Goals, Objectives, and Interventions in the “Update to the Plan for Enacting the State’s Vision,” Section C3, based on available data and information; and
 - the monitoring of CFSP progress including the “Update on Progress Made to Enact the State’s Vision,” Section C3.

2. Update to the Assessment of Current Performance in Improving Outcomes

Collecting, sharing and effectively using quality data is essential to guiding the development of strategies to address the needs of children and families currently involved with the child welfare system, as well as strategies to prevent child maltreatment, unnecessary family separation, and to ensure permanency consistent with the agency’s vision for child welfare services.

In developing the 2020-2024 CFSP, each state was to review its performance on CFSR child and family outcomes and agency systemic factors and conduct an assessment to support the selection and development of goals and objectives, measures, and outcomes for the next five years.

In the 2021 APSR the state must review and update the data and information provided in their 2020-2024 CFSP. States are encouraged to supplement use of the Statewide Data Indicators and additional Contextual Data, with use of additional current administrative data (CCWIS and other sources), as appropriate. Those administrative data resources should be combined with case record review data and other relevant data for this assessment to provide relevant and reliable data on performance on each of the seven CFSR child and family outcomes and each of the seven CFSR systemic factors. (See 45 CFR 1355.34(b) for the seven CFSR outcomes and 1355.34(c) for the seven CFSR systemic factors.)

⁶ See Child and Family Services Reviews, [Technical Bulletin #10](#), issued August 13, 2019 for more information.

The state must identify strengths and concerns related to the state’s performance on each outcome and each systemic factor. States are encouraged to include an analysis of data regarding significant areas of concern, with particular focus on those areas that may impact current goals, objectives, interventions and target populations. For each outcome and systemic factor, states must provide a brief update on any current or planned activities targeted at improving performance or addressing areas of concern identified.

Children’s Bureau Regional Office staff will consult with states to determine how to align and report on an update to the outcomes and systemic factors, taking into account considerations related to timing of the CFSR and CFSR PIP reporting.

3. Update to the Plan for Enacting the State’s Vision and Progress Made to Improve Outcomes

In the 2020-2024 CFSP, states were asked to identify their “Plan for Enacting the State’s Vision” over the next five years. This section is to provide the update to that plan and the progress toward achieving those outcomes. States are encouraged to utilize the resources and information promoted by CB to continue to support a child welfare system designed to prevent the maltreatment of children, the unnecessary removal of children, and the promotion of permanency outcomes (see Section A).

Update to the Plan for Enacting the State’s Vision

Revisions to Goals, Objectives, and Interventions

The state must review, update and revise, as necessary, the goals, objectives, and interventions identified in the 2020-2024 CFSP to ensure that they are consistent with their CFSR PIP or to sustain improvements for successfully completed PIPs. States must also incorporate any additional areas needing improvement that were identified in a title IV-E, AFCARS, NYTD, or other program improvement plan or in the “Update on Assessment of Current Performance,” Section C2 identified above (45 CFR 1357.16(a)(2)). States should include information on how the state CQI/QA system was utilized to identify and inform revisions needed to the goals, objectives, and interventions.

If the state’s 2020-2024 CFSP did not have a goal, objective, or intervention that addresses key areas needing improvement as identified through the “Update on Assessment of Current Performance” and in joint planning with CB, the associated goal, objective, intervention and measures of progress must be revised or added to the 2021 APSR.

States are encouraged to add goals and objectives developed in response to CB convenings, such as the State Team Planning Meetings, the Adoption Call to Action, and other targeted technical assistance to states.

Implementation & Program Supports

- To promote successful implementation of its current or revised goals and objectives, all states are encouraged to: 1) align implementation support across the CFSR PIP and CFSP; 2) identify the additional supports needed to achieve and sustain each goal and objective; and 3) plan a timeline for ensuring the supports are or will be put in place. Examples of implementation supports include: staffing, training and coaching, financing, data systems, policies, physical space, equipment, and memoranda of understanding with tribes, other agencies and organizations. In the 2021 APSR, states are encouraged to provide an update to implementation supports as needed.
- Describe the state’s training and technical assistance provided to counties and other local or regional entities that operate state programs and its impact on the achievement of CFSP/CFSR goals and objectives since the submission of the 2020-2024 CFSP. Describe training and technical assistance that will be provided by the state in the upcoming fiscal year (See 45 CFR 1357.16(a)(5)).
- Describe the technical assistance and capacity building needs that the state anticipates in FY 2021 in support of the CFSP/CFSR goals and objectives. Describe how capacity building services from partnering organizations or consultants will assist in achieving the identified goals and objectives. (See 45 CFR 1357.16(a)(5).) States that have engaged with the Capacity Building Center for States, the Capacity Building Center for Courts, and/or the Capacity Building Center for Tribes are encouraged to reference needs and planned activities that were documented during assessment and work planning.
- Provide information on activities carried out since submission of the CFSP or planned for the upcoming fiscal year in the areas of research, evaluation, or management information systems in support of the goals and objectives in the CFSP. This may include activities carried out under discretionary grants awarded by the Children’s Bureau. (See 45 CFR 1357.16(a)(5).)

Update on Progress Made to Improve Outcomes

The state must report on the amount of progress made since the 2020-2024 CFSP submission to improve outcomes for children and families and to provide a more comprehensive, coordinated and effective child and family services continuum (45 CFR 1357.16(a)(1)).

Progress Measures: States must cite relevant state and local data supporting the state’s assessment of the progress toward meeting each goal and objective of the 2020-2024 CFSP and the 2021 APSR. States should include information on how the states’ CQI/QA system was utilized in determining and measuring progress (see Section C4).

Measures of progress may be stated in terms of improved performance on the CFSR Round 3 statewide data indicators for safety and permanency, case review items, or other available data, and may reference data provided in the “Update on Assessment of Current

Performance,” Section C2 of the 2021 APSR. Because the state will be reporting on the first year of the five-year plan, the objectives and interventions associated with some goals may not yet be fully implemented and the state may not be able to demonstrate measurable improvement statewide in this first year. States are encouraged to assess and report in the 2021 APSR on the amount of progress made in any geographic areas or populations that have experienced the intervention during the past year. In addition, the state should review the progress measures identified in its 2020-2024 CFSP and add to or revise the progress measures in the 2021 APSRs and align them to be consistent with the CFSP Round 3 statewide data indicators, systemic factors or outcomes, where applicable, and report progress in the 2021 APSR based on updated measures to the extent possible.

Progress Benchmarks: For each objective/intervention identified in the 2020-2024 CFSP and 2021 APSR the state must report on the progress it is making in meeting its timeframes and benchmarks for implementing the intervention. Benchmarks may be stated in terms of implementation milestones, such as key activities completed or process measures.

If the state is not making progress as indicated by its measures or benchmarks, the state should indicate in the 2021 APSR the reasons for the lack of progress, including whether sufficient implementation supports are in place and whether the intervention is being implemented as intended. The state should report any adjustments to the intervention or implementation to increase effectiveness.

Feedback loops: In monitoring and reporting on progress, the state should also continually consult with families, children, youth and other partners (including tribes; the legal and judicial community; the prevention community) who are involved in implementing the intervention or who are impacted by the intervention for information/data about effectiveness. If available, provide information obtained using feedback loops to support progress made to improve outcomes. (For instance, provide information on who the state engaged in providing feedback related to a particular objective or intervention, how those partners were engaged and the nature of the feedback provided.)

4. Quality Assurance System

Continuous Quality Improvements (CQI)/ Quality Assurance (QA) systems are foundational to understanding the current functioning and progress made towards achieving outcomes and improvements in the child welfare system. A well-functioning CQI/QA system creates a foundation for structures and processes designed to analyze data and deliver real-time information to child welfare professionals and leadership, stakeholders, community partners, and the larger community about how the child welfare system is meeting the needs of parents, families, and youth. Additionally, a CQI/QA system provides a consistent way to measure progress and change over time to support the implementation of short- and long-term goals. It also provides a mechanism for the child welfare system to provide feedback to those individuals and organizations engaged in system change and improvement efforts, including parents, families, children, and youth.

Federal regulations at 45 CFR 1357.15(u) require states to describe in their CFSP the Quality Assurance (QA) system they use to regularly assess the quality of services under the CFSP and assure that there are steps taken to address identified problems. Assessment of the CQI/QA system is also a systemic factor for the CFSR with five required elements including an assessment of how well the system: (1) is operating in the jurisdictions where the services included in the Child and Family Services Plan are provided, (2) has standards to evaluate the quality of services (including standards to ensure that children in foster care are provided quality services that protect their health and safety), (3) identifies strengths and needs of the service delivery system, (4) provides relevant reports, and (5) evaluates implemented program improvement measures (45 CFR 1355.34(c)(3)).

To assist states in focusing their CQI/QA system efforts, CB issued Information Memorandum [ACYF-CB-IM-12-07](#) on establishing and maintaining Continuous Quality Improvement (CQI) systems. The following principles were outlined in the IM:

- Foundational administrative structure;
- Quality data collection;
- Case record review data and process;
- Analysis and dissemination of quality data; and
- Feedback to stakeholders and decision makers and adjustment of programs and process.

As states implement their goals outlined in the 2020-2024 CFSP and implement and complete their CFSR PIPs, the use of CQI/ QA continues to be critical to support the investment in the state's own capacity to generate robust evidence that will support their efforts to monitor performance and assess strengths and opportunities across the core outcomes of safety, permanency, and well-being during and after the conclusion of their CFSR PIP.

Building on information provided in the 2020-2024 CFSP, address the following in the 2021 APSR:

- Assess the progress in making planned enhancements in capacity to the state's current CQI/QA system. Include information on training or other supports to enhance the capacity of CQI/QA staff to develop analytic questions, generate appropriate measures, understand how to evaluate outcomes during the phases of implementation, and account for variation in populations that impact the ability to observe improvements over time.
- If not already addressed in the "Update to the Plan for Enacting the State's Vision and Progress Made to Improve Outcomes" in Section C3, describe how the CQI/QA system was used to revise goals, objectives, and interventions.
- If not already addressed in "Progress Made to Improve Outcomes" in Section C3, describe how the CQI/QA system was used to measure progress on achieving goals, objectives, and interventions.
- If not already described in "Collaboration" in Section C1, describe how feedback loops are being utilized as part of the CQI/QA process to provide useful information that

parents, families, youth, and other partners and stakeholders will find useful to assist the state in system improvement efforts.

- Describe the state’s current case review instrument and whether the state is using the federal Onsite Review Instrument (OSRI) as part of the state's ongoing QA/CQI process.
- Provide an update to move towards or sustain the ability to conduct a State Case Review Process for CFSR Purposes. (See CB resource “[Criteria for Using State Case Review Process for CFSR Purposes.](#)”)

5. Update on the Service Descriptions

In the 2020-2024 CFSP the state articulated its shared vision; defined goals, objectives, and measures of progress; and determined the services needed by children and families to achieve their vision. In the following section, states will provide an update on the services provided to support the vision and goals since the submission of the 2020-2024 CFSP and how the services will continue to assist in achieving program goals.

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

- Briefly describe the services provided since the submission of the 2020-2024 CFSP, highlighting any changes or additions in services or program design for FY 2021 and how the services assisted or will assist in achieving program goals (45 CFR 1357.16(a)(4)).

For each service report: the estimated number of individuals and families to be served (the number of individuals and families to be served by service/activity with the total estimated funding indicated); the population(s) to be served (the population that has been targeted for the designated services); and the geographic areas where the services will be available. This information may be provided in the CFS-101 form (Attachment B).

- *Services for Children Adopted from Other Countries (section 422(b)(11) of the Act)*
Describe the activities, including provision of adoption and post-adoption supports, that the state has undertaken since the submission of the 2020-2024 CFSP to support the families of children adopted from other countries and any changes to the activities the state plans to take to support children adopted from other countries.
- *Services for Children Under the Age of Five (section 422(b)(18) of the Act)*
 - Describe the activities the state has undertaken since the submission of the 2020-2024 CFSP to reduce the length of time children under the age of five are in foster care without a permanent family.
 - Describe the activities the state undertook in the past year to address the developmental needs of all vulnerable children under five years of age, including children in foster care, as well as those served in-home or in a community-based setting.

- *Efforts to Track and Prevent Child Maltreatment Deaths*
FFPSA amended requirements at section 422(b)(19) of the Act relating to information about child maltreatment deaths. Prior to the amendment, the law required states to describe the sources of information relating to child maltreatment fatalities they use to report data to the National Child and Abuse and Neglect Data System (NCANDS) and to describe the steps they are taking to track and compile complete information on child maltreatment deaths from specified sources. As amended, states must document steps taken to track and prevent child maltreatment deaths.

The following information must be submitted as part of the 2021 APSR:

- An update on the steps the state is taking to compile complete and accurate information on child maltreatment deaths to be reported to NCANDS, including gathering relevant information on the deaths from the relevant organizations in the state including entities such as state vital statistics department, child death review teams, law enforcement agencies, or offices of medical examiners, or coroners; and
- An update on the steps the state is taking to develop and implement a comprehensive, statewide plan to prevent child maltreatment fatalities that involves and engages relevant public and private agency partners, including those in public health, law enforcement, and the courts. Provide a copy or link to any comprehensive plan that has been developed.

MaryLee Allen Promoting Safe and Stable Families (PSSF) (title IV-B, subpart 2)

- Briefly describe the services provided since the submission of the 2020-2024 CFSP highlighting any changes or additions in services or program design for FY 2021 and how the services assisted or will assist in achieving program goals. Provide an update to the services the state offers under each category in title IV-B, subpart 2: family preservation, family support, family reunification, and adoption promotion and support services.

For each service report: the estimated number of individuals and families to be served (the number of individuals and families to be served by service/activity with the total estimated funding indicated); the population(s) to be served (the population that has been targeted for the designated services); and the geographic areas where the services will be available. This information may be provided in the CFS-101 form (Attachment B).

In addressing the state's planned use of PSSF funds, CB encourages states to consider how services funded under PSSF, particularly in the area of adoption promotion and support, can support achievement of goals or objectives developed at the Adoption Call to Action summits and incorporated into their 2021 APSR.

- *Service Decision-Making process for Family Support Services (45 CFR 1357.15(r))*
The Family Support Services component of the PSSF program represents an important source of funding to support community-based prevention efforts. The statute requires that these services be community-based (section 431(a)(2)(A)). As outlined in CB's priorities, the most effective services are located in communities where families live, where they are easily accessible, and culturally responsive.

In developing the 2020-2024 CFSP and planning for use of funds in collaboration with families, children, and youth; tribes, courts and other partners, CB encouraged states to consider carefully how they target and distribute funds for family support services. In the 2021 APSR, provide an update on the agencies and organizations selected for funding to provide family support services and how these agencies meet the requirement that family support services be community-based.

- Indicate the specific percentages of title IV-B, subpart 2 funds the state will expend on actual service delivery of family preservation, community-based family support, family reunification and adoption promotion and support services, and on planning and service coordination, with a rationale for the decision. The state must provide an especially strong rationale if the percentage provided for any one of the four service categories is below 20 percent. The amount allocated to each of the service categories should include only funds for service delivery. Report separately the amount to be allocated to planning and service coordination. Provide the estimated expenditures for the described services on the CFS-101.
- *Populations at Greatest Risk of Maltreatment (section 432(a)(10) of the Act)*
In the 2020-2024 CFSP, states were required to identify and describe which populations are at the greatest risk of maltreatment, how the state identifies these populations and how services will be targeted to those populations. In the 2021 APSR, provide an update noting any changes or emerging trends in the populations the state has identified as at greatest risk of maltreatment and how services that will be targeted to these populations during the coming year.

This requirement represents a critical opportunity for states to convene community partners to determine how and where to be target child abuse prevention resources to ensure that services are easily accessible to children and families at risk.

- *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 program, the Congress, in each of FYs 2018-2020, set aside funding appropriated under title IV-B, subpart 2 to make grants to states to develop, enhance or evaluate kinship navigator programs. A separate PI will be issued providing instructions on how to apply for FY 2020 kinship navigator funding.

In the 2021 APSR, provide an update on how the state has used FY 2018 and FY 2019 funds to support or evaluate kinship navigator programs in the state.

Monthly Caseworker Visit Formula Grants and Standards for Caseworker Visits

Monthly Caseworker Visit Grants are provided to states to improve the quality of caseworker visits with an emphasis on improving caseworker decision-making on the safety, permanency, and well-being of foster children and caseworker recruitment, retention and training (section 436(b)(4)(B)(i) of the Act).

Since FY 2015 states have been required to ensure the total number of monthly caseworker visits is not less than 95 percent of the total visits that would be made if each child were visited once per month. In addition, at least 50 percent of the total number of monthly visits made by caseworkers to children in foster care must occur in the child's residence (section 424(f) of the Act).

In the 2020-2024 CFSP states described the standards for the content and frequency of caseworker visits for children who are in foster care and described how the state plans to use the Monthly Caseworker Visit Grant over the next five years to improve the quality of caseworker visits.

In the 2021 APSR, describe:

- How the Monthly Caseworker Visit Grant is used to improve the quality of caseworker visits; and
- Continued action steps to ensure that statutory performance standards are met. If the state has missed previous performance standards, describe the reasons the state's performance has fallen short and the steps the agency will take to ensure compliance.

See [ACYF-CB-PI-12-01](#) for more information on monthly caseworker visit performance standards and data requirements.

Also refer to information in Section F4 of this PI, "Statistical and Supporting Information," for instructions on submitting FY 2020 caseworker visit data.

Additional Services Information

- *Adoption and Legal Guardianship Incentive Payments (section 473A of the Act)*
The Adoption and Legal Guardianship Incentive Payments program recognizes improved performance in helping children and youth in foster care find permanent homes through adoption and legal guardianship. On July 8, 2015, CB issued [ACYF-CB-PI-15-08](#) to inform title IV-E agencies of the steps they must take to qualify for payments under the Adoption and Legal Guardianship Incentive Payments program and the procedures that ACF will use in calculating payments for eligible title IV-E agencies. States receiving adoption and legal guardianship incentive awards must spend the funds for services (including post-adoption services) and activities allowable under titles IV-B and title IV-E of the Act.

As a part of its CFSP and subsequent APSRs, states must describe planned and actual services provided to children and families through use of the adoption and guardianship incentive awards and any challenges encountered in spending the funds. CB also encourages states to consider how use of these funds can support achievement of goals developed at the Adoption Call to Action summits to reduce the number of children and youth awaiting a family and/or adoption.

In the 2021 APSR, describe:

- How Adoption and Legal Guardianship Incentive Payment funds received by the state have been used in the past year and the services the state expects to provide to children and families using the Adoption and Legal Guardianship Incentive funds in FY 2021.
 - Any changes, issues, or challenges the state has encountered to the plan outlined in the 2020-2024 CFSP for timely expenditure of the funds within the 36 month expenditure period.
- *Adoption Savings (section 473(a)(8) of the Act)*
Adoption savings are financial savings that 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. Because these funds represent a potentially significant source of resources to be spent on child welfare activities, CB asked states to incorporate information about Adoption Savings into the 2020-2024 CFSP. (Please see [ACYF-CB-PI-19-02](#) for more information on the history and expectations for adoption savings.)

Adoption Savings Expenditures: Based on information reported for FYs 2015-2018, title IV-E agencies reported calculating over \$549 million in Adoption Savings, of which about \$346 million had been spent, leaving approximately \$203 million available for expenditure. Some states reported spending little or no of their accumulated Adoption Savings. While the law does not specify a time period within which savings must be spent, the Children’s Bureau encourages title IV-E agencies to consider how use of these funds can support achievement of CFSP/APSR goals, including efforts to promote community-based prevention and to ensure timely permanency for children and youth in foster care. To encourage coordinated planning for use of funds, the CB requires states to address their planned and actual use of Adoption Savings in the 2020-2024 CFSP and subsequent APSRs.

In the 2021 APSR:

- Provide an update to the services the state provided to children and families using the Adoption Savings since the submission of the 2020-2024 CFSP.
- If needed, provide an update to the services the state expects to provide to children and families using the Adoption Savings over the next year.
- Provide an estimated timetable for spending unused savings calculated for previous years.
- Discuss any challenges in accessing and spending the funds.

- Beginning with the selection of a methodology for FY 2018, 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. If the state wishes to make changes in its Adoption Savings methodology, complete and submit the Adoption Savings Methodology form at [ACYF-CB-PI-19-02 Attachment E](#) and return it with the 2021 APSR.

John H. Chafee Foster Care Program for Successful Transition to Adulthood (the Chafee Program) (section 477 of the Act)

The Chafee Foster Care Program for Successful Transition to Adulthood, including the Education and Training Voucher (ETV) Program, provides flexible funding to promote and support youth who have experienced foster care at age 14 or older in their transition to adulthood.

In the 2021 APSR:

- Briefly describe the services provided since the submission of the 2020-2024 CFSP, highlighting any changes or additions in services or program design for FY 2021 and how the services assisted or will assist in achieving program goals (45 CFR 1357.16(a)(4)). Indicate how these activities have been integrated into the state’s continuum of services and aligns with the state’s vision. Describe how Chafee-funded services support the goals identified in the state’s CFSR PIP (see Section C3).
- Provide an update on the state’s plan to strengthen the collection of high-quality data through NYTD and integrate these efforts into the state’s quality assurance system. To the extent not addressed in “Collaboration” in Section C1 or “Quality Assurance” in Section C4, provide an update to the state’s process for sharing the results of NYTD data collection with families and youth; tribes, courts and other partners; Independent Living coordinators; service providers and the public. Describe how the state, in consultation with youth and other stakeholders, is using the state’s quality assurance system, NYTD data and any other available data to improve service delivery and refine program goals.
- Provide an update on coordinating services with “other federal and state programs for youth (especially transitional living programs funded under Part B of Title III of the Juvenile Justice and Delinquency Prevention Act of 1974), abstinence education programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies” in accordance with section 477(b)(3)(F) of the Act.
 - In July 2019, the U.S. Department of Housing & Urban Development announced the “[Foster Youth to Independence](#)” (FYI) Voucher Program. The FYI program provides eligible young adults with a housing voucher to assist in the prevention of homelessness among young adults with foster care histories. In order to receive a voucher the child welfare agency must ensure the provision of

supportive services for the duration of the voucher.⁷ While FYI operates in most states at the community level, it is important that state child welfare agencies support and facilitate conversations to assist in implementation of this initiative. As part of the update on the coordination of Chafee services with other federal and state programs, provide information on the state's efforts to support and facilitate the coordination of child welfare agencies and Public Housing Authorities to utilize FYI vouchers.

- Provide an update on how the state involves the public and private sectors in helping youth in foster care achieve independence (section 477(b)(2)(D) of the Act).

Education and Training Vouchers (ETV) Program (section 477(i) of the Act)

In the 2021 APSR, states must:

- Provide an update on the methods the state uses 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 D of this PI.)
- Briefly describe the services provided since the submission of the 2020-2024 CFSP, highlighting any changes or additions in services or program design for FY 2021 and how the services assisted or will assist in establishing, expanding, or strengthening program goals (45 CFR 1357.16(a)(4)).
- If applicable, address any change in how the ETV program is administered, whether by the state child welfare agency in collaboration with another state agency or another contracted ETV provider.
- Provide to CB an unduplicated number of ETVs awarded each school year (July 1st to June 30th). (Please see Section F2 and Attachment D).

Chafee Training

In the 2020-2024 CFSP, states provided information on specific training planned for FYs 2020-2024 in support of the goals and objectives of the Chafee plan. If needed, provide an update on the specific training needed in support of the goals and objectives of the states' Chafee plan and to help foster parents, relative guardians, adoptive parents, workers in group homes, and case managers understand their opportunity to promote and assist youth in the transition to adulthood, consistent with section 477(b)(3)(D) of the Act. Please note that such training should be incorporated into the title IV-E/IV-B training plan, but identified as pertaining to Chafee, with costs allocated appropriately. State are encouraged to incorporate principles of Positive Youth Development (PYD) in its Chafee training in support of the program.

⁷ Supportive services are voluntary for the youth and may be provided by other agencies on behalf of the child welfare agency. Voucher assistance is provided for 36 months. We note that funding under the Chafee program may not be available to support the services to be provided due to Chafee program eligibility and age of the youth; however, we note that child welfare agencies have developed partnerships with housing providers, foundations, and other community resources to secure the services needed to ensure youth are successful in obtaining and maintaining the voucher for the 36 months.

Consultation with Tribes (section 477(b)(3)(G) of the Act)

States are required to consult with Indian tribes as it relates to determining eligibility for Chafee/ETV benefits and services and ensuring fair and equitable treatment for Indian youth in care. The required information is outlined in the following Section C6, “Consultation and Coordination Between States and Tribes.” States may address these requirement separately in the update to Chafee/ ETV services or as part of their overall update for Section C6, but are requested to indicate clearly where the information is provided.

6. Consultation and Coordination Between States and Tribes

As referenced throughout this PI, states are expected to consult, collaborate and coordinate with all federally recognized tribes within their jurisdiction on all aspects of the development and oversight of the 2020-2024 CFSP and subsequent APSRs. Federal law and regulations also separately identify several key child welfare issues about which the state must consult and coordinate with tribes. States must then report on the outcomes of these discussions. These issues include state compliance with ICWA; the arrangements for providing services in relation to permanency planning for tribal children, whether in the care of the state or tribe; and the provision of independent living services under the Chafee program. States without federally-recognized tribes within their borders should still consult with tribal representatives and document such consultations.

In the 2021 APSR, states must update the following:

- Describe the process used to gather input from tribes since the submission of the 2020-2024 CFSP, including the steps taken by the state to reach out to all federally recognized tribes in the state. Provide specific information on the name of tribes and tribal representatives with whom the state has consulted. Please provide information on the outcomes or results of these consultations. States may meet with tribes as a group or individually. (See 45 CFR 1357.15(l) and 45 CFR 1357.16(a)).
- Provide a description of the state’s plan for ongoing coordination and collaboration with tribes in the implementation and assessment of the CFSP/APSR. Describe any barriers to this coordination and the state’s plans to address these barriers.
- Provide an update, since the submission of the 2020-2024 CFSP, on the arrangements made with tribes as to who is responsible for providing the child welfare services and protections for tribal children delineated in section 422(b)(8) of the Act, whether the children are under state or tribal jurisdiction. These services and protections include operation of a case review system (as defined in section 475(5) of the Act) for children in foster care; a preplacement preventive services program for children at risk of entering foster care to remain safely with their families; and a service program for children in foster care to facilitate reunification with their families, when safe and appropriate, or to place a child in an adoptive home, legal guardianship or other planned, permanent living

arrangement subject to additional requirements outlined in section 475(5)(C) and 475A(a) of the Act. (See 45 CFR 1357.15(q).)

- Provide a description, developed after consultation with tribes, of the specific measures taken by the state to comply with ICWA. (See section 422(b)(9) of the Act.)
- Describe the results of the state's consultation with Indian tribes as it relates to determining eligibility for Chafee/ETV benefits and services and ensuring fair and equitable treatment for Indian youth in care. Specifically:
 - Describe how each Indian tribe in the state has been consulted about the programs to be carried out under the Chafee program.
 - Describe the efforts to coordinate the programs with such tribes.
 - Discuss how the state ensures that benefits and services under the programs are made available to Indian children in the state on the same basis as to other children in the state.
 - Report the Chafee benefits and services currently available and provided for Indian children and youth.
 - Report on whether any tribe requested to develop an agreement to administer, supervise, or oversee the Chafee or an ETV program with respect to eligible Indian children and to receive an appropriate portion of the state's allotment for such administration or supervision. Describe the outcome of that negotiation and provide an explanation if the state and tribe were unable to come to an agreement.

States may provide this information either in this section or in the Chafee Section of the 2020-2024 CFSP, but are requested to indicate clearly where the information is provided.

- State agencies and tribes must also exchange copies of their APSRs (45 CFR 1357.15(v)). Describe how the state will meet this requirement for the 2021 APSRs.

In carrying out continued collaborations and coordination with tribes on child welfare programs, states should be aware that section 479B of the Act allows federally-recognized tribes, tribal consortia, and tribal organizations to apply to ACF to receive, at tribal option, title IV-E funds directly for foster care, adoption assistance, and for guardianship assistance programs. A tribe may also seek to enter into an agreement with the state to administer all or part of the title IV-E program on behalf of Indian children under the authority of the tribe. States are reminded that section 471(a)(32) requires states to negotiate in good faith with any federally recognized tribe, tribal organization or tribal consortium in the state that requests to develop a IV-E agreement with the state. In addition, section 477(j) of the Act creates an option for tribes, with an approved title IV-E plan or a title IV-E tribal/state agreement, to receive directly from ACF a

portion of the state's Chafee and/or ETV allotments to provide services to tribal youth in foster care or formerly in foster care.

The opportunity to operate a title IV-E, Chafee, and/or ETV program is not time-limited. A tribe has the discretion to determine whether or when it wants to develop its own title IV-E, Chafee, and/or ETV programs. States remain responsible for serving eligible resident Indian children who are not otherwise being served by an Indian tribe under an agreement with the state or under a direct title IV-E, Chafee, and/or ETV plan (section 301(d)(2) of P.L. 110-351).

Section D. CAPTA State Plan Requirements and Updates

States submitted a plan for the CAPTA State Grant on June 30, 2011.⁸ Once approved by CB, the CAPTA State Plan remains in effect for the duration of the state's participation in the CAPTA State Grant program. However, section 108(e) of CAPTA requires states receiving a CAPTA State Grant to submit an annual report describing its use of the grant. In addition, states must address new requirements enacted into law.

To facilitate coordination between the CAPTA State Plan and the title IV-B plan, as required by section 106(b)(2)(A) of CAPTA, CB requires that the annual report describing use of CAPTA funds be submitted with the APSRs. The CB encourages states to use CAPTA State Grant funds in a manner that aligns with and supports their overall goals for the delivery and improvement of child welfare services, as they continue to develop and implement their 2020-2024 CFSP and subsequent APSR goals.

In planning for use of CAPTA funds, it is also important to note that the Congress has focused particular attention on provisions of CAPTA amended by the Comprehensive Addiction and Recovery Act of 2016 (CARA) which address states' response to infants born and identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder. In FYs 2018 and 2019, the Congress appropriated approximately \$85 million for the CAPTA State Grant program, about \$60 million more per year than had previously been provided. The Congress directed that the increased funds should be prioritized to help states improve their response to infants affected by substance use disorders and their families. To support states in their efforts, the CB has also conducted site visits in a number of states to further explore states' implementation of these provisions and to provide technical assistance to states.

In FY 2020, Congress provided approximately \$90 million for the program and directed that \$60 million in continued funding be used to help states develop and implement plans of safe care for substance-exposed infants and their families. Therefore, in carrying out activities under the CAPTA State Grant, states should continue to prioritize use of funds to strengthen procedures for the development, implementation and monitoring of plans of safe care for substance-exposed infants, consistent with the requirement found at section 106(b)(2)(B)(iii) of

⁸ In some cases, a state may have submitted a new CAPTA State Plan at a later date.

CAPTA. As a reminder, the CAPTA State Grant has a five-year expenditure period; i.e., the FY 2020 grant award must be obligated by no later than September 30, 2024.

In the state's 2021 Annual CAPTA Report Update:

- Describe substantive changes, if any, to state law or regulations, including laws and regulations relating to the prevention of child abuse and neglect, that could affect the state's eligibility for the CAPTA State Grant (section 106(b)(1)(C)(i) of CAPTA). The state must also include an explanation from the State Attorney General as to why the change would, or would not, affect eligibility. (Note: States do not have to notify ACF of statutory changes or submit them for review if they are not substantive and would not affect eligibility.)
- Describe any significant changes from the state's previously approved CAPTA plan in how the state proposes to use funds to support the 14 program areas enumerated in section 106(a) of CAPTA. (See section 106(b)(1)(C)(ii) of CAPTA).
- Describe how CAPTA State Grant funds were used, alone or in combination with other federal funds, in support of the state's approved CAPTA plan to meet the purposes of the program since the state submitted its last update on June 30, 2019 (section 108(e) of CAPTA).
- Submit a copy of annual citizen review panel report(s). Include a copy of the state agency's most recent written responses to the panel(s) that describes whether or how the state will incorporate the recommendations of the panel(s) (as appropriate) to improve the child protection system. (See section 106(c)(6) of CAPTA.)
- Provide an update on the state's continued efforts to support and address the needs of infants born and identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder (see section 106(b)(2)(B)(ii) - (iii) of CAPTA), including information on:
 - The plans for using CAPTA State Grant funding to support the development, implementation and monitoring of plans of safe care for substance-exposed infants.
 - Any changes made to policy or practice and/or lessons learned from implementation of plans of safe care.
 - Any multi-disciplinary outreach, consultation or coordination the state has taken to support implementation (e.g., among the state CPS agency; the state Substance Abuse Treatment Authority, hospitals, health care professionals, home visiting programs and Public Health or Maternal and Child Health Programs; non-profits, philanthropic organizations; and private providers).
 - The current monitoring processes of plans of safe care to determine whether and in what manner local entities are providing referrals to and delivery of appropriate services for substance-exposed infants and affected family

members and caregivers. Describe the process for the ongoing monitoring of the plans of safe care.

- Any challenges identified in implementing the provisions and any technical assistance the state has determined is needed to support effective implementation of these provisions.
 - If the state has participated in a CB site visit relating to development of plans of safe care for infants born and identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder, please describe any follow up actions the state has taken to address issues identified or discussed through the site visit.
- The Victims of Child Abuse Act Reauthorization Act of 2018 (P.L. 115-424) amended the provisions of section 106(b)(2)(B)(vii) of CAPTA. By June 30, 2019, states were required to submit the signed Governor's Assurance Statement of compliance, or if unable to provide the assurance, a Program Improvement Plan (PIP). The PIP addressed the specific steps the state will take to come into compliance with the provision by no later than June 30, 2020. For those states whose PIP concludes on June 30, 2020, submit a copy the signed Governor's Assurance Statement of compliance.

Finally, to facilitate ongoing communication between CB and states on issues relating to CAPTA and child abuse and neglect, please submit the name, address, and email for the state CAPTA coordinator (also known as the State Liaison Officer) or where this information can be found on the state's website.

States must include all required information indicated above in their 2021 CAPTA Annual Report to be submitted as part of the 2021 APSR. Missing or incomplete information will result in the withholding of CAPTA funds until such time as approval can be granted by CB. Please note that compliance with the eligibility requirements for a CAPTA State Grant program is a prerequisite for eligibility to receive funding under the Children's Justice Act State Grant Program, authorized by section 107(a) of CAPTA.

Section E. Updates to Targeted Plans within the 2020-2024 CFSP

States were required to submit the following four plans as discrete sections of their 2020-2024 CFSP:

- Foster and Adoptive Parent Diligent Recruitment Plan
- Health Care Oversight and Coordination Plan
- Disaster Plan
- Training Plan

In the 2021 APSR, states must provide updates to the plans as described below.

If there are changes to the plan, please submit that change as a separate document that can be considered an Attachment or Appendix to the original plan. States may also submit an updated plan, inclusive of any changes.

Foster and Adoptive Parent Diligent Recruitment Plan

Section 422(b)(7) of the Act requires that the state provide for the diligent recruitment of foster and adoptive families that reflect the ethnic and racial diversity of children in the state for whom foster and adoptive homes are needed. For the 2020-2024 CFSP, the Foster and Adoptive Parent Recruitment Plan reflected 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.

The Foster and Adoptive Parent Diligent Recruitment Plan is critical in supporting the implementation of the state's response to CB's Adoption Call to Action. While the number of children and youth in foster care has begun to decrease, the number waiting for adoption continues to be too high at over 125,000.⁹ Using data to create a thoughtful plan to understand the barriers and actions required to placing children and youth in permanent families continues to be critical.

In the 2021 APSR:

- Describe the progress and accomplishments in implementing the state's Foster and Adoptive Parent Diligent Recruitment Plan with particular attention to align the work with the state's Adoption Call to Action work.
- Indicate in the 2021 APSR if there are any changes or additions needed to the plan. In a separate Word document, provide information on the change or update to the Foster and Adoptive Parent Diligent Recruitment Plan, if any.

⁹ Adoption and Foster Care Analysis and Reporting System (AFCARS) data as of September 30, 2018.

Health Care Oversight and Coordination Plan

Section 422(b)(15)(A) of the Act requires states to develop a plan for the ongoing oversight and coordination of health care services for children in foster care. States must develop the 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.

In the 2021 APSR:

- Describe the progress and accomplishments in implementing the state’s Health Care Oversight and Coordination Plan, including the impact protocols for the appropriate use and monitoring of psychotropic medications have had on the prescription and use of these medications among children and youth in foster care;
- Indicate in the 2021 APSR if there are any changes or additions needed to the plan. In a separate Word document, provide information on the change or update to the Health Care Oversight and Coordination Plan, if any.

Disaster Plan

Section 422(b)(16) of the Act requires that states have in place procedures explaining how the state 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. A statewide Disaster Plan was submitted as part of the 2020-2024 CFSP.

In the 2021 APSR:

- Specify whether the state was affected by a disaster, and, if so, describe how the Disaster Plan was used and assess its effectiveness.
- Indicate in the 2021 APSR if there are any changes or additions needed to the plan. In a separate Word document, provide information on the change or update to the Disaster Plan, if any.

Training Plan

The 2020-2024 CFSP included a staff development and training plan in support of the goals and objectives in the CFSP that addresses both of the title IV-B programs covered by the plan. This training plan also must include all training activities and costs funded under title IV-E programs as required by 45 CFR 1356.60(b)(2) and 1357.15(t). 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.

Updates to Training Plan

States must provide updated information on training plan requirements, including:

- As needed, update the Training Plan. Any training activities to be paid for with title IV-E funds that were not included in the Training Plan must be included in an Updated Training Plan. The Training Plan can be updated by submitting a separate document that will serve as an appendix to the 2020-2024 Training Plan.
- For any new training not previously described, the state must address the following in its updated 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;
 - Description 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);
 - Description of the proposed provider of the training activity;
 - Specification of the approximate number of days/hours of the training activity;
 - Description of the audience to receive the training;
 - Description of estimated total cost; and
 - Cost allocation methodology applied to training costs.

(See [ACYF-CB-PI-19-02](#) for further guidance on information that must be included in the training plan.)

Section F. Statistical and Supporting Information

The following must be reported in the 2021 APSR:

1. CAPTA Annual State Data Report Items:

Each state receiving the CAPTA State Grant must annually provide, to the maximum extent practicable, an Annual State Data Report. The complete list of data elements to be included in the report can be found in section 106(d) of CAPTA. Most information for this report is collected through state participation in the National Child Abuse and Neglect Data System (NCANDS). The following items are to be included in the 2021 APSR.

Information on Child Protective Service Workforce: For child protective service personnel responsible for intake, screening, assessment, and investigation of child abuse and neglect reports in the state, report available information or data on the following:

- i. information on the education, qualifications, and training requirements established by the state for child protective service professionals, including requirements for entry and advancement in the profession, including advancement to supervisory positions;
- ii. data on the education, qualifications, and training of such personnel;
- iii. demographic information of the child protective service personnel; and
- iv. information on caseload or workload requirements for such personnel, including requirements for average number and maximum number of cases per child protective service worker and supervisor (section 106(d)(10) of CAPTA).

If the state was unable last year and continues to be unable this year to provide all of the requested information relating to the child protective service workforce, please provide an explanation as to why that information is not currently available, and describe steps the state will take to be able to report the information in the future.

Juvenile Justice Transfers: Report the number of children under the care of the state child protection system who were transferred into the custody of the state juvenile justice system in FY 2019 (specify if another time period is used). Describe the source of this information, how the state defines the reporting population, and any other relevant contextual information about the data. (See section 106(d)(14) of CAPTA.)

2. Education and Training Vouchers: Identify the number of youth (unduplicated count) who received ETV awards from July 1, 2018 through June 30, 2019 (the 2018-2019 school year) and July 1, 2019 through June 30, 2020 (the 2019-2020 school year). States may estimate a total if they do not have the total number for the 2019-2020 school year.

Report the number of youth who were new voucher recipients in each of the school years.

To facilitate more consistent reporting, please use Attachment D to report information on the ETVs awarded.

3. Inter-Country Adoptions: Report the number of children who were adopted from other countries and who entered into state custody in FY 2019 as a result of the disruption of a placement for adoption or the dissolution of an adoption, the agencies who handled the placement or the adoption, the plans for the child, and the reasons for the disruption or dissolution. (See section 422(b)(12) of the Act.)
4. Monthly Caseworker Visit Data: States are required to collect and report data on monthly caseworker visits with children in foster care (section 424(f) of the Act). Data for FY 2020 is to be reported separately from the 2021 APSR and will be due for

submission to CB by **December 15, 2020**. The statute established the following performance standards for caseworker visits in FY 2015 and afterwards:

- The total number of visits made by caseworkers on a monthly basis to children in foster care during a fiscal year must not be less **than 95 percent** of the total number of such visits that would occur if each child were visited once every month while in care.
- At least 50 percent of the total number of monthly visits made by caseworkers to children in foster care during a fiscal year must occur in the child's residence.

Additional information on the requirement was provided in [ACYF-CB-PI-12-01](#).

Section G. Financial Information

1. Payment Limitations

A. Title IV-B, Subpart 1

- States may not spend more title IV-B, subpart 1 funds for child care, foster care maintenance and adoption assistance payments in any fiscal year than the state expended for those purposes in FY 2005 (section 424(c) of the Act). The APSR submission must include information on the amount of FY 2005 title IV-B, subpart 1 funds that the state expended for child care, foster care maintenance, and adoption assistance payments for comparison purposes. States are also advised to retain this information in their files for comparison with expenditure amounts in future fiscal years.
- The amount of state expenditures of non-federal funds for foster care maintenance payments that may be used as match for any fiscal year for the title IV-B, subpart 1 program may not exceed the amount of such non-federal expenditures applied as state match for title IV-B, subpart 1 for the FY 2005 grant (section 424(d) of the Act). The APSR submission must include information on the amount of non-federal funds that were expended by the state for foster care maintenance payments and used as part of the title IV-B, subpart 1 state match for FY 2005. States are also advised to retain this information in their files for comparison with expenditure amounts in future fiscal years.
- States may spend no more than 10 percent of title IV-B, subpart 1 federal funds for administrative costs (section 424(e) of the Act). States must provide the estimated expenditures for administrative costs, if any, on the CFS-101, Parts I and II and actual expenditures for the most recently completed grant year on the CFS-101, Part III.

B. Title IV-B, Subpart 2

- States are required to spend a significant portion of their title IV-B, subpart 2 PSSF grant for each of the four service categories of PSSF: family preservation, family support, family reunification, and adoption promotion and support services.

For each service category with a percentage of funds that does not approximate 20 percent of the grant total, the state must provide in the narrative portion of the CFSP a rationale for the disproportion. The amount allocated to each of the service categories should only include funds for service delivery. States should report separately the amount to be allocated to planning and service coordination.

States must provide the estimated expenditures for the described services on the CFS-101, Parts I and II.

- States may spend no more than 10 percent of federal funds under title IV-B, subpart 2 for administrative costs (section 434(d) of the Act). This limitation applies to both the PSSF program and the Monthly Caseworker Visit grant. States must provide the estimated expenditures for administrative costs, if any, on the CFS-101, Parts I and II and actual expenditures for the most recent completed grant year on the CFS-101, Part III.
- Each state may budget to send a maximum of five representatives to attend annual grantee meetings in Washington, D.C., as directed by the Children's Bureau.
- States must provide the FY 2018 state and local share expenditure amounts for the purposes of title IV-B, subpart 2 for comparison with the state's 1992 base year amount, as required to meet the non-supplantation requirements in section 432(a)(7)(A) of the Act.

C. Chafee Program

States are required to certify that no more than 30 percent of their allotment of federal Chafee funds will be expended for room and board for youth who left foster care after the age of 18 years of age and have not yet attained age 21. For states 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 and board to youth who left foster care after attaining ages 18 and have not yet attained age 23.

2. Current Year Funding—FY 2020 Reallotments, Requests for Additional Funding and Submitting a Revised CFS-101 Budget Request

A. Reallotments:

The reallotment 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 identified unneeded portions of allotments 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 a multi-use form, and is used for reallotment requests in addition to future year funding requests. The form has been reformatted to provide a section for adjustments to current year (i.e., FY 2020) grant requests in addition to the section for future year funding requests.

- For any reallotment 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 “Reallotment” and save and name the file “state/tribe name FY 2020 Reallotment.”
- Reallotment 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, 2020 to be considered for the FY 2020 reallotment process.
- If the state intends to release FY 2020 funds for reallotment for the title IV-B, subpart 1 or 2 programs, MCV, Chafee or ETV, complete Item 12 of the CFS-101, Part I and indicate the amounts the state is releasing for the applicable programs (see form instructions for more detail). The submission type “Reallotment” must be checked on the Part I. ACF will reallot the funds in accordance with the prescribed formulas prior to the end of the fiscal year.
- If the state has received an allotment for FY 2020 and wishes to receive more funding than previously requested on the countersigned CFS-101 for FY 2020 for any of the applicable programs (subject to the availability of funds through the re-allotment), complete Item 13 of the CFS-101, Part I and indicate the amounts the state is requesting for the applicable programs (see form instructions for more detail). The submission type “Reallotment” must be checked. (See Attachment B.)

Note: FFPSA made changes to the process of reallocation of funds under the Chafee and ETV programs. Prior to FFPSA, a state or tribe had to release funds during the first year of the two-year expenditure period for ACF to reallot 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)¹⁰. 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 2020) 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 2020 APSR Program Instruction. Mark the submission type as “Revision” and save and name the file “state/tribe name FY 2020 Revision.”
- Revisions for other than current year are made on the set of CFS-101 forms for the applicable fiscal year.

3. FY 2021 Budget Request—CFS-101, Parts I and II

To request funding for FY 2021, 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 2020) funding. However, separate copies must be submitted for each purpose.

To request FY 2021 funds, complete Part I of the CFS-101 workbook to request title IV-B, subpart 1 (CWS), title IV-B, subpart 2 (PSSF and MCV funds), CAPTA, Chafee, and ETV funds. Please use the FY 2019 allocation tables in Attachment A as the basis for FY 2021 budget requests. The CB recommends that states request the FY 2019 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.

4. FY 2018 Title IV-B Expenditure Report—CFS-101, Part III

Complete Part III of the CFS-101 workbook to report the original planned spending and actual amount of FY 2018¹¹ funds expended in each program area of title IV-B funding by

¹⁰ The amount to be redistributed is based on the state’s foster care ratio.

¹¹ Federal funds for these programs are awarded to states on a yearly basis, but may be spent over a two-year period. The FY 2018 grant had an expenditure period from October 1, 2017 to September 30, 2019. Therefore,

source. Identify the number of individuals and families served, and the geographic service area within which the services were provided.

The state must track and report annually its actual title IV-B expenditures, including administrative costs for the most recent preceding fiscal year funds for which a final Standard Form 425 (SF-425) Federal Financial Report has come due. The FY 2018 SF-425 was due on December 30, 2019. Therefore, states must now report FY 2018 information for the title IV-B programs on the form CFS-101, Part III. At state option, complete this form to show actual FY 2018 expenditures for the Chafee and ETV programs, as well.

In addition, if the state's expenditure of FY 2018 IV-B, subpart 2 PSSF grant did not approximate 20 percent of the grant total for any of the four PSSF service categories, provide information in the narrative on: 1) whether the disproportion was requested when the state submitted its estimated expenditures for FY 2018; and 2) the rationale for the disproportion in the actual expenditure of FY 2018 grant funds.

5. Expenditure Periods and Submission of Standard Form 425 (SF-425) Federal Financial Report

All grantees must report expenditures under title IV-B, subparts 1 and 2, CAPTA, Chafee, ETV and the Adoption and Legal Guardianship Incentives Payment Program on the SF-425 Federal Financial Report. The state 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, CAPTA, Chafee and ETV programs. For awards issued for FY 2016 or later, states are required to submit an electronic SF-425 for the programs listed above through the Payment Management System (PMS). Therefore, the state 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.

states must have obligated any fiscal year 2018 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 2021 funding, unless otherwise indicated.

Program Name:	Title IV-B, subpart 1	Title IV-B, subpart 2 – Promoting Safe and Stable Families (PSSF)	Title IV-B, subpart 2 – Monthly Caseworker Visits (MCV)	Title IV-B, subpart 2 – Kinship Navigator (FY 2019 funding)
Spending Period:	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)
Obligate Funds By: Liquidate Funds By:	September 30, 2022 December 30, 2022	September 30, 2022 December 30, 2022	September 30, 2022 December 30, 2022	September 30, 2020 December 30, 2020
SF-425 Periodicity:	Interim report at end of FY 2021 Comprehensive final report at end of FY 2022	Interim report at end of FY 2021 Comprehensive final report at end of FY 2022	Interim report at end of FY 2021 Comprehensive final report at end of FY 2022	Interim report was due by December 2019. Comprehensive final report at end of FY 2020
SF-425 Due Date:	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)
Required Match:	25% - must be met with submission of the final financial report	25% - must be met with submission of the final financial report	25% - must be met with submission of the final financial report	No match required
Reported:	On interim and final reports	On interim and final reports	On interim and final reports	N/A
Additional Information:	A state that has been notified of the need for a higher percentage of match for a specific fiscal year, due to state failure to meet MCV performance standards must report that higher match on the final financial form (section 424(f)(1)(B) and 424(f)(2)(B) of the Act).	The state may expend discretionary and mandatory funds under PSSF for the same purposes. The state 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.	The SF-425 for MCV is a separate report from the SF-425 for PSSF.	The SF-425 report for Kinship Navigator is a separate report from the SF-425 reports for PSSF and MCV.

Program Name:	Chafee	Education and Training Vouchers (ETV)	Adoption and Legal Guardianship Incentive (FY 2019 funding)	CAPTA
Spending Period:	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)	Payments to a State under this section in a fiscal year shall remain available for use by the State for the 36-month period beginning with the month in which the payments are made.	End of the fourth fiscal year following grant award year (5 years spending)
Obligate Funds By: Liquidate Funds By:	September 30, 2022 December 30, 2022	September 30, 2022 December 30, 2022	September 30, 2022 December 30, 2022	September 30, 2024 December 30, 2024
SF-425 Periodicity:	Interim report at end of FY 2021 Comprehensive final report at end of FY 2022	Interim report at end of FY 2021 Comprehensive final report at end of FY 2022	Annually, at the end of the each FY.	Interim reports at the end of each FY Comprehensive final report at end of FY 2024
SF-425 Due Date:	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)
Required Match:	20% - must be met with submission of final financial report	20% - must be met with submission of final financial report	No match required	No match required
Reported:	On interim and final reports	On interim and final reports	N/A	N/A
Additional Information:	At the end of the two-year grant cycle, any unexpended funds will be redistributed to states requesting reallotments, per FFPSA.	At the end of the two-year grant cycle, any unexpended funds will be redistributed to states requesting reallotments, per FFPSA.	Funds may not be used to supplant federal or non-federal funds for services under title IV-B or IV-E.	

Section H. Instructions for the Submission of the 2021 APSR for States, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States

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). Please do not embed scanned PDF files or documents in the submissions. Clearly indicate the name of the state/ territory and content of each document submitted.

By June 30, 2020:

- Submit the 2021 APSR (which includes the CAPTA State grant annual update).
- Submit changes, if any, to the Foster and Adoptive Parent Diligent Recruitment Plan, the Health Care Oversight and Coordination Plan, the Disaster Plan, and the Training Plan, each as a separate document. These attachments will be considered as an Appendix or Attachment to the plan. States may also submit an entirely new plan.
- Please also include a link to the location of where the 2021 APSR is or will be located on the state's websites.¹² Please provide a name, email, and telephone number of the state contact for the documents.¹³
- Submit the CFS-101 forms as follows:
 - Use the CFS-101s provided as an attachment (Attachment B) to this PI. The correct forms are labeled '2021 APSR' in the lower right corner of the form.

Submit the completed Excel workbook:

- CFS-101, Part I for FY 2021;
- CFS-101, Part II with planned expenditures for the use of FY 2021 funds; and,
- CFS-101, Part III with estimated and actual expenditures of FY 2018 grants for the title IV-B, and, at state option, the Chafee and ETV programs.

Submit the workbook in PDF format:

- CFS 101, Part I for FY 2021 **signed, titled, and dated** by the appropriate official;
- CFS-101, Part II with planned expenditures for the use of FY 2021 funds; and,
- CFS-101, Part III **signed, titled, and dated** by the appropriate official.

¹² States are reminded that under 45 CFR 1357.16(d), they must make available for public review and inspection their CFSP/APSRs. If the state does not make available the CFSP/APSRs on their website, please outline how the state is meeting this requirement. To ensure the confidentiality of children and families, please ensure that publicly posted reports do not include the names of individual children, youth or families served by the agency.

¹³ In prior years, the CB has provided an electronic copy of state plan and other items associated with the CFSP on the CB website. Going forward CB will provide a link to where the items are located on the state's website or the contact information for the state contact for the documents on CB's website.

Save both the Excel and PDF files named: “State/territory/insular area name FY 2021 CFS-101s” so that the name of the state/territory/insular area submitting the file is clearly identified.

NOTE: If a state wishes to modify its previously approved funding request for the FY 2020 grants, either by releasing funds for reallocation or by requesting additional funds, then a request for reallocation must be submitted on a separate FY 2021 CFS-101 Part I, saved and submitted as a separate PDF file. Refer to Section G of this PI for instruction. The RO will review the application and contact the state 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. This file can be submitted to the RO separate from and earlier than the APSR.

It is important that the APSR 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.

Section I. Submittal Rule for Insular Areas

The Virgin Islands of the United States, Guam, American Samoa, and the Northern Mariana Islands may each submit consolidated grant applications in accordance with 45 CFR Part 97. These jurisdictions do not need to submit an APSR as described in this PI if they choose to have their title IV-B, subparts 1 and/or 2 (including the monthly caseworker visit funds) and/or CAPTA allotments included in a consolidated grant, and may expend these funds under authority of another program that is available for consolidation. If an Insular Area chooses to consolidate its application for title IV-B, subparts 1 and/or 2, and/or CAPTA, it must notify its CB RO in writing of its intent by June 30, 2020.

An insular area that chooses to submit a CFSP/APSR in lieu of receiving a consolidated grant may do so and must follow the guidance included under Section H. The plan must be submitted by June 30, 2020.

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/

Elizabeth Darling
Commissioner
Administration on Children, Youth
and Families

Attachments

Attachment A:

Fiscal Year 2019 Allotment Title IV-B Subpart 1 Stephanie Tubbs Jones Child Welfare Services
Fiscal Year 2019 Allotment Title IV-B Subpart 2 Promoting Safe and Stable Families
Fiscal Year 2019 Allotment for Title IV-B, Subpart 2 Monthly Caseworker Visit Funds
Fiscal Year 2019 Allotment for CAPTA
Fiscal Year 2019 Allotment for Chafee Foster Care Program for Successful Transition to Adulthood
Fiscal Year 2019 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, CAPTA, 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 Program for Successful Transition to Adulthood (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:

CB Regional Program Managers

Attachment D:

Annual Reporting of Education and Training Vouchers Awarded

Fiscal Year 2019 Allotments to States, Territories and Insular Areas
Title IV-B, Subpart 1
Stephanie Tubbs Jones Child Welfare Services

State	2019 Allotment
Alabama	\$ 4,635,718
Alaska	\$ 100,500
Arizona	\$ 5,845,475
Arkansas	\$ 2,984,480
California	\$ 28,950,504
Colorado	\$ 4,239,631
Connecticut	\$ 1,687,838
Delaware	\$ 790,574
District of Columbia	\$ 351,575
Florida	\$ 15,866,274
Georgia	\$ 10,222,290
Hawaii	\$ 1,127,673
Idaho	\$ 1,856,048
Illinois	\$ 9,838,405
Indiana	\$ 6,398,093
Iowa	\$ 2,765,681
Kansas	\$ 2,619,212
Kentucky	\$ 4,283,598
Louisiana	\$ 4,237,025
Maine	\$ 1,058,357
Maryland	\$ 3,951,830
Massachusetts	\$ 3,706,331
Michigan	\$ 8,510,064
Minnesota	\$ 4,244,869
Mississippi	\$ 3,159,811
Missouri	\$ 5,397,738
Montana	\$ 704,867
Nebraska	\$ 1,640,679
Nevada	\$ 2,690,698
New Hampshire	\$ 876,212
New Jersey	\$ 5,254,682
New Mexico	\$ 1,485,192
New York	\$ 11,729,519
North Carolina	\$ 9,377,612
North Dakota	\$ 446,292
Ohio	\$ 10,032,821
Oklahoma	\$ 949,652
Oregon	\$ 3,386,177

Fiscal Year 2019 Allotments to States, Territories and Insular Areas
Title IV-B, Subpart 1
Stephanie Tubbs Jones Child Welfare Services

State	2019 Allotment
Pennsylvania	\$ 9,269,675
Rhode Island	\$ 804,668
South Carolina	\$ 4,758,374
South Dakota	\$ 434,550
Tennessee	\$ 5,958,127
Texas	\$ 25,964,900
Utah	\$ 3,797,437
Vermont	\$ 510,880
Virginia	\$ 6,043,399
Washington	\$ 5,245,813
West Virginia	\$ 1,657,946
Wisconsin	\$ 4,629,252
Wyoming	\$ 463,374

State Subtotal \$ 256,942,392

Territory and Insular Area	2018 Allotment
American Samoa	\$ 181,759
Guam	\$ 323,642
Northern Mariana Islands	\$ 150,461
Puerto Rico	\$ 3,396,597
Virgin Islands	\$ 200,182

Territory Subtotal \$ 4,252,641

TOTAL \$ 261,195,033

**Fiscal Year 2019 Allotments to States, Territories, and Insular Areas
Title IV-B, Subpart 2
Promoting Safe and Stable Families (PSSF) Grant**

State	2019 Allotment
Alabama	\$ 5,699,870
Alaska	\$ 541,200
Arizona	\$ 6,641,362
Arkansas	\$ 2,903,202
California	\$ 32,970,068
Colorado	\$ 3,407,247
Connecticut	\$ 2,232,361
Delaware	\$ 966,299
District of Columbia	\$ 721,546
Florida	\$ 20,902,058
Georgia	\$ 11,924,523
Hawaii	\$ 1,081,465
Idaho	\$ 1,344,818
Illinois	\$ 12,125,210
Indiana	\$ 5,188,768
Iowa	\$ 2,462,897
Kansas	\$ 1,797,069
Kentucky	\$ 4,226,121
Louisiana	\$ 6,294,369
Maine	\$ 983,464
Maryland	\$ 4,654,216
Massachusetts	\$ 3,977,796
Michigan	\$ 8,219,254
Minnesota	\$ 3,164,443
Mississippi	\$ 4,012,632
Missouri	\$ 5,383,481
Montana	\$ 725,102
Nebraska	\$ 1,272,591
Nevada	\$ 2,773,154
New Hampshire	\$ 580,147
New Jersey	\$ 6,016,361
New Mexico	\$ 3,072,666
New York	\$ 15,904,702
North Carolina	\$ 9,686,194
North Dakota	\$ 351,801
Ohio	\$ 9,920,789
Oklahoma	\$ 4,091,207
Oregon	\$ 3,665,350

**Fiscal Year 2019 Allotments to States, Territories, and Insular Areas
Title IV-B, Subpart 2
Promoting Safe and Stable Families (PSSF) Grant**

State	2019 Allotment
Pennsylvania	\$ 10,760,637
Rhode Island	\$ 886,404
South Carolina	\$ 5,315,825
South Dakota	\$ 685,361
Tennessee	\$ 7,212,643
Texas	\$ 31,210,718
Utah	\$ 1,696,907
Vermont	\$ 417,583
Virginia	\$ 5,338,790
Washington	\$ 5,823,341
West Virginia	\$ 1,930,436
Wisconsin	\$ 4,637,628
Wyoming	\$ 243,536

Total States \$ 288,045,612

Territory	2019 Allotment
American Samoa	\$ 192,286
Guam	\$ 347,532
Northern Mariana Islands	\$ 158,040
Puerto Rico	\$ 3,709,922
Virgin Islands	\$ 212,444

Total Territories \$ 4,620,224

TOTAL \$ 292,665,836

**Fiscal Year 2019 Allotments to States, Territories and Insular Areas
Monthly Caseworker Visit Formula Grants**

State	2019 Allotment
Alabama	\$ 365,735
Alaska	\$ 34,726
Arizona	\$ 426,145
Arkansas	\$ 186,285
California	\$ 2,113,606
Colorado	\$ 218,627
Connecticut	\$ 143,110
Delaware	\$ 62,003
District of Columbia	\$ 46,298
Florida	\$ 1,341,189
Georgia	\$ 765,142
Hawaii	\$ 69,393
Idaho	\$ 86,291
Illinois	\$ 777,309
Indiana	\$ 332,939
Iowa	\$ 158,033
Kansas	\$ 115,204
Kentucky	\$ 271,171
Louisiana	\$ 403,881
Maine	\$ 63,104
Maryland	\$ 298,640
Massachusetts	\$ 255,237
Michigan	\$ 527,392
Minnesota	\$ 203,048
Mississippi	\$ 257,472
Missouri	\$ 345,433
Montana	\$ 46,526
Nebraska	\$ 81,656
Nevada	\$ 177,941
New Hampshire	\$ 37,225
New Jersey	\$ 386,042
New Mexico	\$ 197,159
New York	\$ 1,019,600
North Carolina	\$ 621,518
North Dakota	\$ 22,573
Ohio	\$ 636,571
Oklahoma	\$ 262,274
Oregon	\$ 234,974

**Fiscal Year 2019 Allotments to States, Territories and Insular Areas
Monthly Caseworker Visit Formula Grants**

State	2019 Allotment
Pennsylvania	\$ 690,461
Rhode Island	\$ 56,825
South Carolina	\$ 341,092
South Dakota	\$ 43,976
Tennessee	\$ 462,802
Texas	\$ 2,000,819
Utah	\$ 108,883
Vermont	\$ 26,794
Virginia	\$ 348,982
Washington	\$ 373,657
West Virginia	\$ 123,867
Wisconsin	\$ 297,304
Wyoming	\$ 15,627

State Subtotal \$ 18,482,561

Territory and Insular Area	2019 Allotment
American Samoa	\$ 7,945
Guam	\$ 18,031
Northern Mariana Islands	\$ 5,720
Puerto Rico	\$ 236,488
Virgin Islands	\$ 9,255

Subtotal Territories \$ 277,439

TOTAL \$ 18,760,000

**Fiscal Year 2019 Allotments to States, Territories and Insular Areas
Child Abuse Prevention and Treatment Act (CAPTA) State Grants**

State	2019 Allotment
Alaska	\$ 1,246,768
Alabama	\$ 252,028
Arkansas	\$ 1,834,535
Arizona	\$ 820,780
California	\$ 9,947,904
Colorado	\$ 1,428,512
Connecticut	\$ 862,606
Delaware	\$ 273,392
District of Columbia	\$ 186,003
Florida	\$ 4,640,530
Georgia	\$ 2,797,226
Hawaii	\$ 384,015
Idaho	\$ 534,828
Illinois	\$ 3,215,080
Indiana	\$ 1,768,898
Iowa	\$ 849,628
Kansas	\$ 828,425
Kentucky	\$ 1,153,981
Louisiana	\$ 1,260,894
Maine	\$ 325,994
Maryland	\$ 1,522,106
Massachusetts	\$ 1,546,631
Michigan	\$ 2,427,918
Minnesota	\$ 1,468,740
Mississippi	\$ 829,549
Missouri	\$ 1,560,851
Montana	\$ 300,054
Nebraska	\$ 569,723
Nevada	\$ 798,846
New Hampshire	\$ 332,701
New Jersey	\$ 2,212,013
New Mexico	\$ 583,222
New York	\$ 4,588,653
North Carolina	\$ 2,565,238
North Dakota	\$ 242,025
Ohio	\$ 2,896,134
Oklahoma	\$ 1,097,988
Oregon	\$ 1,004,400

**Fiscal Year 2019 Allotments to States, Territories and Insular Areas
Child Abuse Prevention and Treatment Act (CAPTA) State Grants**

State	2019 Allotment
Pennsylvania	\$ 2,960,896
Rhode Island	\$ 276,503
South Carolina	\$ 1,256,820
South Dakota	\$ 284,723
Tennessee	\$ 1,696,897
Texas	\$ 8,097,158
Utah	\$ 1,062,388
Vermont	\$ 177,628
Virginia	\$ 2,092,014
Washington	\$ 1,848,000
West Virginia	\$ 453,905
Wisconsin	\$ 1,451,247
Wyoming	\$ 199,103
State Subtotal \$ 83,016,101	

Territory and Insular Area	2019 Allotment
American Samoa	\$ 75,635
Guam	\$ 107,149
Northern Mariana Island	\$ 68,735
Puerto Rico	\$ 767,528
Virgin Islands	\$ 79,525
Territory Subtotal \$ 1,098,572	
TOTAL \$ 84,114,673	

**Fiscal Year 2019 Allotments to States and Indian Tribes\Tribal Organizations
John H. Chafee Foster Care Program
for Successful Transition to Adulthood**

State	2019 Allotment
Alabama	\$ 1,627,874
Alaska	\$ 799,627
Arizona	\$ 4,250,169
Arkansas	\$ 1,380,700
California	\$ 14,984,388
Colorado	\$ 1,648,977
Connecticut	\$ 1,195,393
Delaware	\$ 500,000
District of Columbia	\$ 1,091,992
Florida	\$ 7,123,500
Georgia	\$ 3,800,395
Hawaii	\$ 500,000
Idaho	\$ 500,000
Illinois	\$ 4,605,225
Indiana	\$ 6,043,166
Iowa	\$ 1,720,672
Kansas	\$ 2,228,998
Kentucky	\$ 2,338,459
Louisiana	\$ 1,358,131
Maine	\$ 565,888
Maryland	\$ 1,238,095
Massachusetts	\$ 3,156,589
Michigan	\$ 4,171,796
Minnesota	\$ 2,790,020
Mississippi	\$ 1,572,657
Missouri	\$ 3,581,841
Montana	\$ 1,113,868
Nebraska	\$ 1,200,974
Nevada	\$ 1,274,314
New Hampshire	\$ 500,000
New Jersey	\$ 2,297,848
New Mexico	\$ 768,116
New York	\$ 11,585,958
North Carolina	\$ 3,095,012
North Dakota	\$ 500,000
Ohio	\$ 4,325,096
Oklahoma	\$ 2,692,019
Oregon	\$ 2,258,775

**Fiscal Year 2019 Allotments to States and Indian Tribes\Tribal Organizations
John H. Chafee Foster Care Program
for Successful Transition to Adulthood**

State	2019 Allotment
Pennsylvania	\$ 4,883,041
Puerto Rico	\$ 1,312,186
Rhode Island	\$ 533,663
South Carolina	\$ 1,168,218
South Dakota	\$ 500,000
Tennessee	\$ 2,474,043
Texas	\$ 9,294,287
Utah	\$ 853,975
Vermont	\$ 500,000
Virgin Islands	\$ 500,000
Virginia	\$ 1,386,193
Washington	\$ 3,267,532
West Virginia	\$ 1,917,543
Wisconsin	\$ 2,232,075
Wyoming	\$ 500,000
State Subtotal	\$ 137,709,288

State Code	Indian Tribal Organization	2019 Allotment
AZ	Pascua Yaqui Tribe of Arizona	\$ 21,727
AZ	Salt River Pima Maricopa Indian Community	\$ 73,436
CA	Tolowa Dee-ni' Nation (Smith River Rancheria)	\$ 10,496
KS	Prairie Band of Potawatomi	\$ 12,327
NE	Santee Sioux Nation	\$ 11,764
OR	Confederated Tribe of Warm Springs	\$ 45,862
WA	Port Gamble S'Klallam Tribe	\$ 15,100
Tribal Subtotal		\$ 85,053
TOTAL		\$ 137,794,341

**Fiscal Year 2019 Allotments to States and Indian Tribes\Tribal Organizations
John H. Chafee Foster Care Program
Education and Training Vouchers
(CETV Grants)**

State	2019 Allotment
Alabama	\$ 539,508
Alaska	\$ 265,012
Arizona	\$ 1,432,926
Arkansas	\$ 457,591
California	\$ 4,966,114
Colorado	\$ 546,503
Connecticut	\$ 396,176
Delaware	\$ 75,403
District of Columbia	\$ 71,954
Florida	\$ 2,360,866
Georgia	\$ 1,259,524
Hawaii	\$ 153,967
Idaho	\$ 152,626
Illinois	\$ 1,526,261
Indiana	\$ 2,002,822
Iowa	\$ 570,264
Kansas	\$ 738,733
Kentucky	\$ 775,011
Louisiana	\$ 427,315
Maine	\$ 151,764
Maryland	\$ 375,864
Massachusetts	\$ 1,046,155
Michigan	\$ 1,141,869
Minnesota	\$ 924,667
Mississippi	\$ 521,209
Missouri	\$ 1,187,092
Montana	\$ 369,158
Nebraska	\$ 398,026
Nevada	\$ 422,333
New Hampshire	\$ 142,374
New Jersey	\$ 569,689
New Mexico	\$ 254,568
New York	\$ 1,840,807
North Carolina	\$ 1,025,747
North Dakota	\$ 143,237
Ohio	\$ 1,433,421
Oklahoma	\$ 892,187
Oregon	\$ 748,601

**Fiscal Year 2019 Allotments to States and Indian Tribes\Tribal Organizations
John H. Chafee Foster Care Program
Education and Training Vouchers
(CETV Grants)**

State	2019 Allotment
Pennsylvania	\$ 1,618,335
Puerto Rico	\$ 434,884
Rhode Island	\$ 176,866
South Carolina	\$ 387,170
South Dakota	\$ 153,584
Tennessee	\$ 819,946
Texas	\$ 3,080,307
Utah	\$ 283,024
Vermont	\$ 121,679
Virgin Islands	\$ 18,012
Virginia	\$ 459,411
Washington	\$ 1,082,924
West Virginia	\$ 635,511
Wisconsin	\$ 739,753
Wyoming	\$ 103,954
State Subtotal	\$ 42,422,704

State Code	Indian Tribal Organization	2019 Allotment
AZ	Pascua Yaqui Tribe of Arizona	\$ 7,201
AZ	Tolowa Dee-ni' Nation (Smith River Rancheria)	\$ 3,479
KS	Prairie Band of Potawatomi	\$ 4,086
NE	Santee Sioux Nation	\$ 3,899
OR	Confederated Tribe of Warm Springs	\$ 15,200
WA	Port Gamble S'Klallam Tribe	\$ 5,004
Tribal Subtotal		\$ 38,869
TOTAL		\$ 42,461,573

**Fiscal Year 2019 Allotments to
States, Territories and Tribal Organizations
Title IV-B Kinship Navigator Funds**

State	2019 Allotment
Alabama	\$ 355,673
Alaska	\$ 214,781
Arizona	\$ 381,387
Arkansas	\$ 279,291
California	\$ 1,099,645
Colorado	\$ 293,058
Connecticut	\$ 260,914
Delaware	\$ 226,391
District of Columbia	\$ 219,707
Florida	\$ 770,870
Georgia	\$ 525,679
Hawaii	\$ 229,537
Idaho	\$ 236,729
Illinois	\$ 530,858
Indiana	\$ 341,714
Iowa	\$ 267,266
Kansas	\$ 249,036
Kentucky	\$ 315,422
Louisiana	\$ 371,910
Maine	\$ 226,860
Maryland	\$ 327,114
Massachusetts	\$ 308,640
Michigan	\$ 424,482
Minnesota	\$ 286,426
Mississippi	\$ 309,592
Missouri	\$ 347,032
Montana	\$ 219,804
Nebraska	\$ 234,757
Nevada	\$ 275,740
New Hampshire	\$ 215,845
New Jersey	\$ 364,317
New Mexico	\$ 283,920
New York	\$ 633,988
North Carolina	\$ 464,546
Ohio	\$ 470,954
Oklahoma	\$ 311,636
Oregon	\$ 300,015

**Fiscal Year 2019 Allotments to
 States, Territories and Tribal Organizations
 Title IV-B Kinship Navigator Funds**

State	2019 Allotment
Pennsylvania	\$ 493,891
Puerto Rico	\$ 300,734
Rhode Island	\$ 224,187
South Carolina	\$ 345,184
South Dakota	\$ 218,718
Tennessee	\$ 396,989
Texas	\$ 1,051,639
Utah	\$ 246,345
Vermont	\$ 211,405
Virgin Islands	\$ 203,942
Virginia	\$ 348,543
Washington	\$ 359,045
West Virginia	\$ 252,723
Wisconsin	\$ 326,546
Wyoming	\$ 206,651

State Subtotal \$ 18,362,078

Indian Tribal Organization	2019 Allotment
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Cherokee Nation	\$ 163,075
Eastern Band of Cherokee	\$ 30,785
Keweenaw Bay Indian Community	\$ 25,526
Mashpee	\$ 26,159
Navajo Nation	\$ 143,225
Pasqua Yaqui Tribe	\$ 34,627
Penobscot Nation	\$ 25,674
Port Gamble	\$ 25,577
Rosebud Sioux	\$ 36,767
Salt River Pima Maricopa Indian Community	\$ 31,454
Standing Rock Sioux	\$ 29,862
Tolowa Dee-ni' Nation (Smith River)	\$ 26,032

Tribal Subtotal \$ 598,763

TOTAL \$ 18,960,841

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 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 Funds; 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 so 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).

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 fiscal worksheets or workbooks.
- Do not round to the \$ thousands or \$ millions on any of the forms.

When finished, save and name all the PDF file (and Excel workbook for states) as: "State/Tribe name FY 21 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**

The numbering corresponds to the item numbers on the CFS-101 forms.

- 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 mailing 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 website. A DUNS number is required to register with the U.S. 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 (countersigned) CFS-101 to address a funding allotment in excess of either the initial request or sum of initial request and request for additional funds.

Note: 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

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or CFSP, be used as the estimated amount for the state's/tribe's request.¹ 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.) If funds will be spent on administration, enter that amount in 7f.

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 (and 7f, if applicable), *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. 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.

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

a) Family Preservation Services;

¹ 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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- b) Family Support Services;
- 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. Tribes can disregard this warning, as there is no maximum allowable percentage of administrative funds.

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.

Items 12 and 13 are addressed under the “Reallotment Request Section”

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.

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Reallotment Request Section:

*The section for reallotments pertains to the **current** fiscal year, **not the future year** for which funds are being requested. This section should be blank on a “new” 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.

The identification of funds that will not be utilized and requests for additional funds occurs mid-year of the current fiscal year and must be submitted as a stand-alone document, separate from the “new” request for funding, and may be submitted independently of the CFSR/APSR. These requests will be sent immediately from the Children’s Bureau (CB) Regional Offices (ROs) to the 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 20 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.

Note: A reallotment request may be submitted to the RO at any time prior to, or on, June 30th, independent of the CFSP/APSR submission. However, it must be submitted as a separate file from the future year set of CFS-101 forms.

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, MCV, Chafee and 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.*

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

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

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appropriate for a child, in some other planned, permanent living arrangement;

- 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. Allowable costs may also include indirect costs allocable in accordance with the agency's approved cost allocation plan (45 CFR 1357.32(h)). 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 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 amount requested on Part I 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. *This column is required to be completed by all applicants.*

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, John H. Chafee Program for Successful Transition to Adulthood, 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 2021 APSR, the reporting year is the FY 2018 grant allocation which had an expenditure period from October 1, 2017 to September 30, 2019. Therefore, any fiscal year 2018 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.

The following four fields have been autofilled from the Part I. No entry is needed, but please verify that the information is correct (make any corrections on the Part I).

1. Name of State or Indian Tribal Organization**2. Address****3. EIN****4. DUNS**

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 (from the countersigned Part 1) 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.

For the designated year, enter in the original planned spending and actual expenditures for:

- a) Family Preservation Services;
- b) Family Support Services;
- c) 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.

8. Total title IV-B subpart 2, Monthly Caseworker Visit (MCV) funds *(States only):* Enter the original planned (from the countersigned Part I) and actual expenditures allotted for the designated fiscal year.

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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. John H. Chafee Program for Successful Transition to Adulthood (Chafee) funds: *At state/tribe option*, enter the original planned (from the countersigned Part I) and actual expenditures of Chafee 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 Chafee 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 (from the countersigned Part I) 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 served², the population served³, and the geographic area where services were provided⁴. *This information 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, Chafee 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.

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

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

⁴ 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 and name all CFS-101 sets (PDF for all; Excel workbook for states) as:

“State/Tribe name FY 21 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 2021: October 1, 2020 through September 30, 2021

1. Name of State or Indian Tribal Organization and Department/Division:		3. EIN:		
		4. DUNS:		
2. Address: (insert mailing address for grant award notices in the two rows below)		5. Submission Type: (select one)		
		<input type="checkbox"/> NEW <input type="checkbox"/> REALLOTMENT <input type="checkbox"/> REVISION		
a) Email address for grant award notices:				
REQUEST FOR FUNDING for FY 2021:				
Hardcode all numbers; no formulas or linked cells.				
6. Requested title IV-B Subpart 1, Child Welfare Services (CWS) funds:			\$0	
a) Total administrative costs (not to exceed 10% of the CWS request)			\$0	
7. Requested title IV-B Subpart 2, Promoting Safe and Stable Families (PSSF) funds and estimated expenditures:		% of Total	\$0	
a) Family Preservation Services		#DIV/0!	\$0	
b) Family Support Services		#DIV/0!	\$0	
c) 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>(STATES ONLY: not to exceed 10% of the PSSF request; TRIBES ONLY: no maximum %)</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	
8. Requested Monthly Caseworker Visit (MCV) funds: (For STATES ONLY)			\$0	
a) Total administrative costs (not to exceed 10% of MCV request)			\$0	
9. Requested Child Abuse Prevention and Treatment Act (CAPTA) State Grant: (STATES ONLY)			\$0	
10. Requested John H. Chafee Foster Care Program for Successful Transition to Adulthood:			\$0	
a) Indicate the amount to be spent on room and board for eligible youth (not to exceed 30% of Chafee request).			\$0	
11. Requested Education and Training Voucher (ETV) funds:			\$0	
REALLOTMENT REQUEST(S) for FY 2020:				
<i>Complete this section for adjustments to current year awarded funding levels.</i>				
12. Identification of Surplus for Reallotment:				
a) Indicate the amount of the State's/Tribe's FY 2020 allotment that will not be utilized for the following programs:				
CWS	PSSF	MCV (States only)	Chafee Program	ETV Program
\$0	\$0	\$0	\$0	\$0
13. Request for additional funds in the current fiscal year (should they become available for re-allotment):				
CWS	PSSF	MCV (States only)	Chafee Program	ETV Program
\$0	\$0	\$0	\$0	\$0
14. Certification by State Agency and/or Indian Tribal Organization:				
The State agency or Indian Tribal Organization submits the above estimates and request for funds under title IV-B, subpart 1 and/or 2, of the Social Security Act, CAPTA State Grant, Chafee 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 Funds

Name of State or Indian Tribal Organization:

0 For FY 2021: OCTOBER 1, 2020 TO SEPTEMBER 30, 2021

SERVICES/ACTIVITIES	(A) IV-B Subpart 1- CWS	(B) IV-B Subpart 2- PSSF	(C) IV-B Subpart 2- 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 2018 Grants: October 1, 2017 through September 30, 2019**

1. Name of State or Indian Tribal Organization:		2. Address:				3. EIN:
0		0				4. DUNS:
5. Submission Type: (select one) <input type="checkbox"/> NEW <input type="checkbox"/> REVISION		0				
Description of Funds	(A)	(B)	(C)	(D)	(E)	(F)
	Original Planned Spending for FY 18 Grants (from CFS-101, Pt I)	Actual Expenditures for FY 18 Grants	Number Individuals served	Number Families served	Population served	Geographic area served
6. Total title IV-B, subpart 1 (CWS) funds:	\$ -	\$ -	-	-	-	-
a) Administrative Costs (<i>not to exceed 10% of CWS allotment</i>)	\$ -	\$ -				
7. Total title IV-B, subpart 2 (PSSF) funds:						
Tribes enter amounts for Estimated and Actuals, or complete 7a-f.	\$ -	\$ -	-	-	-	-
a) Family Preservation Services	\$ -	\$ -				
b) Family Support Services	\$ -	\$ -				
c) Family Reunification Services	\$ -	\$ -				
d) Adoption Promotion and Support Services	\$ -	\$ -				
e) Other Service Related Activities (e.g. planning)	\$ -	\$ -				
f) Administrative Costs (<i>FOR STATES: not to exceed 10% of PSSF allotment</i>)	\$ -	\$ -				
g) Total title IV-B, subpart 2 funds:						
NO ENTRY: This line displays the sum of lines a-f.	\$ -	\$ -				
8. Total Monthly Caseworker Visit funds: (STATES ONLY)	\$ -	\$ -				
a) Administrative Costs (<i>not to exceed 10% of MCV allotment</i>)	\$ -	\$ -				
9. Total Chafee Program for Successful Transition to Adulthood Program (Chafee) funds: (optional)	\$ -	\$ -	-	-	-	-
a) Indicate the amount of allotment spent on room and board for eligible youth (<i>not to exceed 30% of CFCIP allotment</i>)	\$ -	\$ -	-	-	-	-
10. Total Education and Training Voucher (ETV) funds: (Optional)	\$ -	\$ -	-	-	-	-
11. Certification by State Agency or Indian Tribal Organization: The State agency or Indian Tribal Organization agrees that expenditures were made in accordance with the Child and Family Services Plan, which was jointly developed with, and approved by, the Children's Bureau.						
<i>Signature of State/Tribal Agency Official</i>			<i>Signature of Federal Children's Bureau Official</i>			
<i>Title</i>	<i>Date</i>	<i>Title</i>	<i>Date</i>			

Children’s Bureau Regional Program Managers

1	Region 1 - Boston Bob Cavanaugh bob.cavanaugh@acf.hhs.gov JFK Federal Building 15 Sudbury Street, Room 2000 Boston, MA 02203 (617) 565-1020 States: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	6	Region 6 - Dallas Janis Brown janis.brown@acf.hhs.gov 1301 Young Street, Suite 945 Dallas, TX 75202-5433 (214) 767-8466 States: Arkansas, Louisiana, New Mexico, Oklahoma, Texas
2	Region 2 - New York City Alfonso Nicholas alfonso.nicholas@acf.hhs.gov 26 Federal Plaza, Room 4114 New York, NY 10278 (646) 905-8141 States and Territories: New Jersey, New York, Puerto Rico, Virgin Islands	7	Region 7 - Kansas City Kendall Darling kendall.darling@acf.hhs.gov Federal Office Building 601 E 12th Street, Room 349 Kansas City, MO 64106 (816) 426-2262 States: Iowa, Kansas, Missouri, Nebraska
3	Region 3 - Philadelphia Tina Naugler tina.naugler@acf.hhs.gov The Strawbridge Building 801 Market Street Philadelphia, PA 19107-3134 (215) 861-4030 States: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia	8	Region 8 - Denver Marilyn Kennerson marilyn.kennerson@acf.hhs.gov Byron Rogers Federal Building 1961 Stout Street, 8th Floor Denver, CO 80294-3538 (303) 844-1163 States: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
4	Region 4 - Atlanta Shalonda Cawthon shalonda.cawthon@acf.hhs.gov 61 Forsyth Street SW, Suite 4M60 Atlanta, GA 30303-8909 (404) 562-2242 States: Alabama, Mississippi, Florida, North Carolina, Georgia, South Carolina, Kentucky, Tennessee	9	Region 9 - San Francisco Debra Samples debra.samples@acf.hhs.gov 90 7th Street, Suite 9-300 San Francisco, CA 94103 (415) 437-8626 States and Territories: Arizona, California, Hawaii, Nevada, Outer Pacific—American Samoa, Commonwealth of the Northern Marianas, Federated States of Micronesia (Chuuk, Pohnpei, Yap), Guam, Marshall Islands, Palau
5	Region 5 - Chicago Tina Naugler tina.naugler@acf.hhs.gov 233 N. Michigan Avenue, Suite 400 Chicago, IL 60601 (312) 353-9672 States: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	10	Region 10 - Seattle Paula Bentz paula.bentz@acf.hhs.gov 701 Fifth Avenue, Suite 1600, MS-73 Seattle, WA 98104 (206) 615-3662 States: Alaska, Idaho, Oregon, Washington

Attachment D

Annual Reporting of Education and Training Vouchers Awarded

Name of State/ Tribe:

	Total ETVs Awarded	Number of New ETVs
<u>Final Number:</u> 2018-2019 School Year (July 1, 2018 to June 30, 2019)		
2019-2020 School Year* (July 1, 2019 to June 30, 2020)		

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.