

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
	1. Log No: ACYF-CB-PI-21-08	2. Issuance Date: July 15, 2021
	3. Originating Offices: Children’s Bureau	
	4. Key Words: Title IV-E Programs Quarterly Financial Report, Form CB-496; Funding Certainty Grants; Federal Fiscal Year (FFY); and On-Line Data Collection (OLDC)	

Program Instruction

TO: State, Territorial and Tribal Agencies Administering or Supervising the Administration of the Foster Care, Adoption Assistance, Guardianship Assistance, Kinship Navigator and Prevention Services programs under Title IV-E of the Social Security Act, Indian Tribes, Tribal Organizations and Tribal Consortia (Tribes).

SUBJECT: Extended approval of a form for reporting financial data on the title IV-E Foster Care, Adoption Assistance, Guardianship Assistance, Kinship Navigator and Prevention Services Programs.

LEGAL AND RELATED REFERENCES: 45 CFR 201.5; Title IV-E of the Social Security Act (the Act); Division X of P.L. 116-260, the Consolidated Appropriations Act, 2021 (Division X); [ACYF-CB-PI-21-04](#); and [ACYF-CB-PI-20-09](#).

PURPOSE: This Program Instruction (PI) provides State, Territorial, and Tribal title IV-E agencies (hereafter, "title IV-E agencies") with the renewed form and instructions approved by the U.S. Office of Management and Budget (OMB) for reporting quarterly financial information on the title IV-E Foster Care, Adoption Assistance, Guardianship Assistance, Kinship Navigator and Prevention Services Programs, as well as annual reporting data for Adoption Savings.

BACKGROUND: The title IV-E Foster Care, Adoption Assistance and Guardianship Assistance, Kinship Navigator and Prevention Services Programs are funded through quarterly reports submitted by title IV-E agencies containing program estimate and expenditure information. The OMB last approved revisions to the Title IV-E Programs Quarterly Financial Reporting Form (Form CB-496) in March 2020 for a period ending May 31, 2021.

ACF is now reissuing Form CB-496. As required by the Paperwork Reduction Act, ACF sought OMB approval for the renewal of this form.

INFORMATION: The OMB approved the renewed CB-496 financial reporting form for use through June 30, 2024 as a replacement for the previous version released through issuance of [ACYF-CB-PI-20-09](#).

The renewed Title IV-E Programs Quarterly Financial Report, Form CB-496, is applicable to all title IV-E agencies. It follows the same format and content of the prior version of the reporting form, but contains a revision reflecting a statutory change made through section 9 of Division X impacting the information displayed in Part 3, section F for qualifying agency funding certainty baselines for FFY 2020 and FFY 2021. Section F does not require any data entry. See [ACYF-CB-PI-21-04](#) (section E) and the reporting instructions for details on this provision.

SUBMISSION: In accordance with the applicable Grant Terms and Conditions:

Parts 1, 2 and 3 are submitted Quarterly. Each quarterly report must be submitted using the On-Line Data Collection (OLDC) system within 30 days of the end of each fiscal quarter (i.e., **no later than January 30, April 30, July 30, and October 30**). **Part 4 is submitted Annually**, with the 4th quarter report (i.e., **no later than October 30**). See instructions to complete Form CB-496 (Attachment C) for further details,

EFFECTIVE DATE: Title IV-E agencies are to begin using the renewed Form CB-496 Parts 1 - 3 to report estimates and expenditures for covered title IV-E programs effective for purposes of the quarterly submission due on July 30, 2021. That submission covers the current quarter ending June 30, 2021 and the next quarter ending December 30, 2021. The renewed Form CB-496 Part 4 must also continue to be used for the Form CB-496 Part 4 submission due on October 30 of each year covering the immediately prior FFY reporting period (e.g., FFY 2021 report due on October 30, 2021).

PAPERWORK REDUCTION ACT: Under the Paperwork Reduction Act of 1995 (Public Law 104-13), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number of the Form CB-496 is 0970-0510, approved through June 30, 2024.

INQUIRIES TO: Children’s Bureau Regional Program Managers or ACF Regional Grants Officers.

/s/

Amanda Barlow
Acting Commissioner
Administration on Children,
Youth and Families

ATTACHMENTS:

Attachment A – Children’s Bureau Child Welfare Regional Program Managers and ACF Regional Grants Officers

Attachment B - Copy of the Form CB-496

Attachment C - Instructions to complete Form CB-496

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 Shari Brown shari.brown@acf.hhs.gov The Strawbridge Building 801 Market Street, Suite 8300 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 Cindy Lowder cindy.lowder@acf.hhs.gov 233 N. Michigan Avenue, Suite 400 Chicago, IL 60601 (312) 886-4918 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 A

Grants Management Officers - Family Protection & Resilience Grants

1	<p>Regions 1, 2 and 4 – Boston, New York and Atlanta George Barnwell george.barnwell@acf.hhs.gov JFK Federal Building 15 Sudbury Street, Room 2000 Boston, MA 02203 (617) 565-1403 Region I States: Connecticut, Maine, Massachusetts, New Hampshire Region II States & Territories: Rhode Island, Vermont; New Jersey; New York; Puerto Rico; Virgin Islands Region IV States: Alabama, Mississippi, Florida, North Carolina, Georgia, South Carolina, Kentucky and Tennessee</p>
2	<p>Regions 3, 6 and 7 – Philadelphia, Dallas and Kansas City Janice Realeza janice.realeza@acf.hhs.gov The Strawbridge Building 801 Market Street Philadelphia, PA 19107-3134 (215) 861-4007 Region III States: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia Region VI States: Arkansas, Louisiana, New Mexico, Oklahoma, Texas Region VII States: Iowa, Kansas, Missouri, Nebraska</p>
3	<p>Regions 5, 8, 9 and 10 – Chicago, Denver, San Francisco and Seattle Margaret Harrell margaret.harrell@acf.hhs.gov 233 N. Michigan Avenue, Suite 400 Chicago, IL 60601 (312)353-4720 Region V States: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin, Region 8 States: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming Region IX States and Territories: Arizona, California, Hawaii, Nevada, Outher Pacific – American Samoa, Commonwealth of Northern Marianas, Federated States of Micronesia (Chuuk, Pohnpei, Yap), Guam, Marshall Islands, Palau Region X States: Alaska, Idaho, Oregon, Washington</p>