

Annual Progress and Services Report (APSR) - Tribal Checklist for FY 2018
(Based on ACYF-CB-PI-17-04)

Name of Tribe: _____

Applications are due JUNE 30, 2017. By this date, please:

☐ **E-mail your APSR in Word format to the Regional Office**

Program Manager (or mail a copy on a disk).

☐ **E-mail signed CFS-101s (in .pdf format) to the Regional Office Program Manager). All three sections should be in one document. Please use updated version of the forms released this year.**

☐ **E-mail signed Certifications and Assurances, if applicable, (in .pdf format) to the Regional Office Program Manager.**

The APSR for FY 2017 must include all of the following items.

√	REQUIREMENTS (Includes Page Number Where Located in the PI)	Comments/Location (Page #) in Tribal APSR
	CFS-101 Parts I & II for FY 2018 (IV-B 1 & 2, Chafee and ETV if applicable) with signature of Tribal official (page 16 and Attachment B)	
	CFS-101 Part III to include the actual amount of IV-B funds expended in FY 2015, estimated number of individuals and families served, and geographic services area. Tribes must track annual IV-B expenditures, including administrative costs. Requires signature of Tribal official. (page 17 and Attachment B)	
	Assurances: Certifications and assurances submitted with the 2015-2019 CFSP do not need to be re-submitted unless a change has occurred that warrants a new certification. If this is a new application for title IV-B or CFCIP and or ETV, the application must include the signed certifications and assurances for the respective programs. (Page 4)	

√	REQUIREMENTS (Includes Page Number Where Located in the PI)	Comments/Location (Page #) in Tribal APSR
	Plan availability: The Tribe must make the APSR available to interested parties. The plan must describe how the CFSP/APSR will be made available. States and Tribes are required to share their plans with each other. (Page 4)	
	APSR for FY 2018 As applicable, may include title IV-B, subparts 1 and/or 2, CFCIP and/or ETV.	
	Service Description: <ul style="list-style-type: none"> • For each goal and objective in the CFSP, report on the specific accomplishments and progress achieved in the past fiscal year to improve outcomes for children and families, and to provide a more comprehensive, coordinated, and effective child and family services continuum. (pages 5-6) • Report on the steps the tribe has taken to expand and strengthen the range of existing services and to develop and implement services to improve child outcomes. Describe planned activities, new strategies for improvement, and the method(s) to measure progress in the upcoming FY. (page 6) • Explain any revisions to existing goals and objectives; and, if appropriate, update the goals and objectives to incorporate any new goals or objectives. (page 6) • Describe the services to be provided in FY 2018 under title IV-B, subpart 1 and/or 2 (as applicable), highlighting any changes or additions in services or program design and how the services will assist in achieving program purposes. (page 6) 	

√	REQUIREMENTS (Includes Page Number Where Located in the PI)	Comments/Location (Page #) in Tribal APSR
	<p>Service Description continued:</p> <ul style="list-style-type: none"> • For tribes applying for title IV-B, subpart 1 funds and who have tribal children under the age of 5 in foster care: <ul style="list-style-type: none"> ○ Provide an update on the activities that the tribe has taken since submission of the CFSP or will undertake in FY 2018 to reduce the length of time that young children under age 5 are in foster care without a permanent family, and a description of the activities the tribe has taken or will undertake to address the developmental needs of these children who receive services under the title IV-B or IV-E programs (section 422(b)(18) of the Act). CB understands this requirement to apply to all children under age 5 in foster care regardless of the child's permanency plan, or legal or placement status. (page 6) ○ For tribes that do not directly operate a foster care program and whose children are served by the state agency, provide an update on the role of the tribe in working with the state to address these requirements relating to meeting the needs of young children in foster care. (page 6) • For tribes applying for title IV-B, subpart 2 funds, discuss any updates as to how the tribe identifies which populations are at the greatest risk of maltreatment and how services are targeted to these populations. (page 6) 	
	<p>Collaboration:</p> <ul style="list-style-type: none"> • Provide an update on how the tribe has engaged in the ongoing process of coordination and collaboration efforts conducted across the entire spectrum of the child and family service delivery system to provide services to tribal children. Describe how stakeholders and partners were involved in the review of progress made in the past fiscal year and expected updates for the coming year. (page 7) • Describe how the tribe has demonstrated substantial, ongoing, and meaningful collaboration between the child welfare agency and the tribal or state courts, as appropriate, with regard to the development of the APSR. If applicable, any tribal actions being undertaken in response to a state's Child and Family Services Review or title IV-E program improvement plans. (page 7) 	

√	REQUIREMENTS (Includes Page Number Where Located in the PI)	Comments/Location (Page #) in Tribal APSR
	<p>Program Support:</p> <ul style="list-style-type: none"> • Provide an update on changes to or accomplishments in carrying out the tribe's child welfare services' staff development and training plans, since submission of the CFSP. (page 7) • Discuss the child and family services program's research, evaluation, or management information systems and quality assurance systems that will be updated or implemented in the upcoming fiscal year. Specify any additions or changes in services or program design due to the tribe's own evaluation of programs that the tribe has found particularly effective or ineffective. (page 7) • Describe the technical assistance and capacity-building needs that the tribe anticipates in FY 2018 in support of the tribe's CFSP/APSR goals and objectives. Describe how capacity building services will assist in achieving the identified goals and objectives. (page 7) 	

√	REQUIREMENTS (Includes Page Number Where Located in the PI)	Comments/Location (Page #) in Tribal APSR
	<p>Consultation with States:</p> <ul style="list-style-type: none"> • Provide an update regarding the consultation between the state and the tribe with respect to state compliance with ICWA. Describe any concerns with respect to ICWA consultation and compliance and any recommendations for addressing these concerns. (page 8) • Provide an update on the understanding, gathered from state/tribal consultation, as to who is responsible for providing the child welfare services and protections for tribal children delineated at section 422(b)(8) of the Act, whether the children are under state or tribal jurisdiction. These services and protections include operation of a case review system (as defined in section 475(5) of the Act) for children in foster care; a preplacement preventive services program for children at risk of entering foster care to remain safely with their families; and a service program for children in foster care to facilitate reunification with their families, when safe and appropriate, or to place a child in an adoptive home, legal guardianship, or other planned, permanent living arrangement. (page 8) <p>In participating in consultation with states, tribes should be aware of the amendments made to the case review system by Pub. L. 113-183, including limits on the use of Another Planned Permanent Living Arrangement (APPLA) as a permanency plan for children and youth in foster care. (pages 8-9)</p> <ul style="list-style-type: none"> • Describe any questions, concerns or technical assistance needs the tribe has identified with respect to implementation of the new case review requirements including limitations on the use of APPLA as a permanency plan. (page 9) • Describe how the tribe has been consulted about the programs to be carried out under the CFCIP and explain the results of the consultation, specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care under the Chafee Foster Care Independence Program [CFCIP] (section 477(b)(3)(G) of the Act). (page 9) 	

√	REQUIREMENTS (Includes Page Number Where Located in the PI)	Comments/Location (Page #) in Tribal APSR
	<p>Plan for diligent recruitment of potential foster and adoptive parents:</p> <p>For tribes that operate foster care programs:</p> <ul style="list-style-type: none"> Discuss updates to the tribe's plan for the diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children in the tribe for whom foster and adoptive homes are needed. Examples of components to include in the diligent recruitment plan are: a description of the characteristics of children for whom foster and adoptive homes are needed; specific strategies to reach all parts of the community; strategies for assuring that all prospective parents have access to the home study process; and strategies for training staff and community partners. (page 10) <p>For tribes that do not directly operate a foster care program and whose children are served by the state agency:</p> <ul style="list-style-type: none"> Discuss any activities the tribe is undertaking in coordination with the state agency to support diligent recruitment of foster and adoptive families. (page 10) 	

√	REQUIREMENTS (Includes Page Number Where Located in the PI)	Comments/Location (Page #) in Tribal APSR
	<p>Health Care Oversight and Coordination Plan</p> <p>Tribes were required to submit the Health Care Oversight and Coordination Plan in the CFSP.</p> <p>In the APSR, all tribes receiving funding under title IV-B, subpart 1, are required to address how the Health Care Oversight and Coordination plan requirements are being met for tribal children in foster care.</p> <p>For tribes that operate foster care programs:</p> <ul style="list-style-type: none"> • Describe the progress and accomplishments in implementing the tribe's Health Care Oversight and Coordination Plan. • Describe any changes to the plan that the tribe, in conjunction with health care professionals, has determined are necessary. Provide information on the change or update to the Health Care Oversight and Coordination Plan, if any, or indicate if no changes have been made. (page 10) <p>For tribes that do not directly operate a foster care program and whose children are served by the state agency:</p> <ul style="list-style-type: none"> • Note in the APSR that the state agency is responsible for developing the Health Care Oversight and Coordination Plan and for providing health care information as part of the transition plan development process. • Describe how the tribe is involved in contributing to the state processes. (page 11) 	
	<p>Disaster plans:</p> <p>Tribes are required to review their previously submitted disaster plan to determine if changes are needed. If the tribe determines changes are necessary, describe in the APSR the changes the tribe is making or include an updated disaster plan. If the tribe determines that no changes are necessary, note this fact in the APSR. If the tribe has been affected by a disaster in the past year, describe how the plan was used and assess its effectiveness. (page 11)</p>	

√	REQUIREMENTS (Includes Page Number Where Located in the PI)	Comments/Location (Page #) in Tribal APSR
	<p>Certification of Population Count:</p> <p>Many tribes submitted a self-certification form in 2016 or 2017, following issuance of ACYF-CB-PI-15-10. Tribes that did so are <u>not</u> required to submit a new self-certification form with the APSR provided the information is still accurate. Tribes that did not submit a self-certification form or that wish to update the population count may submit a new one with the APSR, using the form found at Attachment C of this PI. (This is the same form that was updated and issued as an attachment to ACYF-CB-16-04.) (pages 11-12)</p>	
	<p>Training</p> <p>For all tribes submitting an APSR, provide an update, if any, to the tribe's child welfare services staff development and training plan in support of the goals and objectives of the CFSP which addresses the title IV-B programs covered by the plan. (page 12)</p>	
	<p>Title IV-E Training Plans:</p> <p>Tribes with an approved title IV-E plan to operate directly a foster care, adoption assistance and, at the tribe's option, guardianship assistance program, who previously submitted a combined title IV-B/IV-E training plan, must provide any updates to the plan as part of the APSR submission. (page 12).</p> <p>Tribes that intend to submit a title IV-E plan to operate directly a foster care, adoption assistance and, at the tribe's option, guardianship assistance program in the future are not required to submit the title IV-E training plan with the APSR due on June 30, 2017, but if approved to operate a title IV-E program must submit such information prior to submitting claims under title IV-E for reimbursement of allowable training costs. (page 12)</p>	

	Chafee Foster Care Independence and Education (CFCIP) and Education Training Vouchers (ETV) This section is for Tribes re-applying. The option to apply for CFCIP or ETV funds in FY 2018 is limited to Tribes with an approved title IV-E plan or a Tribal/State cooperative agreement or contract. This section applies only to those Tribes who received CFCIP and/or ETV funds in FY 2017 and who are interested in re-applying for direct funding for CFCIP and/or ETV.	Comments/Location (Page #) in Tribal APSR
	<p>Re-application:</p> <p>Tribes that received direct funding under CFCIP and/or ETV in FY 2017 and wish to receive funds for FY 2018 must submit an updated plan that includes the information required under Section B, items 1-3 above (i.e., Service Description, Collaboration, and Program Support), as applicable.</p> <p>In providing updates on the CFCIP,</p> <ul style="list-style-type: none"> • Report on the tribe's specific accomplishments achieved since the 2015–2019 CFSP or subsequent APSR submissions. • Provide information on the planned activities for FY 2018, including any planned use of funds in support of the eighth purpose relating to engagement in age or developmentally appropriate activities. (pages 13-14) 	
	<p>Education and Training Vouchers program:</p> <ul style="list-style-type: none"> • Describe the specific accomplishments and progress to establish, expand, or strengthen the tribe's postsecondary educational assistance program to achieve the purpose of the ETV program. • Indicate how the ETV program is administered. (page 14) 	

	<p>Chafee Foster Care Independence and Education (CFCIP) and Education Training Vouchers (ETV) This section is for Tribes re-applying. The option to apply for CFCIP or ETV funds in FY 2018 is limited to Tribes with an approved title IV-E plan or a Tribal/State cooperative agreement or contract. This section applies only to those Tribes who received CFCIP and/or ETV funds in FY 2017 and who are interested in re-applying for direct funding for CFCIP and/or ETV.</p>	<p>Comments/Location (Page #) in Tribal APSR</p>
	<p>Consultation and Collaboration:</p> <p>Tribes applying for direct CFCIP and/or ETV programs must describe the consultation process regarding the CFCIP and ETV programs with each state for which a portion of an allotment would be redirected by the Secretary of HHS to the tribe. Provide an update to the results of that consultation, particularly with respect to:</p> <ul style="list-style-type: none"> • Determining the eligibility for benefits and services of Indian children to be served under the CFCIP and/or ETV programs that the tribe has opted to operate directly; and • The process for consulting with the state in order to ensure the continuity of benefits and services for such children who will transition from receiving benefits and services under the state's CFCIP and ETV programs to receiving such benefits and services under programs carried out directly by the tribe. (page 15) <p>Provide an update on how youth, caseworkers, and caregivers are made aware of the program (page 15)</p>	
	<p>Number of children in foster care:</p> <p>In order to calculate the tribe's allocation under the CFCIP and ETV programs, the tribe must submit data on the number of children in foster care under the responsibility of the tribe (either directly or under supervision of the state) in the most recent fiscal year for which information is available. This data is required for all tribes applying/reapplying for these programs. (page 14)</p> <p>Please enter the number here: _____</p>	

	Chafee Foster Care Independence and Education (CFCIP) and Education Training Vouchers (ETV) This section is for Tribes re-applying. The option to apply for CFCIP or ETV funds in FY 2018 is limited to Tribes with an approved title IV-E plan or a Tribal/State cooperative agreement or contract. This section applies only to those Tribes who received CFCIP and/or ETV funds in FY 2017 and who are interested in re-applying for direct funding for CFCIP and/or ETV.	Comments/Location (Page #) in Tribal APSR
	<p>Statistical Information:</p> <p>Identify the number of youth who received ETV awards for each school year (if the total number is not available for the 2016-2017 year, provide an estimate): July 1, 2015 through June 30, 2016 _____ total number of youth served July 1, 2016 through June 30, 2017 _____ total number of youth served</p> <p>Identify the number of youth who were new ETV recipients for each school year (if the total number is not available for the 2016-2017 year, provide an estimate): July 1, 2015 through June 30, 2016 _____ number of new youth served July 1, 2016 through June 30, 2017 _____ number of new youth served</p> <p>If the information is not available by school year, report by Federal fiscal year. (page 15)</p>	

	<p>Chafee Foster Care Independence and Education (CFCIP) and Education Training Vouchers (ETV) This section applies only to those Tribes interested in direct funding for CFCIP and/or ETV for the first time. The option to apply for CFCIP or ETV funds in FY 2018 is limited to Tribes with an approved title IV-E plan or a title IV-E Tribal/State cooperative agreement or contract. Each Tribe interested should contact their Regional Office as soon as possible regarding the approximate amount to which it would be entitled. <i>Note: Page numbers referenced in this section correspond to ACYF-CB-PI-14-04, issued March 5, 2014.</i></p>	<p>Comments/Location (Page #) in Tribal APSR</p>
	<p>Serving Youth of Various Ages and States of Achieving Independence:</p> <p>Describe how youth of various ages and at various states of achieving independence are to be served. Describe specific age groups and information including room and board and Medicaid coverage. Tribes are required to certify that no more than 30 percent of their allotment of Federal funds will be expended for room and board for youth who left foster care because they attained 18 years of age but have not yet attained 21 years of age. The Tribe must have developed a reasonable definition of "room and board" and provide the definition in the CFSP. Also include a description of the approach(es) being used to make room and board available to youth ages 18 through 20. (pages 18-19)</p> <p>NOTE: This information is not required for Tribes applying for ETV funding only.</p>	
	<p>Education and Training Vouchers program:</p> <p>Describe how the Tribe will operate the voucher program efficiently and provide assurance that the Tribe will comply with the specified conditions. (Page 19 and Attachment C)</p>	
	<p>Consultation and Collaboration:</p> <p>Describe the consultation process regarding the CFCIP and ETV programs with each State for which a portion of an allotment would be redirected to each Tribe. In particular, describe: the determination of eligibility for benefits and services of Indian children to be serviced; and the process for consulting with the State in order to ensure the continuity of benefits and services for such children who will transition from the State program to the Tribal program (Page 19)</p>	

	<p>Chafee Foster Care Independence and Education (CFCIP) and Education Training Vouchers (ETV) This section applies only to those Tribes interested in direct funding for CFCIP and/or ETV for the first time.</p> <p>The option to apply for CFCIP or ETV funds in FY 2018 is limited to Tribes with an approved title IV-E plan or a title IV-E Tribal/State cooperative agreement or contract. Each Tribe interested should contact their Regional Office as soon as possible regarding the approximate amount to which it would be entitled. <i>Note: Page numbers referenced in this section correspond to ACYF-CB-PI-14-04, issued March 5, 2014.</i></p>	<p>Comments/Location (Page #) in Tribal APSR</p>
	<p>Assurances:</p> <p>Tribes are to submit the assurances and certifications necessary for plan approval for each program for which the Tribe is applying for funds. Tribes are to submit with the APSR the pages of Attachment C, signed by the appropriate Tribal official, for each applicable program. (pages 14,17)</p>	
	<p>Number of children in foster care:</p> <p>In order to calculate the tribe's allocation under the CFCIP and ETV programs, the tribe must submit data on the number of children in foster care under the responsibility of the tribe (either directly or under supervision of the state) in the most recent fiscal year for which information is available. This data is required for all tribes applying/reapplying for these programs. (page 15 of PI-15-04)</p> <p>Please enter the number here: _____</p>	