

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
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INFORMATION MEMORANDUM

TO: All ACF Award Recipients and Sub-recipients in the Commonwealth of Puerto Rico and the Virgin Islands of the United States

SUBJECT: Temporary Extension of Reporting Deadlines and Liquidation Requirements

INFORMATION: The Administration for Children and Families (ACF), Office of Administration (OA) recognizes the debilitating effects of the recent hurricanes that have struck Commonwealth of Puerto Rico and the U.S. Virgin Islands. To allow those involved in recovery efforts to focus on the most pressing needs, the Office of Administration (OA) has identified areas of flexibility in administrative requirements under the awards it administers.

Exceptions, Extensions, Reporting and Liquidation of Obligations Requirements

ACF is authorized under 45 CFR §75.102(a) Exceptions, 45 CFR §75.309(b) Period of Performance and Availability of Funds, 45 CFR §75.341 Financial Reporting, and 45 CFR §75.342(b)(1) Monitoring and Reporting Program Performance to allow exceptions to established requirements only in unusual circumstances (e.g., natural disasters). The impacts of the recent hurricanes on the Commonwealth of Puerto Rico and the U.S. Virgin Islands meet this standard.

In recognition of hardships faced by awardees, OA is acting to extend programmatic and financial reporting, and liquidation requirements by up to six months. The extension applies to all open awards with reports due on or before April 30, 2018. Please refer to the following chart for examples of how to compute the new due dates for your reports (i.e., quarterly, interim, annual, and final).

EXAMPLE REPORTING DUE DATE EXTENSIONS

The dates in the chart are a representative sample of due dates based on a variety of programmatic and financial reports. This list does not include every type of report or due date, please refer to the governing federal program regulations and terms and conditions to determine the original due dates and the extended no later date for the reports.

Example Type of Report	Original Report Due Date	Extension for up to:	Extended Reports Due No Later Than:
Federal Financial Report (FFR) (SF-425)	10/30/2017	6 months	04/30/2018
Annual Program Reports (e.g., ACF-800, OCSE-157, Quality Progress Reports, etc.)	12/29/2017, 12/30/2017	6 months	06/30/2018
FFR Annual for the State Access and Visitation Program	12/30/2017	6 months	06/30/2018
FFR (SF-425)	1/30/2018	6 months	7/30/2018
Child Support Enforcement Form 34 and 396	2/15/2018	6 months	08/15/2018
TANF Quarterly Financial Reports	4/15/2018	6 months	10/15/2018
FFR (SF-425)	4/30/2018	6 months	10/30/2018

This extension does not prevent the Commonwealth of Puerto Rico and the U.S. Virgin Islands to submit reports earlier to adjust for the natural sequence of reporting (i.e., an annual report must be submitted prior to a final report). In the event that further extensions should be needed, this issuance will be amended. If you have questions about the extension for programmatic and financial reports, please contact your Grants Management Officer.

Please Note

If the U.S. Department of Health and Human Services should issue guidance on this subject, it will supersede and replace this IM.

_____/s/
Ben Goldhaber
Deputy Assistant Secretary for Administration
Office of Administration