

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
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	3. Originating Office: Children's Bureau	
	4. Key Words: Title IV-B Child and Family Services Plan; Child Abuse Prevention and Treatment State Plan; Chafee Foster Care Independence Program; Annual Progress and Services Report	

PROGRAM INSTRUCTION

TO: State Agencies, Territories and Insular Areas administering or supervising the administration of Title IV-B, subparts 1 and/or 2, and Title IV-E of the Social Security Act; State Office or Organization Designated by the Governor to Apply for Child Abuse and Neglect State Grant Funds; State Independent Living Coordinators; State Education and Training Voucher Coordinators and ACF Regional Administrators.

SUBJECT: June 30, 2005 submission of the Annual Progress and Services Report (APSR) required under Title IV-B of the Social Security Act (the Act), the Child Abuse Prevention and Treatment Act (CAPTA), and the Chafee Foster Care Independence Program (CFCIP), including the Education and Training Vouchers (ETV) program; and the CFS-101, Parts I and II, Annual Budget Request and Annual Summary of Child and Family Services.

LEGAL AND RELATED REFERENCES: Title IV-B, subparts 1 and 2, Sections 420-425, 428, 430-437, and Title IV-E, Sections 471-472, 474-475, and 477 of the Act; Section 106 of CAPTA, as amended (42 U.S.C. 5101 et seq.); the Indian Child Welfare Act of 1978 (Public Law 95-608); the Indian Self-Determination and Education Assistance Act (Public Law 93-638); 45 CFR Part 1355; 45 CFR Part 1357; ACYF-PI-CB-95-23, October 11, 1995, ACYF-CB-PI-04-01, issued February 2, 2004 for Fiscal Years 2005 - 2009, Child and Family Services Plan.

PURPOSE: This Program Instruction (PI) summarizes the actions required under title IV-B, subparts 1 and 2 and section 477 of title IV-E of the Act, CAPTA and Federal regulations at 45 CFR Part 1357 in order for States to receive their allotments of Federal funds for fiscal year (FY) 2006 (subject to the availability of appropriations). This PI provides guidance to current grantees regarding the submission of their Annual Progress and Services Report (APSR) and announces the final FY 2005 allotments for States and Territories for the above programs.

BACKGROUND:

Since the Child and Family Services Plan (CFSP) process began in 1994, there have been two complete 5-year plan cycles (FYs 1995 through 1999 and FYs 2000-2004). CFSPs for the next 5 years (FYs 2005-2009) were due June 30, 2004. The State should be operating under its 3rd 5-year plan at this time. This PI requests the 1st APSR due under the 3rd 5-year plan.

Government entities receiving funds under Title IV-B, subparts 1 and/or 2, are guided by Federal regulations at 45 CFR 1357. They include the requirements for a 5-year comprehensive CFSP and annual updates on the progress made toward accomplishing the goals and objectives in the CFSP. Other, more recent requirements, which have not been codified in Federal regulations are required by statute. As staff in the Children's Bureau have been assessing the information in the current plans in order to identify national activities/trends, we have noticed that the CFSPs may not contain all of the information that is required. In order to approve the APSR and fund the activities contained therein, the plan must contain the information requested by law and regulation that is transmitted through this yearly Program Instruction (PI). This PI references items in Federal regulation (45 CFR 1357.16 and 45 CFR 1355.35(f)) that must be addressed in the APSR, as well as additional requirements that have not been codified in Federal regulations, but are required by statute. The Regional Offices will be working with States to assure that the information submitted to ACF adequately addresses the information required before approving the plan and forwarding the State's request for funding to Central Office.

In December 2004, Congress appropriated funds for States, Tribes and Territories for the programs included in the CFSP for FY 2005. The law required a 0.8 percent decrease in the funding of Title IV-B, subparts 1 and 2, CAPTA and ETV. However, funding levels were such that only Title IV-B, subpart 2 (Promoting Safe and Stable Families), incurred a net reduction in funds from FY 2004 to FY 2005.

In order to receive Title IV-B, CAPTA, CFCIP and ETV funds (States only) for fiscal year 2006, the Annual Progress and Services Report (APSR) must be submitted to the Administration for Children and Families (ACF) by June 30, 2005. The State must submit an original, signed copy of the CFS-101 with the APSR. The CFS-101 has two parts. Part I is the budget request form that States must complete and submit to request their Title IV-B, CAPTA, and CFCIP funds. Part II is the Annual Summary of Child and Family Services form in which States are to include the estimated amount of funds to be spent in each program area by source, the estimated number of individuals or families to be served, and the geographic service area within which the services are to be provided. The CFS-101, Parts I and II, is located in Attachment C.

Child and Family Services Plan

The CFSPs contain the information and strategy necessary to integrate a wide variety of Federal, State and local programs and funding sources to assure the safety, permanency and well-being of children and families. The plans are based on extensive consultation with a wide array of representatives of State, local, Tribal, and both public and private community-based agencies and organizations (this may also include faith-based organizations) with experience in administering programs for infants, children, youth, adolescents, and families. States collect and analyze

statewide information on gaps in service, including mismatches between available services and family needs as identified through baseline data, the consultation process (45 CFR 1357.15(k)) and the CFSR results/[Program Improvement Plan \(PIP\)](#) process. Other services that impact the ability to preserve and support families can be included in the assessment.

Federal regulations at 45 CFR 1357.16 address the information that States are to provide as an update to the CFSP. APSR must include progress made by the State in accomplishing the goals and objectives cited in the CFSP, and include any new and updated information on service needs and organizational capacities provided throughout the five-year period. The process for developing the APSR should be a part of an ongoing self-evaluation and integrated into quality assurance efforts.

Integration of the Child and Family Services Review (CFSR) Program Improvement Plan (PIP) with the APSR

CFSR and subsequent Program Improvement Plan (PIP) and the CFSP and subsequent APSRs, must be coordinated for purposes of improving the overall child welfare system in the State. Federal regulations at 45 CFR 1355.35(e)(2) and (f) require that the processes be integrated into one through the child and family services plan. Specifically, CFR 45 1355.35 (f) requires, "[t]he elements of the program improvement plan must be incorporated into the goals and objectives of the State's CFSP. Progress in implementing the program improvement plan must be included in the annual reviews and progress reports related to the CFSP...".

The CFSP is a 5-year strategic plan that sets forth the goals to be accomplished to advance the State's overall child welfare system. The CFSR is a review specifically designed to meet the legislative requirement for oversight of the title IV-B and IV-E requirements. The CFSR helps the State focus on areas of need related to outcomes and systemic factors and the action steps needed to improve them. States utilize the CFSR findings and plans for improvement as an integral part in determining the adequacy of activity in the overall child welfare system which is reflected in the CFSP. States may need to adjust their CFSP/APSR to reflect efforts to conform with Federal measures and plans for improvement into the broader goals of the State.

Three documents written by the Children's Bureau, ACF-CB-PI-03-05, ACF-CB-PI-04-01 and ACF-CB-IM-02-04, found on the Children's Bureau website at: <http://www.acf.hhs.gov/programs/cb/laws/pi/index.htm>, give guidance as the State looks to incorporate specific findings/solutions from the CFSR with the broader CFSP/APSR. The Children's Bureau will continue to provide technical assistance and suggestions to States with regard to integration through training, Information Memoranda, etc.

CURRENT EXECUTIVE INITIATIVES:

The current Administration has developed several major initiatives in areas that it feels will benefit children, adults, and society. The Department's Healthy Marriages, Responsible Fatherhood, Youth Development, Rural, and Faith-based and Community initiatives can be promoted among the populations that ACF serves and are an appropriate use of title IV-B funding. All should fit within the overall goals of the safety, permanency and well-being of children. Efforts are being made to incorporate the Healthy Marriage vision and the Faith-based and Community initiatives in States

and communities through a series of discretionary grants and contracts for research and demonstration purposes. States will also be encouraged by their ACF Regional Office state liaison to propose creative approaches to achieving the goals of these initiatives in the context of the child welfare system with title IV-B funding.

INSTRUCTIONS:

In accordance with 45 CFR 1357.16, each State must conduct an interim review of the progress made in the previous year toward accomplishing the goals and objectives in the CFSP, based on updated information. The State must involve the agencies, organizations (i.e., the State's Court Improvement Project, may include faith-based and community organizations, etc.) and individuals that are part of the ongoing CFSP related consultation and coordination process. ACF also expects States to integrate the results of CFS reviews and subsequent PIPs when addressing services funded under CAPTA, Title IV-B and CFCIP. On the basis of the integrated review, each State must prepare and submit an APSR to ACF. When conducting this review, States should assess and evaluate their progress based on the effectiveness of their efforts in achieving the desired results. The completed APSR must meet the requirements of 45 CFR 1355.35, 45 CFR 1357, title IV-B, subparts 1 and/or 2, title IV-E, section 477 of the Act and CAPTA. These programs provide a critical source of funding for supporting the service array necessary to meet the needs of children and families and to address gaps in services, such as a lack of available services to support the reunification of children in foster care with their parents.

A. This section describes the requirements that States, the District of Columbia and Puerto Rico must meet in order to receive their Title IV-B, CAPTA and CFCIP allotments of funds for FY 2006.

1. Requirements for States and Puerto Rico under 45 CFR 1357.16 and Title IV-B, subparts 1 and 2

Each State must submit:

(a) A report on the specific accomplishments and progress made in the past fiscal year toward meeting each goal and objective, including improved outcomes for children and families, and a more comprehensive, coordinated, effective child and family services continuum. The State must update the goals and objectives to incorporate areas needing improvement that were identified in a CFSR **PIP**. If the current CFSP does not have a goal or objective that covers the area needing improvement, then the goal/objective must be addressed in the APSR. The APSR should also incorporate strategies for improvement and the method to be used to measure progress toward improvement.

(b) Any revisions in the statement of goals and objectives, or to the training plan (title IV-B and title IV-E), to reflect changed circumstances. Changes should reflect, as appropriate, findings based on any reviews conducted by ACF. (This includes the CFSR, title IV-E eligibility reviews, Adoption and Foster Care Analysis and Reporting System (AFCARS) assessment reviews, and the Statewide Automated Child Welfare Information System (SACWIS) assessment reviews.)

Changes should also reflect any class action lawsuit agreements (to the extent such agreements comport with Federal law and policy) and agency-identified areas needing improvement.

(c) A description of the child protective, child welfare, family preservation, family support, time-limited family reunification services, adoption promotion and support services, and independent living services to be provided in the upcoming fiscal year, highlighting any additions or changes in services or program design and including the information required in 45 CFR 1357.15(n).

(d) Updated information in the training plan, or with regard to technical assistance, research, evaluation, or management information systems that will be carried out in the upcoming fiscal year in support of the goals and objectives in the plan. In particular, we are interested in any additions or changes in services or program design due to the State's own evaluation of programs that it particularly finds effective or ineffective.

(e) 1. Financial information comparing FY 2005 State and local share spending for subpart 2 programs against the 1992 base year amount as required to meet the non-supplantation requirements in section 432(a)(7)(A) of the Act.

2. Financial information comparing FY 2005 State expenditures against State expenditures under title IV-B in 1979. (See ACYF-PI-CB-03-07.) This information is required to meet the maintenance of effort requirement in section 423(c)(1) of the Act for title IV-B, subpart 1.

(f) Documentation (on the CFS-101) of the percentage of funds the State plans to expend for each of the service categories under title IV-B, subpart 2 used for title IV-B, subpart 2, Promoting Safe and Stable Families. For the purpose of applying for FY 2006 funds, States must indicate specific percentages of title IV-B, subpart 2 funds that the State will expend on actual delivery of family preservation, community-based family support, time-limited family reunification and adoption promotion and support services, as well as planning and service coordination, with a rationale for the decision. The State must have an especially strong rationale if the percentage provided is below 20 percent for any one of the four service categories and include such rationale in the narrative of the APSR. 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 report FY 2004 title IV-B, subpart 2 expenditures for each of the four purposes and for those costs identified as administrative. An explanation must be provided for any differences between budgeted amounts and actual expenditures for the prior fiscal year.

(g) A description of the State's progress and accomplishments made with regard to the diligent recruitment of potential foster and adoptive families that reflects the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed. (See section 422(b)(9) of the Act.)

(h) An update, after consultation with Tribal organizations, of the "... specific measures taken by the State to comply with the Indian Child Welfare Act" (ICWA). (See section 422(b)(11) of the Act.) States must also provide an update to the goals and activities that have been

undertaken to improve or maintain compliance with ICWA. Listed below are the five major components in ICWA that the State must address in discussions with Tribes and in the APSR:

- 1) Identification of Indian children by the State Child Welfare services agency;
- 2) Notification of Indian parents and Tribes of State proceedings involving Indian children and their right to intervene;
- 3) Special placement preferences for Indian children;
- 4) Active efforts to prevent the breakup of the Indian family; and
- 5) Use of Tribal courts in child welfare matters; Tribal right to intervene in State proceedings or transfer proceedings to the jurisdiction of the Tribe.

Coordination with Tribes Regarding the Section 422 Protections for Indian Children

States are also required to report in their APSRs a description of the understanding, gathered from State consultation with Tribes, as to who is responsible for providing the protections for Tribal children delineated at section 422(b)(10) of the Act, whether they are in State or Tribal custody. Section 422(b)(10) of the Act requires assurances that the State is operating to the satisfaction of the Secretary--

- a statewide information system with the status, demographic characteristics, location, and goals for the placement of every child who is (or, within the immediately preceding 12 months, has been) in foster care;
- a case review system (as defined in section 475(5)) for each child receiving foster care under the supervision of the State;
- a service program designed to help children, where safe and appropriate, return to families from which they have been removed or be placed in a permanent placement; and
- a preplacement preventive services program designed to help children at risk of foster care placement remain safely with their families.

In addition, as another step toward integrating the range of Federal child welfare services with various cultures and age groups, we are asking States to report on the activities undertaken and progress achieved to fulfill the statutory requirement at section 477 (b)(3)(G) of the Foster Care Independence Act (Chafee Program)(P.L. 106-169). The State will 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; and 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.

Recently, the Department issued a new HHS Tribal consultation policy. The policy lays out the expectation for consultation and the method of consultation that should take place. States that operate Federal programs for which Indian children are eligible are encouraged to become familiar with this document. ACF will be offering technical assistance and other help where needed in

consultation efforts. A copy of this policy can be found at:
<http://www.hhs.gov/ofta/docs/FnlCnsltPlcywl.pdf>.

(i) A report of the progress made in the description of "the number of children under the care of the State child protection system who are transferred into the custody of the State juvenile justice system." States should provide contextual information about the source of this information, the time period for which they are reporting, how they define the reporting population, and the actual number of children.

(j) A description of the activities that the State has undertaken for children adopted from other countries, including the provision of adoption and post-adoption services. (See section 422(b)(13) of the Act.)

(k) The number of children who are adopted from other countries and enter into State custody as a result of the disruption of a placement for adoption or the dissolution of an adoption, including the number of children, the agencies who handled the placement or adoption, the plans for the child, and the reasons for the disruption or dissolution. (See section 422(b)(14) of the Act.) ACF has clarified the circumstances under which children need to be reported. The question/answer specific to intercountry adoptions is located at Section 7.3, Question 4 of the Child Welfare Policy Manual. The internet address is:
http://www.acf.hhs.gov/programs/cb/laws/cwpm/policy_dsp.jsp?citID=178#1200.

State specific statistics regarding intercountry adoptions can be found through the National Adoption Information Clearinghouse at <http://naic.acf.hhs.gov>.

(l) For those States receiving an adoption incentive payment, specify the services that have been, or will be, provided to children and families with the adoption incentive funds.

(m) For States operating child welfare demonstration projects under section 1130 of the Act, provide a description of the accomplishments and progress in the demonstration project as they relate to the goals and objectives in the State's CFSP, where applicable. In particular, the State is required to discuss how title IV-B monies are used to maximize the use of flexible title IV-E dollars in the demonstration.

(n) If applicable, describe services and activities that the State currently provides or plans to provide in FY 2006 that support the strengthening of parental relationships and promotion of healthy marriages (section 431(a) (2) of the Act).

(o) Any other information the State wishes to include.

(p) A request for FY 2006 funds in the CFS-101 at Attachment C.

2. Requirements under the Child Abuse Prevention and Treatment Act (CAPTA)

Please note that compliance with the eligibility requirements for a CAPTA State Grant is a prerequisite for eligibility for funds under the Children's Justice Act State Grant Program authorized by Section 107(a) of CAPTA.

Although consolidation of CAPTA into the title IV-B planning process is required, eligibility and expenditure reports for the individual programs are separate, since separate funding streams and accountability are still required by statute. States must comply with statutory and regulatory provisions as they apply to their title IV-B and CAPTA programs. Eligibility and funding for the individual programs are kept separate and funding will not be delayed for one program due to potential eligibility issues in the other program. States with an existing CFSP must include the following information regarding CAPTA in the APSR. The following information may be included as a separate section of the APSR, or incorporated in sections that are listed in A.1 above, as appropriate.

- (a) Accomplishments to date under the CAPTA portion of the current consolidated CFSP.
- (b) An update on the program areas selected for improvement from one or more of the 14 program areas set forth in section 106(a) of CAPTA.
- (c) An update of activities that the State intends to implement with its CAPTA State grant funds and any changes in activities for FY 2006.
- (d) A description of the services and training to be provided under the CAPTA State grant as required by section 106(b)(2)(C) of CAPTA.
- (e) Notification regarding substantive changes, if any, in State law that could affect eligibility, including an explanation from the State Attorney General as to why the change would, or would not, affect eligibility (section 106(b)(1)(B)). 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.
- (f) Submit a copy of the annual report(s) from the citizen review panels, and a copy of the State agency's most recent response(s) to the panels and State and local child protective services agencies, as required by section 106(c)(6) of CAPTA.
- (g) A description of the requirement for criminal background checks for prospective foster and adoptive parents and other adult relatives and non-relatives residing in the household (section 106(b)(2)(A)(xxii)).
- (h) Submit a request for FY 2006 funds in the CFS-101 at Attachment C.

3. Requirements under the Chafee Foster Care Independence Program (CFCIP)—States and Puerto Rico

While the information on the programs are consolidated into one CFSP eligibility and expenditure reports for the individual programs are separate, since separate funding streams and accountability are still required by statute. States must comply with statutory and regulatory provisions as they apply to their title IV-B and CFCIP programs. Eligibility and funding for the individual programs

are kept separate and funding will not be delayed for one program due to potential eligibility issues in the other program.

States with an existing CFSP must include the following information regarding CFCIP in the APSR. This submission serves as a report on FY 2005 activities and an application for FY 2006 funds. This information may be included as a separate section of the APSR, or incorporated in sections that are listed in A.1 above, as appropriate.

Progress achieved and planned activities to meet the first five purposes of CFCIP:

States must report on the specific accomplishments and progress made in the past fiscal year toward meeting each of the program purposes:

- help youth make the transition to self-sufficiency;
- help youth receive the education, training, and services necessary to obtain employment;
- help youth prepare for and enter post-secondary training and educational institutions;
- provide personal and emotional support to youth through mentors and the promotion of interactions with dedicated adults;
- provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age.

In particular:

- For States that planned to use an amount of up to 30 percent of program funds to provide room and board for youth ages 18-21, identify what percentage of funds were actually used for that purpose and how the funds were used (section 477 (b)(3)(B)).
- Provide information on specific training that was conducted during fiscal year 2005 in support of the goals and objectives of the State's CFCIP and whether the State used training funds provided under the Title IV-E Foster Care and Adoption Assistance programs (section 477(b)(3)(D)) to help foster parents, adoptive parents, workers in group homes and case managers understand and address the issues confronting adolescents preparing for independent living. CFCIP training may be incorporated into the training information provided in response to the request at A.1. (d), page 5 of this document.
- Section 477(b)(3)(G) requires States to consult with and coordinate with "each Indian tribe in the State" and to certify that Chafee benefits and services will be made available to Indian children in the State on the same basis as they are to other children in the State. Include information on the following:

- The nature and the results of the consultation undertaken in the past year in line with the section cited above, specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care; and
- A report of activities that enhanced service collaboration in accordance with section 477(b)(3)(F) by coordinating and cooperating with other Federal and State programs for youth (especially transitional living youth projects funded under part B of title III of the Juvenile Justice and Delinquency Prevention Act of 1974), workforce investment and school-to-work programs offered by high schools or local workforce agencies, abstinence education programs, local housing programs and programs for disabled youth (especially sheltered workshops).
- Describe if and how the State has utilized the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care.

Progress achieved and planned activities to meet the sixth purpose of CFCIP - Education and Training Vouchers (ETV) program:

Purpose 6 of section 477(a) is to make available vouchers for postsecondary education and training to youth who have aged out of foster care. ACYF-CB-PI-03-06, issued July 8, 2003, provided the specific guidance to develop this portion of the plan.

(a) Describe the results of the States plan to establish, expand, or strengthen its postsecondary educational assistance program to achieve the purpose of the ETV program (section 477(a)(6) of the Act).

(b) Identify the number of youth who received ETV in the past year.

Planned changes in service for the next year for both Foster Care Independence and ETV programs:

If the State's plan to establish, expand, or strengthen its CFCIP or ETV in the coming year has significantly changed, describe the additions or changes in services or program design. Also, please indicate if there have been no changes from the past year. The following list is not exhaustive, however, in particular we would like State's to report on:

- For States that choose to establish a new trust fund program for youth, or have changed their trust fund operations for youth receiving independent living services or transition assistance, describe the design and delivery system of the trust fund program (section 477(b)(2)(A)) of the Act). As a reminder, CFCIP funds placed in a trust fund for a particular fiscal year must be expended by September 30 of the fiscal year following the fiscal year for which they were provided.
- Provide information on specific training that will be conducted in FY 2006.
- A report of activities planned to enhance service collaboration in accordance with section 477(b)(3)(F).

- States are encouraged to coordinate services with other relevant programs, including, but not limited to, the Court Improvement Program, Community Action Agencies, the Department of Labor's Shared Vision for Youth, and Medicaid.
- Describe if and how the State will coordinate efforts to utilize the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care. Subtitle C, section 121 of P.L. 106-169 permits States to expand Medicaid eligibility for youth transitioning from foster care.

Submit a request for FY 2006 CFCIP and ETV funds in the CFS-101 at Attachment C, including funds that may become available for re-allotment.

B. This section describes the requirements that the Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands must meet in order to receive their Title IV-B and CAPTA allotment of funds for FY 2006.

1. Consolidated grant applications may be submitted in accordance with 45 CFR Part 97. These jurisdictions need not submit an application under this PI, but may choose to have their title IV-B, subparts 1 and/or 2, and CAPTA allotments included in a consolidated grant and expend these funds under authority of another program that is available for consolidation. If the Insular Areas choose to consolidate their application for title IV-B, subparts 1 and/or 2, and CAPTA, they must notify their ACF Regional Office in writing of their intent by June 30, 2005.

2. Insular Areas that choose to submit an APSR may do so and must submit it to their ACF Regional Office by June 30, 2005.

C. FY 2005 Funding—Revised Request

States, Territories, and Indian Tribes submitted requests for FY 2005 funding with their FY 2005-2009 CFSP. If the request was less than the FY 2005 amount they are eligible to receive under title IV-B, subparts 1 and/or 2, or CAPTA, then a revised FY 2005 budget form (CFS-101, Part I) must be submitted in order to receive the full share of FY 2005 funds allotted.

In addition, unneeded portions of State allotments of title IV-B, subpart 2, and CFCIP and ETV funds may be reallocated to other States, so that the total appropriation remains available for program purposes (section 433(d) and section 477(d)(4) of the Act). Indicate on line 7a or 7b on the CFS-101, Part I (Annual Budget Request) if the State intends to apply for, or release, respectively, FY 2005 funds for reallocation purposes. This form should be submitted as soon as possible and no later than June 30, 2005.

D. FY 2006 Budget Request

For FY 2006 planning purposes, use the FY 2005 allotments for title IV-B, subparts 1 and 2, and CAPTA, included under Attachments A and B. For CFCIP and/or ETV planning purposes, use the FY 2006 estimated allotments provided at Attachment B-1. If a State does not anticipate using all of its title IV-B, subpart 2, or CFCIP or ETV FY 2006 funds, or if the State requests (and can match) some of the funds available for reallocation, indicate such on the CFS-101, Part I (Annual Budget Request) that is due June 30, 2005.

E. Certifications and Assurances

Certifications and assurances are submitted on a one-time-only basis with the submission of the CFSP (45 CFR 1357.15(c)). Certifications and assurances that were submitted with the FY 2005 to 2009 CFSP do not need to be re-submitted unless there has been a change that would affect the certification or assurance.

SUBMITTALS:

In summary of the above instructions, States must submit, by June 30, 2005

- an original of the APSR;
- the CFS-101, Parts I and II;
- if applicable, certifications and assurances

to their ACF Regional Office. (See Attachment D for addresses.)

States must submit the final APSR on a 3.5 diskette, a CDROM, or attached to an e-mail to their Regional Office. A paper copy of the original signed CFS-101 is still required. The Regional Office will forward a copy of the approved CFS-101 to the ACF Central Office.

Financial Status Reports (SF-269)

Expenditures under title IV-B, CAPTA, and CFCIP are to be reported by all grantees on the Financial Status Report, SF-269. Submission requirements for each program are listed below under the appropriate heading. Submit the original SF-269 to your ACF Regional Office and a copy to the following address:

Division of Mandatory Grants
Office of Administration
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Title IV-B, subparts 1 and 2

States and Indian Tribes are required to submit the SF-269 financial report for expenditures under each subpart of title IV-B at the end of each 12 months (October 1-September 30) of the two-year expenditure period. The SF-269 financial report covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. Both reports are

due 90 days after the end of the fiscal year (December 31). The required 25 percent State match must be reported on the final financial report.

Funds under title IV-B must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded. Since the discretionary funds under title IV-B, subpart 2 are to be expended for the same purposes as the mandatory funds, no separate reporting is required to distinguish between the expenditure of the two amounts. Grantees are to report the cumulative amount on the financial status report (SF-269). Funds reported as unobligated on the final financial status report will be recouped from the discretionary amount first.

CAPTA

States are required to submit the SF-269 financial report for CAPTA at the end of each 12 months (October 1-September 30) of the five-year expenditure period. The SF-269 financial report covering each 12-month budget period is an interim report and the report covering the entire grant period is the final report. Both the interim and the final reports are due 90 days after the end of each twelve-month period (December 31). Funds under CAPTA must be expended within five years.

CFCIP and ETV Programs

States are required to submit separate SF-269 financial reports for the CFCIP and ETV programs. Reports capturing annual expenditures are due at the end of each 12 months (October 1-September 30) of the two-year expenditure period. The SF-269 financial report covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. Both the interim and the final reports are due 90 days after the end of the twelve-month period (December 31). The required 20 percent State match must be reported on the final financial report. CFCIP and ETV funds must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded.

A negative grant award will recoup unobligated and/or unliquidated funds reported on the final financial status report (SF-269) for title IV-B, CAPTA, CFCIP and ETV programs.

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. Reporting burden for the APSR and the CFS-101 is estimated to average 275 hours per response.

INQUIRIES TO: ACF Regional Offices

/s/

Joan E. Ohl
Commissioner
Administration on Children,
Youth and Families

ATTACHMENTS

- Attachment A: Promoting Safe and Stable Families (PSSF) FY 2005 State/Territory Allocations
Child Welfare Services (CWS) FY 2005 State Allocations
- Attachment B: Final FY 2005 Child Abuse and Neglect Prevention and Treatment Act (CAPTA) Basic State Grant Allotments
Final FY 2005 Chafee Foster Care Independence Program (CFCIP) Allotments
Final FY 2005 Education and Training Vouchers Program (ETV) Allotments
- Attachment B 1: FY 2006 *Estimated* Allotments for Chafee Foster Care Independence Program (CFCIP) Allotments and Education and Training Vouchers Program (ETV) Allotments
- Attachment C: CFS-101, Part I: Annual Budget Request for Title IV-B, Subparts 1 and 2, CAPTA, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Program Instructions and Form
CFS-101, Part II: Annual Summary of Child and Family Services Instructions
CFS-101, Part II: Annual Summary of Child and Family Services Form
- Attachment D: Regional Administrators