

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, Indian Tribes, Indian Tribal Organizations, 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; and ACF Regional Administrators.

SUBJECT: June 30, 2003 submission of the Annual Progress and Services Report 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); and the CFS-101, 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 Social Security Act; Section 106 of the Child Abuse Prevention and Treatment Act, 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-99-07, issued March 25, 1999 (Fiscal Year 2000 – 2004, Child and Family Services Plan); ACYF-CB-PI-01-02, and ACYF-CB-PI-02-05, issued May 10, 2002.

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, the Child Abuse Prevention and Treatment 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) 2004. This PI announces the FY 2003 allotments for States and Territories for the above programs and provides guidance to current grantees regarding the submission of their Annual Services and Progress Report (APSR). This PI also addresses the requirement for States to integrate the Child and Family Services Reviews' (CFSR) Program Improvement Plans with the APSR.

A separate PI and guidance will be issued in the future regarding the newly funded CFCIP provision for educational and training vouchers (ETV) for youth who may have aged out of foster care. The funds for this program were appropriated at \$41,727,000 for FY 2003.

Tribal allotments for title IV-B, subparts 1 and 2 were announced in ACYF-CB-PI-03-03 on March 14, 2003. This Tribal PI also included instructions for submittal of an application for funds for Tribes newly eligible for title IV-B, subpart 2.

BACKGROUND:

In February 2003, Congress appropriated funds for States, Tribes and Territories under title IV-B of the Social Security Act for FY 2003. The law requires a .65 percent decrease in title IV-B, subpart 1 (Child Welfare Services) funding resulting in a \$290,088,091 total allotment and a \$29,353,000 net increase in title IV-B, subpart 2 (Promoting Safe and Stable Families) funds resulting in a total allotment of \$404,350,000.

In order to receive title IV-B (States and Indian Tribes), CAPTA and CFCIP funds (States only) for fiscal year 2004, the Annual Progress and Services Report (APSR) must be submitted to the Administration for Children and Families (ACF) by June 30, 2003. This PI references the items in Federal regulation (45 CFR 1357.16 and 45 CFR 1355.35(f)) that must be addressed in the APSR, including information on CAPTA, CFCIP, and the CFSR Program Improvement Plans. This PI also identifies additional requirements that have not been codified in Federal regulation, but are required by statute.

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 and Indian Tribes 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.

Child and Family Services Plan

The Federal regulation at 45 CFR 1357 applies to States and Indian Tribes receiving funds under title IV-B, subparts 1 and/or 2. It includes the requirements for a five-year comprehensive Child and Family Services Plan (CFSP) and annual updates on the progress made toward accomplishing the goals and objectives in the CFSP. The annual updates are to be presented through the APSR. 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 and Indian Tribes collect and analyze statewide information on gaps in service, including mismatches between available services and family needs as identified through baseline data and the consultation process (45 CFR 1357.15(k)). Other services that impact the ability to preserve and support families can be included in the assessment. The baseline information and trends include indicators in the following areas:

- the well-being of children and families;
- the needs of children and families;
- the nature, scope, and adequacy of existing child and family and related social services.

The baseline information is the basis for the development of the CFSP's vision, goals, objectives, funding and service decisions. After each five-year plan, States and Tribes are to base the development of the next five-year plan on a final review of the accomplishments and needs from the previous five-year plan, and any new information. The CFSP process began in 1994 with the first five-year plan from 1995-1999 and the second five-year plan from FY 2000-2004. The next CFSP will be due June 30, 2004 for FY 2005-2009.

Federal regulations at 45 CFR 1357.16 address the information that States and Indian Tribes are to provide as an update to the CFSP. The APSR must include progress made by the State or Tribe 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

States have the opportunity to improve child welfare services through two formal processes mandated by Federal regulation--the CFSP and the CFSR. Both identify the strengths and needs of the State child welfare service system. The CFSP process, begun in 1994, requires a five-year plan that includes: (1) State selected assessments through which baseline data is obtained, (2) collaborative planning to reach identified goals and objectives, and (3) an annual assessment of the plan's goals and objectives.

The onsite CFSR process began in FY 2001. All States will have completed an initial review by March 31, 2004. The CFSR process measures a State's substantial conformity with the State plan requirements in titles IV-B and IV-E of the Social Security Act. It identifies State performance on outcomes for the safety, permanency and well-being of children and reviews the systemic factors leading to child welfare outcomes. This process includes three major steps: (1) an assessment based on aggregate data and a State self-assessment completed in collaboration with a broad range of stakeholders (many of whom also collaborated on the CFSP), (2) an onsite review of cases and stakeholder interviews conducted with a Federal/State partnership team, and (3) a Program Improvement Plan (PIP), if necessary, addressing the findings of the onsite review and statewide assessment.

The APSR and the PIP each report on child welfare practices in the State that need improvement through processes that were originally separate. However, in accordance with 45 CFR 1355.35(f), ..."[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 APSR....". In addition, 45 CFR 1357.16 requires States to include

in its APSR “any revisions in the statement of goals and objectives...to reflect changed circumstances.”

Many States are struggling with the integration of these two processes because the timing for preparing the APSR and the PIP may not coincide. Each State may need to approach incorporation of the two documents differently because of its own, unique timing of the two processes. We encourage States to take steps that will bring the documents closer to full integration. The following are suggested ways to revise the CFSP to reflect the PIP goals as part of this year’s APSR:

- Consolidate the goals and objectives of the two plans and the actions necessary to reach them. For example, if the PIP contains staff training as an improvement strategy, this should be included in the training section of the APSR. Likewise, the quality assurance section of the APSR should address PIP strategies.
- Revise the CFSP/APSR by incorporating the goals and objectives contained in the program improvement plan. States may reconsider a CFSP goal in order to address a more urgent problem found in the CFSR. For example, if the CFSR finds that safety is a prime concern, the State is required to redirect its resources to address the safety issue and should report this in the APSR and include the PIP goal.
- Reconfigure the APSR to the format of the PIP so that all goals, and their steps to achievement, are reported in a similar manner. This total integration of the APSR and the PIP should give the State a broader picture of its child welfare service goals in one comprehensive document.
- For those States who do not have an approved PIP, but have completed their self-assessment and/or on-site review and therefore, would have a sense of the areas that will need improvement, the APSR could begin to incorporate those broad themes that the State has identified as most likely needing improvement.

Finally, after each State completes its CFSR, it will be able to address the improvements necessary in the next five-year CFSP and can fully address the consolidation of the two processes.

Indian Child Welfare Act

States also appear to be having difficulty in reporting adherence to the Indian Child Welfare Act (ICWA). The State must provide a description, developed in consultation with Indian Tribes in the State, of the specific measures taken by the State to comply with the Indian Child Welfare Act. States are to provide an update to the goals and activities that have been undertaken to improve, or maintain, compliance with ICWA.

Consultation includes face-to-face meetings with “high” level tribal representatives. The nature of the State/Tribal relationship should be reflected in appropriate persons of authority (high level leaders, officials or managers) from both the State and Tribe participating in consultations and meetings. Consultation should occur, at a minimum, on a yearly basis with the development of the APSR. Many States and Tribes meet more frequently to discuss child welfare issues of mutual concern and others are encouraged to do so.

States should address the activities that they have undertaken in their APSR. Suggested activities include: training programs about ICWA for State employees (there is an ICWA course offering on the Internet: see www.nicwa.org); development of forms/procedures that include the child's tribal affiliation and tribal notification; and development of State caseworker compliance expectations or measures. The State could report the ICWA-related collaborations with local agencies that provide direct services to Indian children and families. An update on State partnership agreements with Tribes and Tribal organizations, for example, Tribal-State IV-E agreements, training agreements, and agreements to recognize and use tribal licensed foster homes for placement of Indian children, should also be reported if applicable. ACF has provided States with information on how States may enhance their ICWA practices in past Program Instructions (e.g., ACYF-CB-PI-99-07, ACYF-CB-PI-00-03). Many States have tailored their ICWA compliance to include Court Improvement Projects, ICWA newsletters and training exchanges.

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 with the overall goals of the safety, permanency and well-being of children. We encourage States to propose creative approaches to achieving the goals of these initiatives in the context of the child welfare system, and to include descriptions of past and proposed activities related to these initiatives in the APSR. The following is a brief description of each initiative:

Healthy Marriage

The Healthy Marriage initiative encourages services to strengthen parental relationships and promote healthy marriages. This initiative's mission is "Helping couples, who choose marriage for themselves, to develop the skills and knowledge necessary to form and sustain healthy marriages." The Administration for Children and Families (ACF) is working with its partners across the country to develop community-wide initiatives to promote healthy marriages and strengthen families. These initiatives will bring together government agencies, faith-based and community organizations, and other partners to offer the knowledge, skills and resources needed to build and sustain healthy marriages. If your State is interested in starting a healthy marriage initiative, or if you are aware of a community initiative already forming, ACF can support those efforts. ACYF-CB-PI-02-05 included numerous suggestions for implementation of the healthy marriage initiative.

Responsible Fatherhood

This initiative's goal is to help men become responsible, committed, involved fathers. The following principles guide the responsible fatherhood initiative: (1) all fathers can be important contributors to the well-being of their children; (2) parents are partners in raising their children, even when they do not live in the same household; (3) the roles fathers play in families are diverse and related to cultural and community norms; (4) men should receive the education and

support necessary to prepare them for the responsibility of parenthood; and (5) government can encourage and promote father involvement through its programs and through its own workforce policies.

Youth Development

This initiative includes promoting a philosophy of working with youth that models ongoing relationships with adult mentors; safe places with structured activities; healthy life styles; opportunities to acquire marketable skills; and opportunities for community service and civic participation. The youth development effort involves several agencies within ACF. The Family and Youth Services Bureau (FYSB) and the Children's Bureau emphasize youth development in the Runaway and Homeless Youth Discretionary Grant program and in the Chafee Foster Care Independence Program, respectively. ACF provides additional technical assistance to States through its National Resource Center on Youth Development.

Faith-Based and Community Initiatives

In January 2001, President Bush issued Executive Order 13198 that established five (5) Centers for Faith-Based and Community Initiatives within five Federal Departments, one of which was the U. S. Department of Health and Human Services. The President charged each of these Centers with coordinating department efforts to eliminate programmatic barriers that prevented faith-based and other community organizations from participating in the provision of social services. We encourage States to include faith-based and community organizations in the coordination of title IV-B related community programs and to include these organizations as sub-grantees or contractors as appropriate.

Rural Initiative

Secretary Thompson's rural initiative is aimed at doing "a better job of expanding and improving the provision of health care and social services in rural America." There are 54 million Americans who live in rural areas. We encourage States to determine ways to enhance and strengthen programs and services in their rural areas.

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 (which may include faith-based and community organizations), and individuals that are part of the ongoing CFSP related consultation and coordination process. On the basis of this review, each State must prepare and submit an APSR to ACF. When conducting this review, States should consider assessing and evaluating 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.

ACF strongly encourages States to carefully consider the results of CFS reviews when planning for services under CAPTA, title IV-B and CFCIP. 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 and Puerto Rico must meet in order to receive their title IV-B, CAPTA and CFCIP allotments of funds for FY 2004.

1. Requirements for States and Puerto Rico under 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 program improvement plan. 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 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) 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) Information on activities in the areas of training, 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.

(e) The information required to meet the non-supplantation requirement in section 432(a)(7) of the Act and Federal regulation at 45 CFR 1357.32(f) (maintenance of effort).

(f) Significant portion of funds used for title IV-B, subpart 2, Promoting Safe and Stable Families (45 CFR 1357.15(s)) - For the purpose of applying for FY 2004 funds, States must indicate the specific percentages of title IV-B, subpart 2 funds that the State will expend on actual service 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. 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. (See ACYF-PI-CB-98-03, March 5, 1998.)

(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) A description of the State's plan for the effective use of cross-jurisdictional resources to facilitate timely adoptive or permanent placements for waiting children. (See section 422(b)(12) of the Act.)

(i) 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.)

(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 were adopted from other countries and who enter into State custody 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)(14) of the Act.)

(l) For States operating a child welfare demonstration project 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 will discuss how title IV-B monies are used to maximize the use of flexible title IV-E dollars in the demonstration.

(m) 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.

(n) If applicable, describe infant safe haven programs that the State currently provides or plans to provide in FY 2004 (section 431(a)(1)(F) of the Act).

(o) If applicable, describe services and activities that the State currently provides or plans to provide in FY 2004 that support the strengthening of parental relationships and promotion of healthy marriages (section 431(a)(2) of the Act).

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

(q) A request for FY 2004 funds in the CFS-101 at Attachment C.

2. Requirements under the Child Abuse Prevention and Treatment Act (CAPTA)—States, Territories and Puerto Rico

Although Congress appropriated funding for the CAPTA State grants for FY 2003, as of the date of this PI, Congress has not passed legislation reauthorizing CAPTA. Reauthorization may result in changes to CAPTA that may affect the requirements for FY 2003 and subsequent years. If this occurs, a separate PI will be issued instructing States on any modifications that may be necessary to a State's CFSP and/or APSR.

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, pooled funding among the programs is not allowed, 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. 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.

- (a) Accomplishments to date under the CAPTA portion of the consolidated CFSP.
- (b) An update on the program areas selected for improvement from the nine areas in section 106(a)(1) through (9) 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 2004.
- (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.
- (g) Include a request for FY 2004 funds in the CFS-101 at Attachment C.

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

Although consolidation of CFCIP into the title IV-B planning process is required, pooled funding among the programs is not allowed, 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 2003 activities and an application for FY 2004 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.

(a) A 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; and
- make available vouchers for education and training, including postsecondary training and education, to youth who have aged out of foster care.

(b) For States that choose to establish a trust fund program for youth receiving independent living services or transition assistance, describe the design and delivery of the trust fund program (section 477(b)(2)(A)) of the Act).

(c) A description of the extent to which the funds and services assisted youth ages 18-21 in making the transition from foster care to self-sufficiency (section 477(a)(5)).

(d) Information on specific training that was conducted during fiscal year 2003, and will be conducted in FY 2004, in support of the goals and objectives of the States' CFCIP (section 477(b)(3)(D)) of the Act.

(e) If the CFCIP services (e.g., life skills training, tutoring and other educational assistance, housing, employment and mental health counseling) to be provided in the upcoming fiscal year differ significantly from those which were described in the CFSP, then it is necessary to update the CFSP to reflect any additions or changes in services or program design.

(f) Section 477(b)(3)(G) requires States to certify that Chafee benefits and services will be made available to Indian children in the State on the same basis as to other children in the State. In the Chafee section of the APSR, please include information on the following:

- the results of the consultation undertaken 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
- the Chafee benefits and services presently implemented that provide for Indian children and youth in fulfillment of this section and the purposes of the law.

(g) For States that used basic Chafee funds for education and training vouchers prior to FY 2003, as clarified in Information Memorandum ACYF-CB-IM-02-07, describe the design and delivery of the voucher program and how much was spent on the State's voucher program.

(h) A request for FY 2004 basic Chafee funds in the CFS-101 at Attachment C, including available reallocated funds.

B. This section describes the requirements that Indian Tribes and Tribal Organizations must meet in order to receive their title IV-B allotment of funds for FY 2004.

Effective for FY 2003 funding, ACF began using published Census 2000 data or the Tribe's own certified population numbers as the basis for allotting funds under title IV-B, subparts 1 and 2. Because of the shift in funding caused by the update to Tribal populations and the resulting increase in the number of eligible Tribes, a separate PI (ACYF-CB-PI-03-03) was sent to Tribes with instructions for applying for title IV-B, subpart 2 funds.

Indian Tribes that wish to apply for title IV-B, subpart 1 funds for FY 2004 must submit a CFSP that meets the requirements in 45 CFR 1357.15 for FY 2003-2004 by June 30, 2003.

Each Tribe who received funding in FY 2002 or currently receives funding for FY 2003 must submit an APSR with the following information:

(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, and effective child and family services continuum.

(b) Any revisions in the statement of goals and objectives, or to the training plan, to reflect changed circumstances.

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

(d) Information on activities in the areas of training, 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.

(e) A description of the Indian Tribe'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 Tribe for whom foster and adoptive homes are needed. (See section 422(b)(9) of the Act.)

(f) A description of the Tribe's plan for the effective use of cross-jurisdictional resources to facilitate timely adoptive or permanent placements for waiting children. (See section 422(b)(12) of the Act.)

(g) If applicable, describe infant safe haven programs that the Tribe currently provides or plans to provide in FY 2004 (section 431(a)(1) of the Act).

(h) If applicable, describe services and activities that the Tribe currently provides or plans to provide in FY 2004 that support the strengthening of parental relationships and promotion of healthy marriages (section 431(a)(2) of the Act).

(i) Any other information the Indian Tribe wishes to include.

(j) A request for FY 2004 funds in the CFS-101 at Attachment C.

C. 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 2004.

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, 2003.

2. Insular Areas that choose to submit an APSR may do so and must submit it to their ACF Regional Office by June 30, 2003.

D. FY 2003 Funding—Revised Request

States, Territories, and Indian Tribes submitted requests for FY 2003 funding with their FY 2002 APSR. If the request was less than the FY 2003 amount they are eligible to receive under title IV-B, subparts 1 or 2, or CAPTA, then a revised FY 2003 budget form (CFS-101, Part I) must be submitted in order to receive the full share of FY 2003 funds allotted.

In addition, unneeded portions of State allocations of title IV-B, subpart 2, and CFCIP 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 2003 funds for reallocation.

This form should be submitted as soon as possible and no later than June 30, 2003.

E. FY 2004 Budget Request

For FY 2004 planning purposes, use the FY 2003 allotments for title IV-B, subparts 1 and 2, and CAPTA (see Attachment A). For CFCIP use the FY 2004 estimated allotments included under Attachment B. If a State does not anticipate using all of its title IV-B, subpart 2, or CFCIP FY 2004 funds, or if the State requests (and can match) some of the requested reallocated funds, indicate such on the CFS-101, Part I (Annual Budget Request) that is due June 30, 2003.

F. 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 2000 to 2004 CFSP or, if applicable, with subsequent APSRs, 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 and Indian Tribes must submit

- an original and one copy of the APSR;
 - the CFS-101, Parts I and II;
 - if applicable, certifications and assurances
- by June 30, 2003, to their ACF Regional Office. (See Attachment D for addresses.)

States and Indian Tribes may submit the documents as a paper copy, or at their option, on a 3.5 diskette, or attached to an e-mail, to the Regional Office. If a State or Indian Tribe chooses to submit the APSR electronically, 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 fiscal 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 fiscal 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 fiscal 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 fiscal report for CAPTA at the end of each 12 months (October 1-September 30) of the five-year expenditure period. The SF-269 fiscal report covering the 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

States are required to submit the SF-269 fiscal report for CFCIP at the end of each 12 months (October 1-September 30) of the two-year expenditure period. The SF-269 fiscal 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 report. CFCIP 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 and CFCIP.

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.

Public 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: Title IV-B, subparts 1 and 2, CAPTA, CFCIP FY 2003 Allotments

Attachment B: CFCIP FY 2004 Estimated Allotments

Attachment C: CFS 101, Part I, Annual Budget Request and Part II, Annual Summary of Child
and Family Services

Attachment D: ACF Regional Administrators

Attachment A

**Child Abuse and Neglect Basic State Allotments
(CAPTA) FY 2003**

State	FY 2003 Allotments	State	FY 2003 Allotments
Alabama	341,454	New Mexico	181,941
Alaska	99,478	New York	1,266,772
Arizona	404,632	North Carolina	559,540
Arkansas	226,511	North Dakota	91,730
California	2,449,718	Ohio	799,333
Colorado	335,583	Oklahoma	281,508
Connecticut	268,362	Oregon	269,617
Delaware	100,482	Pennsylvania	808,123
District of Columbia	79,833	Rhode Island	114,293
Florida	995,984	South Carolina	311,935
Georgia	612,773	South Dakota	102,574
Hawaii	126,732	Tennessee	412,824
Idaho	145,739	Texas	1,577,224
Illinois	891,980	Utah	236,455
Indiana	458,451	Vermont	88,272
Iowa	240,330	Virginia	500,964
Kansas	234,974	Washington	442,742
Kentucky	308,089	West Virginia	154,394
Louisiana	366,457	Wisconsin	405,102
Maine	128,151	Wyoming	83,434
Maryland	401,837		
Massachusetts	439,167		
Michigan	723,430		
Minnesota	383,864		
Mississippi	251,110		
Missouri	420,392	American Samoa	55,708
Montana	109,686	Guam	62,712
Nebraska	166,808	Northern Mariana Is	53,113
Nevada	182,778	Puerto Rico	333,328
New Hampshire	130,311	Virgin Islands	59,599
New Jersey	591,583	Total	21,869,916

Attachment A

FY 2003 Child Welfare Services

State	Tentative State Allocations (before Tribes)	Tribal Allocations deducted from State*	Tentative State Allocations (after Tribes)
Alabama	5,263,476	-	5,263,476
Alaska	768,790	494,788	274,002
Arizona	5,952,207	983,846	4,968,361
Arkansas	3,292,053	-	3,292,053
California	34,077,169	25,013	34,052,156
Colorado	3,921,543	11,977	3,909,566
Connecticut	2,064,439	-	2,064,439
Delaware	773,004	-	773,004
District of Columbia	365,346	-	365,346
Florida	14,307,254	-	14,307,254
Georgia	8,833,855	-	8,833,855
Hawaii	1,223,079	-	1,223,079
Idaho	1,784,312	19,592	1,764,720
Illinois	11,380,341	-	11,380,341
Indiana	6,705,875	-	6,705,875
Iowa	3,222,730	-	3,222,730
Kansas	3,010,715	-	3,010,715
Kentucky	4,654,497	-	4,654,497
Louisiana	5,713,766	5,610	5,708,156
Maine	1,387,896	30,270	1,357,626
Maryland	4,537,155	-	4,537,155
Massachusetts	4,564,149	2,743	4,561,406
Michigan	10,181,741	106,418	10,075,323
Minnesota	4,666,547	82,184	4,584,363
Mississippi	3,934,309	58,875	3,875,434
Missouri	5,985,210	-	5,985,210
Montana	1,161,146	267,779	893,367
Nebraska	1,911,289	17,853	1,893,436
Nevada	1,834,143	-	1,834,143
New Hampshire	1,161,363	-	1,161,363

Attachment A

FY 2003 Child Welfare Services

State	Tentative State Allocations (before Tribes)	Tribal Allocations deducted from State*	Tentative State Allocations (after Tribes)
New Jersey	5,957,507	-	5,957,507
New Mexico	2,463,384	637,191	1,826,193
New York	14,842,658	-	14,842,658
North Carolina	8,283,586	51,713	8,231,873
North Dakota	830,951	115,083	715,868
Ohio	11,690,493	-	11,690,493
Oklahoma	4,219,288	1,910,662	2,308,626
Oregon	3,500,831	65,532	3,435,299
Pennsylvania	11,375,208	-	11,375,208
Rhode Island	1,032,063	10,186	1,021,877
South Carolina	4,713,356	-	4,713,356
South Dakota	963,728	257,613	706,115
Tennessee	6,040,127	-	6,040,127
Texas	24,084,285	1,737	24,082,548
Utah	3,406,238	58,426	3,347,812
Vermont	703,589	-	703,589
Virginia	6,539,598	-	6,539,598
Washington	5,606,329	91,391	5,514,938
West Virginia	2,069,935	-	2,069,935
Wisconsin	5,608,031	62,086	5,545,945
Wyoming	615,623	-	615,623
American Samoa	180,892	-	180,892
Guam	324,128	-	324,128
Northern Mariana Islands	134,687	-	134,687
Puerto Rico	6,002,736	-	6,002,736
Virgin Islands	259,441	-	259,441
	290,088,091	5,368,568	284,719,523

* Tribal allotments based on FY 2002 applicants.

Attachment A

FY 2003 Promoting Safe and Stable Families Allotments

State	Total State Allocation	Mandatory	Discretionary
Alabama	8,126,370	6,167,748	1,958,622
Alaska	802,952	609,424	193,528
Arizona	6,128,987	4,651,775	1,477,212
Arkansas	4,792,316	3,637,270	1,155,046
California	54,344,637	41,246,465	13,098,172
Colorado	3,229,794	2,451,347	778,447
Connecticut	3,451,772	2,619,824	831,948
Delaware	751,375	570,278	181,097
Dist. of Col.	1,663,618	1,262,652	400,966
Florida	16,972,981	12,882,144	4,090,837
Georgia	12,613,263	9,573,208	3,040,055
Hawaii	2,264,404	1,718,636	545,768
Idaho	1,179,032	894,861	284,171
Illinois	16,215,135	12,306,955	3,908,180
Indiana	6,032,973	4,578,903	1,454,070
Iowa	2,374,904	1,802,503	572,401
Kansas	2,084,006	1,581,718	502,288
Kentucky	6,721,320	5,101,344	1,619,976
Louisiana	10,752,766	8,161,129	2,591,637
Maine	1,522,755	1,155,740	367,015
Maryland	5,359,587	4,067,817	1,291,770
Massachusetts	5,479,505	4,158,832	1,320,673
Michigan	13,663,718	10,370,482	3,293,236
Minnesota	3,947,255	2,995,886	951,369
Mississippi	6,044,140	4,587,378	1,456,762
Missouri	7,792,604	5,914,427	1,878,177
Montana	1,114,473	845,862	268,611
Nebraska	1,676,252	1,272,241	404,011
Nevada	1,277,233	969,394	307,839
New Hampshire	744,582	565,122	179,460
New Jersey	7,353,201	5,580,929	1,772,272
New Mexico	3,574,752	2,713,163	861,589
New York	27,803,878	21,102,573	6,701,305

Attachment A

FY 2003 Promoting Safe and Stable Families Allotments

State	Total State Allocation	Mandatory	Discretionary
North Carolina	9,721,261	7,378,238	2,343,023
North Dakota	604,581	458,865	145,716
Ohio	12,147,563	9,219,751	2,927,812
Oklahoma	5,157,022	3,914,074	1,242,948
Oregon	3,952,543	2,999,899	952,644
Pennsylvania	15,056,585	11,427,639	3,628,946
Rhode Island	1,607,744	1,220,245	387,499
South Carolina	6,176,202	4,687,611	1,488,591
South Dakota	908,525	689,552	218,973
Tennessee	9,126,213	6,926,608	2,199,605
Texas	31,891,353	24,204,883	7,686,470
Utah	1,895,953	1,438,989	456,964
Vermont	725,014	550,271	174,743
Virginia	6,748,131	5,121,693	1,626,438
Washington	5,995,213	4,550,244	1,444,969
West Virginia	3,835,571	2,911,120	924,451
Wisconsin	3,975,572	3,017,378	958,194
Wyoming	488,150	370,496	117,654
Indian Tribes	5,037,000	3,050,000	1,987,000
AS	214,477	162,784	51,693
Guam	401,092	304,420	96,672
NMI	154,278	117,094	37,184
PR	7,799,503	5,919,661	1,879,842
VI	316,814	240,455	76,359
Subtotal	381,792,900	289,000,000	92,792,900
Adjustments	22,557,100	16,000,000	6,557,100
Total	404,350,000		

**Child Abuse and Neglect Basic State Allotments
(CAPTA) FY 2003**

State	FY 2003 Allotments	State	FY 2003 Allotments
Alabama	341,454	New Mexico	181,941
Alaska	99,478	New York	1,266,772
Arizona	404,632	North Carolina	559,540
Arkansas	226,511	North Dakota	91,730
California	2,449,718	Ohio	799,333
Colorado	335,583	Oklahoma	281,508
Connecticut	268,362	Oregon	269,617
Delaware	100,482	Pennsylvania	808,123
District of Columbia	79,833	Rhode Island	114,293
Florida	995,984	South Carolina	311,935
Georgia	612,773	South Dakota	102,574
Hawaii	126,732	Tennessee	412,824
Idaho	145,739	Texas	1,577,224
Illinois	891,980	Utah	236,455
Indiana	458,451	Vermont	88,272
Iowa	240,330	Virginia	500,964
Kansas	234,974	Washington	442,742
Kentucky	308,089	West Virginia	154,394
Louisiana	366,457	Wisconsin	405,102
Maine	128,151	Wyoming	83,434
Maryland	401,837		
Massachusetts	439,167		
Michigan	723,430		
Minnesota	383,864		
Mississippi	251,110		
Missouri	420,392	American Samoa	55,708
Montana	109,686	Guam	62,712
Nebraska	166,808	Northern Mariana Is	53,113
Nevada	182,778	Puerto Rico	333,328
New Hampshire	130,311	Virgin Islands	59,599
New Jersey	591,583	Total	21,869,916

Attachment A

**Chafee Foster Care Independence Program
FY 2003 (CFCIP) Allotments**

State	FY 2003 Allotments	State	FY 2003 Allotments
Alabama	\$1,424,559	New Jersey	2,631,426
Alaska	517,913	New Mexico	500,000
Arizona	1,472,642	New York	11,585,958
Arkansas	739,431	North Carolina	2,425,696
California	26,242,256	North Dakota	500,000
Colorado	1,820,708	Ohio	5,253,762
Connecticut	1,792,958	Oklahoma	2,173,319
Delaware	500,000	Oregon	1,639,378
District of Columbia	1,091,992	Pennsylvania	5,201,373
Florida	7,917,723	Rhode Island	588,722
Georgia	3,009,395	South Carolina	1,162,373
Hawaii	637,044	South Dakota	500,000
Idaho	500,000	Tennessee	2,351,538
Illinois	7,033,085	Texas	4,654,993
Indiana	2,268,529	Utah	530,592
Iowa	1,262,606	Vermont	500,000
Kansas	1,538,906	Virginia	1,747,745
Kentucky	1,637,226	Washington	2,177,865
Louisiana	1,358,131	West Virginia	792,537
Maine	772,443	Wisconsin	2,541,480
Maryland	2,998,630	Wyoming	500,000
Massachusetts	2,904,616	Subtotal	\$135,769,262
Michigan	7,490,475		
Minnesota	1,980,507		
Mississippi	730,819		
Missouri	3,180,677	Puerto Rico	2,130,738
Montana	500,000		
Nebraska	1,487,234	Technical Ass't.	2,100,000
Nevada	500,000		
New Hampshire	500,000	TOTAL	140,000,000

**FY 2004
Chafee Foster Care Independence Program**

<u>STATE</u>	<u>FY 2004 Estimated State Allocations</u>
Alabama	1,536,181
Alaska	550,639
Arizona	1,606,541
Arkansas	764,776
California	26,105,639
Colorado	2,184,202
Connecticut	1,519,355
District of Columbia	1,091,992
Delaware	500,000
Florida	8,263,153
Georgia	3,120,798
Hawaii	703,340
Idaho	500,000
Illinois	6,315,013
Indiana	2,184,711
Iowa	1,336,064
Kansas	1,548,927
Kentucky	1,740,886
Louisiana	1,358,131
Maine	771,149
Maryland	3,048,143
Massachusetts	3,241,377
Michigan	5,235,404
Minnesota	2,062,856
Mississippi	758,148
Missouri	3,303,069
Montana	500,000
Nebraska	1,585,891
Nevada	500,000
New Hampshire	500,000
New Jersey	2,843,693
New Mexico	500,000
New York	11,585,958

FY 2004
Chafee Foster Care Independence Program

<u>STATE</u>	<u>FY 2004 Estimated State Allocations</u>
North Carolina	2,405,731
North Dakota	500,000
Ohio	5,336,864
Oklahoma	2,230,087
Oregon	2,216,067
Pennsylvania	5,340,433
Puerto Rico	2,124,039
Rhode Island	611,566
South Carolina	1,238,173
South Dakota	500,000
Tennessee	2,352,962
Texas	5,411,812
Utah	500,000
Vermont	500,000
Virginia	1,710,295
Washington	2,332,057
West Virginia	769,110
Wisconsin	1,954,768
Wyoming	500,000
TOTAL	137,900,000

CFS-101, PART I: ANNUAL BUDGET REQUEST FOR TITLE IV-B, SUBPARTS 1 AND 2, CAPTA AND CHAFEE FOSTER CARE INDEPENDENCE PROGRAM INSTRUCTIONS

(Complete separate forms for each fiscal year)

1. Enter the name of the State or Indian Tribal Organization (ITO).
2. Indicate the Employer Identification Number (EIN).
3. Enter the address of the State or ITO Agency.
4. Indicate if this is a new or revised budget request.

5. Estimated title IV-B, subpart 1 funds:

Specify the estimated amount of title IV-B, subpart 1 funds that the State or ITO expects to spend during the fiscal year on Child Welfare Services. The previous Federal Fiscal Year's (FFY) final allotment as provided in the annual Program Instruction on the Annual Progress and Services Report (APSR) is to be used as the estimated amount for the State's/Tribe's request.

6. Estimated title IV-B, subpart 2 funds:

Specify the total estimated amount of title IV-B, subpart 2 funds that the State or ITO expects to spend during the fiscal year on Promoting Safe and Stable Families services. The previous Federal Fiscal Year's (FFY) final allotment as provided in the annual Program Instruction on the APSR is to be used as the estimated amount for the State's/Tribe's request.

a) Specify the estimated amount of title IV-B, subpart 2 funds to be spent during the fiscal year for Family Preservation Services.

b) Specify the estimated amount of title IV-B, subpart 2 funds to be spent during the fiscal year for Family Support Services.

c) Specify the estimated amount of title IV-B, subpart 2 funds to be spent during the fiscal year for Time-Limited Family Reunification Services.

d) Specify the estimated amount of title IV-B, subpart 2 funds to be spent during the fiscal year for Adoption Promotion and Support Services.

e) Specify the estimated amount of title IV-B, subpart 2 funds to be spent during the fiscal year for other service related activities (e.g. planning).

f) Specify the estimated amount of title IV-B, subpart 2 funds to be spent on Administration (not to exceed 10% of the estimated allotment).

7. Re-allotment of Title IV-B, Subpart 2 funds for State and Indian Tribal Organizations

The Administration for Children and Families (ACF) is able to re-allot unneeded portions of State and Tribal allocations of title IV-B, subpart 2 funds to other States and eligible Indian Tribes so that the total appropriation remains available for program purposes. In order for a State or ITO to be awarded a portion of these funds, or for funds to be released, ACF must have on file a request from the State or Indian Tribe for additional funds, or the release of funds.

a) Indicate the amount of funds that:

- i) the State or Tribe does not expect to utilize for the upcoming fiscal year;
or
- ii) an amount that the State or Tribe is requesting if funds become available in order to carry out the activities in the CFSP.

b) Indicate the amount of funds that the State or Tribe is requesting if additional funds become available.

8. Child Abuse Prevention and Treatment Act (CAPTA), Basic State Grants Only (States only).

Indicate the State's estimated CAPTA Basic State Grant allocation as provided in the annual Program Instruction on the APSR. Supplemental funds may be available for distribution if there are States that are not awarded grant funds or there are unobligated funds available for redistribution. No matching funds are required for this grant.

Note: Pooled funding among the programs is not allowed, since separate funding streams and accountability are still required by statute. While the information on the programs may be consolidated into one Child and Family Services Plan (CFSP), eligibility and funding for the individual programs will be kept separate and funding will not be delayed for one program due to potential eligibility issues in the other program.

9. Estimated Chafee Foster Care Independence Program (CFCIP) Funds (States only)

Indicate the estimated amount of CFCIP funds that the State expects to spend during the fiscal year on independent living activities as provided in the annual Program Instruction on the APSR.

Note: Pooled funding among the programs is not allowed, since separate funding streams and accountability are still required by statute. While the information on the programs may be consolidated into one Child and Family Services Plan (CFSP), eligibility and funding for the individual programs will be kept separate and funding will not be delayed for one program due to potential eligibility issues in the other program.

10. Re-allotment of CFCIP funds for States

The Administration for Children and Families (ACF) is able to re-allot unneeded portions of State allocations of CFCIP funds to other States so that the total appropriation remains available for program purposes. In order for a State to be awarded a portion of these funds, or for funds to be released, ACF must have on file a request from the State for additional funds, or the release of funds.

a) Indicate the amount of funds that the State does not expect to utilize from their allotment during the upcoming fiscal year to carry out the CFCIP activities.

b) Indicate the amount of funds the State is requesting if additional funds become available.

11. Certification: This report must be signed 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 and, for States only, the CAPTA and CFCIP programs, must be included.

The tentative allocations 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. States receiving additional funds as a result of such a redistribution should submit information on the proposed use of such additional funds to the appropriate Regional Office of the Administration for Children and Families in the State's/Tribe's APSR. By signing this form the State/Tribal official assures that the State/Tribe will meet all applicable match requirements.

CFS-101, Part I: Annual Budget Request For Title IV-B, Subpart 1 & 2 Funds, CAPTA, And Chafee Foster Care Independence Program Fiscal Year 20__, October 1, 20__ through September 30, 20__

1. State or ITO:		2. EIN:	
3. Address:		4. Submission: [] New [] Revision	
5. Estimated title IV-B, Subpart 1 Funds (25% State match required).		\$	
6. Total Estimated title IV-B, Subpart 2 Funds. (This amount should equal the sum of lines a – f.) (25% State match required.)		\$	
a) Total Family Preservation Services.		\$	
b) Total Family Support Services.		\$	
c) Total Time-Limited Family Reunification Services.		\$	
d) Total Adoption Promotion and Support Services.		\$	
e) Total for Other Service Related Activities (e.g. planning).		\$	
f) Total Administration (not to exceed 10% of estimated allotment).		\$	
7. Re-allotment of Title IV-B, Subpart 2 funds for State and Indian Tribal Organizations (25% State match required).			
a) Indicate the amount of the State's/Tribe's allotment that will not be required to carry out the Promoting Safe and Stable Families program. \$ _____			
b) If additional funds become available to States and ITOs, specify the amount of additional funds the State or Tribes is requesting. \$ _____			
8. Child Abuse Prevention and Treatment Act (CAPTA) Basic State Grant Only (no State match required)			
Estimated BSG Amount \$ _____, plus additional allocation, as available.			
9. Estimated Chafee Foster Care Independence Program (CFCIP) funds (20% State match required).		\$	
10. Re-allotment of CFCIP Funds (20% State match required).			
a) Indicate the amount of the State's allotment that will not be required to carry out CFCIP \$ _____.			
b) If additional funds become available to States, specify the amount of additional funds the State is requesting \$ _____.			
11. Certification by State Agency and/or Indian Tribal Organization.			
The State agency or Indian Tribe submits the above estimates and request for funds under title IV-B, subpart 1 and/or 2, of the Social Security Act, CAPTA BSG and CFCIP, 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 ACF Regional Office, for the Fiscal Year ending September 30.			
Signature and Title of State/Tribal Agency Official		Signature and Title of Regional Office Official	
Date		Date	

**CFS-101, PART II: ANNUAL SUMMARY OF CHILD AND FAMILY SERVICES
INSTRUCTIONS
(Complete separate forms for each fiscal year)**

This form summarizes the State Agency's and eligible Indian Tribal Organizations' estimated expenditures on Child and Family Services programs, including the Child Abuse Treatment and Prevention Act (CAPTA) programs and the Chafee Foster Care Independence Program (CFCIP) for the next year. This information is an integral part of the State Child and Family Services Plan and should be discussed by the ACF Regional Office and State Agency Representatives. States should list estimated expenditures and other information in the category that best fits their programs.

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. Prevention and Support Services (Family Support):

Community-based services which promote the well-being of children and families and are designed to increase the strength and stability of families (including adoptive, foster, and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive family environment, and to enhance child development. 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.

2. 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.

3. Crisis Intervention (Family Preservation):

Services for children and families designed to help families (including adoptive and extended families) at risk or in crisis.

a) Pre-Placement Prevention:

Services to prevent family disruption and unnecessary removal of children from their homes (as appropriate). These services may include intensive family preservation, post-adoptive support services, case management, counseling, day care, respite services, homemaker services, services designed to increase parenting skills, family budgeting, coping with stress, health, and nutrition.

b) Reunification Services:

Services to help children, where appropriate, return to families from which they have been removed, or be placed for adoption or legal guardianship. These services may include day care services, homemaker or caretaker services, family or individual counseling for parent(s) and child, follow-up care for families to whom a child has been returned after placement and other reunification services the State identifies as necessary.

4. Time-Limited 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, 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, but only during the 15-month period that begins on the date that the child, pursuant to section 475(5)(F), is considered to have entered foster care. The services and activities are the following:

- 1) Individual, group, and family counseling.
- 2) Inpatient, residential, or outpatient substance abuse treatment services.
- 3) Mental health services.
- 4) Assistance to address domestic violence.
- 5) Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- 6) 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. Foster Care Maintenance:

This includes estimated State expenditures for “room and board” for children/youth in foster care.

a) Foster Family and Relative Foster Care:

Payments to cover the cost of, and cost of providing, 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.

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; and the cost of the items themselves.

7. Adoption Subsidy Payments:

Funds provided to adoptive parents on a recurring and non-recurring basis to assist in the support of special needs children.

8. Independent Living Services:

Services designed to help youth expected to remain in foster care until the age of 18, and former foster care recipients between 18 and 21 years of age, 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 are allowed to expend up to 30 percent of their allotments under the Chafee Foster Care Independence Program for room and board for "children who have left foster care because they have attained 18 years of age, and who have not attained 21 years of age" (Section 477(b)(3)(B)). States may set a reasonable definition of “room and board” that could include rental deposits, utilities and other expenses that may be included with the rent.

9. Administration and Management:

Includes costs of supervisors and staff whose activities support child welfare services and which cannot be allocated under other services/activities.

Also, includes costs of administrative services for family preservation, family support, time-limited family reunification and adoption promotion and support which are not more than ten percent of Federal expenditures under title IV-B, subpart 2 of the plan for the fiscal year. Allowable costs 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, auditing, and indirect costs allocable in accordance with the agency's approved cost allocation plan (See 45 CFR 1357.32(h)).

10. Staff Training:

Includes the cost of short and long-term training to increase staff's ability to provide assistance and support to children and families.

11. 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.

12. 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.

13. 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.

14. Total:

The total amount of funds estimated for the year (equal to the sum of lines 1 through 13) for each column.

Estimated Expenditures

1. Federal Funds (columns a - i)

Indicate for each service/activity the amount to be expended from the Federal program indicated in columns (a) through (i). If other Federal funds will be used by the State Agency, indicate the estimated expenditures in column (i). Examples of other Federal programs include, but are not limited to, the Child Care Development Block Grant and the Maternal and Child Health Block Grant. Indicate the name of the Federal program in the box along with the estimated expenditure amount.

2. State, Local and Donated Funds (column j)

Indicate the estimated amount of State, local and donated funds to be expended, even if they are not used to match Federal funds.

3. Estimated Number of Clients to be Served (column k)

Estimate, as accurately as possible, the number of clients to be served by service/activity with the total estimated funding indicated. A client may be an individual or a family; check the appropriate box.

4. Population to be Served (column l)

Indicate the population that has been targeted for the designated services. Targeting may include a range of vulnerable populations - children, youth and/or families.

5. Geographic Area to be Served (column m)

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, Tribes, 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".

State or IT _____

For FFY OCTOBER, ____ TO SEPTEMBER 30, ____

SERVICES/ACTIVITIES	TITLE IV-B		(c) CAPTA*	(d) CFCIP*	(e) TITLE IV-E	(f) TITLE XX (SSBG)	(g) TITLE IV-A (TANF)	(h) Title XIX (Medicaid)	(i) Other Fed Prog	(j) State Local Donated Funds	(k) NUMBER TO BE SERVED [] Families [] Individuals	(l) POP. TO BE SERVED	(m) GEOG. AREA TO BE SERVED
	(a) I-CWS	(b) II-PSSF											
1) PREVENTION & SUPPORT SERVICES (FAMILY SUPPORT)												Reports of abuse/neglect	Statewide/Reservation
2) PROTECTIVE SERVICES													
3) CRISIS INTERVENTION (FAMILY PRESERVATION)													
(A) PREPLACEMENT PREVENTION												All children in foster care	Statewide/Reservation
(B) REUNIFICATION SERVICES													
4) TIME-LIMITED FAMILY REUNIFICATION SERVICES													
5.) ADOPTION PROMOTION AND SUPPORT SERVICES												All eligible children	Statewide/Reservation
6) FOSTER CARE MAINTENANCE: (A) FOSTER FAMILY & RELATIVE FOSTER CARE													
(B) GROUP/INST CARE													Statewide/Reservation
7) ADOPTION SUBSIDY PMTS.													
8) INDEPENDENT LIVING SERVICES													
9) ADMIN & MGMT													
10) STAFF TRAINING													
11) FOSTER PARENT RECRUITMENT & TRAINING													
12) ADOPTIVE PARENT RECRUITMENT & TRAINING													
13) CHILD CARE RELATED TO EMPLOYMENT/TRAINING													
14) TOTAL													

* States Only, Indian Tribes are not required to include information on these programs

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States

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