

ACF

Administration
for Children
and Families

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families**

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4. Key Words: Annual Progress and Services Report; State Title IV-B Child and Family Services Plan; Child Abuse Prevention and Treatment State Plan; Chafee Foster Care Independence Program; Education and Training Vouchers Program.

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 (ETV) Coordinators and the Administration for Children and Families (ACF) Regional Administrators.

SUBJECT: Submission of the Annual Progress and Services Report (APSR) on June 30, 2006, as required under Title IV-B of the Social Security Act, the Child Abuse Prevention and Treatment Act (CAPTA), and the Chafee Foster Care Independence Program (CFCIP), including the ETV program; including the submission of the CFS-101, Parts I and II, Annual Budget Request and Annual Summary of Child and Family Services.

REFERENCES: Title IV-B, Subparts 1 and 2, Sections 420-425, 428, 430-438, and Title IV-E, Section 477 of the Social Security Act (the Act); Section 106 of the CAPTA, as amended (42 U.S.C. 5101 et seq.); the Indian Child Welfare Act of 1978 (Public Law (P.L.) 95-608); the Indian Self-Determination and Education Assistance Act (P.L. 93-638); 45 CFR Parts 1355 and 1357; ACYF-PI-CB-95-23, October 11, 1995, ACYF-CB-PI-04-01, issued February 2, 2004 (Fiscal Year 2004—2009, Child and Family Services Plan (CFSP)).

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 so that States may receive their allotments of Federal funds for Fiscal Year (FY) 2007 (subject to the availability of appropriations). This PI also announces the final FY 2006 allotments, provides guidance regarding the reporting of FY 2006 activities and accomplishments, and provides instructions regarding application for FY 2007 funds for States and Territories for the above programs.

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Please note the new structure of the APSR PI for this fiscal year. ACF hopes that programs will find that these instructions clearly communicate the requested information in a user-friendly format. It is important that programs respond to this PI in its entirety as missing or incomplete information will result in the withholding of funds for the program(s) affected until such time as approval can be granted by ACF. If programs have additional questions in preparing the APSR, please contact the ACF Regional Office State Liaison.

SECTION A. OVERVIEW

Since the CFSP began in 1994, there have been two complete five-year plan cycles (FY 1995-1999 and FY 2000-2004). The FY 2005-2009 CFSPs were submitted June 30, 2004. Federal regulations at 45 CFR 1357 provide the requirements for a five-year comprehensive CFSP and annual updates on the progress made toward accomplishing the goals and objectives in the CFSP. Completion of the APSR satisfies the Federal regulations by providing updates on a State's annual progress for the past fiscal year and planned activities for the upcoming fiscal year.

In order for States and Territories to receive Title IV-B, CAPTA, and CFCIP and ETV FY 2007 funds, the APSR must be submitted to the ACF Regional Offices (RO) by June 30, 2006. An original, signed CFS-101, Annual Budget Request for Title IV-B, Subparts 1 and 2, CAPTA, CFCIP and ETV programs must be mailed to the RO as well (see addresses at Attachment D). The ROs will be working with States to ensure that the information provided adequately addresses the information required. Upon approval, the RO will forward the State's request for funding to Central Office. The RO will not sign and forward the CFS-101 to the ACF Grants Management Office for funding until all requirements for the APSR are met. The CFS-101, Parts I and II, is located in Attachment C.

In preparing the APSR, each State must conduct an interim review of the progress made since the last APSR, to date, toward accomplishing the goals and objectives in the CFSP, based on updated information and current data. The State must include the agencies, organizations (e.g., the State's Court Improvement Project (CIP) and faith-based and community organizations, Tribes, providers) and individuals in the ongoing CFSP related consultation and coordination process when conducting this review. ACF also expects States to integrate the findings of the Child and Family Services Reviews (CFSR), Title IV-E reviews and activities proposed and completed in subsequent Program Improvement Plans (PIPs) when addressing services and programs under this APSR.

Plans and activities included in the APSR must meet the provisions of 45 CFR 1355.35, 45 CFR 1357, Title IV-B, Subparts 1 and/or 2, and 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.

Deficit Reduction Act Amendments to the Title IV-B Programs:

The Deficit Reduction Act (DRA) of 2005, P.L. 109-171, includes several amendments to programs administered by the Children's Bureau. A thorough review of the new provisions will be issued by the Children's Bureau through an Information Memorandum. The provisions that affected Title IV-B requirements along with the CIP are as follows:

- **Court Improvement:** This section authorizes and appropriates grant funds of \$10 million for each of two new purposes under the CIP:

SECTION A. OVERVIEW

- To ensure that the needs of children are met in a timely and complete manner through improved case tracking and analysis of child welfare cases.
- To train judges, attorneys and other legal personnel in child welfare cases and to cross-train with child welfare agency staff and contractors.

The highest State court may apply for one or more of the three court improvement grants, but must apply separately for each. The new grants are authorized and funded through FY 2010. (The original CIP is authorized through FY 2007.) State allocations are \$85,000 plus a share of the remaining appropriation based on the State's population of persons under age 21.

- **Collaboration:** The law adds a Title IV-B plan requirement to Section 422 of the Act for the State or Tribe to demonstrate substantial, ongoing and meaningful collaboration with State courts in the development and implementation of its Title IV-B and Title IV-E plan, CFRs and PIPs required by Section 1123A of the Act. The DRA added a similar requirement on collaboration to those State courts that will be applying for CIP funds available under Section 438 of the Act. We anticipate that guidance to State courts on the CIP application process will be disseminated in late spring. Although ongoing collaboration between the State agency and the courts is required at 45 CFR 1357.15(vii) and 1357.16(a), in order to foster maximum coordination between State agencies and the courts in responding to their new respective requirements on collaboration, we are deferring a State/Tribal agency response to them until both parties have been able to begin or continue their enhanced collaboration activities during the summer. Accordingly, by August 1, 2006, State and Tribal agencies must submit an addendum to their APSR to the ACF RO that will provide a description and evidence of collaboration between them and the State courts in developing and/or implementing their State plans or ACF-approved PIPs, as well as a plan for future activities between the parties.
- **Funding:** On December 30, 2005, the President signed the appropriations bill for the Departments of Labor, Health and Human Services, and Education and related agencies providing FY 2006 funding for the programs included in the CFSP. Included in the appropriation for the Department of Defense, signed the same day, was a one percent reduction for all programs categorized as "discretionary" in the budget, including the Department of Health and Human Services (HHS) programs of Title IV-B, Subparts 1 and 2, CAPTA and ETV. The CFCIP and the mandatory portion of funding for Title IV-B, Subpart 2, were not affected by this reduction. The DRA, which was signed by the President on February 8, 2006, appropriated an additional \$20 million in mandatory funds for the State CIP and increased the authorized level for the mandatory Title IV-B, Subpart 2, program to \$345 million. However, as of this writing, only \$305 million has been appropriated in mandatory funding for Title IV-B, Subpart 2. A table showing the FY 2006 appropriations for each program can be found at <http://www.acf.hhs.gov/programs/olab/budget/2006/fy2006apt.htm>.

Integration of the CFSR PIP with the APSR:

Unless the State has completed its PIP period penalty free, the CFSR findings and subsequent PIP activities and accomplishments must be integrated into the APSR. According to 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 annual reviews and progress reports related to the CFSP.”

The CFSR and PIP give States an opportunity to improve their overall child welfare system and to integrate the PIP with other planning activities across all programs and funding streams.

Three Children’s Bureau documents provide additional guidance for the State to incorporate the CFSR with the broader CFSP and APSR (ACF-CB-PI-03-05, ACF-CB-PI-04-01 and ACF-CB-IM-02-04) are available at

http://www.acf.hhs.gov/programs/cb/laws_policies/policy/pi/index.htm.

Current Executive Initiatives:

The current administration has identified major initiatives in areas that it feels will benefit children, adults and society. The initiatives include HHS’ Healthy Marriages, Responsible Fatherhood, Youth Development, Rural, and Faith-based and Community Initiatives, which can be promoted among the populations that ACF serves and are an appropriate use of Title IV-B funding. More detailed instructions are included in Section D under “Supporting Information.”

APSR Submission: States and Territories must submit their APSR to the RO by June 30, 2006.

- Original APSR (via e-mail or compact disk).
- Original CFS-101, Parts I and II for FY 2007 with signature (electronic and hard copy):
 - Include relinquishment of, or requests for, FY 2007 Title IV-B, CFCIP, and/or ETV funds available for reallocation.
- If appropriate, a revised and signed CFS-101 for FY 2006 indicating:
 - The additional amount of funding the State should receive should its allotment for FY 2006 be larger than previously estimated and requested;
 - The amount of funds that the State does not expect to utilize from its FY 2006 allotment during the upcoming year to carry out the Title IV-B, CFCIP and/or ETV program activities; and/or
 - The amount of funds the State is requesting if additional funds become available for the Title IV-B, CFCIP and/or ETV programs.
- If applicable, certifications and assurances. Note that these need to be re-submitted only if a change is warranted from the most recent CFSP submission.

Note that APSRs must now be submitted electronically. Hard copies-only will not be accepted by ACF RO staff.

SECTION B. INSTRUCTIONS FOR STATES, PUERTO RICO AND THE DISTRICT OF COLUMBIA

The APSR must address each of the following programs:

- Child Welfare Services (including child abuse and neglect prevention, intervention, and treatment services and foster care, kinship care or other permanent living arrangements)
- Promoting Safe and Stable Families programs
 - Family Preservation
 - Family Support
 - Time-Limited Reunification
 - Adoption Promotion and Support Services
- CAPTA State Grant
- Chafee Foster Care Independence
- Education and Training Vouchers

1. Service Description for Each of the Programs Listed Above

- Report on the specific accomplishments and progress achieved 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;
- Explain planned activities, new strategies for improvement, and the method(s) to measure progress in the upcoming fiscal year;
- Explain any revisions to the goals and objectives;
- Update the goals and objectives to incorporate areas needing improvement that were identified in a CFSP, Title IV-E, or other PIP. If the current CFSP does not have a goal or objective that addresses the area needing improvement cited in the PIP, then the goal/objective must be added to the APSR;
- Describe the services to be provided in FY 2007, highlighting any changes or additions in services or program design;
- For each service described above, report the population(s) to be served, the geographic areas where the services will be available, and the estimated number of individuals and/or families (or to be) served; and
- Indicate if there are no planned changes to the program.

2. Collaboration

- Describe activities in the ongoing process of coordination and collaboration efforts conducted across the entire spectrum of the child and family service delivery system. This should include shareholder or partner involvement in the review of progress made and updates for the coming year.

SECTION B. INSTRUCTIONS FOR STATES, PUERTO RICO AND THE DISTRICT OF COLUMBIA

- As noted on previous pages, the DRA State plan requirement for State or Tribal child welfare agencies to demonstrate substantial, ongoing and meaningful collaboration with the courts is delayed for a short time. This information must be submitted to the ACF RO by August 1, 2006.

3. Program Support

- Discuss planned updates to the training plan, technical assistance, research, evaluation or management information systems and quality assurance systems that will be updated or implemented in the upcoming fiscal year. Training with Title IV-E funds must be included and described in terms of the courses offered, numbers and positions of prospective trainees and estimated cost in the training plan (See ACYF-PI-CB-04-01 for further guidance).
- Specify any additions or changes in services or program design due to the State's own evaluation of programs that the State has found particularly effective or ineffective.

4. Tribal Consultation

- Provide an update, developed after consultation with Indian Tribes in the State (States with no Federally-recognized Tribes within its borders should consult with Tribal organizations in bordering States, State-recognized Tribes and/or urban Indian Centers within the State to meet the intent of this provision) of the specific measures taken by the State in the past year to improve or maintain compliance with each of the five major requirements of the Indian Child Welfare Act (ICWA):
 - 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 placement of 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.
- Include laws, policies and/or trainings implemented to increase compliance with ICWA.
- Provide 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.

5. CAPTA State Grant

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. Include the following information in addition to items 1-3 for the CAPTA State Grant:

SECTION B. INSTRUCTIONS FOR STATES, PUERTO RICO AND THE DISTRICT OF COLUMBIA

- Update the program areas selected for improvement from one or more of the 14 program areas set forth in section 106(a) of CAPTA;
- Identify the activities that the State intends to implement with its CAPTA State grant funds and any changes in activities for FY 2007;
- Describe the services and training to be provided under the CAPTA State grant as required by Section 106(b)(2)(C) of CAPTA;
- Explain 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)). Include a copy of any relevant State statute. 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;
- 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; and
- Describe the provisions and procedures 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)).

6. Chafee Independent Living Services

Include the following information in addition to the information required under items 1-3 for the Chafee Foster Care Independence Program (CFCIP):

- Report on the specific accomplishments achieved in FY 2006 and planned activities and budgetary levels for FY 2007 for each of the five purpose areas:
 1. Assist youth to transition from dependency to self-sufficiency;
 2. Help youth receive the education, training and services necessary to obtain employment;
 3. Help youth prepare for and enter post-secondary training and educational institutions;
 4. Provide personal and emotional support to youth through mentors and the promotion of interactions with dedicated adults; and
 5. Provide financial, housing, counseling, employment, education and other appropriate support and services to former foster care recipients between 18 and 21 years of age.
- Report service collaboration activities achieved in FY 2006 and planned for FY 2007 with other Federal and State programs for youth (including transitional living youth projects funded under Part B of Title III of the Juvenile Justice and Delinquency Prevention Act of 1974), abstinence education programs, local housing programs, programs for disabled youth (especially sheltered workshops) and school-to-work

SECTION B. INSTRUCTIONS FOR STATES, PUERTO RICO AND THE DISTRICT OF COLUMBIA

programs offered by high schools or local workforce agencies in accordance with Section 477(b)(3)(F).

- Provide information on specific training that was conducted during FY 2006 and planned for FY 2007, in support of the goals and objectives of the States' CFCIP. CFCIP training may be incorporated into the training information discussed under Item 2, but should be identified as pertaining to CFCIP.
- Update the service design and delivery of a new or changed trust fund program for States that choose to establish a trust fund program for youth receiving independent living services or transition assistance. Please note CFCIP funds placed in a trust fund must be expended during the applicable grant period. Refer to ACYF-CB-PI-05-06, issued October 12, 2005, for current guidance on trust funds.
- Describe any activities undertaken to involve youth (up to age 21) in State agency efforts such as the CFSR/PIP process, agency improvement planning efforts, or others.
- Describe how the State uses, or plans to use, the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care.
- Explain the results of the Indian Tribe consultation (Section 477(b)(3)(G) of the Act) specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care:
 - 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;
 - 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; and
 - Report the Chafee benefits and services currently available and provided for Indian children and youth in fulfillment of this section and the purposes of the law.

7. Education and Training Vouchers (ETV)

Include the following information in addition to the information required under Items in 1-3 for the ETV program:

- Describe the specific accomplishments and progress to establish, expand or strengthen the State's postsecondary educational assistance program to achieve the purpose of the ETV program.

8. Financial and Statistical Information Reporting

- For the purpose of applying for FY 2007 funds, States must indicate specific percentages of Title IV-B, Subpart 2 funds that the State will expend on actual delivery of family

SECTION B. INSTRUCTIONS FOR STATES, PUERTO RICO AND THE DISTRICT OF COLUMBIA

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.

- Provide the amount of Federal funds expended in each of the four categories of services in FY 2004 for Promoting Safe and Stable Families (PSSF) programs; States must report FY 2004 Title IV-B, Subpart 2 expenditures for each of the four purposes and for those costs identified as administrative. The four purposes are listed at Section 430(b) of the Act. An explanation must be provided for any differences between budgeted amounts and actual expenditures.
- Provide State and local share spending for Title IV-B, Subpart 2 programs for FY 2004 against the 1992 base year amount as required to meet the non-supplantation requirements in Section 432(a)(7)(A) of the Act.
- Provide financial information comparing the total amount the State expended of Title IV-B, Subpart 1 funds for foster care maintenance payments, adoption assistance and child day care related to employment or training for employment in FY 2004 against Federal allotments made under title IV-B in 1979 (see ACYF-CB-PI-03-07).
- Provide actual expenditures of Chafee allocated funds for FY 2004 (final) and FY 2005 (year-to-date). Identify the percentage of Chafee funds used to provide room and board for youth ages 18-21 in the last fully reportable year—FY 2004, how the funds were used, and any planned changes.
- Identify the number of youth that received ETV awards in FY 2005 and FY 2006 (year-to-date). This number should include youth who are receiving ongoing vouchers (i.e., new voucher recipient in FY 2004 and continuing to receive vouchers in FY 2005 and FY 2006, plus those who were new recipients in FY 2005 and continue (or not) into FY 2006). For FY 2006, identify the number of youth who have received an award for the first time.
- Identify the estimated number of youth the State plans to award ETV vouchers to in FY 2007 via ongoing and new vouchers.
- Provide actual expenditures of ETV allocated funds for FY 2004 (final) and FY 2005 (year-to-date).

SECTION C. INSTRUCTIONS FOR TERRITORIES

The Territories of American Samoa, Northern Mariana Islands, Guam and the Virgin Islands:

- May submit consolidated grant applications in accordance with 45 CFR Part 97:
 - May choose to have 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.
 - Notify your ACF RO in writing of your intent to consolidate your application for Title IV-B, Subparts 1 and/or 2, and CAPTA by June 30, 2006. A failure to submit such a notice of intent by that date will preclude use of the consolidated grant approach for FY 2007.

OR

- May choose to submit an APSR to your ACF RO by June 30, 2006.
 - Follow the guidance included under Section B if you choose to submit an APSR.

SECTION D. SUPPORTING INFORMATION

The following information must be reported in the APSR:

Juvenile Justice Transfer

- Report 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 (Section 106(d)(14) of CAPTA); and
- Discuss contextual information, such as how States define the reporting population and other pertinent information.

Inter-Country Adoptions

- Identify the number of children who were adopted from other countries and entered into State custody in FY 2005 as a result of the disruption of a placement for adoption or the dissolution of an adoption (Section 422(b)(14) of the Act);
- Explain the permanency plans for the child and the reasons for the disruption or dissolution. ACF has clarified the circumstances under which children need to be reported. The question/answer specific to inter-country adoptions is located at Section 7.3, Question 4 of the Child Welfare Policy Manual at http://www.acf.hhs.gov/j2ee/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=178#1200;
- Identify the agencies that handled the placement or adoption; and
- Describe 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).

Child Welfare Demonstration Projects

- Describe the accomplishments and progress in the child welfare demonstration project as they relate to the goals and objectives in the State's CFSP, where applicable;
- Discuss how Title IV-B funds are used to maximize the use of flexible Title IV-E dollars in the demonstration (required for States participating in a child welfare demonstration project); and
- Identify if the State does not have a child welfare demonstration project.

Foster and Adoptive Parents Recruitment

- Describe State's progress and accomplishments made in FY 2006 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; and
- Explain planned activities for recruiting foster and adoptive families in FY 2007.

Adoption Incentive Payments

- Specify the services that have been, or will be, provided to children and families with the adoption incentive funds, if applicable.

Current Executive Initiatives: Healthy Marriage, Fatherhood, Rural Development, Positive Youth Development and Faith-Based and Community Initiatives

- Explain the services that the State provided, using only Title IV-B funds, during the past year that support the above initiatives;
- Identify who is providing the service, such as a contractor or county;
- Describe services that the State plans to provide, using only Title IV-B funds, in FY 2007; and
- States may, but are not required to, describe services provided through sources of funding other than Title IV-B. In doing so, identify the source of funding for the service(s) provided.

Certificates and Assurances

- Re-submit certifications and assurances where there has been a change from the most recent CFSP that would affect the certification or assurance.

Unneeded portions of State allocations of Title IV-B, Subpart 2, and CFCIP and ETV funds may be re-allotted to other States, so that the total appropriation remains available for program purposes (Section 433(d) and Section 477(d)(4) of the Act).

1. FY 2006 Funding—Revised Budget Request

- Submit a revised FY 2006 budget form (CFS-101, Part I) in order to receive the full share of FY 2006 funds allotted, if the previously submitted request was less than the FY 2006 amount the State is eligible to receive under Title IV-B, Subparts 1 or 2, CAPTA, and/or CFCIP and ETV;
- Indicate on Line 7a or 7b on the FY 2006 CFS-101, Part I (Annual Budget Request) if the State intends to apply for, or release, respectively, FY 2006 funds for reallocation. Submit this form as soon as possible and no later than June 30, 2006.

2. FY 2007 Budget Request—CFS 101 (see Attachment C)

- Complete Part I of the CFS 101 form to request Title IV-B, CAPTA, and CFCIP funds;
- Complete Part II 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;
- Use the FY 2006 allotments as the basis for your budget request for Title IV-B, Subparts 1 and 2, CAPTA, included under Attachment A; and
- Use the estimated FY 2007 allotments in Attachment B for the CFCIP and ETV programs.

3. Financial Status Reports—Standard Form 269

Submission requirements for expenditures of Title IV-B, CAPTA, and CFCIP funds must be met by all grantees on the Financial Status Report Standard Form (SF) 269 and are listed below. The SF-269 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. Each report is due 90 days after the end of the fiscal year (December 31). A negative grant award will recoup unobligated and/or unliquidated funds reported on the final SF-269 for the Title IV-B, CAPTA, CFCIP and ETV programs.

Title IV-B, Subparts 1 and 2

- Submit a separate SF-269 (by December 31) for expenditures made under each Subpart of Title IV-B at the end of each 12 months (October 1-September 30) of the two-year expenditure period;
- Report the cumulative amount and the required 25 percent State match on the final SF-269;

SECTION E. FINANCIAL INFORMATION

- Expend Title IV-B funds by September 30 of the fiscal year following the fiscal year in which the funds were awarded (i.e., for FY 2007, funds must be expended by September 30, 2008); and
- No separate reporting is required to distinguish between the expenditure of the PSSF discretionary funds and the PSSF mandatory funds.

CAPTA State Grants

- Submit the SF-269 fiscal report (by December 31) for CAPTA State grants at the end of each 12 months (October 1-September 30) of the five-year expenditure period; and
- CAPTA funds must be expended within five years from October 1 of the fiscal year in which they were awarded.

CFCIP and ETV

- Submit a separate SF-269 (by December 31) for expenditures made under the CFCIP and ETV programs;
- Include the required 20 percent State match in the final report for each program; and
- Expend CFCIP and ETV funds by September 30 of the fiscal year following the fiscal year in which the funds were awarded.

Submit the original SF-269 for each program to your ACF RO and a copy to the following address:

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

Alternatively, an electronic SF-269 submission for the above listed programs may be made through the ACF Online Data Collection (OLDC) system. Contact your ACF RO for more information on gaining access to and using the OLDC submission process.

Paperwork Reduction Act

Under the Paperwork Reduction Act of 1995 (P.L. 104-13), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number is # 0980-0047, approved through October 31, 2008. Reporting burden for the APSR and the CFS-101 is estimated to average 264 hours per response.

SECTION E. FINANCIAL INFORMATION

Inquiries To: ACF Regional Offices

/s/

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

Attachments:

Attachment A: Final FY 2006 State Allocations

- 1) Title IV-B Subpart 1, Child Welfare Services (CWS)
- 2) Title IV-B Subpart 2, Promoting Safe and Stable Families (PSSF)
- 3) Child Abuse and Neglect Prevention and Treatment Act (CAPTA)
- 4) Chafee Foster Care Independence Program (CFCIP)
- 5) Chafee Education & Training Vouchers (ETV State Grants)

Attachment B: FY 2007 Estimate Allotments

- Chafee Foster Care Independence Program (CFCIP)
- Education and Training Vouchers Program (ETV)

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 Vouchers (ETV) Program Instructions
- Part II: Annual Summary of Child and Family Services Instructions
- Part II: Annual Summary of Child and Family Services Form

Attachment D: ACF Regional Administrators