

<b>ACF</b>  <b>Administration for Children and Families</b>	<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration on Children, Youth and Families</b>	
	<b>1. Log No:</b> ACYF-CB-PI-02-01	<b>2. Issuance Date:</b> February 25, 2002
	<b>3. Originating Office:</b> Children's Bureau	
	<b>4. Key Words:</b> Title IV-E Financial Report, Form ACF-IV-E-1	

**PROGRAM INSTRUCTION**

**TO:** State and Territorial Agencies Administering or Supervising the Administration of Title IV-E of the Social Security Act.

**SUBJECT:**  
Extended approval of Form ACF-IV-E-1 for reporting financial information on the title IV-E Foster Care and Adoption Assistance Programs.

**LEGAL and RELATED REFERENCES:**  
Title IV-E of the Social Security Act and 45 CFR 201.5

**PURPOSE:**  
This program instruction (PI) informs States and Territories of the extended approval by the Office of Management and Budget (OMB) of the Form ACF-IV-E-1.

**INFORMATION:**  
The OMB approval of the Form ACF-IV-E-1 was extended to May 31, 2004. The only change to the previous version is a minor revision to the instructions for Part IV, Demonstration Projects, Holding Account (line 7f). The form data reporting requirements and computations did not change.

**ACTION REQUIRED:**  
States and participating Territories are requested to photocopy sufficient copies of the form and instructions, included as attachments to this PI, to meet their reporting requirements.

**SUBMISSION:**  
Form ACF-IV-E-1 must be received by ACF by the 30th day of the month following the end of each fiscal quarter.

One copy with an "original signature" should be submitted to:

Administration on Children, Youth and Families  
Office of Management Services  
330 C Street, SW  
Washington, D.C. 20447

A photocopy should be submitted to the ACF Regional Administrator.

**ATTACHMENTS:** 1. Copy of the Form ACF-IV-E-1  
2. Instructions to complete Form ACF-IV-E-1.

**REPORTING BURDEN:**

The public reporting burden for collecting the information for the Form ACF-IV-E-1 is estimated to average 40 hours per report. Comments regarding the burden estimate should be sent to the Administration on Children, Youth and Families, Office of Management Services, 330 C St. S.W., Washington, D.C. 20447, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

**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. The OMB control number of the Form ACF-IV-E-1 is 0970-0205.

**EFFECTIVE DATE:**

States and territorial agencies are to begin using this form effective immediately to report expenditures for title IV-E foster care and adoption assistance activities.

**INQUIRIES TO:** ACF Regional Offices

/s/

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Joan E. Ohl  
Commissioner

**ATTACHMENTS**

Attachment A - Copy of the Form ACF-IV-E-1

- Part 1 : [Quarterly Report of Expenditures and Estimates - Foster Care](#)
- Part 1 : [Quarterly Report of Expenditures and Estimates - Adoption Assistance](#)
- Part 2 : [Prior Quarter Adjustments - Foster Care](#)
- Part 2 : [Prior Quarter Adjustments - Adoption Assistance](#)

Part 3 : [Semiannual Budget Projections](#)

Part 4 : [Demonstration Projects](#)

Attachment B - [Instructions to complete Form ACF-IV-E-1](#)