

CFS-101 INSTRUCTIONS

State agencies administering title IV-B of the Social Security Act (the Act), the Child Abuse Prevention and Treatment Act (CAPTA), and the Chafee Foster Care Independence Act (CFCIP) are required to submit an annual budget request and summary of services (CFS-101). Indian Tribal Organizations which meet the requirements for direct payments and administer the programs under title IV-B are also required to submit this information annually.

This information collection package contains two forms: (1) Part I: Annual Budget Request for title IV-B, subpart 1, Child Welfare Services, subpart 2, Promoting Safe and Stable Families, Child Abuse and Neglect Basic State Grant (CAPTA), and the Chafee Foster Care Independence Program (CFCIP) and (2) Part II: Annual Summary of Child and Family Services. The instructions and forms for the CFS-101 are also available on the Children's Bureau's web page. The address is: <http://www.acf.hhs.gov/programs/cb>

General Instructions

States and Indian Tribes must submit the CFS-101 no later than June 30 of the year prior to the fiscal year in which services will be provided.

Indian Tribes that apply for title IV-B, subpart 1 funds only must complete only the appropriate sections of the CFS-101, Part I and II forms and submit the forms by June 30 of the year prior to the fiscal year in which services will be provided.

Indian Tribes that do not apply for title IV-B, subpart 1 funds, but are eligible for title IV-B, subpart 2 funds must complete only the appropriate sections of the CFS-101, Part I and II forms and submit the forms by June 30 of the year prior to the fiscal year in which services will be provided.

An original and one copy of the CFS-101 must be submitted to the Administration for Children and Families (ACF) Federal Regional Office. The Regional Office is to submit the original copy of the CFS-101 (signed and dated) to the following address:

Administration on Children, Youth and Families
Office of Management Services
330 C Street, S.W., Room 1427
Washington, D.C. 20447

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.

PAPERWORK REDUCTION ACT OF 1995

This information collection is conducted in accordance with 45 CFR Part 1357 of the Child and Family Services. Information received from this collection provides estimates of States' expenditures for the title IV-B, subparts 1 and 2 program, the Child Abuse Prevention and

Treatment Act (CAPTA) program funds, and the Chafee Foster Care Independence Program funds (CFCIP).

Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The responses to this collection are mandatory in accordance with title IV-B and title IV-E, section 477 of the Social Security Act, Public Law 104-235, and Federal regulations at 45 CFR Part 1357.

This information is not considered confidential, therefore, no additional safeguards are considered necessary beyond that customarily applied to routine government information.

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.