

ATTACHMENT D

**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

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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.

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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:

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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)

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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".