

# CFSP/APSR Reporting Requirements for States and Tribes

Report	What is it?	For Period	Due Date
<b>Child and Family Service Plan (“CFSP” or “Five-Year Plan”)</b>	<i>A narrative plan, which describes your vision, goals, and objectives (steps to meet your goals). Includes all information as required by the Program Instruction</i>	FY 2005-2009 FY 2010-2014	June 30, 2004 ( <i>previous</i> ) <b><u>June 30, 2009</u></b>  (or <b>June 30<sup>th</sup></b> prior to year for which the Tribe first applies for IV-B)  <b>(Due every 5 years)</b>
<b>Annual Progress and Services Report (“APSR”)</b>	<ul style="list-style-type: none"> <li>• <i>A narrative report on progress made towards meeting each goal and objective;</i></li> <li>• <i>A report on any changes in your goals and objectives;</i></li> <li>• <i>A narrative description of the services to be provided in upcoming year; and</i></li> <li>• <i>All other program information as required by the annual Program Instruction</i></li> </ul>	October 1 - September 30 (Federal Fiscal Year)	<b><u>June 30, 2008</u></b>  ( <b>June 30<sup>th</sup></b> prior to year for which State or Tribe is applying)  <b>(Due every year subsequent to CFSP)</b>
<b>CFS-101 Annual Budget Request, Parts I, II and III</b>	<p><i>A 3-page fiscal form used to request Title IV-B funds, and to show actual and projected expenditures (submitted with the CFSP or APSR).</i></p> <p><i>Part I and II reports estimated expenditures; Part III reports actual expenditures for the most recent 2-year grant period for which data is available.</i></p>	October 1 - September 30 (Federal Fiscal Year)  Part 1 and II – for FY 2009 Part III – for FY 2006	<b><u>June 30, 2008</u></b>  ( <b>June 30<sup>th</sup></b> prior to year for which State or Tribe is applying)  <b>(Due every year)</b>
<b>Financial Status Report – SF 269</b>	<p><i>A fiscal form used to report grant expenditures.</i></p> <p><i>An SF 269 must be submitted covering the first 12-month budget period (the “interim report”), and the entire grant period (the “final report”).</i></p>	October 1 - September 30 (Federal Fiscal Year)	<b><u>December 31, 2008</u></b>  Due no later than <b>December 31<sup>st</sup></b> , after the end of the grant period.  <b>(Due every year)</b>