

<h1 style="margin: 0;">ACF</h1> <p style="margin: 10px 0;">Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
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INFORMATION MEMORANDUM

TO: State and Territorial Agencies Administering or Supervising the Administration of Titles IV-B and IV-E of the Social Security Act

SUBJECT: Guidance and Suggested Format for Program Improvement Plans in Child and Family Service Reviews

LEGAL AND RELATED REFERENCES: Section 1123 A of the Social Security Act, Titles IV-B and IV-E of the Social Security Act, 45 CFR 1355

PURPOSE: The purpose of this Information Memorandum is to provide guidance and assistance to States in developing Program Improvement Plans in response to the findings of the Child and Family Service reviews, and a suggested format for preparing the Program Improvement Plan.

INFORMATION:

States are required to develop and implement Program Improvement Plans (PIP) that address any of the outcomes or systemic factors determined not to be in substantial conformity as a result of a Child and Family Service (CFS) review (45 CFR 1355.35 (a)). The regulation, at 45 CFR 1355.35(a), requires States to include certain information in the PIP, although no specific format for developing the PIP is prescribed. Further, at 45 CFR 1355.35(d)(4), States are required to submit quarterly status reports to the Administration for Children and Families (ACF), unless less frequent reports are mutually agreed upon, to inform ACF of the State's progress in implementing the provisions of the PIP.

Through our work with the first seventeen States to undergo CFS reviews in fiscal year (FY) 2001, ACF recognizes a need to provide clarification to States on the required content of the PIP, and to provide additional guidance on the format of the PIP to assure that all required content is included. The attached document, Instructions on

Developing a Program Improvement Plan, provides clarification on the required content of the PIP. It also provides a suggested format that States are encouraged, but not required, to use in preparing the PIP. Finally, it includes a matrix that States are encouraged, but not required, to use in making quarterly status reports to ACF.

Through a contract provider, ACF will track States' progress in implementing PIPs over time. Using the attached suggested format and tracking matrix will better assure the ability of States and ACF to develop realistic, achievable PIPs and to identify progress and barriers to improving outcomes for children and families.

INQUIRIES TO: ACF Regional Offices

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

Attachment

[Instructions on Developing a Program Improvement Plan](#)