

ACF

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration on Children, Youth and Families

Administration

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PROGRAM INSTRUCTION

TO: Indian Tribes, Indian Tribal Organizations or Indian Tribal Consortia Administering Title IV-B, subparts 1 and 2 of the Social Security Act, Title IV-E of the Social Security Act; Tribal Independent Living and Education and Training Voucher Coordinators.

SUBJECT: June 30, 2009 Submission of: (1) the Child and Family Services Plan (CFSP) Final Report for fiscal years (FYs) 2005-2009; (2) the Child and Family Services Plan for FYs 2010-2014 for the Stephanie Tubbs Jones Child Welfare Services and Promoting Safe and Stable Families (PSSF) Programs, and the Chafee Foster Care Independence Program (CFCIP) and the Education and Training Vouchers (ETV) Programs; and (3) the CFS-101, Part I, Annual Budget Request, Part II, Annual Summary of Child and Family Services, and Part III, Annual Expenditure Report—Title IV-B, Subparts 1 and 2.

LEGAL AND RELATED REFERENCES: The Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law (P.L.) 110-351); Title IV-B, subparts 1 and 2, Sections 421-425, 428, 430-438, and Title IV-E, Section 477 of the Social Security Act; the Indian Child Welfare Act of 1978 (P.L. 95-608); the Indian Self-Determination and Education Assistance Act (P.L. 93-638); and 45 CFR Parts 1355 and 1357.

PURPOSE: This Program Instruction (PI) provides guidance to Indian Tribes, Tribal Organizations or Tribal Consortia (Tribes) on actions they are required to take in order to receive their allotments for FY 2010 (subject to the availability of appropriations) authorized under title IV-B, subparts 1 and/or 2, the Chafee Foster Care Independence Program (CFCIP), and the Education and Training Vouchers (ETV) program.

In order to receive funds for FY 2010, Tribes must develop and submit by June 30, 2009:

- A final report for FYs 2005-2009 on services provided under the Child and Family Services Plan (CFSP), that encompasses title IV-B, subparts 1 and 2 (applicable only to Tribes that received title IV-B funds in any of those years);

- A five-year Child and Family Services Plan for FYs 2010-2014 integrating the Tribe's title IV-B, subparts 1 and/or 2, and, if the Tribe is eligible and opts for direct funding, the title IV-E section 477 programs (CFCIP and ETV); and the
- CFS-101, Parts I, II and III, if applicable.

The final allocations for these programs for FY 2009 are attached. (See Attachment A)

INFORMATION: Organization of the Program Instruction:

- Section A. Background
- Section B. Overview of the Child and Family Services Plan
- Section C. Final report for CFSP for Fiscal Years 2005-2009
- Section D. Child and Family Services Plan for FYs 2010 - 2014
- Section E. Chafee Foster Care Independence and Education and Training Vouchers Programs Requirements
- Section F. Financial Information

Attachments

Section A. Background:

Since the CFSP process began in 1994, there have been three complete five-year plan cycles (FYs 1995-1999, FYs 2000-2004 and FYs 2005-2009). The next CFSP is due June 30, 2009 for FYs 2010-2014.

A primary purpose of the plan is to integrate the programs that serve children and families, including title IV-B, subparts 1 and 2 of the Social Security Act (the Act), into a continuum of services for children and their families. Tribes should plan comprehensively for the full array of child welfare services, from prevention and protection through permanency.

Federal regulations at 45 CFR 1357 outline requirements for the CFSP, including information specific to Tribes. Although these regulations refer to numerous dates and timelines that were useful at the introduction of the integrated plan concept, the dates have since passed. However, the required elements of the comprehensive five-year CFSP, the Annual Progress and Services Reports (APSRs) and the final report on the progress made toward accomplishing the goals and objectives in the CFSP continue to be applicable. The obsolete regulations and other variances in the current law and regulations are listed at Attachment B.

Throughout the past fifteen years, the Children's Bureau (CB) has used PIs to inform and instruct Tribes regarding the CFSP and the requirements of the programs involved. Previous PIs can be found on the internet at: www.acf.hhs.gov/programs/cb/laws_policies/index.htm#policy

Since the last PI was issued on May 2, 2008, a number of amendments to the Act affecting the CFSP were enacted as part of P.L. 110-351, the Fostering Connections to Success and Increasing

Adoptions Act of 2008. These amendments (which became effective on October 7, 2008, unless otherwise noted) include:

- re-naming the title IV-B, subpart 1 program as the “Stephanie Tubbs Jones Child Welfare Services Program;”
- requiring the title IV-B agency, in coordination with the State title XIX (Medicaid) agency and other health and child welfare experts, to develop a plan for the ongoing oversight and coordination of health care services for children in foster care;
- adding a new title IV-E plan requirement for States to negotiate in good faith with any Tribe that requests the development of a title IV-E cooperative agreement or contract with the State to administer all or part of the title IV-E on behalf of Indian children and access to title IV-E administration, training and data collection resources;
- adding a provision to allow Tribes that have IV-E cooperative agreements or contracts with States or that are approved to operate the IV-E program directly to receive a direct allotment for CFCIP and ETV effective October 1, 2009;
- adding a State CFCIP certification, effective October 1, 2009, for a State to negotiate in good faith with any Tribe that does not receive a CFCIP or ETV allotment directly and requests to develop an agreement with the State to administer or supervise the CFCIP or ETV program with respect to eligible Indian children and receive an appropriate portion of the State's allotment for such administration or supervision;
- creating a new title IV-E Guardianship Assistance Program (GAP) option for States (effective October 7, 2008) and Tribes effective October 1, 2009;
- adding a provision to permit title IV-E agencies to claim the costs of short-term training of: relative guardians, licensed or approved child welfare agency staff providing services to children receiving title IV-E assistance; child abuse and neglect court personnel; agency, child or parent attorneys; guardians ad litem or court appointed special advocates representing children in proceedings;
- amending the CFCIP to add the purpose of providing services to youth who after age 16 leave foster care for kinship guardianship or adoption.

A draft compilation of the revised Social Security Act can be found at <http://www.acf.hhs.gov/programs/cb/index.htm>. In addition, provisions of P.L. 110-351 are described in greater detail in ACYF-CB-PI-08-05, which may be found at http://www.acf.hhs.gov/programs/cb/laws_policies/policy/pi/2008/pi0805.htm.

Please note that Tribes that plan to submit a title IV-E plan to operate a Foster Care, Adoption Assistance and, at Tribal option, Guardianship Assistance Program, **must also have an approved plan for title IV-B, subpart 1**. Both plans can be submitted for the same fiscal year.

Therefore, a Tribe that wants to submit a plan to operate directly a title IV-E program in FY 2010, must submit a CFSP to apply for title IV-B, subpart 1 by June 30, 2009, as described further below.

Section B. Overview of the Child and Family Services Plan

The CFSP is a five-year strategic plan that sets forth the vision and the goals to be accomplished to advance the Tribe's overall child welfare system. The goals and objectives of the plan should address the following areas:

- safety of children;
- permanency for children;
- well-being of children and their families; and
- the nature, scope, and adequacy of existing child and family and related social services.

After each five-year period, Tribes must base the development of the next five-year plan on a final review of the accomplishments and identified needs from the previous five-year plan, including any new information (45 CFR 1357.16(f)).

Planning begins with a review of or the development of a vision for the Tribe's child and family services program, and a self-assessment of the Tribe's current capacity to serve children and families. Federal regulations at 45 CFR 1357.15 set forth the requirements for the development, implementation and phase-in of the CFSP. The plan must set forth goals and objectives for achieving a system of coordinated, integrated, culturally relevant, family-focused services. The provision of services under the plan must be coordinated with other Federal and federally-assisted programs serving children, youth and families.

The following suggestions may be useful to the Tribe in developing the CFSP:

Visioning: Visioning means the ability to "see" or envision exactly where one wants to go and why one needs to get there. Visioning enables an agency to review the potential effects of current and projected forces/issues, define and assess core competencies and values, develop desired future scenarios and begin to plot a strategy for achieving its vision for the future.

Visioning and goal setting are important aspects of the CFSP. Tribes should revisit, and, if appropriate, revise their past written vision statements to ensure that they remain valid, practical and timely and that they continue to move the Tribe's child welfare systems forward toward positive, integrated services for Tribal children and their families.

Assessment: An assessment is a product developed by gathering, analyzing, and synthesizing information to identify resources, strengths, motivation, functional components, and other factors at a point in time that can be used to enhance functioning and promote growth.

A basic assessment involves three steps:

1. Gather information on agency operations and performance, including data reports from internal or external sources. As examples, Tribes may wish to compile information on issues such as rates of child abuse and neglect for Tribal children, the number of Tribal children in foster care, the number of foster homes available on or near the reservation or Tribal community, information on lengths of stay in foster care, permanency outcomes for children in foster care, as well as information on service availability and utilization. In addition to child welfare data and service information, Tribes may wish to review reports from other agencies and service providers serving Tribal children and families (e.g., programs addressing substance abuse, domestic violence, behavioral health, schools, developmental disabilities, etc.). Tribes may want to expand upon available information with newer information, as needed (i.e., conduct surveys or convene focus groups, gain feedback from community meetings and forums, etc.).
2. Synthesize and analyze the information (i.e. prepare charts and graphs, write narrative summaries of numerical data, convene broader planning groups in order to determine agency strengths and weaknesses based on the information gathered). Section 45 CFR 1357.16(e) and section 432(a)(2)(C)(ii) require the Tribe to analyze its progress toward accomplishing the goals and objectives of the previous 5-year plan and to submit a final report along with the new CFSP. This process will also help the Tribes to examine their previous goals and utilize that knowledge when determining the goals of the next 5-year plan.
3. Draw conclusions, formulate hypotheses, and develop and articulate assumptions about what steps the agency can take to improve performance in key areas.

If the agency already knows what goals it wants to focus on, the Tribal assessment can be focused on those targeted areas. For example, Tribal child welfare agencies may see a need to work more closely with their Tribal courts, with the State Court Improvement Program, collaborate more with the State child welfare agency, and/or reduce the number of children in out of home placement.

Consultation/Coordination: The CFSP requires consultation and coordination. It must be jointly developed between the CB Regional Office and the Tribal agency. The Tribal agency must also consult with appropriate public and nonprofit private agencies and community-based organizations, including representatives of other Federal or federally-assisted child and family services or related programs such as the Bureau of Indian Affairs. It is important to remember that joint planning, consultation and coordination are part of an ongoing process to inform decisions about the use of Federal funds and the delivery of child and family services, not activities to be engaged in only when CFSPs are due.

There are numerous opportunities for Tribes and States to collaborate when planning for children and families. According to the regulations at 45 CFR 1357.15(q), States must jointly develop with the Tribe, the arrangements made for the provision of the child welfare services and

protections in section 422(b)(8) to Indian children under both State and Tribal jurisdiction. The CFCIP also requires States to consult with Tribes regarding independent living and transition services provided to older youth in foster care. Specifically, section 477(b)(3)(G) of the Act requires States to certify that “each Indian tribe in the State has been consulted about the programs to be carried out under the [CFCIP] plan; that there have been efforts to coordinate the programs with such tribes; and that benefits and services under the programs will be made available to Indian children in the State on the same basis as to other children in the State.” In addition, as previously noted, P.L. 110-351 added a new title IV-E plan requirement for States to negotiate in good faith with any Tribe that requests the development of a title IV-E agreement with the State to administer all or part of the title IV-E program on behalf of Indian children.

The Child and Family Services Review (CFSR) process also provides an opportunity for States and Tribes to consult and coordinate. Tribal representatives should be involved in States' statewide assessments for the CFSR and the planning for services improvement through States' CFSR Program Improvement Plans (PIP).

Finally, it should be noted that Federal regulations at 45 CFR 1357.15(v) require State agencies and Indian Tribal organizations to exchange copies of their CFSPs.

Joint planning: Joint planning means an ongoing partnership process between ACF/CB and a Tribe in the development, review, analysis, and refinement and/or revision of the State's and the Indian Tribe's CFSP. Joint planning involves discussions, consultation, and negotiation between CB Regional Office staff and the Tribe in all areas of CFSP creation such as, but not limited to, identifying the service needs of children, youth, and families; selecting the unmet service needs that will be addressed; developing goals and objectives that will result in improving outcomes for children and families; developing a plan to meet the Federal financial matching requirements; and establishing a more comprehensive, coordinated and effective child and family services delivery system. The expectation of joint planning is that both ACF/CB and the State or Tribe will reach agreement on substantive and procedural matters related to the CFSP. (See 45 CFR 1357.10 - Definitions.)

Section C. Final Report for the CFSP for Fiscal Years 2005-2009

Each Tribe that received funding under title IV-B, subpart 1 (the Stephanie Tubbs Jones Child Welfare Services Program) and/or title IV-B, subpart 2 (Promoting Safe and Stable Families Program) for any of the fiscal years 2005–2009 must conduct a review of the progress made toward accomplishing the goals and objectives in the CFSP. When conducting the final review, the Tribe must involve the agencies, organizations, and individuals that are a part of the ongoing CFSP-related consultation and coordination process. The final report may be submitted in the format of the Tribe's choice.

The final report must include a description of the specific accomplishments and progress made toward meeting each goal and objective in the Tribe's CFSP for FYs 2005-2009, including information on outcomes for children and families, and a more comprehensive, coordinated, effective child and family services continuum. In describing the progress and accomplishments

in the final report, the Tribe should incorporate its baseline data and information and other information gathered through annual reviews. The final report should address barriers or unexpected events that may have had an impact on the accomplishment of the CFSP plan's goals and objectives. Specify any additions or changes in services or program design due to the Tribe's own evaluation of programs that the Tribe has found particularly effective or ineffective. The Final Report may also include any other information a Tribe wishes to include relating to the CFSP efforts.

The final report must be made available to the public, as required by 45 CFR 1355.21.

Section D. Five-Year Child and Family Services Plan for FYs 2010-2014

Development of the new CFSP continues the Tribe's opportunity to implement a system of coordinated, integrated, culturally-relevant, family-focused services. Tribes should review the service principles at 45 CFR 1355.25. The process of coordination and collaboration implemented during the previous plan development, and continued annually for the APSR, should be continued in the development of the CFSP for FYs 2010-2014. The Tribe should use information and data gathered through the previous CFSP and APSRs, if applicable, to inform the development of the Tribe's FY 2010-2014 CFSP vision, goals, objectives, funding, and service decisions.

The CFSP must include information for any or all of the following programs for which the Tribe is applying:

- **Stephanie Tubbs Jones Child Welfare Services Program (title IV-B subpart 1)**
Funds under this program may be used for:
 1. protecting and promoting the welfare of all children;
 2. preventing the neglect, abuse, or exploitation of children;
 3. supporting at-risk families through services which allow children, where appropriate, to remain safely with their families or return to their families in a timely manner;
 4. promoting the safety, permanence, and well-being of children in foster care and adoptive families; and
 5. providing training, professional development and support to ensure a well-qualified child welfare workforce.

- **The Promoting Safe and Stable Families Program (title IV-B subpart 2)**
Funds under this program may be used to support services in the following four areas:
 1. family preservation;
 2. family support;
 3. time-limited family reunification; and
 4. adoption promotion and support services.

- **The Chafee Foster Care Independence Program (CFCIP); and the Education and Training Vouchers (ETV) Program**

Funds under CFCIP are used to help youth in foster care and former foster youth ages 18-21 make a successful transition from foster care to self-sufficiency by providing educational, vocational and other services and supports. The ETV program provides funds for vouchers for postsecondary education and training. Information on tribal eligibility for these programs and additional information on the use of funds under these programs is discussed in Section F of this PI.

Tribes must provide the following information in the CFSP:

Tribal agency administering the programs: Tribes must identify the Tribal agency that will administer the title IV-B (and, if applicable, CFCIP and ETV) programs under the plan. The CFSP must include a description of the organization, its function, and the organizational unit responsible for operation and administration of the CFSP, an organizational chart of that office, and a description of how that office relates to Tribal and other offices operating or administering service program within the Tribal service area. The same agency is required to administer or supervise the administration of all programs under titles IV-B and IV-E of the Act (45 CFR 1357.15(f)).

Vision Statement: Tribes must include a vision statement which articulates the grantee's philosophy of providing child and family services and developing or improving a coordinated service delivery system. The vision should reflect the service principles at 45 CFR 1355.25 (45 CFR 1357.15(g)).

Goals: The CFSP must specify the goals that will be accomplished during and by the end of the five-year period of the plan. The goals must be expressed in terms of improved outcomes for the safety, permanency and well-being of children and families, and a more comprehensive, coordinated, and effective child and family service delivery system (45 CFR 1357.15(h)).

Objectives: The CFSP must include the realistic, specific, quantifiable and measurable objectives that will be carried out to achieve each goal. Each objective should focus on outcomes for children, youth and/or families or on elements of service delivery (such as quality) that are linked to outcomes in important ways. Each objective should include both interim benchmarks and a long-term timetable, as appropriate, for achieving the objective. The CFSP must include objectives to make progress in reaching additional children in need of services, expanding and strengthening the range of existing services, and developing new types of services (45 CFR 1357.15(i)).

Measures of progress: The CFSP must describe the methods to be used in measuring the results, accomplishments, and annual progress toward meeting the goals and objectives. Processes and procedures assuring valid and reliable data and information must be specified. The data and information must be capable of determining whether or not the interim benchmarks and multi-year timetable for accomplishing CFSP goals and objectives are being met (45 CFR 1357.15(j)).

Consultation and Coordination. The CFSP must discuss the approach to include, and the involvement of, stakeholders including families, youth, States, other Federally-funded programs, e.g. Temporary Assistance for Needy Families (TANF), Medicaid, Child Care, Head Start, Supplemental Nutrition Assistance Program (SNAP) (formerly known as the Food Stamps program), and Community-Based Child Abuse Prevention (CBCAP) programs; and State, local, Tribal and community-based public and private providers for programs such as substance abuse, domestic violence, behavioral health, schools, developmental disability, private child welfare services, etc. Describe how services under the plan will be coordinated over the five-year period with services or benefits under other Federal or Federally-assisted child and family services or programs serving the same populations to achieve the goals and objectives in the plan (45 CFR 1357.15(l) and (m)).

Service Description: Tribes must describe the services they plan to provide under title IV-B, subpart 1 and under each category of title IV-B, subpart 2: family preservation; family support; time-limited family reunification; and adoption promotion and support services. The description must include services currently available to families and children; the extent to which each service is available and being provided in different geographic areas and to different types of families; and important gaps in service, including mismatches between available services and family needs as identified by baseline data and the consultation process (45 CFR 1357.15(n)).

Information on the estimated number of individuals and families to be served; the population to be served; and the geographic areas where the services will be available for each described service must be recorded on the CFS-101 part II.

Estimated expenditures for above services: Tribes must provide the estimated expenditures for the described services on the CFS-101.

Health care services: P.L. 110-351 amended section 422(b)(15) of the Act which previously required a Tribe to describe how it actively involves and consults physicians or other appropriate medical professionals in assessing the health and well-being of foster children and determining appropriate medical treatment. The law now also requires Tribes (and States), in coordination with the State title XIX (Medicaid) agency, and in consultation with pediatricians and other experts in health care, and experts in and recipients of child welfare services to develop a plan for ongoing oversight and coordination of health care services for children in foster care. The plan must ensure a coordinated strategy to identify and respond to the health care needs of children in foster care placements including mental health and dental health needs. Tribes are required to submit a copy of the Health Care Services Plan with their CFSP. The plan shall include an outline of:

- a schedule for initial and follow-up health screenings that meet reasonable standards of medical practice;
- how health needs identified through screenings will be monitored and treated;
- how medical information will be updated and appropriately shared, which may include the development and implementation of an electronic health record;

- steps to ensure continuity of health care services, which may include establishing a medical home for every child in care;
- the oversight of prescription medicines; and
- how the Tribe actively consults with and involves physicians or other appropriate medical or non-medical professionals in assessing the health and well-being of children in foster care and determining appropriate medical treatment.

This requirement was effective October 7, 2008. Tribes must provide an explanation of how pediatricians and other health care experts and experts in and recipients of child welfare services were selected and how they and the Medicaid agency were involved in developing health care oversight and coordination plans for children in foster care. As part of its plan for responding to the mental health needs of children and for providing oversight for prescription medicines, CB encourages Tribes to pay particular attention to the oversight of the use of psychotropic medicines in treating the mental health care needs of children.

Consultation with States: Describe the Tribe's consultations with States relating to delivery of child welfare services and compliance with the Indian Child Welfare Act (ICWA). Some components in ICWA to address in discussions with States and in the CFSP include:

- notification of parents or Indian custodians and the child's Tribes of State proceedings involving an Indian children and of their right to intervene;
- placement preferences for Indian children in foster care, pre-adoptive, and adoptive homes;
- active efforts to prevent the breakup of the Indian family when parties seek to place a child in foster care or for adoption; and
- Tribal right to intervene in State proceedings, or transfer proceedings to the jurisdiction of the Tribe.

Provide a description of the understanding, gathered from State/Tribal consultation, as to who is responsible for providing the child welfare services and protections for Tribal children delineated at Section 422(b)(8) of the Act, whether they are in State or Tribal care and responsibility.

Provide information regarding consultations between the Tribe and the State specifically relating to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth under the CFCIP (Section 477(b)(3)(G) of the Act). This instruction is further delineated in the CFCIP section below.

Also note that effective October 1, 2009, P.L. 110-351 allows Tribes to apply to the Secretary to receive title IV-E funds directly for foster care, adoption assistance and, at Tribal option, kinship guardianship assistance. The title IV-E requirements apply equally to Tribes and States, except as otherwise described in the law (section 479B(b)). The Tribal plan must describe the Tribe's title IV-E service area and population (section 479B(c)(1)(B)).

The opportunity to operate a title IV-E program is not time-limited by the law. The Tribe has the discretion to determine whether or when it wants to develop its own title IV-E program to serve

Indian children. States remain responsible for serving resident Indian children who are not otherwise being served by a Tribe under an agreement with the State or under a direct title IV-E plan (section 301(d)(2) of P.L. 110-351).

The law explicitly permits Tribes to continue existing title IV-E agreements or enter into new agreements with States to administer all or part of the title IV-E program on behalf of Indian children and to access title IV-E administration, training, and data collection resources (section 479B(e) of the Act). Finally, the law adds a title IV-E State plan provision for States to negotiate in good faith with Tribes seeking title IV-E agreements (section 471(a)(32)).

Disaster plans: Section 422(b)(16) requires that the Tribe shall have in place procedures providing for how the Tribal programs assisted under title IV-B or IV-E of the Act would respond to a disaster, in accordance with criteria established by the Secretary which should include how a Tribe would:

- identify, locate, and continue availability of services for children under Tribal care or supervision who are displaced or adversely affected by a disaster;
- respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services to those cases;
- remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster;
- preserve essential program records; and
- coordinate services and share information with States and other Tribes.

Tribes are required to review their previously submitted disaster plan, make any needed changes, and submit the disaster plan with the CFSP, regardless of whether changes were made to the plan.

Program Support: Discuss any child and family program's research or evaluation activities that the Tribe is conducting or planning to conduct. Describe any management information systems and quality assurance systems to be implemented or updated.

Training: For all Tribes submitting a CFSP, discuss the Tribe's child welfare services staff development and training plan in support of the goals and objectives of the CFSP which addresses the title IV-B programs covered by the plan.

Tribes that intend to submit a title IV-E plan to operate directly a foster care, adoption assistance and, at the Tribe's option, guardianship assistance program, are advised that in the future a title IV-E training plan will need to be combined with the training plan under title IV-B, as required by 45 CFR 1356.60(b)(2). Information is included in Attachment F that describes the more detailed information that will need to be included in a combined title IV-B/IV-E Training Plan. This information is provided to assist Tribes in making plans for the operation of a title IV-E program only. **Tribes are not required to submit the title IV-E training plan with the CFSP due on June 30, 2009**, but if approved to operate a title IV-E program will be required to submit

such information prior to submitting claims under title IV-E for reimbursement of allowable training costs.

Technical Assistance: Discuss any technical assistance that the Tribe anticipates requesting from the CB's Training and Technical Assistance network as it implements current or new Federal requirements.

Plan Availability: The Tribe must make the CFSP available to interested parties. The plan must describe how the CFSP will be made available. States and Tribes are to share their plans with each other.

Assurances: Tribes are to submit the assurances and certifications necessary for plan approval for each program for which the Tribe is applying for funds. Tribes are to submit with the CFSP the pages of Attachment C, signed by the appropriate Tribal official, for each applicable program.

Certification of Population Count: Title IV-B funds are allotted to Tribes based on the number of children under the age of 21 as reflected in Census Bureau data, unless a Tribe has certified an alternative number that has been approved by the CB Regional Office. Tribes have the opportunity to update their certification numbers to reflect the number of children under age 21 in their populations. Tribes must send a statement certifying the revised number of children who have not yet reached their 21st birthday and provide a justification for the revision to their Regional Office. This certification must be signed by the Tribal enrollment officer and the Tribal president/chairperson and is due with the June 30th plan submittal. Because grant amounts for both States and Tribes will be affected by the revisions, the Regional Office may ask for additional verification/documentation if the numbers vary significantly from the Census or previous data. (See Attachment G)

Section E. Chafee Foster Care Independence and Education and Training Vouchers Programs

In the past, only States have been eligible to receive grants under the CFCIP and the ETV Program. When submitting their plans for these program, however, States are required to certify that each Indian Tribe in the State has been consulted about the programs to be carried out; that there have been efforts to coordinate the programs with such Tribes; and that benefits and services under the program will be available to Indian children in the State on the same basis as to other children in the State (section 477(b)(3)(G)).

P.L. 110-351 added new provisions at Section 477(j) of the Act that give certain Tribes -- those with either an approved title IV-E plan or those receiving funding to provide foster care through a title IV-E cooperative agreement or contract with a State -- the option to receive directly a portion of the CFCIP and/or ETV funds allotted to the State in which the Tribe is located. This option becomes effective on October 1, 2009. In addition, P.L. 110-351 expanded the consultation requirements for States at section 477(b)(3)(G) by adding statutory language requiring a State to negotiate in good faith with any Tribe that does not receive a CFCIP or ETV allotment directly from the Secretary for a fiscal year, but requests to develop an agreement with

the State to administer or supervise the CFCIP or ETV program with respect to eligible Indian children and receive an appropriate portion of the State's allotment for such administration or supervision. That provision also becomes effective October 1, 2009.

At this time, because the law does not yet permit Tribes to operate a title IV-E program directly, the option to apply to receive FY 2010 CFCIP and/or ETV funds directly from the Secretary is limited to Tribes that have a title IV-E Tribal/State cooperative agreement or contract. Tribes with such agreements or contracts who are interested in receiving CFCIP or ETV funds directly should contact their CB Regional Office as soon as possible to express their interest and to provide information that will be needed to determine the approximate amount of the allotment to which the Tribe would be entitled. The statutory formula for determining allocations under the CFCIP and ETV programs is based on the number of children in foster care and Tribal allocations will come from the funds allocated to the State in which the Tribe is located. Therefore, in order to calculate an allocation for a Tribe, it will be necessary for the Tribe to provide to the CB Regional Office information on the number of children in foster care who are under the responsibility of the Tribe (either directly or under the supervision of the State). (See sections 477(j)(4) and (5) of the Act.)

Tribes receiving direct funding under CFCIP and/or ETV will also be required to provide a 20 percent match.

Requirements for Tribes applying to receive direct funding:

Tribes that wish to receive funds directly must include in the CFSP a description of the CFCIP and/or ETV services to be provided in the upcoming FY 2010. In order to fulfill the intent of the Act, which is in keeping with positive youth development, Tribes are strongly encouraged to include youth, presently in care as well as former foster youth, as critical stakeholders in the development of the plan.

Plans must meet the requirements of the Act at 477(a) and (b), as determined appropriate by the Secretary of HHS. Tribes applying to receive funds for CFCIP and/or ETV are required to sign the certifications for these programs found in Attachment C of this PI.

At this time, it has been determined that one CFCIP certification, found at section 477(b)(3)(D) is not yet applicable to Tribes, since Tribes are not yet authorized to operate title IV-E programs directly. (This certification relates to use of title IV-E training funds to help foster parents, adoptive parents, workers in group homes, and case managers understand and address the issues confronting adolescents preparing for independent living.) In addition, the certification found at section 477(b)(3)(G) of the Act relating to consultation and good faith negotiations with Tribes around CFCIP services is specifically directed toward States rather than Tribes.

In addition to signing the certifications, the Tribe must submit as part of the CFSP a plan that identifies the Tribal agency or agencies that will administer, supervise or oversee the programs and provide a statement that indicates that the Tribal agency will cooperate in national evaluations of the effects of the programs in achieving the purposes of CFCIP and address the other plan requirements described below.

Description of Program Design and Delivery: In the CFSP, Tribes must address how they will design and conduct their CFCIP and ETV programs to achieve the purposes of section 477(b)(2)(A) and section 477(a)(1-7) of the Act to:

- help youth transition to self-sufficiency;
- help youth receive the education, training and services necessary to obtain employment;
- help youth prepare for and enter postsecondary training and educational institutions;
- provide personal and emotional support to youth through mentors and the promotion of interactions with dedicated adults;
- provide financial, housing, counseling, employment, education and other appropriate support and services to former foster care recipients between 18 and 21 years of age; and
- make available vouchers for education and training, including postsecondary education, to youth who have aged out of foster care; and
- provide services to youth who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption.

Note that if a Tribe wishes to receive direct funding under the ETV program only, it need only address its plans for achieving that purpose of the Chafee program.

Serving Youth of Various Ages and States of Achieving Independence: In developing their CFCIP plans, Tribes are required to describe how youth of various ages and at various stages of achieving independence are to be served (Section 477(b)(2)(C)). In their plans, Tribes must describe how they are serving: (1) youth under 16; (2) youth between the ages of 16-18; (3) youth ages 18 through 20; and (4) youth who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption. (This information is not required for Tribes applying for ETV funding only.)

The description should include the identification of Tribal statutory and/or administrative barriers, if any, which, in order to facilitate the Tribe serving a broader range of eligible youth, need to be eliminated or amended. Tribes should also discuss how they are developing services for those individuals "likely to remain in foster care until age 18." Some identifiers of individuals "likely to remain in foster care until 18" include, but are not limited to, age, ethnicity, presenting problems, case histories, and individual case goals and objectives.

Tribes should also note the following requirement specific to youth ages 18-20:

Room and Board: Tribes are required to certify (by signing the Certification form in Attachment C) in their Tribal plans that no more than 30 percent of their allotment of Federal funds will be expended for room and board for youth who left foster care because they attained 18 years of age, but have not yet attained 21 years of age (section 477(b)(3)(B)). The Tribe must have developed a reasonable definition of "room and board" and provide the definition in the CFSP. The CFSP must include a description of

the approach(es) being used to make room and board available to youth ages 18 through 20.

Education and Training Vouchers Program. Tribes should note that purpose 6 of section 477(a) is to make available vouchers of up to \$5000 per youth per year for postsecondary education and training to youths who have aged out of foster care. Eligible Tribes that opt to receive direct funding for the ETV program must describe how the Tribe will establish its postsecondary educational assistance program to achieve the purpose of the ETV program (section 477(a)(6) of the Act) and to accomplish the purposes of the Act. Tribes must describe the methods they use to operate the program efficiently and assure that they will comply with the conditions specified in subsection 477(i). (See Attachment C) Tribes must also describe the methods they will use to: (1) ensure that the total amount of educational assistance to a youth under this and any other Federal assistance program does not exceed the total cost of attendance; and (2) to avoid duplication of benefits under this and any other Federal assistance program.

Consultation and Collaboration: Tribes must describe the consultation process regarding the CFCIP and ETV programs with each State for which a portion of an allotment would be redirected to the Tribe. Describe the results of that consultation, particularly with respect to:

- Determining the eligibility for benefits and services of Indian children to be served under the CFCIP and/or ETV programs that the Tribe has opted to operate directly; and
- The process for consulting with the State in order to ensure the continuity of benefits and services for such children who will transition from receiving benefits and services under the State's CFCIP and ETV programs to receiving such benefits and services under programs carried out directly by the Tribe.

In addition, we are clarifying, consistent with the Senate Appropriations Committee's Senate Report 110-410, that States and Tribes may not deny eligibility for independent living services to a youth who otherwise meets the eligibility criteria but who is temporarily residing out of State, and that States/Tribes may not terminate ongoing independent living assistance solely due to the fact that a youth is temporarily residing out of State.

Section F. Financial Information

1. Payment Limitations - Title IV-B, subpart 1:

As required by section 422(b)(14) of the Act, Tribes may spend no more than 10 percent of title IV-B, subpart 1 funds for administrative costs. As defined at section 422(c)(1) of the Act, administrative expenditures are costs for the following activities to the extent they are incurred in administering the title IV-B State plan: procurement, payroll management, personnel functions (other than the portion of the salaries of supervisors attributable to time spent directly supervising the provision of services by caseworkers), management, maintenance and operation of space and property, data processing and computer services, accounting, budgeting, auditing, and travel expenses (except those related to the provision of services by caseworkers or the

oversight of programs funded under title IV-B, subpart 1). Because of the limitation on administrative expenditures, Tribes may have to limit the application of their indirect cost rate. If the application of the indirect cost rate results in the administrative cost limit being exceeded, the Tribe must reduce direct and/or indirect costs assigned to the program to assure that total administrative costs are limited to no more than 10 percent of total program expenditures.

2. FY 2009 Funding-Revised Budget Request

Unneeded portions of Tribal allocations of title IV-B, CFCIP, and ETV funds will be re-allocated by ACF in accordance with prescribed formulas (Sections 423(e), 433(d) and 477(d)(4) of the Act).

- If the Tribe has received an allotment for FY 2009 and wishes to receive more funds than its previously submitted CFS-101 for FY 2009 indicated, it must submit a revised FY 2009 budget form (CFS-101, Part I). Note: The revised total request for each program must be equal to or less than the sum of the reallocation request(s) and the amount the Tribe is eligible to receive in FY 2009 under title IV-B, subparts 1 or 2. (See Attachment A).
- If the Tribe intends to release or apply for funds for reallocation for the title IV-B, subpart 1 or 2 programs, please note the amounts the Tribe is releasing or requesting on the appropriate lines of the FY 2009 CFS-101 (see form instructions for more detail). ACF will re-allocate the funds in accordance with the prescribed formulas. Funds will be re-allocated prior to the end of the fiscal year.

3. FY 2010 Budget Request-CFS 101, Parts I and II (See Attachment D)

- Complete Part I of the CFS 101 form to request title IV-B, subparts 1 and 2, CFCIP and ETV funds, as applicable.
- Complete Part II to include the estimated amount of funds to be spent in each program area by source, the estimated number of individuals and families to be served, and the geographic service area within which the services are to be provided.
- Use the FY 2009 allocation tables as the basis for budget requests for title IV-B, subparts 1 and 2. If interested in applying directly to receive CFCIP and/or ETV funds, please contact your CB Regional Office to obtain an estimate of the amount of funds that will be available to the Tribe under these programs.

4. FY 2007 Title IV-B Expenditure Report-CFS-101, Part III

Complete the CFS-101, Part III to include the actual amount of funds expended in each program area of title IV-B funding by source, the number of individuals and families served, and the geographic service area within which the services were provided. The Tribe must track and report annually its actual title IV-B expenditures, including administrative costs for the most

recent preceding fiscal year. Tribes must report the actual title IV-B expenditures of FY 2007 funds and submit this with your FY 2009 submission.

5. Financial Status Reports (Standard Form (SF)-269)

All grantees must report expenditures under title IV-B, subparts 1 and 2, CFCIP and ETV on the Financial Status Report, SF-269. Submission requirements for each program are listed below under the appropriate heading. A negative grant award will recoup unobligated and/or unliquidated funds reported on the final SF-269 for the title IV-B programs, CFCIP and ETV programs.

Tribes are encouraged to submit an electronic SF-269 for the above listed programs through the ACF Online Data Collection (OLDC) system. If reports are submitted electronically through OLDC, paper copies do not need to be submitted. For more information on gaining access to and using the OLDC submission process, please see <https://extranet.acf.hhs.gov/oldcdocs/materials.html> or contact your ACF Regional Office Grants Officer or specialist. (See ACF Grants Management Action Transmittal OA-ACF-AT-01-05.)

If unable to submit reports electronically, Tribes may submit the original SF-269 for each program to the following address with a copy to your ACF Regional Office:

Division of Mandatory Grants
Office of Administration
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Title IV-B, subparts 1 and 2

Funds under title IV-B, subparts 1 and 2 must be expended within two years. Tribes are required to submit the SF-269 fiscal report for expenditures under both title IV-B, subpart 1 and title IV-B, subpart 2 at the end of each 12 months (October 1 through September 30) of the two-year expenditure period. Reports are due 90 days after the end of the fiscal year (45 CFR 92.41). The SF-269 fiscal report covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The required 25 percent Tribal match must be reported on the final fiscal report. (Note that the match is based on 25 percent of the total program costs, including the combined Federal and non-Federal share, which equals one-third of the Federal amount awarded.) For both programs, funds must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2009, funds must be obligated by September 30, 2010 and liquidated (i.e., paid out) by December 29, 2010.)

The title IV-B, subpart 2 grant is comprised of both discretionary and mandatory funds. Since the discretionary funds under title IV-B, subpart 2 (PSSF) are to be expended for the same purposes as the mandatory funds, no separate reporting is required to distinguish between the expenditure of the two amounts. Grantees are to report the cumulative amount on the financial

status report (SF-269). Funds reported as unobligated on the final financial status report will be recouped from the discretionary amount first.

CFCIP and ETV

Funds under CFCIP and ETV must be expended within two fiscal years. Tribes are required to submit separate SF-269 fiscal reports for the CFCIP and ETV programs, if they directly receive grants under both programs. Reports capturing the October 1 - September 30 expenditure period are due December 29 (90 days after the end the 12 month period). The SF-269 fiscal report covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The required 20 percent Tribal match must be reported on the final reports. (Note that the match is based on 20 percent of total program costs, including the combined Federal and non-Federal share, which equals 25 percent of the Federal amount awarded.) CFCIP and ETV funds must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2010, funds must be obligated by September 30, 2011 and liquidated (i.e., paid out) by December 29, 2011.)

Submittals:

In summary, by June 30, 2009, Tribes must submit to their CB Regional Office via e-mail or on a compact disc:

- a final report for the FY 2005-2009 CFSP (in Microsoft Word);
- the CFSP for FY 2010-2014 (in Microsoft Word);
- the CFS-101, Parts I and II for FY 2009, applicable if the Tribe has been allotted and requests more than its previously submitted request for funds indicates;
- the CFS-101, Parts I and II for FY 2010;
- the CFS-101 Part III for FY 2007; and
- Certifications and Assurances as applicable (See Attachment C).

Tribes must submit the documents electronically to the CB Regional Office. The signed CFS-101s should be submitted in .pdf format as a separate attachment. It is preferred that attachments to the final report and the CFSP be in Microsoft Word although other formats will be accepted. The Regional Office will review the application and contact the Tribe if they have any questions or if revisions are needed. Once the Regional Office has completed the review, it will forward a copy of the approved CFS-101 to the Children's Bureau's Central Office.

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 Control Number for this OMB approved information collection is 0980-0047.

Inquiries To: Children's Bureau Regional Program Managers

/s/

Maiso L. Bryant
Acting Commissioner

Attachment A:

Fiscal Year 2009 Allotment Title IV-B Subpart 1 - Stephanie Tubbs Jones Child Welfare Services

Fiscal Year 2009 Allotment Title IV-E Subpart 2 - Promoting Safe and Stable Families

Attachment B:

Current variances in the Title IV-B Provisions of Law and Regulations

Attachment C:

Stephanie Tubbs Jones Child Welfare Services Program (title IV-B Subpart 1) Assurances
Promoting Safe and Stable Families (title IV-B Subpart 2) Assurances
Certifications for the Chafee Foster Care Independence Program
Tribal Leader's Certification for the Education and Training Voucher Program/Chafee Foster Care Independence Program

Attachment D:

CFS-101 Part I: Annual Budget Request for Title IV-B, Subparts 1 and 2, CAPTA, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Program Instructions

CFS-101 Part I: Annual Budget Request for Title IV-B, Subparts 1 and 2, CAPTA, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Program Form

CFS-101, Part II: Annual Summary of Child and Family Services Instructions

CFS-101, Part II: Annual Summary of Child and Family Services Form

CFS-101, Part III: Annual Expenditures for Title IV-B, Subparts 1 and 2, CAPTA, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Instructions

CFS-101, Part III: Annual Expenditures for Title IV-B, Subparts 1 and 2, CAPTA, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Form

Attachment E:

Children's Bureau Regional Program Managers

Attachment F:
Information for Tribes on Title IV-E Training Plans

Attachment G:
Certification of Tribal Population Under Age 21

FISCAL YEAR 2009 ALLOTMENTS FOR INDIAN TRIBES/TRIBAL ORGANIZATIONS
TITLE IV-B, SUBPART 1
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES

Indian Tribe/Tribal Organization	Tribe Population Under 21	2009 Allocation
ALASKA		
Aleutian/Pribilof Island As	1,145	\$11,473
Assoc Vil Coun Pres	8,082	\$80,982
Bristol Bay	2,463	\$24,679
Chugachmiut	610	\$6,112
Cook Inlet	9,899	\$99,188
Kawerak	4,155	\$41,633
Ketchikan Indian Corp.	1,712	\$17,154
Kotzebue Native Village	1,079	\$10,812
Manilaq Assoc	2,227	\$22,315
Metlakatla Indian Community	8,818	\$8,818
Orutsaramuit	1,524	\$15,270
Sitka Tribe	603	\$6,042
Sun'aq Tribe of Kodiak (Shoonaq)	391	\$3,918
Tanana Chiefs	4,708	\$47,174
Tlingit-Haida	1,401	\$14,038
ARIZONA		
Colorado River	1,369	\$14,662
Gila River	5,054	\$54,128
Hopi	4,066	\$43,547
Navajo	49,833	\$533,711
Navajo (NM portion)	32,526	\$373,724
Navajo (UT portion)	3,106	\$35,222
Pascua Yaqui	4,090	\$43,804
Salt River	3,312	\$35,472
San Carlos Apache	4,434	\$47,488
Tohono O'odham	11,492	\$123,079
CALIFORNIA		
Karuk Tribe	604	\$5,345
Smith River Rancheria	367	\$3,248
Tule River Tribal Council	715	\$6,328
COLORADO		
CO Ute Mountain	721	\$6,316
Ute Mountain	137	\$1,554
IDAHO		
Nez Perce Tribe	1,065	\$12,141
The Shoshone-Bannock Tribes	1,767	\$20,144
INDIANA		
Pokagon Band of Potawatomi	178	\$1,826
LOUISIANA		
Chitimacha	529	\$5,888
MAINE		
Houlton Band of Maliseets	378	\$4,105
Passa. Pleasant Point	654	\$7,102
Penobscot	564	\$6,125
MASSACHUSETTS		
Wampanoag of Gay Head	353	\$2,584
MICHIGAN		
Bay Mills	640	\$6,202
Grand Traverse of Ottawa	1,385	\$13,421
Keweenaw Bay Indian Communi	506	\$4,903
Little River Band of Ottawa Indians of Michigan	699	\$6,773
Little Traverse Bay Bands Of Odawa Indians	995	\$9,642

FISCAL YEAR 2009 ALLOTMENTS FOR INDIAN TRIBES/TRIBAL ORGANIZATIONS
TITLE IV-B, SUBPART 1
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES

Indian Tribe/Tribal Organization	Tribe Population Under 21	2009 Allocation
MICHIGAN (con't)		
Match-E-Be-Nash-She-Wish Band (Gun Lake Tribe)	136	\$1,318
Pokagon Band of Potawatomi	793	\$7,684
Saginaw Chippewa Tribe of Michigan	607	\$5,882
Sault Ste. Marie Chippewa	13,096	\$126,900
MINNESOTA		
Fond Du Lac Reservation Business Committee	789	\$7,006
Leech Lake Reservation	2,177	\$19,332
Mille Lacs Band of Ojibwe Indians	1,393	\$12,370
Red Lake Chippewa	3,040	\$26,995
White Earth Chippewa	1,553	\$13,791
MISSISSIPPI		
Mississippi Choctaw	4,596	\$54,738
MONTANA		
Blackfeet	5,022	\$59,360
Chippewa Cree	2,035	\$24,054
Conf'd Salish & Kootenai	3,105	\$36,701
Crow Tribe	5,122	\$60,542
Ft. Belknap	1,873	\$22,139
Ft. Peck Assiniboine and Sioux Tribes	5,029	\$59,443
Northern Cheyenne	3,541	\$41,855
NEBRASKA		
Omaha Tribe	1,343	\$13,699
Ponca Tribe	931	\$9,496
Santee Sioux Nation	281	\$2,866
Winnebago Tribe of Nebraska	721	\$7,364
NEW MEXICO		
Acoma	1,845	\$21,199
Isleta	1,533	\$17,614
Jemez	1,137	\$13,064
Jicarilla Apache	1,143	\$13,133
Laguna	2,873	\$33,011
San Felipe	1,512	\$17,373
San Ildefonso Pueblo	207	\$2,378
San Juan Pueblo	743	\$8,537
Santa Ana Pueblo	238	\$2,735
Santa Clara	509	\$5,848
Santo Domingo	1,699	\$19,522
Taos	725	\$8,330
Zuni	4,502	\$51,728
NORTH CAROLINA		
Eastern Band Cherokee	4,815	\$49,835
NORTH DAKOTA		
Spirit Lake	1,830	\$21,246
Standing Rock Sioux Tribe	1,464	\$16,997
SD Standing Rock Sioux Tribe	1,522	\$17,031
Three Affiliated Tribes(Ft Berthold)	3,392	\$39,381
Turtle Mountain	3,799	\$44,106

FISCAL YEAR 2009 ALLOTMENTS FOR INDIAN TRIBES/TRIBAL ORGANIZATIONS
TITLE IV-B, SUBPART 1
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES

Indian Tribe/Tribal Organization	Tribe Population Under 21	2009 Allocation
OKLAHOMA		
Absentee Shawnee Tribe	808	\$8,848
Apache	756	\$8,278
Caddo Tribe	1,592	\$17,432
Cherokee	68,085	\$745,531
Cheyenne-Arapaho	7,932	\$86,855
Chickasaw	9,872	\$108,098
Choctaw	38,708	\$423,853
Citizen-Potawatomi	4,740	\$51,903
Comanche Nation Indian Child Welfare	5,045	\$55,243
Creek	20,505	\$224,530
Delaware Nation of Western OK	423	\$4,632
Eastern Shawnee Tribe	419	\$4,588
Fort Sill Apache Tribe	280	\$3,066
Iowa	218	\$2,387
Kaw Nation	1,079	\$11,815
Kialegee Tribal Town	164	\$1,796
Kickapoo Tribe of Oklahoma	1,163	\$12,735
Kiowa	2,285	\$25,021
Miami Tribe of Ok	363	\$3,975
Osage	3,838	\$42,026
Otoe-Missouria Tribe	156	\$1,708
Ottawa Tribe of Oklahoma	747	\$8,180
Pawnee Nation of Oklahoma	879	\$9,625
Ponca Tribe of Indians	1,124	\$12,308
Quapaw Tribe of Oklahoma	1,241	\$13,589
Sac-Fox	1,043	\$11,421
Seminole	9,246	\$101,244
Seneca-Cayuga	1,766	\$19,338
Shawnee Tribe	615	\$6,734
Thlopthlocco Tribal Town	269	\$2,946
Tonkawa Tribe of Oklahoma	267	\$2,924
United Keetoowah Band	1,888	\$20,674
Wichita & Affiliated Tribes	1,110	\$12,155
Wyandotte Tribe	1,306	\$14,301
OREGON		
Confederated Tribe of Grand Ronde	1,927	\$19,567
Confederated Tribe of Warm Springs	1,912	\$19,445
Confederated Tribes of Sile	1,764	\$17,940
Klamath	913	\$9,285
RODE ISLAND		
Narragansett Indian Tribe	987	\$9,949
SOUTH DAKOTA		
Cheyenne River Sioux Tribe	4,683	\$52,403
Oglala Sioux(Pine Ridge)	7,508	\$84,015
Rosebud Sioux	4,784	\$53,533
Sisseton-Wahpeton Sioux	1,900	\$21,261
Yankton Sioux	3,025	\$33,850

FISCAL YEAR 2009 ALLOTMENTS FOR INDIAN TRIBES/TRIBAL ORGANIZATIONS
TITLE IV-B, SUBPART 1
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES

	Tribe Population Under 21	2009 Allocation
TEXAS		
Alabama-Coushatta	230	\$2,284
Utah		
Paiute	363	\$4,116
Ute-Unitah & Ouray	1,269	\$14,390
WASHINGTON		
Colville	3,083	\$28,024
Makah	978	\$8,890
Port Gamble S'Klallam Tribe	434	\$3,945
Swinomish Tribe	333	\$3,027
The Tulalip Tribes	1,825	\$16,589
Yakama	3,843	\$34,933
WISCONSIN		
Bad River	2,078	\$20,323
Forest County Potawatomi Community	600	\$5,868
Ho-Chunk Nation	2,296	\$22,455
Lac Courte Oreilles Tribal Gov Board	1,127	\$11,022
Lac Du Flambeau	1,056	\$10,328
Menomine Indian Tribe Of Wisconsin	2,694	\$26,347
Oneida Nation of Wisconsin	4,200	\$41,076
Red Cliff Band of Lake Superior Chippewas	1,834	\$17,937
Sokaogon Chippewa Community	495	\$4,841
Stockbridge-Munsee	294	\$2,875
WYOMING		
Eastern Shoshone Tribe	1,459	\$15,670
Northern Arapaho Business Council	4,138	\$44,442
Eligible Tribes = 148	Total Allocation =	\$5,595,084

**FISCAL YEAR 2009 ALLOTMENTS FOR INDIAN TRIBES/TRIBAL ORGANIZATIONS
TITLE IV-B, SUBPART 1
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES**

**FISCAL YEAR 2009 ALLOTMENTS FOR INDIAN TRIBES/TRIBAL ORGANIZATIONS
TITLE IV-B, SUBPART 1
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES**

**FISCAL YEAR 2009 ALLOTMENTS FOR INDIAN TRIBES/TRIBAL ORGANIZATIONS
TITLE IV-B, SUBPART 1
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES**

\$2,631,878

**FISCAL YEAR 2009 ALLOTMENTS FOR INDIAN TRIBES/TRIBAL ORGANIZATIONS
TITLE IV-B, SUBPART 1
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES**

FISCAL YEAR 2009 INDIAN TRIBES/TRIBAL ORGANIZATIONS
TITLE IV-B, SUBPART 2
PROMOTING SAFE AND STABLE FAMILIES

Indian Tribe/Tribal Organization	Tribe Population Under 21	2009 Allocation
ALASKA		
Aleutian/Pribilof Island Assoc.	1,145	\$24,762
Assoc Vil Coun Pres	9,606	\$207,744
Bristol Bay	2,463	\$53,266
Chugachmuit	310	\$13,192
Cook Inlet	9,899	\$214,081
Kawerak	4,155	\$89,858
Kodiak Area Native Assoc.	1,191	\$25,757
Maniilaq Assoc	3,306	\$71,497
Tanana Chiefs	4,708	\$101,817
Tlingit-Haida	4,596	\$99,395
ARIZONA		
Colorado River	1,369	\$29,607
Gila River	5,054	\$109,300
Hopi	4,066	\$87,933
Navajo	85,465	\$1,848,307
Pascua Yaqui	4,090	\$88,452
Salt River	3,312	\$71,627
San Carlos Apache	4,434	\$95,892
Tohono O'odham	11,492	\$248,532
CALIFORNIA		
Karuk Tribe	604	\$13,062
Tule River Tribal Council	715	\$15,463
COLORADO		
Ute Mountain	858	\$18,556
IDAHO		
Nez Perce Tribe	1,065	\$23,032
Shoshone-Bannock(Fort Hall)	1,767	\$38,214
LOUISIANA		
Chitimacha	529	\$11,440
MAINE		
Passa. Pleasant Point	654	\$14,144
Penobscot	564	\$12,197
MICHIGAN		
Bay Mills	640	\$13,841
Grand Traverse of Ottawa &	1,385	\$29,953
Keweenaw	505	\$10,943
Little River Band of Ottawa Indians of Michigan	699	\$15,117
Little Traverse Bay Bands of Odawa Indians	995	\$21,518
Pokagon Band of Potawatomi	971	\$20,999
Saginaw Chippewa Tribe of Michigan	607	\$13,127
Sault St. Marie Chippewa	13,096	\$283,220
MINNESOTA		
Fond Du Lac Reservation Business Committee	789	\$17,063
Leech Lake Chippewa	2,177	\$47,081
Mille Lacs Band of Ojibwe	1,393	\$30,126
Red Lake Chippewa	3,040	\$65,744
White Earth Chippewa	1,553	\$33,586

FISCAL YEAR 2009 INDIAN TRIBES/TRIBAL ORGANIZATIONS
TITLE IV-B, SUBPART 2
PROMOTING SAFE AND STABLE FAMILIES

Indian Tribe/Tribal Organization	Tribe Population Under 21	2009 Allocation
MISSISSIPPI		
Mississippi Choctaw	4,596	\$99,395
MONTANA		
Assiniboine Sioux(Ft Peck)	5,029	\$108,760
Blackfeet	5,022	\$108,608
Chippewa Cree	2,035	\$44,010
Crow Tribe	5,122	\$110,771
Ft. Belknap	1,873	\$40,506
Northern Cheyenne	3,541	\$76,579
Salish Kootenai	3,105	\$67,150
NEBRASKA		
Omaha	1,343	\$29,044
Winnebago Tribe of Nebraska	722	\$15,614
NEW MEXICO		
Acoma	1,845	\$39,901
Isleta	1,533	\$33,153
Jemez	1,137	\$24,589
Laguna	2,873	\$62,133
San Felipe	1,512	\$32,699
San Juan Pueblo	743	\$16,068
Santa Clara	509	\$11,008
Santo Domingo	1,699	\$36,743
Taos	725	\$15,679
Zuni	4,502	\$97,362
NORTH CAROLINA		
NC Eastern Band Cherokee	4,815	\$104,132
NORTH DAKOTA		
Spirit Lake	1,830	\$39,576
Standing Rock Sioux	2,986	\$64,577
Three Affiliated Tribes(Ft Berthold)	3,392	\$73,357
Turtle Mt. Chippewa	3,799	\$82,159
OKLAHOMA		
Absentee Shawnee Tribe	808	\$17,474
Apache Tribe of Oklahoma	756	\$16,350
Caddo Tribe	1,592	\$34,429
Cherokee	68,085	\$1,472,439
Cheyenne-Arapaho	7,932	\$171,541
OK Chickasaw	9,872	\$213,497
Choctaw	38,708	\$837,118
Citizen-Potawatomi	4,740	\$102,510
Comanche Nation Indian Child Welfare	5,045	\$109,106
Kickapoo Tribe of Oklahoma	1,163	\$25,152
Kiowa	2,285	\$49,417
Muscogee (Creek) Nation	20,505	\$443,451
Osage	3,838	\$83,002
Ottawa Tribe of Oklahoma	747	\$16,155
Pawnee	879	\$19,010
Ponca Tribe of Indians	1,124	\$24,308

FISCAL YEAR 2009 INDIAN TRIBES/TRIBAL ORGANIZATIONS
TITLE IV-B, SUBPART 2
PROMOTING SAFE AND STABLE FAMILIES

Indian Tribe/Tribal Organization	Tribe Population Under 21	2009 Allocation
OKLAHOMA (CON'T)		
OK Quapaw Tribe of Oklahoma	1,105	\$23,897
OK Sac-Fox	1,043	\$22,556
Seminole	9,246	\$199,958
Seneca-Cayuga	1,766	\$38,192
United Keetoowah Band of Cherokee	1,888	\$40,831
Wichita and Affiliated Tribes	1,110	\$24,005
Wyandotte Tribe	1,306	\$28,244
OREGON		
Klamath Tribe	913	\$19,745
Confederated Tribes of Siletz Indians, Inc.	1,764	\$38,149
Grand Ronde Confederated Tribes	1,924	\$41,609
Warm Springs	1,912	\$41,350
RHODE ISLAND		
Narragansett Indian Tribe	987	\$21,345
SOUTH DAKOTA		
Cheyenne River Sioux	4,683	\$101,277
Oglala Sioux(Pine Ridge)	7,508	\$162,372
Rosebud Sioux	4,784	\$103,461
Sisseton-Wahpeton Sioux	1,900	\$41,090
SD Yankton Sioux	3,025	\$65,420
UTAH		
Ute-Uintah & Ouray	1,269	\$27,444
WASHINGTON		
Colville	3,083	\$66,674
Makah	978	\$21,151
Tulalip	1,825	\$39,468
Yakama	3,843	\$83,111
WISCONSIN		
Bad River	2,078	\$44,940
Forest County Potawatomi	600	\$12,976
Ho-Chunk Nation	2,296	\$49,654
Lac Courte Oreilles	1,127	\$24,373
Lac Du Flambeau	1,056	\$22,838
Menominee	2,694	\$58,262
Oneida	4,200	\$90,831
Red Cliff Band	1,834	\$39,663
Sokaogon Chippewa Community	495	\$10,705
WYOMING		
Eastern Shoshone	1,459	\$31,553
Northern Arapaho Business Council	4,138	\$89,490
	\$506,473	\$11,024,611

Eligible Tribes = 113

Allocation =\$11,024,611

Attachment B

Current Variances in Title IV-B Provisions Of Law And Regulation

I. Title IV-B Requirements in Statute but not Regulations*

A. Title IV-B, subpart 1.

1. Program Name Changed to Stephanie Tubbs Jones Child Welfare Services Program.

This change occurred when the Child Welfare Services program was amended by the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law 110-351).

2. Authorization for Funding.

The Child and Family Services Improvement Act of 2006 (Public Law 109-288) removed section 420 of the Social Security Act (Act) as well as the permanent authorization in section 421, which changed title IV-B subpart 1 from a permanent authorization to a five-year authorization. This change supersedes the allocation regulated in 45 CFR 1357.30(b). In addition, instead of spending funds according to a definition of “child welfare services” in former section 425(a)(1) and 45 CFR 1357.10(c), funds must now be spent in accordance with the new program purpose added by Public Law 109-288 which can be found at 421 of the Act.

3. Assurance Regarding Use of Cross-Jurisdictional Resources.

The Safe and Timely Interstate Placement of Foster Children Act of 2006 (Public Law 109-239) requires that State plans for child welfare services contain assurances that the State will make effective use of cross-jurisdictional resources to facilitate timely adoptive or permanent placements for children.

4. Description of Activities for Children Adopted from Overseas.

The Intercountry Adoption Act of 2000 (Public Law 106-279) added section 422(b)(11) to title IV-B, which states that the plan for Child Welfare Services must contain a description of activities that the State has undertaken for children adopted from other countries, including the provision of adoption and post-adoption services.

5. Information on Children Adopted from Other Countries Who Enter State Care.

Public Law 106-279 added section 422 (b)(12) to title IV-B. This provision requires that State plans for child welfare services provide that the State will

collect and report information on children who are adopted from other countries and who enter State custody as a result of the disruption of an adoptive placement, or the dissolution of a finalized adoption. Such information must include the reasons for disruption or dissolution, the agencies who handled the placement or adoption, the plans for the child, and the number of children to whom this pertains.

6. Assurance Regarding Administrative Costs.

Public Law 109-288 added a new section 422(b)(14) to title IV-B subpart 1, requiring grantees to assure that not more than 10 percent of expenditures related to activities funded from IV-B, subpart 1 will be used for administrative costs. Public Law 109-288 also added a definition of “administrative costs” at section 422(c)(1) of the Act.

7. Consultation with Medical Professionals.

Public Law 110-351 amended section 422(b)(15) of title IV-B, subpart 1. The provision was amended to require that grantees coordinate with other agencies, pediatricians and other experts in health care and child welfare services to develop a plan for the ongoing oversight and coordination of mental and physical health care and dental services for children in foster care. The plan must include a strategy for scheduling initial and follow-up health screenings, monitoring and treating health needs, continuity of care and health records, and oversight of prescription medicines.

8. Disaster Response Procedures.

Public Law 109-288 added a new section 422(a)(16) requiring grantees to provide a description of their disaster response procedures.

9. Caseworker Visits.

Public Law 109-288 added a new section 422(b)(17) to title IV-B, subpart 1 requiring that grantees describe the standards for content and frequency of caseworker visits for children in foster care.

10. Collaboration with State Courts.

The Deficit Reduction Act of 2005 (Public Law 109-171) added section 422(b)(13) to require that grantees demonstrate substantial, ongoing, and meaningful collaboration with State courts in the development and implementation of the title IV-B plan.

11. Use of Funds.

Public Law 109-288 amended section 424(c) and (d) of the Act to prohibit States from using more than the amount of non-Federal funds it spent in FY 2005 on foster care maintenance payments as match for the title IV-B, subpart 1, program, and prohibited States from spending title IV-B subpart 1 funds on child care,

foster care maintenance or adoption assistance payments in excess of the amount of funds they spent on these activities in FY 2005. The statutory prohibition supersedes the regulatory provisions at 45 CFR 1357.30(e)(2), (e)(3) and (g).

B. Title IV-B, subpart 2.

1. Program Name Changed to Promoting Safe and Stable Families.

This change occurred when the original Family Preservation and Family Support program was expanded by Public Law 105-89. Funding was also increased at that time and also with the program reauthorization in 2001. [Section 430 (a) in title IV-B of the Social Security Act (the Act)]

2. Addition of Language to subpart 2 Definitions of the Service Categories re: Infant Safe-Haven Programs, Strengthening Parental Relationships, and Promotion of Healthy Marriages.

Public Law 107-133 amended the definition of Family Preservation Services in Section 431(a)(1)(F) to allow grantees to support infant safe haven programs to allow a parent to safely relinquish a newborn infant. The law also added to the definition of Family Support Services. Specifically, grantees may support services to strengthen parental relationships and promote healthy marriages. [Section 431 (a)(2)] The definitions for family preservation and family support services in the regulations at 45 CFR 1357.10 should be read in conjunction with these statutory definitions.

3. Addition of Service Categories of Time-Limited Reunification Services and Adoption Promotion and Support.

The 1997 reauthorization of the title IV-B, subpart 2 program affirmed the use of Federal funds for community-based family support services and family preservation services, and additionally required grantees to spend a portion of funds for time-limited family reunification services and adoption support services. The two latter categories allow grantees to fund services that facilitate the reunification of children in foster care with their families in a timely and safe manner, and encourage more adoptions out of the foster care system, expedite the adoption process, and support adoptive families as necessary to allow them to make a lifetime commitment to their children. [Sections 431(a)(7) and (8)] In general, requirements in the regulations related to family preservation and support only should be taken to mean all four allowable service categories.

4. Expanded Definition of Non-Federal Funds for Non- Supplantation Provision.

Public Law 105-89 added a definition of non-Federal funds for purposes of the title IV-B, subpart 2 non-supplantation requirement at 432(a)(7)(A) of the Act.

Non-federal funds are defined as State funds, or at State option, State and local funds. This means that a State may consider the amount of both local and State funds spent on Promoting Safe and Stable Families Program services in determining which funds may not be supplanted by Federal funds. This statutory definition of non-Federal funds in Section 431(a)(9) supersedes the regulatory definition in 45 CFR 1357.32(f).

5. Expenditure Reports.

Public Law 109-288 amended sections 432(a)(8)(B) and (c) in subpart 2 of the Act to require that States and Tribes submit their planned child and family services expenditures for the next fiscal year, as well as actual expenditures for the preceding fiscal year along with numbers of families and children served, the population served and geographic areas served by agency. These amended sections add to the regulatory provision in 45 CFR 1357.16(b).

6. Secretarial Authority to Exempt Tribes on Administrative Cost and Significant Portion Limitations.

Public Law 109-288 amended section 432(b)(2) of the Act by permitting the Secretary to exempt Indian Tribes from the two requirements in sec 432(a)(4) only: 1) limiting 10 percent of its total expenditures of each fiscal year's total title IV-B, subpart 2 funds for administrative costs and 2) spending a significant portion of funds on each of the four service categories. This supersedes the Secretary's authority to waive other State plan requirements as stated in 45 CFR 1357.50(f)(2). ACF is exercising the statutory authority to waive the two provisions, however, Tribes, are now required to assure that subpart 2 funds will not be used to supplant Federal or non-Federal funds expended under subpart 2.

7. Re-allotments of Title IV-B, subpart 2 Funds.

The Promoting Safe and Stable Families Amendments of 2001 (Public Law 107-133) amended Section 433(d) of the Act to allow the Secretary to re-allot unneeded portions of title IV-B, subpart 2 allocations to other grantees, so that the total appropriation remains available for program purposes. The grantee must certify that grant funds are not needed before they can be re-allotted.

8. Title IV-B, subpart 2, Limitation on Administrative Costs.

Public Law 109-288 prohibits States, from expending more than 10 percent of its total Federal and State expenditures of each fiscal year's total title IV-B, subpart 2, funds on administrative costs as required by section 434(d) of the Act.

C. Federal Program Name Changes.

Since the regulations were issued, a number of Federal programs referenced in the regulations have undergone significant changes, including name changes. States should

note the following name changes in meeting the consultation requirements in 45 CFR 1357.15(l)(3)(viii):

1. "Part H programs" are now programs under Part C of the Individuals with Disabilities Education Assistance (IDEA) Act
2. "Title IV-A" is also known as the Temporary Assistance for Needy Families program (TANF)
3. The "child care and development block grant (CCDBG)" is also known as the Child Care Development Fund (CCDF)
4. "Community-Based Family Resource Programs" are now known as either Title II programs under the Child Abuse Prevention and Treatment Act (CAPTA) or Community-Based Grants for the Prevention of Child Abuse.
5. The Food Stamp Program is now known as the Supplemental Nutrition Assistance Program (SNAP).

II. Obsolete Title IV-B Provisions Still in Regulation**

A. References to Dates and Submission Timeframes that Have Passed.

1. The regulations at 45 CFR 1357.15 refer to numerous timelines that have passed. This is because the regulation was based on the initial Family Preservation and Family Support legislation. With the exception of the obsolete requirements listed below, **the required elements of the APSRs and CFSPs apply on an annual or five-year cycle as applicable, regardless of the dates listed.**

2. Phase-in Expired.

At 45 CFR 1357.15 (a)(4), there is reference to the phase-in of the requirements for a consolidated CFSP by June 30, 1997. The phase-in period has expired and consolidation of the CFSP is now required. See also similar out-of-date references for phasing in consolidation of the CFSP in 45 CFR 1357.15 (b)(2) and (3), 1357.16(a)(7), and 1357.16 (b)(4).

B. Assurances.

1. Title IV-B, subpart 1 Reference to Child Care Standards Removed.

Public Law 109-288 removed the provisions in section 422(b)(3) that required States and Tribes to assure that day care facility standards and requirements correspond with the child care standards imposed under title XX. Therefore, the regulatory provision at 45 CFR 1357.15(c)(4) is obsolete.

2. Title IV-B, subpart 1 Training and Use of Professional Staff and Volunteers Provisions Removed.

Public Law 109-288 removed the assurance in section 422(b)(4) of the Act requiring States and Tribes to assure they will have a plan for the training and use of paid paraprofessional staff and for the use of partially paid or unpaid volunteers in providing services and assisting any advisory committees established by the State or Tribe. Therefore, the regulatory provision at 45 CFR 1357.15(c)(3) regarding training and use of professional staff and volunteers is obsolete.

3. References to Title IV-B, subpart 1 Assurances in Section 422(b)(9).

The regulation at 45 CFR 1357.15 (q) requires the CFSP to explain how services will help meet permanency provisions for children and families at 422 (b)(9) of the Act, but the actual section of the Act that addresses this issue is now located at 422(b)(8).

C. Other Obsolete Provisions.

1. CFSP Requirement that a Significant Portion of Funds are Used for Family Support and Family Preservation Services.

At 45 CFR 1357.15(s), the regulation requires that States use a significant portion of funds for family preservation and family support services. The requirement for significant portion previously required States to provide a strong rationale if they planned to expend less than 25% of their title IV-B, subpart 2 funds for either family preservation or family support. As a result of the expansion of title IV-B, subpart 2 to include two new services, that percentage requirement no longer applies. The significant portion requirement applies to all 4 services including time-limited family reunification services and adoption support services. Program Instructions on the APSR (beginning with ACYF-CB-PI-98-03) provide guidance to States on how to determine the significant portion requirement.

2. Authority for Requirements and Funding Formerly under Section 427 of the Act.

Section 427 was added to title IV-B by the Adoption Assistance and Child Welfare Act of 1980 (Public Law 96-272). The section offered incentive funds to States and Indian Tribes if they provided certain protections for children in foster care. Public Law 103-432 then repealed section 427 effective for fiscal years beginning after April 1, 1996. On October 7, 2008 Public Law 110-351 added a new section 427 to authorize family connection grants.

3. Title IV-B, subpart 1 Funding Authorization.

Public Law 109-288 removed section 420 of the Act as well as the permanent authorization in section 421, which changed title IV-B subpart 1 from a permanent authorization to a five-year authorization. This change supersedes the

allocation regulated in 45 CFR 1357.30(b). In addition, instead of spending funds according to a definition of “child welfare services” in former section 425(a)(1) and 45 CFR 1357.10(c), funds must be spent in accordance with the new program purpose added by Public Law 109-288.

4. Use of Funds.

Public Law 109-288 amended section 424(c) of the Act to prohibit States from using more than the amount of non-Federal funds it spent in FY 2005 on foster care maintenance payments as match for the title IV-B, subpart 1, program, and prohibited States from spending title IV-B subpart 1 funds on child care, foster care maintenance or adoption assistance payments in excess of the amount of funds they spent on these activities in FY 2005. The statutory prohibition supersedes the regulatory provisions at 1357.30(e)(2), (e)(3) and (g).

5. Expanded Definition of Non-Federal Funds for Non-Supplantation Provision.

ASFA added a definition of non-Federal funds for purposes of the title IV-B, subpart 2 non-supplantation requirement at 432(a)(7)(A) of the Act. Non-federal funds are defined as State funds, or at State option, State and local funds. This means that a State may consider the amount of both local and State funds spent on Promoting Safe and Stable Families Program services in determining which funds may not be supplanted by Federal funds. This statutory definition of non-Federal funds section 431(a)(9) supersedes the regulatory definition in 45 CFR 1357.32(f).

6. Redesignation of Payments and Allotments.

Public Law 109-288 amended provisions for payments and allotments by redesignating section 421 of the Act as 423 and section 423 of the Act as 424. Throughout the regulatory provisions found at 45 CFR 1357, statutory references to section 421 of the Act should be references to 423. Statutory references to section 423 of the Act should be read as 424.

* This section describes new requirements in title IV-B of the Social Security Act that are relevant to the Child and Family Services Plan and the Annual Progress and Services Report. This appendix may not include all amendments to title IV-B requirements.

** This section describes obsolete requirements in the regulations at 45 CFR 1357 that are relevant to the Child and Family Services Plan and the Annual Progress and Services Report. This appendix may not include all obsolete requirements.

Attachment C

Title IV-B, subpart 1 Assurances

The assurances listed below are in 45 CFR 1357.15(c) and title IV-B, subpart 1, sections 422(b)(8), 422(b)(10), and 422 (b)(14) of the Social Security Act (Act). These assurances will remain in effect during the period of the current five-year Child and Family Services Plan (CFSP).

1. The State/Tribe assures that it is operating, to the satisfaction of the Secretary:
 - a. A statewide information system from which can be readily determined the status, demographic characteristics, location, and goals for the placement of every child who is (or, within the immediately preceding 12 months, has been) in foster care;
 - b. A case review system (as defined in section 475(5) of the Act) for each child receiving foster care under the supervision of the State;
 - c. A service program designed to help children:
 - i. Where safe and appropriate, return to families from which they have been removed; or
 - ii. Be placed for adoption, with a legal guardian, or, if adoption or legal guardianship is determined not to be appropriate for a child, in some other planned, permanent living arrangement which may include a residential educational program; and
 - d. A preplacement preventative services program designed to help children at risk of foster care placement remain safely with their families.
2. The State/Tribe assures that it has in effect policies and administrative and judicial procedures for children abandoned at or shortly after birth (including policies and procedures providing for legal representation of the children) which enable permanent decisions to be made expeditiously with respect to the placement of the children.
3. The State/Tribe assures that it shall make effective use of cross-jurisdictional resources (including through contracts for the purchase of services), and shall eliminate legal barriers, to facilitate timely adoptive or permanent placements for waiting children.
4. The State/Tribe assures that not more than 10 percent of the expenditures of the State with respect to activities funded from amounts provided under this subpart will be for administrative costs.
5. The State/Tribe assures that it will participate in any evaluations the Secretary of HHS may require.

6. The State/Tribe assures that it shall administer the Child and Family Services Plan in accordance with methods determined by the Secretary to be proper and efficient.

Effective Date and Official Signature

I hereby certify that the State/Tribe complies with the requirements of the above assurances.

Certified by: _____

Title: _____

Agency: _____

Dated: _____

Reviewed by: _____

(ACF Regional Representative)

Dated: _____

Title IV-B, subpart 2 Assurances

The assurances listed below are in 45 CFR 1357.15(c) and title IV-B, subpart 2, sections 432(a)(2)(C), 432(a)(4), 432 (a)(5), 432(a)(7) and 432(a)(9) of the Social Security Act (Act). These assurances will remain in effect during the period of the current five-year CFSP.

1. The State/Tribe assures that after the end of each of the 1st 4 fiscal years covered by a set of goals, it will perform an interim review of progress toward accomplishment of the goals, and on the basis of the interim review will revise the statement of goals in the plan, if necessary, to reflect changed circumstances.
2. The State/Tribe assures that after the end of the last fiscal year covered by a set of goals, it will perform a final review of progress toward accomplishments of the goals, and on the basis of the final review:
 - a. Will prepare, transmit to the Secretary, and make available to the public a final report on progress toward accomplishment of the goals; and
 - b. Will develop (in consultation with the entities required to be consulted pursuant to subsection 432(b)) and add to the plan a statement of the goals intended to be accomplished by the end of the 5th succeeding fiscal year.
3. The State/Tribe assures that it will annually prepare, furnish to the Secretary, and make available to the public a description (including separate descriptions with respect to family preservation services, community-based family support services, time-limited family reunification services, and adoption promotion and support services) of:
 - a. The service programs to be made available under the plan in the immediately succeeding fiscal year;
 - b. The populations which the programs will serve; and
 - c. The geographic areas in the State in which the services will be available.
4. The State/Tribe assures that it will perform the annual activities in the 432(a)(5)(A) in the first fiscal year under the plan, at the time the State submits its initial plan, and in each succeeding fiscal year, by the end of the third quarter of the immediately preceding fiscal year.
5. The State/Tribe assures that Federal funds provided under subpart 2 will not be used to supplant Federal or non-Federal funds for existing services and activities which promote the purposes of subpart 2.
6. The State/Tribe will furnish reports to the Secretary, at such times, in such format, and containing such information as the Secretary may require, that demonstrate the State's/Tribe's compliance with the prohibition contained in 432(a)(7)(A) of the Act.

7. The State/Tribe assures that in administering and conducting service programs under the subpart 2 plan, the safety of the children to be served shall be of paramount concern.

8. The State/Tribe assures that it will participate in any evaluations the Secretary of HHS may require.

9. The State/Tribe assures that it shall administer the Child and Family Services Plan in accordance with methods determined by the Secretary to be proper and efficient.

STATE ONLY:

10. The State assures that not more than 10 percent of expenditures under the plan for any fiscal year with respect to which the State is eligible for payment under section 434 of the Act for the fiscal year shall be for administrative costs, and that the remaining expenditures shall be for programs of family preservation services, community based support services, time limited family reunification services, and adoption promotion and support services, with significant portions of such expenditures for each such program.

Effective Date and Official Signature

I hereby certify that the State/Tribe complies with the requirements of the above assurances.

Certified by: _____

Title: _____

Agency: _____

Dated: _____

Reviewed by: _____

(ACF Regional Representative)

Dated: _____

Appendix 4: Title IV-E, Section 477 Certification

Certifications for the Chafee Foster Care Independence Program

As Chief Executive Officer/Tribal Leader of the State/Tribe of _____, I certify that the State/Tribe has in effect and is operating a Statewide or areawide program pursuant to section 477(b) or (j)(2) relating to Foster Care Independent Living and that the following provisions to effectively implement the Chafee Foster Care Independence Program are in place:

1. The State/Tribe will provide assistance and services to youth who have left foster care because they have attained 18 years of age, and have not attained 21 years of age [Section 477(b)(3)(A)];
2. Not more than 30 percent of the amounts paid to the State/Tribe from its allotment for a fiscal year will be expended for room and board for youth who have left foster care because they have attained 18 years of age, and have not attained 21 years of age [Section 477(b)(3)(B)];
3. None of the amounts paid to the State/Tribe from its allotment will be expended for room or board for any child who has not attained 18 years of age [Section 477(b)(3)(C)];
4. The State/Tribe will use training funds provided under the program of Federal payments for foster care and adoption assistance to provide training to help foster parents, adoptive parents, workers in group homes, and case managers understand and address the issues confronting adolescents preparing for independent living, and will, to the extent possible, coordinate such training with the independent living program conducted for adolescents [Section 477(b)(3)(D)];
5. The State/Tribe will adequately prepare prospective foster parents with the appropriate knowledge and skills to provide for the needs of the child before a child, under the supervision of the State, is placed with prospective foster parents and that such preparation will be continued, as necessary, after the placement of the child. [Section 471(a), as amended];
6. The State/Tribe has consulted widely with public and private organizations in developing the plan and has given all interested members of the public at least 30 days to submit comments on the plan [Section 477(b)(3)(E)];
7. The State/Tribe will make every effort to coordinate the State/Tribal programs receiving funds provided from an allotment made to the State/Tribe with other Federal, State and Tribal programs for youth (especially transitional living youth projects funded under part B of title III of the Juvenile Justice and Delinquency Prevention Act of 1974); abstinence education programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies [Section 477(b)(3)(F)];
8. Adolescents participating in the program under this section will participate directly in designing their own program activities that prepare them for independent living and the adolescents will be required to accept personal responsibility for living up to their part of the program [Section 477(b)(3)(H)]; and

9. The State/Tribe has established and will enforce standards and procedures to prevent fraud and abuse in the programs carried out under the plan [Section 477(b)(3)(I)].

STATE ONLY:

10. The State has consulted each Tribe in the State about the programs to be carried out under the plan; there have been efforts to coordinate the programs with such Tribes; and benefits and services under the programs will be made available to Indian youth in the State/Tribe on the same basis as to other youth in the State; and that the State negotiates in good faith with any Indian tribe, tribal organization, or tribal consortium in the State that does not receive an allotment under 477(j)(4) for a fiscal year and that requests to develop an agreement with the State to administer, supervise, or oversee the programs to be carried out under the plan with respect to the Indian children who are eligible for such programs and who are under the authority of the tribe, organization, or consortium and to receive from the State an appropriated portion of the State allotment for the cost of such administration, supervision or oversight [Section 477(b)(3)(G)];

Signature of Chief Executive Officer or Tribal Leader

Date

**Tribal Leader's Certification
for the
Education and Training Voucher Program
Chafee Foster Care Independence Program**

As Tribal Leader of the Tribe, Tribal Organization or Tribal Consortium of _____, I certify that the Tribe has in effect and is operating an areawide program relating to Foster Care Independent Living pursuant to section 477(j)(2) and that the following provisions will be implemented:

3. The Tribe will comply with the conditions specified in subsection 477(i).
4. The Tribe has described methods it will use to:
 - ensure that the total amount of educational assistance to a youth under this and any other Federal assistance program does not exceed the total cost of attendance; and
 - avoid duplication of benefits under this and any other Federal assistance program, as defined in section 477(b)(3)(J).

Signature of Tribal Leader

Date

CFS-101, Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CFCIP, and ETV Instructions

Note: While the information on the programs are consolidated into one Child and Family Services Plan (CFSP), eligibility and expenditure reports for the individual programs are separate. Funding will not be delayed for one program due to potential eligibility issues in another program.

Complete separate forms for each fiscal year.

1. **State or ITO:** Enter the name of the State or Indian Tribal Organization (ITO).
2. **EIN:** Indicate the Employer Identification Number (EIN).
3. **Address:** Enter the address of the State or ITO Agency.
4. **Submission:** Indicate if this is a NEW submission for the upcoming Fiscal Year, or a REVISION of the budget request for the current year.
5. **Total estimated title IV-B, subpart 1 funds:** Specify the estimated amount of title IV-B, subpart 1 Federal funds that the State or ITO expects to spend during the fiscal year on the Stephanie Tubbs Jones Child Welfare Services (CWS) Program. The previous Federal Fiscal Year's (FFY) final allotment as provided in the annual Program Instruction on the Annual Progress and Services Report (APSR) or CFSP is to be used as the estimated amount for the State's/Tribe's request.¹ A 25% match is required and the State or Tribe's match amount should be reflected on the SF-269 report.
 - a) Specify the estimated amount of title IV-B, subpart 1 CWS funds entered on line 5 to be spent on administration (not to exceed 10% of the total estimated allotment).
6. **Total estimated title IV-B, subpart 2 funds:** Specify the total estimated amount of title IV-B, subpart 2 Federal funds that the State or ITO expects to spend during the fiscal year on the Promoting Safe and Stable Families (PSSF) Program. The previous Federal Fiscal Year's (FFY) final allotment as provided in the annual Program Instruction on the APSR or CFSP is to be used as the estimated amount for the State's/Tribe's request. A 25% match is required and the State or Tribe's match amount should be reflected on the SF-269 report. Tribes are not required to complete items 6 a-f.
 - a) Specify the estimated amount of title IV-B, subpart 2 PSSF funds to be spent during the fiscal year for Family Preservation Services (a strong rationale must be provided in the APSR or CFSP if amount is less than 20% of line 6).

¹ The tentative allotments for title IV-B, subpart 1 and 2, CFCIP, and ETV are based on the premise that all States and Indian Tribes will apply for and receive the funds available to them. In the event that not all States or Indian Tribes apply for or receive their tentative allocations, those funds will be redistributed among eligible States and Indian Tribes, where permitted by statute. States requesting additional funds in anticipation of such a redistribution should submit information on the proposed use of such additional funds to the appropriate Children's Bureau in the State's/Tribe's APSR or CFSP.

When States or Tribes that have not applied for funds available to them in past fiscal year(s) decide to do so, depending upon the total amount of funds appropriated by Congress for the next fiscal year, there may be a reduction in the final distribution of funds.

- b) Specify the estimated amount of title IV-B, subpart 2 PSSF funds to be spent during the fiscal year for Family Support Services (a strong rationale must be provided in the APSR or CFSP if amount is less than 20% of line 6).
- c) Specify the estimated amount of title IV-B, subpart 2 PSSF funds to be spent during the fiscal year for Time-Limited Family Reunification Services (a strong rationale must be provided in the APSR or CFSP if amount is less than 20% of line 6).
- d) Specify the estimated amount of title IV-B, subpart 2 PSSF funds to be spent during the fiscal year for Adoption Promotion and Support Services (a strong rationale must be provided in the APSR or CFSP if amount is less than 20% of line 6).
- e) Specify the estimated amount of title IV-B, subpart 2 PSSF funds to be spent during the fiscal year for other service related activities (e.g. planning).
- f) Specify the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on administration. (For STATES only, not to exceed 10% of the total estimated allotment.)
- 7. Monthly Caseworker Visit title IV-B, subpart 2 funds (for STATES only):** Specify the estimated amount of title IV-B, subpart 2 Monthly Caseworker Visitation (MCV) Federal Funds the State expects to spend during the fiscal year.
- a) Specify the estimated amount of title IV-B, subpart 2 MCV funds entered on line 7a to be spent on administration (not to exceed 10% of the total estimated allotment).
- 8. Re-allotment of Title IV-B, subparts 1 & 2 funds for State and ITO:** The Administration for Children and Families (ACF) is able to re-allot unneeded portions of State and Tribal allocations of title IV-B, subparts 1& 2 funds to other States and eligible Indian Tribes so that the total appropriation remains available for program purposes. In order for a State or ITO to be awarded a portion of these funds, or for funds to be released, ACF must have on file a request from the State or Indian Tribe for additional funds, or the release of funds.
- a) Indicate the amount of Federal funds of CWS, PSSF and/or MCV that the State or Tribe does not expect to utilize.
- b) Indicate the amount of Federal funds of CWS, PSSF and/or MCV that the State or Tribe is requesting, if additional funds become available.
- 9. Child Abuse Prevention and Treatment Act (CAPTA) (for STATES only):** Indicate the State's estimated CAPTA State Grant allocation as provided in the annual Program Instruction on the APSR. Supplemental funds may be available for distribution if there are States that are not awarded grant funds or there are unobligated funds available for redistribution. No matching funds are required for this grant.
- 10. Estimated Title IV-E Chafee Foster Care Independence Program (CFCIP) Funds:** Indicate the estimated amount of CFCIP funds that the State or Tribe expects to spend on independent living activities as provided in the APSR or CFSP Program Instruction.
- a) At State or Tribe option, indicate the estimated amount of the funds entered on line 10 a to be spent for room and board for eligible youth (not to exceed 30% of total estimated CFCIP allotment.)

11. Estimated Title IV-E Funds Allotted under Section 477 for the Education and Training Vouchers (ETV) Program: Indicate the estimated amount of ETV funds that the State or Tribe expects to spend on ETV as provided in the APSR or CFSR Program Instruction.

12. Re-allotment of CFCIP and/or ETV Funds for States or Tribes: The Administration for Children and Families (ACF) is able to re-allot unneeded portions of State or Tribe allocations of CFCIP and ETV funds to other States or Tribes so that the total appropriation remains available for program purposes. In order for a State or Tribe to be awarded portions of these funds, or for funds to be released, ACF must have on file a request from the State or Tribe for additional funds, or the release of funds.

a) Indicate the amount of funds that the State or Tribe will not utilize from its allotment to carry out the CFCIP activities.

b) Indicate the amount of funds that the State or Tribe will not utilize from its allotment to carry out the ETV program activities.

c) Indicate the amount of funds the State or Tribe is requesting if additional funds become available for the CFCIP program. A 20% State or Tribe match is required. The State or Tribe match amount must be reflected on the SF-269 report.

d) Indicate the amount of funds the State or Tribe is requesting if additional funds become available for the ETV program. A 20% State or Tribe match is required. The State or tribe match amount must be reflected on the SF-269 report.

13. Certification: This report must be signed and dated in the spaces provided. The signature and title of the official of the State agency, or Indian Tribal Organization, with authority to administer or supervise the administration of title IV-B, subparts 1 and 2 programs and, for States only, the CAPTA and CFCIP programs, must be included.

By signing this form the State/Tribal official assures that the State/Tribe will meet all applicable match requirements.

CFS-101, Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CFCIP, and ETV

Fiscal Year 20____, October 1, 20____ through September 30, 20____

1. State or Indian Tribal Organization (ITO):	2. EIN:
3. Address:	4. Submission: [] New [] Revision
5. Total estimated title IV-B Subpart 1, Child Welfare Services (CWS) Funds	\$
a) Total administration (not to exceed 10% of estimated allotment)	\$
6. Total estimated title IV-B Subpart 2, Provides Safe and Stable Families (PSSF) Funds. This amount should equal the sum of lines a - f.	\$
a) Total Family Preservation Services	\$
b) Total Family Support Services	\$
c) Total Time-Limited Family Reunification Services	\$
d) Total Adoption Promotion and Support Services	\$
e) Total for Other Service Related Activities (e.g. planning)	\$
f) Total administration (FOR STATES ONLY: not to exceed 10% of estimated allotment)	\$
7. Total estimated title IV-B Subpart 2, Monthly Caseworker Visit (MCV) Funds (FOR STATES ONLY)	\$
a) Total administration (FOR STATES ONLY: not to exceed 10% of estimated allotment)	\$
8. Re-allotment of title IV-B subparts 1 & 2 funds for States and Indian Tribal Organizations:	
a) Indicate the amount of the State's/Tribe's allotment that will not be required to carry out the following programs: CWS \$_____, PSSF \$_____, and/or MCV_____.	
b) If additional funds become available to States and ITOs, specify the amount of additional funds the States or Tribes requesting: CWS \$_____, PSSF \$_____, and/or MCV_____.	
9. Child Abuse Prevention and Treatment Act (CAPTA) State Grant (no State match required): Estimated Amount plus additional allocation, as available. (FOR STATES ONLY)	\$
10. Estimated Chafee Foster Care Independence Program (CFCIP) funds	\$
a) Indicate the amount of State's or Tribe's allotment to be spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment)	\$
11. Estimated Education and Training Voucher (ETV) funds	\$
12. Re-allotment of CFCIP and ETV Program Funds:	
a) Indicate the amount of the State's or Tribe's allotment that will not be required to carry out CFCIP Program	\$
b) Indicate the amount of the State's or Tribe's allotment that will not be required to carry out ETV Program	\$
c) If additional funds become available to States or Tribes, specify the amount of additional funds the State or Tribe is requesting for CFCIP Program	\$
d) If additional funds become available to States or Tribes, specify the amount of additional funds the State or Tribe is requesting for ETV Program	\$
13. Certification by State Agency and/or Indian Tribal Organization. The State agency or Indian Tribe submits the above estimates and request for funds under title IV-B, subpart 1 and/or 2, of the Social Security Act, CAPTA State Grant, CFCIP and ETV programs, and agrees that expenditures will be made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the Children's Bureau, for the Fiscal Year ending September 30, 20____.	
Signature and Title of State/Tribal Agency Official	Signature and Title of Central Office Official

CFS-101, PART II: Annual Estimated Expenditure Summary of Child and Family Services Instructions

This form summarizes the State Agency's and eligible Indian Tribal Organization's (ITO) 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) including Education and Training Vouchers (ETV) 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.

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.

Services/Activities:

- 1. Prevention and Support Services (Family Support):** Community-based services which promote the safety and 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 safe, 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. The types of services within this category include:
 - **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 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.
 - **Reunification:** 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) of the Social Security Act (the Act), is considered to have entered foster care. The services and activities are the following:

- Individual, group, and family counseling.
- Inpatient, residential, or outpatient substance abuse treatment services.
- Mental health services.
- Assistance to address domestic violence.
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- 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. Other Service Related Activities: Planning, service coordination, preparation or follow-up to service delivery such as the recording of progress notes or other activities, other than direct services or administration, supporting the delivery of services under the program etc.

7. Foster Care Maintenance: Expenditures for "room and board" for children/youth in foster care.

a) Foster Family and Relative Foster Care: Payments to cover 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 reasonable travel for the child to remain in the school in which the child is enrolled at the placement in foster care as well as the cost of providing these services.

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; the cost of reasonable travel for the child to remain in the same school he or she was attending prior to placement in foster care and the cost of the items themselves.

8. Adoption Subsidy Payments: Funds provided to adoptive parents on a recurring and non-recurring basis to assist in the support of special needs children.

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9. Guardianship Assistance Payments: Funds provided to kinship legal guardians on a recurring and non-recurring basis to assist in the support of children formerly in foster care placed in their care.

10. Independent Living Services: Services designed to help youth expected to remain in foster care until the age of 18, youth who after age 16 leave foster care for kinship guardianship or adoption 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 (including rental deposits, utilities and other expenses that may be included with rent) for children who have left foster care because they have attained 18 years of age, and who have not yet attained 21 years of age.

11. Education and Training Vouchers: Include the amount of funds the State plans to utilize for the Education and Training Vouchers (ETV) program in this line item

12. Administrative Costs: Include the amount of funds the State plans to utilize for administrative costs.

- For States and Tribes, administrative costs under title IV-B, subpart 1 may not be more than ten percent of Federal expenditures. Allowable costs for title IV-B, subpart 1 may include procurement, payroll processing, personnel functions, management, maintenance and operation of space and property, data processing and computer services, accounting, budgeting, auditing, and travel expenses. Applicable costs exclude administrative costs related to the provision of services by caseworkers or the oversight of programs funded under Title IV-B, subpart 1 (Section 422(c)(1) of the Act).
- For States only, administrative costs under title IV-B, subpart 2 (including Monthly Caseworker Visit grants) may not be more than ten percent of Federal expenditures. Allowable costs for title IV-B, subpart 2 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, and auditing. Allowable costs may also include indirect costs allocable in accordance with the agency's approved cost allocation plan (45 CFR 1357.32(h)).

13. Staff and External Partners Training: Includes the cost of short and long-term training to increase the ability of staff and external partners (other than foster/adoptive parents (see #14 & #15 below)) to provide assistance and support to children and families, but does NOT include the costs specifically related to supporting the monthly caseworker visit requirement (see #17 below).

14. Foster Parent Training and Recruitment: 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.

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15. 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.

16. 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.

17. Monthly Caseworker Visits: Includes costs related to supporting monthly caseworker visits with children who are in foster care under the responsibility of the State, with a primary emphasis on activities designed to improve caseworker retention, recruitment and ability to access the benefits of technology.

18. Total: The total amount of funds estimated for the year (equal to the sum of lines 1 through 18) for each column.

Estimated Expenditures:

1. Federal Funds (columns a - g): Indicate for each service/activity the amount to be expended from the Federal program indicated in columns (a) through (g).

2. State, Local, and Donated Funds (column h): 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 to be Served (column i): Estimate, as accurately as possible, the number of individuals and families to be served by service/activity with the total estimated funding indicated.

4. Population to be Served (column j): Indicate the population that has been targeted for the designated services. Targeting may include a range of vulnerable populations such as:

- Children at imminent risk of placement;
- All children in foster care;
- Families with children returning home following placement;
- All eligible children, eligible children under 21 years, or eligible children requiring treatment;
- Families with a child abuse or neglect investigation;
- Children in contracted care; or
- Families in crisis.

5. Geographic Area to be Served (column k): Indicate **both** 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, reservations, 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".

CFS-101 Part II: Annual Estimated Expenditure Summary of Child and Family Services

State or Indian Tribal Organization (ITO) _____ For FFY OCTOBER 1 , _____ TO SEPTEMBER 30, _____

SERVICES/ACTIVITIES	TITLE IV-B			(d) CAPTA*	(e) CFCIP	(f) ETV	(g) TITLE IV- E	(h) STATE, LOCAL, & DONATED FUNDS	(i) NUMBER TO BE SERVED		(j) POPULATION TO BE SERVED
	(a) Subpart I- CWS	(b) Subpart II- PSSF	(c) Subpart II- MCV *						Individuals	Families	
1.) PREVENTION & SUPPORT SERVICES (FAMILY SUPPORT)											
2.) PROTECTIVE SERVICES											
3.) CRISIS INTERVENTION (FAMILY PRESERVATION)											
4.) TIME-LIMITED FAMILY REUNIFICATION SERVICES											
5.) ADOPTION PROMOTION AND SUPPORT SERVICES											
6.) FOR OTHER SERVICE RELATED ACTIVITIES (e.g. planning)											
7.) FOSTER CARE MAINTENANCE:											
(a) FOSTER FAMILY & RELATIVE FOSTER CARE											
(b) GROUP/INST CARE											
8.) ADOPTION SUBSIDY PMTS.											
9.) GUARDIANSHIP ASSIST. PMTS.											
10.) INDEPENDENT LIVING SERVICES											
11.) EDUCATION AND TRAINING VOUCHERS											
12.) ADMINISTRATIVE COSTS											
13.) STAFF & EXTERNAL PARTNERS TRAINING											
14.) FOSTER PARENT RECRUITMENT & TRAINING											
15.) ADOPTIVE PARENT RECRUITMENT & TRAINING											
16.) CHILD CARE RELATED TO EMPLOYMENT/TRAINING											
17.) CASEWORKER RETENTION, RECRUITMENT & TRAINING											
18.) TOTAL											

* States Only, Indian Tribes are not required to include information on these programs

CFS-101, Part III

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CFS-101, Part III: Expenditures for Title IV-B, Subparts 1 and 2*, Chafee Foster Care Independence (CFCIP) and Education and Training Voucher (ETV) Programs

Note: Federal funds for the most of the programs identified above are awarded to States or Tribes on a yearly basis, but may be spent over a two-year period ending on September 30 of the year following the year in which they were awarded. For example, the FY 2007 grant allocation has an expenditure period from October 1, 2006 to September 30, 2008. Therefore, any fiscal year 2007 funds must be obligated during that two-year period of time and subsequently reported on this form.

Most figures in the "estimate" column can be found in a State's/Tribe's previously approved CFS 101, Part I for the fiscal year being reported on.

1. **State or ITO:** Enter the name of the State or Indian Tribal Organization (ITO).
2. **EIN:** Indicate the Employer Identification Number (EIN).
3. **Address:** Enter the address of the State or ITO Agency.
4. **Submission:** Indicate if this is a new or revised expenditure report.
5. **Total title IV-B, subpart 1 funds:** Indicate the estimated expenditures and actual expenditures of title IV-B, subpart 1 Federal funds for the designated fiscal year for Child Welfare Services. Indicate as accurately as possible, the number of individuals and the number of families served, the population served, and the geographic area where services were provided. The required 25% match should not be reflected on this form.

a) Specify the estimated allotment and actual expenditures of title IV-B, subpart 1 funds for administration. Note that administrative costs may not exceed 10% of the title IV-B, subpart 1 total expenditures.

6. **Total title IV-B, subpart 2 Promoting Safe and Stable Families (PSSF) funds:** Indicate the estimated expenditures and actual expenditures of title IV-B, subpart 2 funds for the designated fiscal year for Promoting Safe and Stable Families services. The required 25% match should not be reflected on this form.

a) Indicate the estimated allotment and actual expenditures of title IV-B, subpart 2 PSSF funds for the designated fiscal year for Family Preservation Services. Indicate as accurately as possible, the number of individuals and the number of families served,¹ the population served,² and the geographic area where services were provided.³ Note that

¹ Report, as accurately as possible, the number of clients served per service/activity for the amount of funds expended. Indicate the number of individuals **and** the number of families served as labeled in the column.

² Indicate the population that has received the designated services. This may include a range of vulnerable populations such as children at imminent risk of placement, all children in foster care, families with children returning home following placement, all eligible children, eligible children under 21 years, or eligible children

these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

b) Indicate the estimated and actual expenditures of title IV-B, subpart 2 PSSF funds allotted for the designated fiscal year for Family Support Services. Indicate as accurately as possible, the number of individuals and the number of families served, the population served, and the geographic area where services were provided. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

c) Indicate the estimated and actual expenditures of title IV-B, subpart 2 PSSF funds allotted for the designated fiscal year for Time-Limited Family Reunification Services. Indicate as accurately as possible, the number of individuals and the number of families served, the population served, and the geographic area where services were provided. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

d) Indicate the estimated and actual expenditures of title IV-B, subpart 2 PSSF funds allotted for the designated fiscal year for Adoption Promotion and Support Services. Indicate as accurately as possible, the number of individuals and the number of families served, the population served, and the geographic area where services were provided. Note that these funds may be spent over a two-year period ending on September 30 of the year following that in which they were awarded.

e) Indicate the estimated and actual expenditures of title IV-B, subpart 2 PSSF funds allotted for the designated fiscal year for other service related activities (e.g. planning). Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

f) Indicate the estimated and actual expenditures of title IV-B, subpart 2 PSSF funds allotted for the designated fiscal year for administrative costs. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded. Beginning in FFY 2008, States' administrative costs may not exceed 10% of the total expenditures for title IV-B, subpart 2. (This limitation does not apply to Tribes.)

7. Total title IV-B subpart 2, Monthly Caseworker Visit (MCV) Funds (States only):

Indicate the estimated and actual expenditures allotted for the designated fiscal year. Note that with the exception of FY 2006 grants, these funds may be spent over a two-year period ending

requiring treatment, families with a child abuse or neglect investigation, children in contracted care, and/or families in crisis.

³ 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, reservations, communities, census tracts, or neighborhoods.

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on September 30 of the fiscal year following the year in which they were awarded. For FY 2007, no grants were made under this program. Therefore, when completing the form for FY 2007, the amounts listed here should be \$0 for estimates and expenditures.

a). Indicate the estimated and actual expenditures of title IV-B, subpart 2 Monthly Caseworker Visit funds allotted for the designated fiscal year (States only). Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded. Beginning in FFY 2008 total administrative costs may not exceed 10% of the total expenditures for title IV-B, subpart.

8. Chafee Foster Care Independence Program (CFCIP) Funds: Indicate the estimated and actual expenditures of CFCIP funds allotted for the designated fiscal year for independent living activities as provided in the APSR or CFSP Program Instruction.

a) Indicate the estimated and actual expenditures of the State's or Tribe's allotment for the designated fiscal year for room and board for eligible youth (not to exceed 30% of CFCIP funds). Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following they year in which they were awarded. Indicate as accurately as possible, the number of clients served, the population served, and the geographic area where services were provided.

9. Total funds allotted under Section 477 for the Education and Training Vouchers (ETV) Program: Indicate the estimated and actual expenditures of Education and Training Voucher funds allotted for the designated fiscal year as provided in the annual Program Instruction on the APSR or CFSP. Indicate as accurately as possible, the number of clients served, the population served, and the geographic area where services were provided.

10. Certification: This report must be signed and dated in the spaces provided. The signature and title must be included of the official of the State agency, or Indian Tribal Organization, with authority to administer or supervise the administration of title IV-B, subparts 1 and 2 programs and, for States only, MCV and CAPTA programs.

By signing this form the State/Tribal official certifies that all figures provided here are accurate.

* Title IV-B, subpart 2 includes both the Promoting Safe and Stable Families Program and the Monthly Caseworker Visit Program.

CFS-101, PART III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence (CFCIP) and Education And Training Voucher (ETV) : Fiscal Year 2007: October 1, 2006 through September 30, 2007

1. State or Indian Tribal Organization (ITO):		2. EIN:		3. Address:			
4. Submission: <input type="checkbox"/> New <input type="checkbox"/> Revision							
<i>Description of Funds</i>	<i>Estimated Expenditures</i>	<i>Actual Expenditures</i>	<i>Number served</i>		<i>Population served</i>	<i>Geographic area served</i>	
			<i>Individuals</i>	<i>Families</i>			
5. Total title IV-B, subpart 1 funds	\$	\$					
a) Total Administrative Costs (not to exceed 10% of Federal allotment)	\$	\$					
6. Total title IV-B, subpart 2 funds (This amount should equal the sum of lines a - f.)	\$	\$					
a) Family Preservation Services	\$	\$					
b) Family Support Services	\$	\$					
c) Time-Limited Family Reunification Services	\$	\$					
d) Adoption Promotion and Support Services	\$	\$					
e) Other Service Related Activities (e.g. planning)	\$	\$					
f) Administrative Costs (FOR STATES: not to exceed 10% of total allotment after October 1, 2007)	\$	\$					
7. Total Monthly Caseworker Visit Funds (STATE ONLY)	\$	\$					
a) Administrative Costs (not to exceed 10% of Federal allotment)	\$	\$					
8. Total Chafee Foster Care Independence Program (CFCIP) funds	\$	\$					
a) Indicate the amount of State's allotment spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment)	\$	\$					
9. Total Education and Training Voucher (ETV) funds	\$	\$					
10. Certification by State Agency or Indian Tribal Organization (ITO). The State agency or ITO agrees that expenditures were made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the Children's Bureau, for the Fiscal Year ending September 30, 20_____.							

<i>Signature and Title of State/Tribal Agency Official</i>	<i>Date</i>	<i>Signature and Title of Central Office Official</i>	<i>Date</i>

ATTACHMENT E – Children’s Bureau Regional Program Managers

Region I - Boston

Bob Cavanaugh
bob.cavanaugh@acf.hhs.gov
JFK Federal Building, Rm. 2000
Boston, MA 02203
(617) 565-1020
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Massachusetts, New Hampshire, Rhode
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Attachment F

Information for Tribes on Title IV-E Training Plans

Tribes that intend to submit a title IV-E plan to operate directly a foster care, adoption assistance and at the Tribe's option guardianship assistance program, are advised that in the future a title IV-E training plan will need to be combined with the title IV-B training plan, as required by 45 CFR 1356.60(b)(2). The following information is provided to assist Tribes in making plans for operation of a title IV-E program. **Tribes are not required to submit the title IV-E training plan with the CFSP due on June 30, 2009**, but if approved to operate a title IV-E program will be required to submit such information prior to submitting claims under title IV-E for reimbursement of allowable training costs.

Federal regulations at 45 CFR 235.63 through 235.66(a) describe the conditions under which Federal matching funds are allowable. Among the conditions to be considered are the trainees toward whom the training is directed (including its specific relevance to the identified administrative activities allowable under Title IV-E), the scope and duration of the training and the sources of non-Federal matching. Further, Federal requirements governing the cost sharing for training activities among all benefiting programs and funding sources are discussed generally in OMB Cost Principles at A-87, and more specifically in the Children's Bureau Child Welfare Policy Manual at http://www.acf.hhs.gov/programs/cb/laws_policies/index.htm#policy. Questions specific to training are located in the Child Welfare Policy Manual at 8.1H.

Elements that will need to be included in a Tribes' title IV-E training plans in order to be considered eligible for Federal financial participation (FFP) include:

- A description of the initial in-service training program for new or reassigned employees that includes a description of the content and scope of the classroom and work experience components of the training, as well as the duration of the initial in-service training period and the specific supports provided during this period.
- For all types of training (e.g., individuals preparing for employment, initial in-service, ongoing in-service training, foster/adoptive provider training, and the new categories of short-term training authorized by P.L. 110-331) including the following:
 - a brief, one-paragraph syllabus of the training activity;
 - indication of the specifically allowable title IV-E administrative functions the training activity addresses;
 - indication of the setting/venue for the training activity;
 - indication of the duration category of the training activity (i.e., short-term, long-term, part-time, full-time);
 - indication of the proposed provider of the training activity;

- specification of the approximate number of days/hours of the training activity;
- indication of the audience to receive the training (see discussion above expanding the list of eligible trainees);
- description of estimated total cost; and
- cost allocation methodology.

P.L. 110-351 amended section 474(a)(3)(B) of the Act to create new trainee groups under title IV-E. Tribal Title IV-E agencies will be able to claim the costs of short-term training of relative guardians provided the Tribe has opted in its title IV-E Plan to provide kinship guardianship assistance payments to relatives; staff members of Tribal-licensed or Tribal-approved child welfare agencies providing services to children receiving title IV-E assistance; staff members of child abuse and neglect courts; agency attorneys, attorneys representing children or parent; guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts, in ways that increase the ability of such current or prospective parents, guardians, staff members, institutions, attorneys, and advocates to provide support and assistance to foster and adopted children and children living with relative guardians, whether incurred directly by the Tribe or by contract. The FFP rate of Federal reimbursement for such training costs changes each year over a five-year period, as follows: 55 percent in FY 2009; 60 percent in FY 2010; 65 percent in FY 2011; 70 percent in FY 2012; 75 percent in FY 2013 and thereafter (section 203(b) of P.L. 110-351). The title IV-E training plan will need to identify whether and how the agency will train persons in these new trainee groups consistent with the elements above.

Attachment G

CERTIFICATION OF TRIBAL POPULATION UNDER AGE 21

The _____ (Tribal Name and State) finds that the Census Bureau year 2000 under age 21 population for Tribes data do not accurately reflect the actual number of children in our Tribe.

The correct number of Tribal members under age 21 is _____ .

The reason that our population number is different from the Census Bureau is: (attach additional page(s) if necessary)

We understand that information given above will be reviewed by ACF and that we may be required to submit additional supporting documentation as requested by ACF to substantiate this notification of change in population data.

We are submitting this information and certify that it is accurate and true to the best of our knowledge and belief. This certification requires the signatures of both the Tribal enrollment coordinator and Tribal leader responsible for ACF programs.

Tribal Enrollment Coordinator

Date

Tribal Leader

Date