

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
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PROGRAM INSTRUCTION

TO: State Agencies, Territories, and Insular Areas Administering or Supervising the Administration of Title IV-B, subparts 1 and 2 of the Social Security Act, and Title IV-E of the Act; Organization Designated by the Governor to Apply for Child Abuse and Neglect Prevention and Treatment Programs State Grant Funds; State Independent Living and Education and Training Voucher Coordinators.

SUBJECT: June 30, 2010, submission of the Annual Progress and Services Report (APSR) required under Title IV-B of the Social Security Act (the Act) for the Stephanie Tubbs Jones Child Welfare Services (CWS) and Promoting Safe and Stable Families (PSSF) Programs, the Child Abuse Prevention and Treatment Act (CAPTA) State Grant Program; and the Chafee Foster Care Independence Program (CFCIP) and the Education and Training Vouchers (ETV) Program; and 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, CFCIP, and ETV.

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 Act; section 106 of CAPTA, as amended (42 U.S.C. 5101 et seq.); 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 States, Territories, and Insular Areas (hereafter “States,” unless otherwise noted) on actions they are required to take to receive their allotments for fiscal year (FY) 2011 (subject to the availability of appropriations) authorized under title IV-B, subparts 1 and 2, section 106 of CAPTA, CFCIP and ETV programs.

This PI summarizes the actions required in completion and submission of the APSR, and the CFS-101, Part I, II, and III.

INFORMATION: Organization of the Program Instruction:

- Section A. Background
- Section B. Submittal Rule for Insular Areas
- Section C. Instructions for States, Puerto Rico and the District of Columbia
- Section D. Child Abuse Prevention and Treatment Act (CAPTA) State Plan Requirements
- Section E. Chafee Foster Care Independence and Education and Training Vouchers Programs
- Section F. Statistical and Supporting Information
- Section G. Financial Information
- Attachments

Section A. Background

Child and Family Services Plan (CFSP)

Every five years, States are required to develop a CFSP, a five-year strategic plan that sets forth the vision and the goals to be accomplished to strengthen the States' overall child welfare system. A primary purpose of the CFSP is to facilitate States' integration of the programs that serve children and families, including title IV-B, subparts 1 and 2 of the Act, CAPTA, and the CFCIP and ETV programs for older and/or former foster care youth, into a continuum of services for children and their families. The CFSP consolidated these plans to help States plan comprehensively for the full array of child welfare services, from prevention and protection through permanency (45 CFR 1357.15(a)).

The most recent CFSP, which was submitted on June 30, 2009, provided States' plans for their child welfare programs for FYs 2010 through 2014.

Annual Progress and Services Report (APSR)

The Annual Progress and Services Report (APSR) provides an annual update on the progress made toward accomplishing the goals and objectives in the CFSP. Completion of the APSR satisfies the Federal regulations at 45 CFR 1357.16 by providing updates on a State's annual progress for the previous fiscal year and planned activities for the upcoming fiscal year.

In order for States and Territories to receive FY 2011 funds for title IV-B, CAPTA, CFCIP and ETV programs, the APSR must be submitted to CB Regional Offices (ROs) by June 30, 2010. A signed CFS-101, Annual Budget Request for title IV-B, subparts 1 and 2, CAPTA, CFCIP and ETV programs must be mailed or a signed .pdf file e-mailed to the ROs, as well. (See addresses at Attachment C). The ROs will be working with States to ensure that the information provided adequately addresses the requirements. Upon approval, the RO will forward the State's request for funding to Central Office. The RO will not forward the CFS-101 to the CB Central Office for funding until all requirements for the APSR are met. The CFS-101, Parts I, II, and III, is located in Attachment B.

It is important that applicants address all requirements outlined in this PI, as missing or incomplete information will result in the withholding of funds for the program(s) affected until such time as the information is complete and approval can be granted by ACF. If there are questions in preparing the APSR, please contact the CB Regional Office State Liaison.

Plans and activities included in the APSR must meet the provisions of 45 CFR 1357, title IV-B, subparts 1 and/or 2, title IV-E, section 477 of the Act, and CAPTA. These programs provide a critical source of funding for ensuring the safety, permanency, and well-being of children.

In preparing the APSR, each State must conduct an interim review of the progress made in the past year toward accomplishing the goals and objectives in the CFSP based on updated information and current data. In accordance with 45 CFR 1355.53, States with a Statewide Automated Child Welfare Information System (SACWIS) are generally expected to utilize data obtained from the case management system in developing the APSR, citing the source as such.

When conducting the annual review in preparation for submission of the APSR, the State must engage the agencies, organizations, and individuals, e.g., the State's Court Improvement Program, Tribes, providers, and faith-based and community organizations, who are part of the ongoing CFSP-related consultation and coordination process, in accordance with 45 CFR 1357.16. States are also reminded that the CFSP and subsequent APSRs must integrate the findings of reviews including the Child and Family Services Review (CFSR), an Adoption and Foster Care Analysis and Reporting System (AFCARS) Assessment Review, the title IV-E Foster Care Eligibility Review, and other relevant CB reviews, as well as planned activities identified in any Program Improvement Plans (PIPs) when addressing services and programs under this APSR.

Strategies to integrate more fully the APSR and CFSR processes include having the same staff involved in both the APSR and CFSR processes, using the same group of community stakeholders to provide input to both processes, and formatting the APSR in a manner that mirrors either the CFSR statewide assessment or the CFSR PIP.

Other resources that may be helpful to States include documents written by CB, such as the attachment to ACF-CB-IM-02-04 and ACYF-PI-07-06, which can be found at: http://www.acf.hhs.gov/programs/cb/laws_policies/policy/pi/index.htm. These documents provide guidance as States look to incorporate specific findings and solutions from the CFSR into the broader CFSP and APSR.

Please note that there is no one required format for the APSR. Provided all required information is included, States are free to develop a format that they determine will facilitate more complete integration of the APSR and CFSR processes.

Section B. Submittal Rule for Insular Areas

The Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands may submit consolidated grant applications in accordance with 45 CFR Part 97. These jurisdictions do not need to submit an APSR as described in this PI if they choose to have their title IV-B, subparts 1 and/or 2 and/or CAPTA allotments included in a consolidated grant and expend these funds

under authority of another program that is available for consolidation. If the Insular Areas choose to consolidate their applications for title IV-B, subparts 1 and/or 2, and/or CAPTA, they must notify their CB RO in writing of their intent by June 30, 2010.

Insular Areas that choose to submit an APSR may do so and must follow the guidance included under Section C. The plan must be submitted to their CB RO by June 30, 2010.

Section C. Instructions for States, Puerto Rico and the District of Columbia

APSR Submission

States must submit an electronic copy of their APSR in Microsoft Word to the RO by June 30, 2010. The APSR may be submitted as an attachment to an e-mail or on a compact disc.

In addition, the State must submit required budget forms by mail or e-mail in .pdf file format, including:

- CFS-101, Part I for FY 2011 with signature;
- CFS-101, Part II with planned expenditures for FY 2011;
- CFS-101, Part III with estimated and actual expenditures for FY 2008 for the title IV-B, and, at State option, the CFCIP and ETV programs.

In addition, if a State wishes to revise its previously approved funding request for FY 2010, either by releasing funds for reallocation or by requesting more funds than originally requested and approved, then the State must submit a revised CFS-101 Part I for FY 2010 indicating:

1. the amount of funds that the State does not expect to utilize from its FY 2010 allotment during the upcoming year to carry out the title IV-B, CFCIP and/or ETV program activities; and/or
2. the amount of funds the State is requesting if additional funds become available for the title IV-B, CFCIP and/or ETV program (if different from earlier requests).

Certifications and Assurances: Certification and assurances submitted with the 2010-2014 CFSP do not need to be re-submitted unless a change in the State has occurred so that a new certificate is warranted. Copies of the full assurances were provided in Attachment C of ACYF-CB-PI-09-06 located at: http://www.acf.hhs.gov/programs/cb/laws_policies/policy/pi/2009/pi0906.htm.

The APSR must address each of the following:

- The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
- Services provided in the four areas under the Promoting Safe and Stable Families Program (title IV-B, subpart 2):
 - Family Preservation;
 - Family Support;
 - Time-Limited Family Reunification; and
 - Adoption Promotion and Support Services;
- Monthly Caseworker Visit Funds;

- Training activities in support of the CFSP goals and objectives, including training funded by title IV-B and IV-E;
- CAPTA;
- CFCIP;
- ETV; and
- Child Welfare Waiver Demonstrations approved under section 1130 of the Act, as appropriate.

1. Service Description for Each of the Programs Listed Above

- Report on the specific accomplishments and progress achieved to date in the past fiscal year toward meeting each goal and objective in the CFSP including improved outcomes for children and families, as well as providing a more comprehensive, coordinated, and effective child and family services continuum (45 CFR 1357.16(a)(1)). Cite relevant State and local data supporting the State's assessment of the progress toward meeting the goals and objectives of the CFSP.
- If applicable, describe the steps the State agency will take to expand and strengthen the range of existing services and to develop and implement services to improve child outcomes. Explain planned activities, new strategies for improvement, and the method(s) to measure progress in the upcoming fiscal year.
- Describe any revisions to the goals and objectives established in the CFSP (45 CFR 1357.16(a)(2)).
- Update the goals and objectives to incorporate areas needing improvement that were identified in a CFSR, title IV-E, AFCARS, or other program improvement plans. If the current CFSP does not have a goal or objective that addresses the area needing improvement, the goal/objective must be added to the APSR.
- Describe the services to be provided in FY 2011, highlighting any changes or additions in services or program design and how the services will assist in achieving program purposes (45 CFR 1357.16(a)(4)). For each service described above, report:
 1. the population(s) to be served;
 2. the geographic areas where the services will be available; and
 3. the estimated number of individuals and families to be served.

This information may be provided in Part II of the CFS-101 form (Attachment B).

- Indicate if there are no planned changes to the program.

2. Collaboration

- Describe activities in the ongoing process of coordination and collaboration efforts conducted across the entire spectrum of the child and family service delivery system.

- Provide an update on how the State has demonstrated substantial, ongoing, and meaningful collaboration between the child welfare agency and the courts with regard to the development of the APSR and any CFSR or title IV-E program improvement plans (section 422(b)(13) of the Act).

3. Program Support

- If needed, update the training plan that was submitted with the CFSP. Any training activity paid for with title IV-E funds that were not included in the CFSP training plan must be included in the updated training plan.
- For any new training not previously described, the State must address the following in its updated training plan for all types of training:
 - 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.

(See ACYF-CB-PI-09-06 for further guidance on information that must be included in the training plan.)

- Include updates on staff development plans paid for by the caseworker visit funding (section 436(b)(4) of the Act), which may include activities designed to improve caseworker retention, recruitment, training and access to technology.
- Describe the State technical assistance provided to counties and other local or regional entities that operate State programs and its impact on the achievement of CFSP goals and objectives. Describe training and technical assistance that will be provided in the upcoming fiscal year. (See 45 CFR 1357.16(a)(5).)
- Describe the technical assistance that the State anticipates requesting from the CB Training and Technical Assistance network, including National Resource Centers, Implementation Centers, and Quality Improvement Centers, in support of the CFSP goals and objectives (45 CFR 1357.16(a)(5)).

- Describe child and family services related research, evaluation, management information systems, and/or quality assurance systems that will be updated or implemented in FY 2011. Specify any additions or changes in services or program designs that have been found to be particularly effective or ineffective based on the State's evaluation of programs. (See 45 CFR 1357.16(a)(5).)

4. Coordination with Tribes

In accordance with section 422(b)(9) of the Act, States were required to include in the CFSP a description, developed in consultation with Indian Tribes in the State, of the specific measures taken by the State to comply with the Indian Child Welfare Act (ICWA). In the APSR:

- Describe the process used to consult with Tribes in the past year. Provide specific information on the name of Tribes and Tribal representatives with whom the State has consulted. (States without Federally recognized Tribes within their borders should still consult with Tribal representatives.) (See 45 CFR 1357.15(l).)
- Citing any available data, assess the level of compliance and the progress made to improve compliance with ICWA during the past year, as informed by consultation with Tribes. Listed below are some components in ICWA that States must address in consultation with Tribes and in the CFSP:
 - Notification of Indian parents and Tribes of State proceedings involving Indian children and their right to intervene;
 - Placement preferences of 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.
- Update the goals and describe the specific activities that have been or will be undertaken to improve or maintain compliance with ICWA. Include information on any changes to laws, policies or procedures, and/or a description of trainings implemented to increase compliance with ICWA.
- State agencies and Tribes must also exchange copies of their CFSP and their APSR. Describe how the State is meeting this requirement. (See 45 CFR 1357.15(v).)
- Provide information regarding consultations with Indian Tribes in the State specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth under the Chafee Foster Care Independence Act (section 477(b)(3)(G) of the Act). This instruction is further delineated in Section E of this PI.

In carrying out continued consultation and coordination with Tribes, States should be aware of changes in law made by P.L. 110-351 that may affect State-Tribe relations in the delivery of

child welfare services to Indian children, youth and families. The law created a new section 479B of the Act, effective October 1, 2009, which allows Federally recognized Tribes, Tribal consortia, and Tribal organizations to apply to the Secretary to receive title IV-E funds directly from the Secretary for foster care, for adoption, and, at Tribal option, for guardianship assistance programs. It also creates an option for Tribes with an approved title IV-E plan or a title IV-E Tribal/State agreement to receive directly from the Secretary a portion of the State's CFCIP and ETV allotments to provide services to Tribal youth.

The opportunity to operate a title IV-E, CFCIP, and/or ETV program is not time limited by the law. A Tribe has the discretion to determine whether or when it wants to develop its own title IV-E, CFCIP, and/or ETV program. States remain responsible for serving resident Indian children who are not otherwise being served by an Indian Tribe under an agreement with the State or under a direct title IV-E, CFCIP, and/or ETV plan (section 301(d)(2) of P.L. 110-351).

The law explicitly permits Indian Tribes to continue existing title IV-E agreements with States and/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). To support such Tribal/State agreements, the law permits Federal reimbursement of certain title IV-E payments (i.e., assistance payments) under such agreements at the Tribal Federal Medical Assistance Percentage (FMAP) rate, if that rate is higher than the State FMAP rate (section 301(c)(2) of P.L. 110-351).

The law also adds a title IV-E plan provision for States to negotiate in good faith with Indian Tribes seeking title IV-E agreements (section 471(a)(32)).

5. Health Care Services

P.L. 110-351 amended section 422(b)(15)(A) of the Act to require States to develop a plan for ongoing oversight and coordination of health care services for children in foster care. This plan must be developed 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.

The plan must describe how it will 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. 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 developing and implementing 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 (including psychotropic medications); and

- How the State 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 in determining appropriate medical treatment for the children.

The requirement to develop a health care oversight and coordination plan was effective on October 7, 2008, with limited delays permitted for States certifying that State legislation is necessary to comply with the plan requirement.

- For States that submitted the health care oversight and coordination plan in the CFSP, provide an update in the APSR assessing implementation of the plan to date. Describe any modifications to the plan that the State, in conjunction with health care professionals, has determined are necessary.
- For States that did not submit the plan with the CFSP because they had certified that legislation was necessary to comply with the provision and such legislation has now been enacted, submit with the APSR the required health care oversight and coordination plan, addressing each of the items enumerated above. Include an explanation of how health care experts 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 the plan for responding to the mental health needs of children and for providing oversight for prescription medicines, CB encourages States to pay particular attention to oversight of the use of psychotropic medicines in treating the mental health care needs of children.
- For any States that have not yet enacted needed legislation to implement the provision, provide an update on the status of legislation and describe the steps the State is taking in the interim to work with health professionals in assessing the health and well-being of foster children and determining appropriate medical treatment.

6. Disaster Plans

Section 422(b)(16) of the Act requires that States have in place procedures explaining how the State programs assisted under title IV-B, subparts 1 and 2, or title IV-E, would respond to a disaster, in accordance with criteria established by the Secretary. These procedures should include how a State would:

- Identify, locate, and continue availability of services for children under State 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 in 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 other States.

States are required to review their previously submitted disaster plan to determine if changes are needed. If the State determines changes are necessary, describe the changes the State is making in the APSR or include an updated disaster plan. If the State determines that no changes are necessary, note this fact in the APSR. If the State has been affected by a disaster in the past year, describe how the plan was used and assess its effectiveness.

7. Foster and Adoptive Parent Recruitment

Section 422(b)(7) requires that the State's CFSP provide for the diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed. In the APSR, describe the State's progress and accomplishments made in the past year, citing any relevant data, and describe planned activities for recruiting foster and adoptive families in FY 2011.

8. Monthly Caseworker Visits

Describe the action steps the State is taking to ensure that, by October 1, 2011, 90 percent of children in foster care are visited on a monthly basis by their workers, and that the majority of the visits occur in the residence of the child. Highlight any changes made to the planned action steps since the submission of the CFSP (section 424(e)(1) and (2) of the Act).

Also refer to information in Section G of this PI, "Statistical and Supporting Information," for instructions on submitting FY 2010 caseworker visit data.

9. Adoption Incentive Payments

P.L. 110-351 re-authorized the Adoption Incentives Program, amending section 473A of the Act to extend the Adoption Incentive Program through FY 2013 and making other changes in the program. Information Memorandum ACYF-CB-IM-09-03, issued September 1, 2009, provided detailed information on the new provisions and procedures for determining awards. Thirty-seven States received adoption incentive awards in FY 2009.

To ensure timely and well-planned expenditure of any adoption incentives, States were required to specify in the CFSP the services they expected to provide to children and families with the adoption incentive funds and the State's plans for ensuring timely expenditure of the funds. In the APSR, report on how Adoption Incentive funds were spent in the past year and describe any changes to how the State plans to use such funds in the coming year.

10. Child Welfare Waiver Demonstration Activities (applicable States only):

If the State has been approved to operate a child welfare waiver demonstration project under section 1130 of the Act, it must provide a description of its coordination efforts to integrate the activities under the CFSP with the goals and objectives of the demonstration. In particular, the State must discuss how title IV-B monies are used to maximize the use of flexible title IV-E dollars in the demonstration.

11. Quality Assurance System

The State's CFSP was to include a description of the quality assurance (QA) system it will use to regularly assess the quality of services under the CFSP and assure that there will be steps taken to address identified problems (45 CFR 1357.15(u)). In the APSR, provide an update on the use of the quality assurance system, any problems the State has identified and the steps the State is taking to address identified problems. Describe any specific changes or improvements the State has made to programs or procedures in the past year based on QA system findings.

Section D. Child Abuse Prevention and Treatment Act (CAPTA) State Plan Requirements

In addition to the information described in Section C, items 1-3, above (Program Service Description, Collaboration and Program Support), CAPTA requires that the following specific information be incorporated into the APSR:

- The program areas selected for improvement from the 14 areas delineated in section 106(a)(1) through (14) of CAPTA;
- An outline of activities that the State intends to carry out with its State Grant funds during FY 2011 pursuant to section 106(b)(2) of CAPTA;
- A description of the services and training to be provided under the State Grant in FY 2011 as required by section 106(b)(2)(C) of CAPTA;
- Notification regarding substantive changes, if any, in State law that could affect the State's eligibility for the CAPTA State grant, including an explanation from the State Attorney General as to why the change would, or would not, affect eligibility. Note: States do not have to notify ACF of statutory changes or submit them for review if they are not substantive and would not affect eligibility;
- Any changes to the State's provisions and procedures for criminal background checks identified in the State's CFSP for prospective foster and adoptive parents and other adult relatives and non-relatives residing in the household (section 106(b)(2)(A)(xxii) of CAPTA); and
- The State must submit a copy of the annual report(s) from the citizen review panels and a copy of the State agency's most recent response(s) to the panels and State and local child protective services agencies, as required by section 106(c)(6) of CAPTA.

It is important that the APSR addresses all of the CAPTA State Plan items pursuant to section 106. Missing or incomplete information will result in the withholding of CAPTA funds until such time as approval can be granted by ACF. Please note that compliance with the eligibility requirements for a CAPTA State Grant Program is a prerequisite for eligibility for funds under the Children's Justice Act State Grant Program authorized by section 107(a) of CAPTA.

Additional questions regarding the CAPTA State Plan requirements should be addressed to the CB RO State Liaison.

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

In addition to the information described in Section C, items 1-3, above (Program Service Description, Collaboration and Program Support), CFCIP requires that the following specific information be incorporated into the APSR:

- Report on the specific accomplishment achieved to-date in FY 2010 and planned activities for FY 2011 for each of the following seven purpose areas:
 1. Help youth transition to self-sufficiency;
 2. Help youth receive the education, training, and services necessary to obtain employment;
 3. Help youth prepare for and enter post-secondary training and educational institutions;
 4. Provide personal and emotional support to youth aging out of foster care through mentors and the promotion of interactions with dedicated adults;
 5. Provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition into adulthood;
 6. Make available vouchers for education and training, including postsecondary education, to youth who have aged out of foster care; and
 7. Provide services to youth who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption.

- Report activities performed in FY 2010 and planned for FY 2011 to coordinate services with other Federal and State programs for youth (especially transitional living programs funded under Part B of the Juvenile Justice and Delinquency Prevention Act of 1974, abstinence programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies in accordance with section 477(b)(3)(F) of the Act.

- Provide information on specific training that was conducted during FY 2010 and planned for FY 2011 in support of the goals and objectives of the States' CFCIP and to help foster parents, adoptive parents, workers in group homes, and case managers understand and address the issues confronting adolescents preparing for independent living. CFCIP training may be incorporated into the training information discussed under the training section for the APSR, but should be identified as pertaining to CFCIP.

- If applicable, update the service design and delivery of a new or changed trust fund program for States that choose to establish a trust fund program for youth receiving independent living services or transition assistance. Note: CFCIP funds placed in a trust fund must be expended during the applicable grant period. Refer to ACFY-CB-PI-05-06 for current guidance on trust funds.
- Describe any activities undertaken to involve youth (up to age 21) in State agency efforts such as the CFSR/PIP process and the agency improvement planning efforts.
- Describe, if applicable, how the State utilizes, or plans to utilize, the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care.
- Results of the Indian Tribe consultation (section 477(b)(3)(G)), specifically, as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care:
 - Describe how each Indian Tribe in the State has been consulted about the programs to be carried out under the CFCIP.
 - Describe the efforts to coordinate the programs with such Tribes.
 - Discuss how the State ensures that benefits and services under the programs are made available to Indian children in the State on the same basis as to other children in the State.
 - Report the CFCIP benefits and services currently available and provided for Indian children and youth in fulfillment of this section and the purposes of the law.
 - Describe whether and how the State has negotiated in good faith with any Tribe that requested to develop an agreement to administer or supervise the CFCIP or an ETV program with respect to eligible Indian children and to receive an appropriate portion of the State's allotment for such administration or supervision. Describe the outcome of that negotiation.
- Describe the steps the State has taken and plans to take to prepare to implement NYTD, including efforts to inform, engage, and prepare youth to participate in the outcome survey portion of NYTD. Please describe any technical assistance the State anticipates needing in order to be ready for the first submission of NYTD data by May 15, 2011 for the period October 1, 2010 through March 31, 2011.

Education and Training Voucher Program

In addition to the information described in Section C, items 1-3, above (Program Service Description, Collaboration and Program Support), ETV requires that the following specific information be incorporated into the APSR:

- Describe the specific accomplishments and progress to establish, expand, or strengthen the State’s postsecondary educational assistance program to achieve the purpose of the ETV program.
- Indicate how the ETV program is administered, whether by the State child welfare agency in collaboration with another State agency or with an outside entity such as Orphan Foundation of America.

Section F. Statistical and Supporting Information

The following information must be reported on in the APSR:

1. Education and Training Vouchers: Identify the number of youth who received ETV awards from July 1, 2008 through June 30, 2009 (the 2008 - 2009 School Year) and July 1, 2009 through June 30, 2010 (the 2009 - 2010 School Year). States may estimate if they do not have the total number for the 2009 - 2010 School Year. If not able to report the number of ETV awarded by school year, States may report the information by Federal fiscal year.

Report the number of recipients by the number of youth who were new voucher recipients in each of the school years.

2. Juvenile Justice Transfers: Report the “the number of children under the care of the State child protection system who are transferred into the custody of the State juvenile justice system.” Provide contextual information about the source of this information and how the State defines the reporting population (section 106(d)(14) of CAPTA).
3. Inter-Country Adoptions: Report the number of children who were adopted from other countries and who entered into State custody in FY 2009 as a result of the disruption of a placement for adoption or the dissolution of an adoption, the agencies who handled the placement or the adoption, the plans for the child, and the reasons for the disruption or dissolution. (See section 422(b)(12) of the Act.)
4. Monthly Caseworker Visit Data: States are required to collect and report data on caseworker visits (section 424(e)(1) and (2) of the Act). Data for FY 2010 is to be reported separate from the APSR and will be due for submission to CB by **December 15, 2010**. The statute requires States to collect and report the following data on caseworker visits for each of FYs 2007 through 2011:
 - The percentage of children in foster care under the responsibility of the State who were visited monthly by the caseworker handling the case of the child; and
 - The percentage of the visits that occurred in the residence of the child.

States have submitted baseline data for FY 2007, as well as data reporting progress in FYs 2008 and 2009. States also submitted targets for improvement against which data submissions will be compared.

States must continue to submit data to measure progress for FYs 2010 through 2011. The following data are required to compute the percentages:

1. The aggregate number of children served in foster care for *at least one full calendar month* during the FY;
2. The number of children visited *each and every full calendar month* that they were in foster care during the FY;
3. The total number of visit months for children who were visited each and every calendar month that they were in foster care during the FY; and
4. The total number of visit months in which at least one child visit occurred in the child's residence.

Based on these data,

- The *percentage of children in foster care who were visited during each and every calendar month* is determined by dividing the number of children who were visited each and every full calendar month that they were in care (item #2 above) by the number of children served in foster care for at least one full calendar month during the Federal fiscal year (item #1 above). The quotient is multiplied by 100 and expressed as a percentage, rounded to the nearest whole number.
- The *percentage of visits that occurred in the residence of the child* is determined by dividing the number of visit months that occurred in the residence of the child (item #4 above) by the total number of visit months for children visited each and every full calendar month they were in care during the year (item # 3 above). The quotient is multiplied by 100 and expressed as a percentage, rounded to the nearest whole number.

States are required to submit the numbers listed in items 1–4 above, in addition to the derived percentages. This will help CB to validate the accuracy of the calculations.

Please remember that the caseworker visit data for any Federal fiscal year must comprise the full 12-month period, e.g., for FY 2010, data must cover the period from October 1, 2009 through September 30, 2010.

In determining which children are in the population, all children who have been in foster care for at least one full calendar month are included. A child with more than one episode during the 12-month period is considered as one child. Children who are placed in an out-of-state foster care placement are included in the population. If a State

considers children who have gone home for a trial home visit to be in foster care, then the children are included in the population. Children who have run away must also be included in the population.

States were given the option to use sampling to meet the caseworker visit data collection requirement. A sampling methodology, developed by the CB Data Team, was previously made available to all States. Alternatively, States could use their own sampling methodology if it had been approved by the CB RO, in consultation with the CB Data Team. States may continue to use previously approved sampling methodologies approved by CB. Any changes to a sampling methodology must be approved by CB before submitting FY 2010 data. States must also identify whether any of the reported data (items 1–4) were derived through the use of sampling.

In the June 30, 2008 APSR submission, States provided target data percentages to be reached for each of FYs 2008 through 2011 for the percentage of children in foster care who were visited during each and every calendar month (section 424(e)(2)(A) of the Act). The State must achieve the established target percentages to ensure that, by October 1, 2011, 90 percent of children in foster care are visited by their workers monthly. If a State fails to meet the target percentages for any of these years (FYs 2008 through 2011), ACF will reduce the Federal match rate for title IV-B, subpart 1 funds in proportion to the amount that the State failed to reach its target (section 424(e)(2)(B) of the Act).

If the State falls short of the target percentage established by:	The Federal match for title IV-B, subpart 1 will be reduced by:
Less than 10%	1 percentage point
10% to 19%	3 percentage points
20% or more	5 percentage points

In any year in which a State fails to reach its target, ACF will continue to make the full Federal allotment available to the State, but the State must increase its match rate in order to access the full Federal allotment. The reduction will be applied to the title IV-B, subpart 1 funding allocation for the fiscal year following the year for which the target was not met.

On August 20, 2009, CB issued guidance on the circumstances under which CB will consider proposed revisions to previously submitted targets for a fiscal year (see ACYF-CB-PI-09-09). As noted in that issuance, **a request to revise the FY 2010 target must be received as part of the APSR submission on June 30, 2010.** After that date, no revision will be accepted, except if warranted by the discovery of errors in previously submitted data. (Refer to ACYF-CB-PI-09-09 for details.)

Consistent with the law, for FY 2011, all States are expected to have a target of visiting 90 percent of children in foster care on a monthly basis.

Section G. Financial Information

1. Payment Limitations – Title IV-B, Subpart 1:

- States may not spend more title IV-B, subpart 1, funds for child care, foster care maintenance and adoption assistance payments in FY 2011 than the State expended for those purposes in FY 2005 (section 424(c) of the Act). For comparison purposes, submit with the APSR information on the amount of FY 2005 title IV-B, subpart 1, funds that the State expended for child care, foster care maintenance, and adoption assistance payments. States are also advised to retain this information in their files for comparison with expenditure amounts in future fiscal years.
- The amount of State expenditures of non-Federal funds for foster care maintenance payments that may be used as match for the FY 2011 title IV-B, subpart 1 award may not exceed the amount of such non-Federal expenditures applied as State match for title IV-B, subpart 1 in FY 2005 (section 424(d) of the Act). For comparison purposes, submit with the APSR information on the amount of non-Federal funds that were expended by the State for foster care maintenance payments and used as part of the title IV-B, subpart 1 State match for FY 2005. States are also advised to retain this information in their files for comparison with expenditure amounts in future fiscal years
- States may spend no more than ten percent of title IV-E, subpart 1 funds for administrative costs (section 424(e) of the Act).

2. Payment Limitations – Title IV-B, Subpart 2

- States are required to spend a significant portion of their title IV-B, subpart 2 PSSF grant for each of the four service categories of PSSF: family preservation, community-based family support, time-limited family reunification, and adoption promotion and support services. For each service category with a percentage of funds that does not approximate 20 percent, the State must provide in the narrative portion of the APSR a rationale for the disproportion. The amount allocated to each of the service categories should only include funds for service delivery. States should report separately the amount to be allocated to planning and service coordination. States must provide the estimated expenditures for the described services on the CFS-101, Part II.
- States may spend no more than ten percent of title IV-B, subpart 2 funds for administrative costs (section 434(d) of the Act). This limitation applies to both the PSSF Program and the Monthly Caseworker Visit grant.

- States must provide the FY 2008 State and local share expenditure amounts for the purposes of title IV-B, subpart 2 for comparison with the State's 1992 base year amount, as required to meet the non-supplantation requirements in section 432(a)(7)(A) of the Act.

3. FY 2010 Funding—Revised CFS-101 Budget Request

- If the State's final FY 2010 allotment for any of the programs addressed in the APSR (see Attachment A) is greater than the amount indicated on its previously submitted and approved CFS-101 for FY 2010, and the State wishes to receive that higher amount of funding, it must submit a revised FY 2010 budget form reflecting the higher level of funding (CFS-101, Part I). (A revised CFS-101 is not required if the final allocation is less than the amount previously approved on the CFS-101 for FY 2010.)
- Unneeded portions of FY 2010 State allocations of title IV-B, CFCIP, and ETV funds may be re-allotted to other States so that the total appropriation remains available for program purposes (sections 423(e), 433(d) and 477(d)(4) of the Act). Therefore, if the State intends to release or apply for funds for reallocation for the title IV-B, subpart 2, the CFCIP, or the ETV program, please note the amounts you are releasing or requesting on the appropriate lines of a revised FY 2010 CFS-101. (See form instructions in Attachment B for more details.) ACF will re-allocate the funds in accordance with the prescribed formulas. Funds will be re-allocated before the end of the fiscal year.

4. FY 2011 Budget Request—CFS-101, Parts 1 and II

- Complete Part I of the CFS-101 form to request title IV-B, subpart 1 (CWS) and title IV-B, subpart 2 (PSSF and Monthly Caseworker Visit funds), CAPTA, CFCIP, and ETV funds. Use the FY 2010 allocation tables in Attachment A as the basis for estimating FY 2011 budget requests.
- Complete Part II of the CFS-101 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.

5. FY 2008 Title IV-B Expenditure Report—CFS-101, Part III

Complete Part III of the CFS-101 to report the actual amount of FY 2008 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 State must track and report annually its actual title IV-B expenditures, including administrative costs for the most recent preceding fiscal year funds for which a final financial status report has come due. Therefore, States must now report FY 2008 information (FY 2008 final financial status reports were due on December 29, 2009) for

the title IV-B programs on the form CFS-101, Part III. At State option, complete this form to show actual FY 2008 expenditures for the CFCIP and ETV programs, as well.

6. Financial Status Reports Standard Form (SF) 269

All grantees must report expenditures under title IV-B, subparts 1 and 2, CAPTA, and CFCIP 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, CAPTA, CFCIP and ETV programs.

States are strongly encouraged to submit an electronic SF-269 for the programs listed above 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 contact your ACF RO Grants Officer or specialist.

If not able to submit reports electronically, States may submit the original SF-269 for each program to the following address with a copy to your ACF RO:

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, subpart 1

States are required to submit the SF-269 fiscal report for expenditures under title IV-B, subpart 1 at the end of each 12 months (October 1 through September 30) of the two-year expenditure period. Both reports are due 90 days after the end of the fiscal year (December 29). 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 State match must be reported on the interim and final fiscal reports. (A State that has been notified of the need to provide a higher percentage match for a specific fiscal year, due to a determination that the State has failed to meet its established target for the percentage of children in foster care who were visited each and every calendar month, must report that higher match on the final fiscal form (section 424(e)(2)(B) of the Act).) Funds under title IV-B, subpart 1 must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2011, funds must be obligated by September 30, 2012, and liquidated by December 29, 2012).

Title IV-B, subpart 2 – PSSF

States are required to submit the SF-269 fiscal report for expenditures under the title IV-B, subpart 2 PSSF program at the end of each 12 months (October 1 through September 30) of the two-year expenditure period. Both reports are due 90 days after the end of the fiscal year (December 29). 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 State match must be reported on the interim and final fiscal reports. Funds under title IV-B, subpart 2 (PSSF) must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2011, funds must be obligated by September 30, 2012, and liquidated by December 29, 2012).

Since the discretionary funds under 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.

Title IV-B, subpart 2 – Monthly Caseworker Visit Funds

States are required to submit the SF-269 fiscal report for expenditures under the title IV-B, subpart 2 Monthly Caseworker Visit program at the end of each 12 months (October 1 through September 30) of the expenditure period. (These reports are to be separate from the SF-269 reports for the PSSF program.)

For grants awarded between FYs 2008 - 2011, Monthly Caseworker Visit funds must be expended within two years. (The FY 2006 award had a special four-year expenditure period, now expired. No funds were appropriated for this program in FY 2007.) States are to submit the SF-269 report at the end of each 12 months of the two-year expenditure period. Both reports are due 90 days after the end of the fiscal year (December 29). 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. Funds for these years must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2011, funds must be obligated by September 30, 2012 and liquidated by December 29, 2012).

CAPTA

Funds under CAPTA must be expended within five years (e.g., for the FY 2011 award, funds must be obligated by September 30, 2015 and liquidated by December 29, 2015). States are required to submit the SF-269 fiscal report for CAPTA at the end of each 12 months (October 1 through September 30) of the five-year expenditure period. The SF-269 fiscal report covering each 12-month budget period is an interim report and the report covering the entire grant period is the final report. Both the interim and the final reports are due 90 days after the end of each 12-month period (December 29).

CFCIP and ETV

Funds under CFCIP and ETV must be expended within two years. States are required to submit separate SF-269 fiscal reports for the CFCIP and ETV programs. States are required to submit the SF-269 fiscal report for expenditures under the CFCIP and ETV programs 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 each fiscal year (December 29). 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 State match must be reported on the interim and final fiscal reports. Funds under CFCIP and ETV must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2011, funds must be obligated by September 30, 2012, and liquidated by December 29, 2012).

Paperwork Reduction Act:

Under the Paperwork Reduction Act of 1995 (P.L. 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, approved through July 31, 2011.

Inquiries To: CB Regional Program Managers

/s/

Bryan Samuels
Commissioner

Attachment A:

Fiscal Year 2010 Allotment Title IV-B Subpart 1 Stephanie Tubbs Jones Child Welfare Services
Fiscal Year 2010 Allotment Title IV-B Subpart 2 Promoting Safe and Stable Families
Fiscal Year 2010 Allotment for Title IV-B, Subpart 2 Monthly Caseworker Visit Funds
Fiscal Year 2010 Allotment for CAPTA
Fiscal Year 2010 Allotment for Chafee Foster Care Independence Program Allotments
Fiscal Year 2010 Allotment for Education and Training Vouchers

Attachment B:

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 C:

CB Regional Program Managers and Addresses

**FISCAL YEAR 2010 ALLOTMENTS FOR STATES, TERRITORIES AND INSULAR AREAS
TITLE IV-B SUBPART I
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES**

State	2010 Allotments
Alabama	\$4,716,123
Alaska	\$242,149
Arizona	\$5,996,879
Arkansas	\$3,070,111
California	\$32,879,998
Colorado	\$4,135,942
Connecticut	\$2,254,439
Delaware	\$809,251
District of Columbia	\$351,304
Florida	\$15,160,043
Georgia	\$9,777,051
Hawaii	\$1,152,119
Idaho	\$1,726,680
Illinois	\$11,231,710
Indiana	\$6,253,402
Iowa	\$2,921,038
Kansas	\$2,759,609
Kentucky	\$4,211,915
Louisiana	\$4,710,800
Maine	\$1,144,708
Maryland	\$4,395,815
Massachusetts	\$4,423,131
Michigan	\$8,909,997
Minnesota	\$4,325,737
Mississippi	\$3,415,986
Missouri	\$5,564,082
Montana	\$692,663
Nebraska	\$1,731,163
Nevada	\$2,425,004
New Hampshire	\$1,078,061
New Jersey	\$6,048,871
New Mexico	\$1,601,221
New York	\$14,764,175
North Carolina	\$8,877,065
North Dakota	\$549,713
Ohio	\$10,529,365
Oklahoma	\$1,495,649
Oregon	\$3,300,948
Pennsylvania	\$10,428,395
Rhode Island	\$942,776
South Carolina	\$4,523,489
South Dakota	\$501,107
Tennessee	\$5,855,179
Texas	\$25,427,205
Utah	\$3,527,914
Vermont	\$580,465
Virginia	\$6,490,002

**FISCAL YEAR 2010 ALLOTMENTS FOR STATES, TERRITORIES AND INSULAR AREAS
TITLE IV-B SUBPART I
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES**

State	2010 Allotments
Washington	\$5,354,158
West Virginia	\$1,748,436
Wisconsin	\$4,881,947
Wyoming	\$475,656
TOTAL STATE	\$270,370,646
Territories/Insular Areas	2010 Allotments
American Samoa	\$177,580
Guam	\$305,357
Northern Mariana Islands	\$148,852
Puerto Rico	\$4,467,119
Virgin Islands	\$215,618
TOTAL TERRITORIES/INSULAR AREAS	\$5,314,526
TOTAL	\$275,685,172

**FISCAL YEAR 2010 ALLOTMENTS FOR STATES, TERRITORIES AND INSULAR AREAS
TITLE IV-B SUBPART 2
PROMOTING SAFE AND STABLE FAMILIES**

State	2010 Allotments
Alabama	\$7,153,538
Alaska	\$667,718
Arizona	\$7,932,245
Arkansas	\$4,500,446
California	\$33,751,156
Colorado	\$3,283,927
Connecticut	\$2,108,395
Delaware	\$889,126
Dist. of Col.	\$918,704
Florida	\$14,598,557
Georgia	\$12,476,607
Hawaii	\$948,427
Idaho	\$1,219,047
Illinois	\$15,221,115
Indiana	\$7,213,920
Iowa	\$2,721,529
Kansas	\$2,178,330
Kentucky	\$6,371,017
Louisiana	\$7,967,817
Maine	\$1,574,340
Maryland	\$3,807,714
Massachusetts	\$4,928,994
Michigan	\$13,268,289
Minnesota	\$3,454,073
Mississippi	\$5,351,914
Missouri	\$10,940,801
Montana	\$892,472
Nebraska	\$1,515,925
Nevada	\$1,570,850
New Hampshire	\$637,995
New Jersey	\$5,117,819
New Mexico	\$3,165,462
New York	\$18,856,291
North Carolina	\$11,137,885
North Dakota	\$524,791
Ohio	\$12,782,927
Oklahoma	\$5,081,617
Oregon	\$4,667,671
Pennsylvania	\$12,349,023
Rhode Island	\$926,844
South Carolina	\$6,577,151
South Dakota	\$755,149
Tennessee	\$9,816,286
Texas	\$35,724,261

**FISCAL YEAR 2010 ALLOTMENTS FOR STATES, TERRITORIES AND INSULAR AREAS
TITLE IV-B SUBPART 2
PROMOTING SAFE AND STABLE FAMILIES**

State	2010 Allotments
Utah	\$1,730,259
Vermont	\$496,516
Virginia	\$6,155,261
Washington	\$5,879,720
West Virginia	\$2,705,361
Wisconsin	\$5,075,836
Wyoming	\$285,128
Total States	\$329,876,246
Territories/Insular Areas	2010 Allotments
American Samoa	\$218,587
Guam	\$395,070
Northern Mariana Islands	\$178,909
Puerto Rico	\$6,143,207
Virgin Islands	\$271,125
Total Territories/Insular Areas	\$7,206,898
TOTAL	\$337,083,144

**FISCAL YEAR 2010 ALLOTMENTS FOR STATES, TERRITORIES AND INSULAR AREAS
TITLE IV-B SUBPART 2
MONTHLY CASEWORKER VISIT**

State	2010 Allotments
Alabama	\$424,784
Alaska	\$39,650
Arizona	\$471,024
Arkansas	\$267,241
California	\$2,004,176
Colorado	\$195,003
Connecticut	\$125,199
Delaware	\$52,797
Dist. of Col.	\$54,554
Florida	\$866,876
Georgia	\$740,873
Hawaii	\$56,319
Idaho	\$72,388
Illinois	\$903,845
Indiana	\$428,370
Iowa	\$161,607
Kansas	\$129,351
Kentucky	\$378,317
Louisiana	\$473,137
Maine	\$93,486
Maryland	\$226,106
Massachusetts	\$292,688
Michigan	\$787,884
Minnesota	\$205,106
Mississippi	\$317,802
Missouri	\$649,675
Montana	\$52,996
Nebraska	\$90,017
Nevada	\$93,279
New Hampshire	\$37,885
New Jersey	\$303,901
New Mexico	\$187,968
New York	\$1,119,705
North Carolina	\$661,379
North Dakota	\$31,163
Ohio	\$759,063
Oklahoma	\$301,751
Oregon	\$277,171
Pennsylvania	\$733,297
Rhode Island	\$55,037
South Carolina	\$390,558
South Dakota	\$44,841
Tennessee	\$582,901
Texas	\$2,121,342
Utah	\$102,744
Vermont	\$29,484
Virginia	\$365,505
Washington	\$349,144
West Virginia	\$160,647
Wisconsin	\$301,408
Wyoming	\$16,931
Total State	\$19,588,375

**FISCAL YEAR 2010 ALLOTMENTS FOR STATES, TERRITORIES AND INSULAR AREAS
TITLE IV-B SUBPART 2
MONTHLY CASEWORKER VISIT**

Territories/Insular Areas	2010 Allotments
American Samoa	\$8,920
Guam	\$19,514
Northern Mariana Islands	\$6,538
Puerto Rico	\$364,579
Virgin Islands	\$12,074
Total Territories/Insular Areas	\$411,625
TOTAL	\$20,000,000

**FISCAL YEAR 2010 ALLOTMENTS FOR STATES, TERRITORIES AND INSULAR AREAS
CHILD ABUSE PREVENTION AND TREATMENT PROGRAM**

State	2010 Allotments
ALABAMA	\$404,769
ALASKA	\$106,882
ARIZONA	\$589,872
ARKANSAS	\$272,145
CALIFORNIA	\$3,011,330
COLORADO	\$431,730
CONNECTICUT	\$306,845
DELAWARE	\$115,215
DISTRICT OF COLUMBIA	\$85,423
FLORIDA	\$1,316,264
GEORGIA	\$856,016
HAWAII	\$140,202
IDAHO	\$180,488
ILLINOIS	\$1,055,372
INDIANA	\$551,121
IOWA	\$275,348
KANSAS	\$271,513
KENTUCKY	\$368,778
LOUISIANA	\$400,372
MAINE	\$136,921
MARYLAND	\$473,930
MASSACHUSETTS	\$501,268
MICHIGAN	\$805,848
MINNESOTA	\$446,754
MISSISSIPPI	\$292,459
MISSOURI	\$499,509
MONTANA	\$119,683
NEBRASKA	\$191,352
NEVADA	\$261,178
NEW HAMPSHIRE	\$142,768
NEW JERSEY	\$697,503
NEW MEXICO	\$208,889
NEW YORK	\$1,443,939
NORTH CAROLINA	\$759,514
NORTH DAKOTA	\$95,236
OHIO	\$913,422
OKLAHOMA	\$336,514
OREGON	\$324,352
PENNSYLVANIA	\$923,424
RHODE ISLAND	\$122,271
SOUTH CAROLINA	\$387,171
SOUTH DAKOTA	\$112,711
TENNESSEE	\$517,573

**FISCAL YEAR 2010 ALLOTMENTS FOR STATES, TERRITORIES AND INSULAR AREAS
CHILD ABUSE PREVENTION AND TREATMENT PROGRAM**

State	2010 Allotments
TEXAS	\$2,176,879
UTAH	\$318,679
VERMONT	\$90,771
VIRGINIA	\$626,548
WASHINGTON	\$537,363
WEST VIRGINIA	\$172,114
WISCONSIN	\$465,654
WYOMING	\$90,622
TOTAL STATE	\$25,932,504
Territories/Insular Areas	2010 Allotments
AMERICAN SAMOA	\$58,076
GUAM	\$67,346
NORTHERN MARIANA ISLANDS	\$55,608
PUERTO RICO	\$360,623
VIRGIN ISLANDS	\$60,843
TOTAL TERRITORIES/INSULAR AREAS	\$602,496
TOTAL	\$26,535,000

**FISCAL YEAR 2010 ALLOTMENTS FOR STATES AND TRIBES
CHAFEE FOSTER CARE INDEPENDENCE PROGRAM**

State	2010 ALLOTMENTS
Alabama	\$2,020,511
Alaska	\$627,046
Arizona	\$2,995,850
Arkansas	\$1,012,123
California	\$19,346,731
Colorado	\$2,276,271
Connecticut	\$1,545,485
Delaware	\$500,000
District of Columbia	\$1,091,992
Florida	\$6,375,916
Georgia	\$2,869,119
Hawaii	\$500,000
Idaho	\$500,000
Illinois	\$5,132,172
Indiana	\$3,559,387
Iowa	\$1,980,853
Kansas	\$1,812,230
Kentucky	\$2,094,365
Louisiana	\$1,455,538
Maine	\$565,888
Maryland	\$2,226,843
Massachusetts	\$2,996,999
Michigan	\$5,812,955
Minnesota	\$1,729,978
Mississippi	\$942,292
Missouri	\$2,760,494
Montana	\$500,000
Nebraska	\$1,607,101
Nevada	\$1,442,032
New Hampshire	\$500,000
New Jersey	\$2,537,781
New Mexico	\$638,253
New York	\$11,585,958
North Carolina	\$2,828,025
North Dakota	\$500,000
Ohio	\$4,844,801
Oklahoma	\$3,044,704
Oregon	\$2,583,757
Pennsylvania	\$5,577,023
Puerto Rico	\$1,815,903
Rhode Island	\$691,704
South Carolina	\$1,436,571
South Dakota	\$500,000
Tennessee	\$2,074,536

**FISCAL YEAR 2010 ALLOTMENTS FOR STATES AND TRIBES
CHAFEE FOSTER CARE INDEPENDENCE PROGRAM**

State	2010 ALLOTMENTS	
Texas	\$8,088,940	
Utah	\$747,741	
Vermont	\$500,000	
Virginia	\$1,937,748	
Washington	\$3,199,303	
West Virginia	\$1,267,884	
Wisconsin	\$2,127,412	
Wyoming	\$500,000	
TOTAL STATE	\$137,808,215	
TRIBE	2010 ALLOTMENTS	Foster Care Population Counts
Prairie Band of Potawatomi (Kansas)	\$8,558	30
Santee Sioux Nation (Nebraska)	\$24,308	86
Confederated Tribe of Warm Springs (Oregon)	\$50,579	179
Port Gamble S'Klallam Tribe (Washington)	\$8,340	29
TOTAL TRIBAL	\$91,785	
TOTAL	\$137,900,000	

**FISCAL YEAR 2010 ALLOTMENTS FOR STATES AND TRIBES
CHAFEE EDUCATION AND TRAINING VOUCHERS PROGRAM**

State	2010 Allotments
Alabama	\$677,380
Alaska	\$210,218
Arizona	\$1,004,364
Arkansas	\$339,316
California	\$6,486,023
Colorado	\$763,124
Connecticut	\$518,127
Delaware	\$90,369
District of Columbia	\$213,590
Florida	\$2,137,537
Georgia	\$961,877
Hawaii	\$153,280
Idaho	\$165,997
Illinois	\$1,720,569
Indiana	\$1,193,290
Iowa	\$664,084
Kansas	\$607,553
Kentucky	\$702,139
Louisiana	\$487,972
Maine	\$180,641
Maryland	\$746,553
Massachusetts	\$1,004,749
Michigan	\$1,948,803
Minnesota	\$579,978
Mississippi	\$315,905
Missouri	\$925,460
Montana	\$155,014
Nebraska	\$546,933
Nevada	\$483,443
New Hampshire	\$98,847
New Jersey	\$850,795
New Mexico	\$213,975
New York	\$2,841,411
North Carolina	\$948,100
North Dakota	\$119,464
Ohio	\$1,624,227
Oklahoma	\$1,020,742
Oregon	\$866,209
Pennsylvania	\$1,869,706
Puerto Rico	\$608,784
Rhode Island	\$231,895
South Carolina	\$481,613
South Dakota	\$142,779
Tennessee	\$695,492

**FISCAL YEAR 2010 ALLOTMENTS FOR STATES AND TRIBES
CHAFEE EDUCATION AND TRAINING VOUCHERS PROGRAM**

State	2010 Allotments	
Texas	\$2,711,831	
Utah	\$250,682	
Vermont	\$115,610	
Virginia	\$649,633	
Washington	\$1,072,572	
West Virginia	\$425,060	
Wisconsin	\$713,219	
Wyoming	\$111,179	
TOTAL STATE	\$44,648,113	
Tribe	2010 Allotments	Foster Care Population Counts
Prairie Band of Potawatomi (Kansas)	\$2,869	30
Confederated Tribe of Warm Springs (Oregon)	\$16,957	179
Port Gamble S'Klallam Tribe (Washington)	\$2,796	29
TOTAL TRIBAL	\$22,622	
	TOTAL	\$44,670,735

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 title IV-B, subpart 1 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 title IV-B, subpart 2 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 title IV-B, subpart 2 MCV 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 (for States only) that the State or Tribe does not expect to utilize.
 - b) Indicate the amount of Federal funds of CWS, PSSF and/or MCV (for States only) 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 title IV-B Subpart 1 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 title IV-Bsubpart 2 estimated allotment)		\$
7. Total estimated Monthly Caseworker Visit (MCV) Funds (FOR STATES ONLY)		\$
a) Total administration (FOR STATES ONLY: not to exceed 10% of estimated MCV 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(States only)\$_____.		
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(States only)\$_____.		
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

U.S. Department of Health and Human Services
Administration for Children and Families

Attachment B

OMB Approval #0980-0047
Approved through July 31, 2011

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 Federal fiscal year. This information is an integral part of the Child and Family Services Plan and should be discussed by the ACF Regional Office, State Agency Representatives, and Tribes. States and Tribes 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

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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 and Tribes 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 or Tribe 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 or Tribe 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 title IV-B, subpart 1 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 title IV-B, subpart 2 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	(k) GEOG. AREA 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: 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 2008 grant allocation has an expenditure period from October 1, 2007 to September 30, 2009. Therefore, any fiscal year 2008 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

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.

CFS-101, Part III

U.S. Department of Health and Human Services
Administration for Children and Families

Attachment B

OMB Approval #0980-0047
Approved through July 31, 2011

with the exception of FY 2006 grants, 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.

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 MCV.

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 2008: October 1, 2007 through September 30, 2008

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 title IV-B, subpart 1 total 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 title IV-B, subpart 2 allotment after October 1, 2007)	\$	\$					
7. Total Monthly Caseworker Visit Funds (STATE ONLY)	\$	\$					
a) Administrative Costs (not to exceed 10% of MCV allotment)	\$	\$					
8. Total Chafee Foster Care Independence Program (CFCIP) funds	\$	\$					
a) Indicate the amount of 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 C – Children’s Bureau Regional Program Managers

Region I - Boston

Bob Cavanaugh
Bcavanaugh@acf.hhs.gov
JFK Federal Building Rm. 2000
Boston, MA 02203
(617) 565-1020 (p)
States: Connecticut, Maine, Massachusetts
New Hampshire, Rhode Island, Vermont

Region II - New York City

Junius Scott
jscott@acf.hhs.gov
26 Federal Plaza Rm. 4114
New York, NY 10278
(212) 264-2890 (p)
States and Territories: New Jersey, New York
Puerto Rico, Virgin Islands

Region III - Philadelphia

Lisa Pearson
lisa.pearson@acf.hhs.gov
150 S. Independence
Mall West—Suite 864
Philadelphia, PA 19106-3499
(215) 861-4000 (p)
States: Delaware, District of Columbia, Maryland
Pennsylvania, Virginia, West Virginia

Region IV - Atlanta

Ruth Walker
rwalker@acf.hhs.gov
Atlanta Federal Center
61 Forsyth Street SW Suite 4M60
Atlanta, GA 30303
(404) 562-2900 (p)
States: Alabama, Mississippi, Florida
North Carolina, Georgia, South Carolina
Kentucky, Tennessee

Region V - Chicago

Carolyn Wilson-Hurey
cwilson-hurey@acf.hhs.gov
233 N. Michigan Avenue
Suite 400
Chicago, IL 60601
(312) 353-4237 (p)
States: Illinois, Indiana, Michigan, Minnesota
Ohio, Wisconsin

Region VI - Dallas

June Lloyd
jlloyd@acf.hhs.gov
1301 Young Street Room 945
Dallas, TX 75202
(214) 767-9648 (p)
States: Arkansas, Louisiana, New Mexico
Oklahoma, Texas

Region VII - Kansas City

Rosalyn Wilson
rwilson@acf.hhs.gov
Federal Office Building
Room 276
601 E 12th Street
Kansas City, MO 64106
(816) 426-3981 (p)
States: Iowa, Kansas, Missouri, Nebraska

Region VIII - Denver

Marilyn Kennerson
mkenneron@acf.hhs.gov
Federal Office Building
1961 Stout Street 9th Floor
Denver, CO 80294-3538
(303) 844-3100 (p)
States: Colorado, Montana, North Dakota
South Dakota, Utah, Wyoming

Region IX - San Francisco

Sally Flanzer

sally.flanzer@acf.hhs.gov

50 United Nations Plaza Room 450

San Francisco, CA 94102

(415) 437-8400 (p)

States and Territories: Arizona, California, Hawaii, Nevada, Outer Pacific—American Samoa
Commonwealth of the Northern Marianas, Federated States of Micronesia (Chuuk, Pohnpei, Yap)
Guam, Marshall Islands, Palau

Region X - Seattle

Carol Overbeck

carol.overbeck@acf.hhs.gov

2201 Sixth Avenue Suite 300, MS-70

Seattle, WA 98121

(206) 615-2602 (p)

States: Alaska, Idaho, Oregon, Washington