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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, and Title IV-E of the Social Security Act (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, 2016, submission of: (1) the second Annual Progress and Services Report (APSR) to the 2015-2019 Child and Family Services Plan (CFSP) for the Stephanie Tubbs Jones Child Welfare Services (CWS), the Promoting Safe and Stable Families (PSSF) and Monthly Caseworker Visit Grant programs; and the Chafee Foster Care Independence Program (CFCIP) and the Education and Training Vouchers (ETV) Program; (2) the Child Abuse Prevention and Treatment Act (CAPTA) State Plan update; and (3) the CFS-101, Part I, Annual Budget Request, Part II, Annual Summary of Child and Family Services, and Part III, Annual Expenditure Report- Title IV-B, subparts 1 and 2, CFCIP, and ETV.

LEGAL AND RELATED REFERENCES: Title IV-B, subparts 1 and 2, sections 421-425, 428, 430-438, and title IV-E, section 477 of the Act; sections 106 and 108 of CAPTA (42 U.S.C. 5106a. and 5106d.), as amended by Public Law (P.L.) 111-320, the CAPTA Reauthorization Act of 2010; the Indian Child Welfare Act (ICWA) of 1978 (P.L. 95-608); the Indian Self-Determination and Education Assistance Act (P.L. 93-638); 45 CFR Parts 1355 and 1357; The Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351); the Patient Protection and Affordable Care Act (P.L. 111-148); the Child and Family Services Improvement and Innovation Act of 2011 (P.L. 112-34); the Preventing Sex Trafficking and Strengthening Families Act (P.L. 113-183); and the Justice for Victims of Trafficking Act of 2015 (P.L. 114-22).

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 federal fiscal year (FY)¹ 2017 (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 (1) the second APSR to the 2015-2019 CFSP, (2) the CAPTA Update, and (3) the CFS-101, Parts I, II, and III.

A separate PI addresses requirements for tribes, tribal consortia, and tribal organizations applying for funding under these programs.

We note that the title IV-B programs (subparts 1 and 2) are required to be reauthorized periodically by the Congress. The Child and Family Services Improvement and Innovation Act, signed into law on September 30, 2011, last reauthorized funding for these programs for five years through FY 2016. The guidance provided in this PI assumes that the programs will be extended without significant changes. Should new legislation be enacted that would affect the steps that states must take to receive funding for FY 2017, additional guidance will be provided.

INFORMATION: Organization of the Program Instruction

- Section A. Background
- Section B. Continued Integration of the Child and Family Services Review Process with the CFSP/APSR
- Section C. Requirements for 2017 APSR (Due June 30, 2016)
- Section D. CAPTA State Plan Requirements and Update
- Section E. Chafee Foster Care Independence Program
- Section F. Updates to Targeted Plans within the 2015-2019 CFSP
- Section G. Statistical and Supporting Information
- Section H. Financial Information
- Section I. Instructions for the Submission of the 2017 APSR for States, Puerto Rico, and the District of Columbia
- Section J. Submittal Rule for Insular Areas
- Attachments

Section A. Background

Child and Family Services Plan (CFSP)

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 (section 432(a)(2) of the Act). 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, and the CFCIP and ETV programs for older youth and/or young adults formerly in foster care, into a continuum of services for children and their families. The CFSP consolidates plans for these programs to

¹Unless otherwise noted, "FY" refers to the federal fiscal year (October 1 – September 30).

help states comprehensively integrate the full array of child welfare services, from prevention and protection through permanency (45 CFR 1357.15(a)).

Since the CFSP process began in 1994, there have been four completed five-year cycles (FYs 1995 - 1999, FYs 2000 - 2004, FYs 2005 - 2009, and FYs 2010 – 2014). The most recent CFSP submission, covering FYs 2015 – 2019, was due June 30, 2014.

Annual Progress and Services Report (APSR)

The APSR provides an annual update on the progress made toward accomplishing the goals and objectives in the CFSP (section 432(a)(2)(C)(i) of the Act). Completion of the APSR satisfies the federal regulations at 45 CFR 1357.16 by providing updates on a state’s annual progress since the submission of the CFSP and planned activities for the upcoming fiscal year. On June 30, 2015, states submitted the first APSR since the development of the 2015-2019 CFSP. This was referred to as the “2016 APSR.” This PI provides guidance on submission of the APSR, due June 30, 2016 and that requests funding for FY 2017 (45 CFR 1357.16(b)(2)), referred to as the “2017 APSR.” The 2017 APSR covers the activities completed during the period of time since the last APSR submission (i.e, from July 1, 2015 to June 30, 2016) and the prospective activities for FY 2017.

It is important that APSR submissions address all requirements outlined in this PI. 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 the Children’s Bureau (CB). The CB Regional Office (RO) staff will engage with you and your staff in joint planning in preparing the APSR. Requests for assistance or questions encountered in preparing the APSR should be directed to the appropriate CB RO.

In preparing the 2017 APSR, each state must conduct an interim review of the progress made since submitting the 2015-2019 CFSP and 2016 APSR toward accomplishing the goals and objectives in the CFSP/APSR 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 expected to utilize data obtained from the case management system in assessing progress in the APSR, citing the source as such.

As required by federal regulations at 45 CFR 1357.16, when conducting the annual review in preparation for submission of the APSR, the state must engage the agencies, organizations, and individuals who are part of the ongoing CFSP-related consultation and coordination process, e.g., the state’s Court Improvement Program, tribes, youth, families, the Community-Based Child Abuse Prevention (CBCAP) lead agency, the Children’s Justice Act grantee, providers, and faith-based and community organizations.

When addressing services and programs under this APSR, states must also integrate the findings of federal 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, a National Youth In Transition (NYTD) Assessment Review and

other relevant CB reviews, as well as planned activities identified in any Program Improvement Plans (PIPs). More information on this requirement is detailed in Section B.

New Program Requirements: The Justice for Victims of Trafficking Act of 2015 (P.L. 114-22)

On May 29, 2015, the President signed into law P.L. 114-22, the Justice for Victims of Trafficking Act of 2015. The law amended a number of federal statutes, including the Child Abuse Prevention and Treatment Act (CAPTA). The amendments to CAPTA become effective on May 29, 2017, two years after the enactment of P.L. 114-22.

The CB issued Information Memorandum [ACYF-CB-IM-15-05](#) on July 16, 2015, informing states of the changes. In brief, the law amends the CAPTA State Grant program by adding state plan assurances that the state has provisions and procedures to identify and assess reports involving sex trafficking and to train Child Protective Service (CPS) workers about identifying, assessing and serving children who are sex trafficking victims. The law also amends the federal definitions of “child abuse and neglect” and “sexual abuse” to include victims of sex trafficking and requires state CPS agencies to consider a child who has been identified as a victim of sex trafficking or severe forms of trafficking as victims of child abuse and neglect and sexual abuse. The law also adds reporting on sex trafficking victims to the list of data elements enumerated under the annual state data report required by the CAPTA State Grant. (Most of this data is captured through state participation in the National Child Abuse and Neglect Data System [NCANDS].)

Section D of this PI provides detailed instruction on the steps that states will need to take to come into compliance with the amended CAPTA provisions by the effective date of the statutory changes. It also requires states to report on the steps they are taking or will need to take to meet the new CAPTA requirements relating to sex trafficking.

Section B. Continued Integration of the Child and Family Services Review Process with the CFSP/APSR

In Program Instruction [ACYF-CB-PI-14-03](#), issued March 5, 2014, CB emphasized the integration of the CFSP with the Child and Family Services Review (CFSR) process, including the CFSR Statewide Assessment. For the 2015 - 2019 CFSP, submitted in June 2014, states were to assess performance on the systemic factors and outcomes that CB monitors through the CFSR and incorporate this information into the appropriate sections of their CFSP and subsequent APSRs. The 2016 APSR continued to support the integration of these two processes and the 2017 APSR will continue the intentional integration of key outcomes across child welfare programs. The CB continues to be committed to joint planning with states to build on the steps taken to integrate these processes. States can consult their RO or the CFSR procedures manual for additional information on integrating the CFSP and CFSRs.

The most recent CFSP/APSR goals, objectives, and interventions as well as any more recent CFSR information will also be the starting point for the development of a state’s CFSR Program Improvement Plan (PIP), if one is required. To be well positioned to improve performance, states should use the 2017 APSR to update, revise or better align data, goals, objectives, and

interventions specified in the 2015-2019 CFSP with the updated statewide data indicators and CFSR outcome measures and systemic factors. Any other data or information on state progress should also be used in informing the state's 2017 APSR.

In preparing the 2017 APSR, states must:

- Use the most recent information about the state's performance on statewide data indicators to complete the "Update on Assessment of Performance," section C2 of the 2017 APSR.
- Review and revise, as needed, their goals and objectives to focus on improvement of their performance on the CFSR national data indicators, systemic factors and the current Onsite Review Instrument (OSRI) items.
- Assess performance on the systemic factors using data and information that demonstrates the functioning of the revised items for each systemic factor ("Update on Progress Made to Improve Outcomes," section C3 of the 2017 APSR). (See 45 CFR 1355.34(c)).

To the extent that any of the above performance information is already reported in the state's CFSR Statewide Assessment the state need not repeat it in the APSR. Rather the state may cite where the performance information is located in the statewide assessment and focus instead on any resulting updates to goals, objectives, and interventions in the 2017 APSR.

Section C. Requirements for 2017 APSR (Due June 30, 2016)

The 2017 APSR must address and reflect coordination of the following programs:

- 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;
- Adoption and Legal Guardianship Incentive Payment Funds;
- Child Welfare Waiver Demonstrations approved under section 1130 of the Act, as appropriate;
- CFCIP and ETV; and
- Training activities in support of the CFSP goals and objectives, including training funded by titles IV-B and IV-E.

In addition, states are required to provide an annual update on their use of funds under the CAPTA State Grant and their plan to come into compliance with the amendments to CAPTA made by the Justice for Victims of Trafficking Act of 2015.

The 2017 APSR must contain all of the information described below.

1. General Information

Collaboration

- Provide an update on how the state has engaged in substantial, ongoing and meaningful collaboration in the implementation of the 2015-2019 CFSP/ 2016 APSR, and if applicable, any state CFSR PIP or title IV-E PIP (section 422(b)(13) of the Act). The description should specify how partners, tribes, courts and other stakeholders were involved in the past year in the implementation of the CFSP and the development of the 2017 APSR through:
 - 1) the assessment of agency strengths and areas needing improvement including the “Update on Assessment of Performance,” section C2;
 - 2) the review and modification of the Goals, Objectives, and Interventions in the “Update to the Plan for Improvement,” section C3, based on available data and information; and
 - 3) the monitoring of CFSP progress including the “Update on Progress Made to Improve Outcomes,” section C3.

The description must also include an update on how partners, tribes, courts, and other stakeholders will continue to be involved in the upcoming year in the implementation of the goals, objectives, and interventions, and in the monitoring and reporting of progress (45 CFR 1357.15(b)(4)).

Collaboration for the CFSP and APSR should align with collaboration efforts for the state CFSR. States should work with their CB RO and/or refer to the CFSR Procedures Manual for further information on collaboration and implementation for the CFSP and CFSR.

2. Update on Assessment of Performance

States must review and update the data and information provided in their 2015-2019 CFSP/ 2016 APSR to reflect recent state performance. The state must use its most recent data profile or information provided on the state’s performance on the CFSR Round 3 statewide data indicators, its case review data, relevant data or information for each Round 3 systemic factor item and any other relevant data to update this assessment. States are encouraged to include data that shows performance over time and must indicate the sources of data, methods of data collection, any known issues with data quality/limitations and time period(s) for the data provided. States that have completed their CFSR Statewide Assessment in 2015 or 2016 may choose to reference that assessment rather than repeating that information in the 2017 APSR.

In completing this section, states are encouraged to consider how they can include information in the 2017 APSR that can serve as the foundation for the CFSR Statewide Assessment and any CFSR PIP. States should review the [Statewide Assessment Instrument](#) in order to ensure that all outcome items and systemic factor items are addressed in the 2017 APSR assessment and that data and information provided address the CFSR requirements.

States that do not have sufficient, accurate, timely data and information to assess performance should indicate their plans for gathering that information in time for their next year's APSR, or for their CFSR Statewide Assessment, whichever is earlier. States may also contact their CB RO for available technical assistance.

3. Update to the Plan for Improvement and Progress Made to Improve Outcomes

In the 2015-2019 CFSP and 2016 APSR, states were asked to identify the plan for improving its program, services, and outcomes for children and families over the next five years. This section is to provide the update to that plan for improvement and the progress towards achieving those outcomes.

Update to the Plan for Improvement

Revisions to Goals, Objectives, and Interventions

The state must update the 2015-2019 CFSP/ 2016 APSR goals, objectives, and interventions to incorporate any additional areas needing improvement that were identified in a CFSR, title IV-E, AFCARS, or other program improvement plan or in the 2017 APSR "Update on Assessment of Performance," section C2 identified above (45 CFR 1357.16(a)(2)). If the current 2015-2019 CFSP or the 2016 APSR does not have a goal, objective, or intervention that addresses key areas needing improvement as identified through the "Update on Assessment of Performance" and in joint planning with CB, the associated goal, objective, intervention and measures of progress must be revised or added to the 2017 APSR. For the 2017 APSR, states should give particular attention to ensuring that goals, objectives, and interventions address the state performance on the revised CFSR statewide data indicators, systemic factors or outcomes.

Implementation Supports

To promote successful implementation of newly identified or revised goals and objectives, states are encouraged to identify in the 2017 APSR supports needed to continue to implement each goal and objective and a plan for ensuring the supports are put in place. Examples of implementation supports include: staffing, training and coaching, financing, data systems, policies, physical supports, equipment, and memoranda of understanding with other agencies.

Update on Progress Made to Improve Outcomes

The state must report on the amount of progress made since the 2016 APSR submission to improve outcomes for children and families and to provide a more comprehensive, coordinated and effective child and family services continuum (45 CFR 1357.16(a)(1)).

Progress Measures: States must cite relevant state and local data supporting the state’s assessment of the progress toward meeting each goal and objective of the 2015-2019 CFSP/ 2016 APSR.

Measures of progress may be stated in terms of improved performance on statewide data indicators for safety and permanency, case review items, or other available data and may reference data provided in the “Update on Assessment of Performance,” section C2 of the 2017 APSR. Because the state will be reporting on the second year of the five year plan, the objectives and interventions associated with some goals may not yet be fully implemented and the state may not be able to demonstrate significant measurable improvement. However, states are encouraged to assess and report in the 2017 APSR on the amount of progress made in any geographic areas or populations that have experienced the intervention during the past year. In addition, the state should review the progress measures identified in its 2015-2019 CFSP/ 2016 APSR and align them to be consistent with the revised CFSR statewide data indicators, systemic factors or outcomes, where applicable, and report progress in the 2017 APSR based on updated measures to the extent possible.

Progress Benchmarks: For each objective/intervention identified in the 2015-2019 CFSP/2016 APSR the state must report on the progress it is making in meeting its timeframes and benchmarks for implementing the intervention. Benchmarks may be stated in terms of implementation milestones, such as key activities completed or process measures.

If the state is not making progress as indicated by its measures or benchmarks, the state should indicate in the 2017 APSR the reasons for the lack of progress, including whether sufficient implementation supports are in place and whether the intervention is being implemented as intended. The state should report any adjustments to the intervention or implementation to increase effectiveness.

Feedback loops: In monitoring and reporting on progress, the state should also continually consult with partners, tribes, courts and other stakeholders who are involved in implementing the intervention or who are impacted by the intervention for information/data about effectiveness. If available, provide information obtained using feedback loops to support progress made to improve outcomes.

4. Update on Service Description

States are required to provide an update on the services provided through each of the programs/service areas identified below:

- 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;
- CFCIP and ETV (Please also see Section E.)
- For each program, describe the services to be provided in FY 2017, highlighting any changes or additions in services or program design and how the services will assist in achieving program goals (45 CFR 1357.16(a)(4)). For each service report:
 1. the estimated number of individuals and families to be served (the number of individuals and families to be served by service/activity with the total estimated funding indicated);
 2. the population(s) to be served (the population that has been targeted for the designated services); and
 3. the geographic areas where the services will be available (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).

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

- Indicate the specific percentages of title IV-B, subpart 2, funds the state will expend in 2017 on actual service delivery of family preservation, community-based family support, time-limited family reunification and adoption promotion and support services, and on planning and service coordination, with a rationale for the decision. The state must provide an especially strong rationale if the percentage provided for any one of the four service categories is below 20 percent. The amount allocated to each of the service categories should include only funds for service delivery. Report separately the amount to be allocated to planning and service coordination. Provide the estimated expenditures for the described services on the CFS-101. In addition, for each service category with a percentage of funds that does not approximate 20 percent of the grant total, provide a rationale for the disproportion in the narrative portion of the APSR.
- If not covered in Section C3, “Update to the Plan for Improvement” describe any additional steps the state 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 be used to measure progress in the upcoming fiscal year if not addressed in the goals, objectives and interventions.
- *Populations at Greatest Risk of Maltreatment (section 432(a)(10) of the Act).*
In the 2015-2019 CFSP, states were required to identify and describe which populations are at the greatest risk of maltreatment, how the state identifies these populations and how services will be targeted to those populations. In the 2017 APSR, provide an

update noting any changes or emerging trends in the populations the state has identified as at greatest risk of maltreatment. Describe the activities the state has undertaken since the submission of the 2016 APSR to target services to these populations and any changes in the services that will be targeted to these populations during the coming year.

- *Services for Children Under the Age of Five (section 422(b)(18) of the Act).*
Describe the activities the state has undertaken since the submission of the 2016 APSR to reduce the length of time that young children under age five are in foster care without a permanent family. Describe the activities undertaken to provide developmentally appropriate services to this population. Provide the results of the activities and any updates to the state's plan. *(Note: CB understands this requirement to apply to all children under age 5 in foster care regardless of the child's permanency plan, legal status or placement status.)*
- *Services for Children Adopted from Other Countries (section 422(b)(11) of the Act).*
Describe the activities, including provision of adoption and post-adoption supports, that the state has undertaken since the submission of the 2016 APSR to support the families of children adopted from other countries and any changes to the activities the state plans to take to support children adopted from other countries.

5. Program Support

- Describe the state's training and technical assistance provided to counties and other local or regional entities that operate state programs and its impact on the achievement of CFSP/APSR goals and objectives since the submission of the 2016 APSR. Describe training and technical assistance that will be provided by the state in the upcoming fiscal year. (See 45 CFR 1357.16(a)(5).)
- Describe the technical assistance and capacity building needs that the state anticipates in FY 2017 in support of the CFSP/APSR goals and objectives. Describe how capacity building services from partnering organizations or consultants will assist in achieving the identified goals and objectives. (See 45 CFR 1357.16(a)(5).) States that have engaged with the Capacity Building Center for States are encouraged to reference needs and planned activities that were documented during assessment and work planning.
- Describe child and family services related research, evaluation, management information systems, and/or quality assurance systems that have been implemented or updated since the submission of the 2016 APSR or will be implemented or updated in the coming year. 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).)

6. Consultation and Coordination Between States and Tribes

As referenced throughout this PI, states are expected to consult, collaborate and coordinate with all federally recognized tribes within their jurisdiction on all aspects of the development and oversight of the 2015-2019 CFSP and subsequent APSRs. Federal law and regulations also separately identify several key child welfare issues about which the state must consult and coordinate with tribes. States must then report on the outcome of these discussions. These issues include state compliance with ICWA; the arrangements for providing services in relation to permanency planning for tribal children, whether in the care of the state or tribe; and the provision of independent living services under the CFCIP. States without federally-recognized tribes within their borders should still consult with tribal representatives and document such consultations.

During the past year, the CB conducted a review and published a report summarizing the information states provided in their 2015–2019 CFSPs relating to ICWA compliance, as well as consultation and collaboration with tribes. This report also includes information reported in a sample of tribes’ CFSPs pertaining to ways in which states consulted and collaborated with tribes. The report, entitled “States’ Consultation and Collaboration with Tribes and Reported Compliance with the Indian Child Welfare Act: Information from States’ and Tribes’ 2015–2019 Child and Family Services Plans” is available on the CB website at: <http://www.acf.hhs.gov/programs/cb/resource/states-tribes-cfspd-2015-2019>.

We encourage states to review the report and to engage tribes in meaningful consultation on how to strengthen relationships, provide more timely and meaningful opportunities for input on initiatives, and improve compliance with ICWA. The CB has identified [State-Tribal Topics](#) as a focus area for the Child Welfare Capacity Building Collaborative. We urge states to discuss capacity building needs in this arena with their liaison from the Center for States and/or their Regional Office specialist.

In the 2017 APSR, states must update the following:

- Describe the process used to gather input from tribes since the submission of the 2016 APSR, including the steps taken by the state to reach out to all federally recognized tribes in the state. Provide specific information on the name of tribes and tribal representatives with whom the state has consulted. Please provide information on the outcomes or results of these consultations. States may meet with tribes as a group or individually. (See 45 CFR 1357.15(l) and 45 CFR 1357.16(a)).
- Provide an update to the state’s plan for ongoing coordination and collaboration with tribes in the implementation and assessment of the CFSP/ APSR. Describe any barriers to this coordination and the state’s plans to address these barriers.
- Provide an update, since the submission of the 2016 APSR, on the arrangements made with tribes as to who is responsible for providing the child welfare services and protections for tribal children delineated in section 422(b)(8) of the Act, whether the children are under state or tribal jurisdiction. These services and protections include

operation of a case review system (as defined in section 475(5) of the Act) for children in foster care; a preplacement preventive services program for children at risk of entering foster care to remain safely with their families; and a service program for children in foster care to facilitate reunification with their families, when safe and appropriate, or to place a child in an adoptive home, legal guardianship or other planned, permanent living arrangement.

In carrying out consultation with tribes relating to operation of a case review system for tribal children, states are reminded of the amendments made by P.L. 113-183. In general, these amendments went into effect on September 29, 2015. The new case review provisions require the title IV-B/IV-E agency to:

- Limit APPLA as a permanency plan to youth age 16 and older (section 475(5)(C)(i) of the Act)²;
- Follow additional case review and case plan requirements for all children in foster care with a permanency plan of APPLA including:
 - Documenting at each permanency hearing the efforts to return a child home or to secure a placement for a child with a relative, or with guardianship or adoptive parent (sections 475(5)(C)(i) and 475A(a)(1) of the Act).
 - Implementing procedures to ensure that the court or administrative body conducting the permanency hearing asks the child about his/her desired permanency outcome and makes a judicial determination at each permanency hearing that APPLA is the best permanency plan for the child and specifies compelling reasons why it's not in the best interest of the child to be returned home, placed with a relative or legal guardian, or placed for adoption (section 475A(a)(2) of the Act).
 - Documenting at the permanency hearing and the 6 month periodic review the steps the agency is taking to ensure that the foster family or child care institution follows the “reasonable and prudent parent standard”³ and whether

² This provision becomes effective three years after enactment, September 29, 2017, for children in foster care under the responsibility of an Indian tribe, tribal organization or consortium.

³ The “Reasonable and prudent parent standard” is defined as the standard characterized by careful and sensible parental decisions that maintain a child’s health, safety, and best interests while at the same time encouraging the child’s emotional and developmental growth, that a caregiver must use when determining whether to allow a child in foster care under the responsibility of the state/tribe to participate in extracurricular, enrichment, and social activities. Caregiver (for this purpose only), is a foster parent or designated official at a child care institution (section 475(10) of the Act).

the child has regular opportunities to engage in “age or developmentally-appropriate activities”⁴ (sections 475(5)(B) and 475A(a)(3) of the Act).

- In addition, for children age 14 and older, the title IV-B/IV-E agency must:
 - Document in the case plan the child’s education, health, visitation, and court participation rights, the right to receive a credit report annually, and a signed acknowledgement that the child was provided these rights and that they were explained in an age appropriate way (section 475A(b) of the Act);
 - Develop the case plan in consultation with the child, and at the option of the child, two members of the case planning team, who are not the caseworker or foster parent (sections 475(1)(B) and (5)(C)(iv) of the Act);
 - Describe in the case plan and at the permanency hearing the services to help the youth transition to successful adulthood (formerly required at age 16) (sections 475(1)(D) and (5)(C)(i) of the Act); and
 - Provide a copy of his/her credit report annually and assist in fixing any inaccuracies (formerly age 16) (section 475(I) of the Act).
- Describe how the state monitors its compliance with ICWA. Citing available data and the sources of that data, including input obtained through tribal consultation, assess the state’s level of compliance with the ICWA. If data are not available, provide other information to support the assessment of the state’s level of compliance with ICWA and describe how the state intends to obtain any relevant data that may be needed to assess compliance. (See section 422(b)(9) of the Act.) Components of ICWA that states must address in consultation with tribes include, but are not limited to:
 - 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.
- Provide an update to the specific steps outlined in the 2015-2019 CFSP/ 2016 APSR to improve or maintain compliance with ICWA that includes tribal input. Describe the activities completed and accomplishments achieved since submission of the 2016 APSR. Provide an update on any planned changes to laws, policies, procedures, communications

⁴ “Age or developmentally-appropriate” is defined as suitable, developmentally appropriate activities for children of a certain age or maturity level based on the capacities typical for the age group and the individual child (section 475(11) of the Act).

strategies, trainings or other activities to improve compliance with ICWA that the state has developed in partnership with tribes.

- Provide an update regarding discussions with Indian tribes in the state specifically as it relates to the CFCIP. (This instruction is further delineated in Section E of this PI.)
- State agencies and tribes must also exchange copies of their 2017 APSRs (45 CFR 1357.15(v)). Describe how the state will meet this requirement for the 2017 APSR.

In carrying out continued collaborations and coordination with tribes on child welfare programs, states should be aware that section 479B of the Act allows federally-recognized tribes, tribal consortia, and tribal organizations to apply to ACF to receive, at tribal option, title IV-E funds directly for foster care, adoption assistance, and for guardianship assistance programs. A tribe may also seek to enter into an agreement with the state to administer all or part of the title IV-E program on behalf of Indian children under the authority of the tribe. States are reminded that section 471(a)(32) requires states to negotiate in good faith with any federally recognized tribe, tribal organization or tribal consortium in the state that requests to develop a IV-E agreement with the state. In addition, section 477(j) of the Act creates an option for tribes, with an approved title IV-E plan or a title IV-E tribal/state agreement, to receive directly from ACF a portion of the state's CFCIP and/or ETV allotments to provide services to tribal foster/former foster youth.

The opportunity to operate a title IV-E, CFCIP, and/or ETV program is not time limited. A tribe has the discretion to determine whether or when it wants to develop its own title IV-E, CFCIP, and/or ETV programs. 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).

7. Monthly Caseworker Visit Formula Grants

Monthly Caseworker Visit grants are provided to states to improve the quality of caseworker visits with an emphasis on improving caseworker decision-making on the safety, permanency, and well-being of foster children and caseworker recruitment, retention and training (section 424(f) and 436(b)(4)(B)(i) of the Act). In FY 2015 and thereafter, states are required to ensure the total number of monthly casework visits is not less than 95 percent of the total visits that would be made if each child were visited once per month. In addition, at least 50 percent of the total number of monthly visits made by caseworkers to children in foster care must occur in the child's residence.

In the 2017 APSR, states must describe:

- Their use of the Monthly Caseworker Visit Grant; and
- Their continued action steps to ensure that statutory performance standards are met. If the state has missed previous performance standards, describe the reasons the state's performance has fallen short and the steps the agency will take to ensure compliance.

See [ACYF-CB-PI-12-01](#), issued January 6, 2012, for more information on monthly caseworker visit performance standards and data requirements.

Also refer to information in Section G of this PI, “Statistical and Supporting Information,” for instructions on submitting FY 2016 caseworker visit data.

8. Adoption and Legal Guardianship Incentive Payments

In September 2014, P.L. 113-183 re-authorized and revised the Adoption Incentives Program and renamed it the “Adoption and Legal Guardianship Incentive Payments” program. On July 8, 2015, CB issued [ACYF-CB-PI-15-08](#) to inform title IV-E agencies of the steps they must take to qualify for payments under the Adoption and Legal Guardianship Incentive Payments program and the procedures that ACF will use in calculating payments for eligible title IV-E agencies.

Please note that P.L. 113-183 amended section 473A(e) of the Act to extend by 12 months the expenditure period for incentive awards under the program. Beginning with the awards made in FY 2014, funds will now remain available for 36 months following grant award, rather than 24 months. In addition, the law prohibits states from using incentive payments to supplant federal or non-federal funds for services under title IV-B or IV-E.

States were required to specify in the 2015-2019 CFSP the services they expected to provide to children and families with the adoption incentive funds and the state’s plans for timely expenditure of the funds.

In the 2017 APSR, states should report on how Adoption Incentive funds received during FY 2014 or FY 2015 were or will be spent and describe any changes to how the state plans to use such funds should they receive Adoption and Legal Guardianship Incentive funds in the coming fiscal year, taking into account the new statutory provisions that extend the expenditure period and prohibit supplantation (section 473A(f) of the Act). States should address in the 2017 APSR any changes, issues, or challenges the state has encountered in expending funds in a timely manner and how it will address those challenges.

9. Child Welfare Waiver Demonstration Activities (applicable states only)

If the state has an approved child welfare waiver demonstration project under section 1130 of the Act, it must describe its efforts to coordinate and integrate the activities under the demonstration with the goals and objectives of the 2015-2019 CFSP.

10. Quality Assurance System

Federal regulations at 45 CFR 1357.15(u) require states to describe in their CFSP the Quality Assurance (QA) system it uses to regularly assess the quality of services under the CFSP and assure that there are steps taken to address identified problems. On August 27, 2012, CB issued Information Memorandum [ACYF-CB-IM-12-07](#) on establishing and maintaining Continuous Quality Improvement (CQI) systems.

A continuous quality improvement approach allows states to measure the quality of services provided by determining the impact those services have on child and family level outcomes and functioning. Such an approach also helps states determine the effectiveness of processes and systems in operation in the state and/or required by federal law. A well-functioning QA/CQI system is foundational for the CFSR process, as such a system can help inform the state's statewide assessment, support the state conducting its own case review and facilitate performance information for program improvement plan purposes.

In the 2017 APSR:

- Assess the state's current QA/CQI system. Describe any specific practices or system improvements the state has made based on QA/CQI;
- Include any training or technical assistance the state anticipates needing from CB resources or other partners;
- Provide an update on QA/CQI results and data that have been used to update goals, objectives, and interventions or use of funds in the 2017 APSR;
- For states that will undergo a CFSR in FYs 2016 – 2018, describe the state's current case review instrument and whether the state is using or plans to begin using the federal Onsite Review Instrument (OSRI) as part of the state's ongoing QA/CQI process. Describe how many and the type of cases that are reviewed annually as part of the state's ongoing case review process and any plans to increase or decrease the number of cases reviewed.

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

States submitted a plan for the CAPTA State Grant on June 30, 2011.⁵ Once approved by CB, the CAPTA State Plan remains in effect for the duration of the state's participation in the CAPTA State Grant program. However, section 108(e) of CAPTA requires states receiving a CAPTA State Grant to submit an annual report describing its use of the grant. To facilitate coordination between the CAPTA State Plan and the title IV-B plan, as required by section 106(b)(2)(A) of CAPTA, CB requires that the annual report describing use of CAPTA funds be submitted with the APSR. In addition, CB encourages states to use CAPTA State Grant funds in a manner that aligns with and supports their overall goals for the delivery and improvement of child welfare services, as they continue to implement their 2015-2019 CFSP and APSR goals.

In the State's 2017 Annual CAPTA Report:

- Describe substantive changes, if any, to state law or regulations, including laws and regulations relating to the prevention of child abuse and neglect, that could affect the state's eligibility for the CAPTA State Grant (section 106(b)(1)(C)(i) of CAPTA). The state must also include 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

⁵ In some cases, a state may have submitted a new CAPTA State Plan at a later date.

statutory changes or submit them for review if they are not substantive and would not affect eligibility.)

- Describe any significant changes from the state's previously approved CAPTA plan in how the state proposes to use funds to support the 14 program areas enumerated in section 106(a) of CAPTA. (See section 106(b)(1)(C)(ii) of CAPTA).
- Describe how CAPTA State Grant funds were used, alone or in combination with other federal funds, in support of the state's approved CAPTA plan to meet the purposes of the program since the state submitted its last update on June 30, 2015 (section 108(e) of CAPTA).
- 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.

Update on Services to Substance-Exposed Newborns

In addition to the information outlined above, CB requests an update from states on implementation of CAPTA provisions relating to substance-exposed newborns. Sections 106(b)(2)(B)(ii) and (iii) of CAPTA require states to have a statewide program relating to child abuse and neglect that includes:

- policies and procedures (including appropriate referrals to child protection service systems and for other appropriate services) to address the needs of infants born with and identified as being affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder, including a requirement that health care providers involved in the delivery or care of such infants notify the child protective services system of the occurrence of such condition of such infants, except that such notification shall not be construed to—
 - I. establish a definition under Federal law of what constitutes child abuse or neglect; or
 - II. require prosecution for any illegal action.
- the development of a plan of safe care for the infant born and identified as being affected by illegal substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder.

The most recent national data on child abuse and neglect from the National Child Abuse and Neglect Data System (NCANDS) showed increases in FY 2014 compared to FY 2013 in the number of children referred to CPS, the number of children who received a CPS investigation or alternative response and the number of children who were determined to be victims of child abuse and neglect. While increases nationally were relatively small, some states saw increases of 15 percent or more in the number of children determined to be victims. Nationally, states reported to NCANDS that more than one-quarter (27.4%) of victims were younger than 3 years

and that the victimization rate was highest for children younger than 1 year (24.4 per 1,000 children in the population of the same age).

State commentary and data on risk factors associated with reports of abuse and neglect indicate that caretaker alcohol and drug abuse are significant factors associated with reports of child abuse and neglect. For states reporting to NCANDS, 9.2 percent of victims and 3.8 percent of nonvictims were reported with the alcohol abuse caregiver risk factor and 26.0 percent of victims and 8.2 percent of nonvictims were reported with the drug abuse caregiver risk factor. Beyond reports to NCANDS, increasing public attention is being paid to the significant effect of opioid addiction on individuals, families and communities.

In light of these trends, states are requested to provide an update on their implementation of these provisions of CAPTA.

In the 2017 CAPTA Annual Report:

- Describe the policies and procedures the state has in place to address the needs of infants born with and identified as being affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder, including a requirement that health care providers involved in the delivery or care of such infants notify the child protective services system of the occurrence of such condition of such infants (section 106(b)(2)(B)(ii) of CAPTA). We note that such notification should occur in *any* instance in which an infant is demonstrating withdrawal symptoms due to prenatal drug exposure, whether the drugs were obtained legally or illegally.
- Describe the state’s policies and procedures for developing a plan of safe care for infants born and identified as being affected by illegal substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder (section 106(b)(2)(B)(iii)). Describe which agency or entity is responsible for developing a plan of safe care, how it is monitored and how follow-up is conducted to ensure the safety of these infants.
- Describe any technical assistance the state needs to improve practice and implementation in these areas, including how to support mothers and families, as well as infants, through a plan of safe care.

Amendments to CAPTA made by P.L. 114-22, the Justice for Victims of Trafficking Act of 2015:

As noted in Section A of this PI, the Justice for Victims of Trafficking Act of 2015 included amendments to CAPTA that become effective on May 29, 2017.

- The law amended CAPTA’s definition of “child abuse and neglect” and “sexual abuse” by adding a special rule that a child shall be considered a victim of ‘child abuse and neglect’ and of ‘sexual abuse’ if the child is identified, by a state or local agency employee of the state or locality involved, as being a victim of sex trafficking or severe forms of trafficking (as defined in sections 103(9)(A) and (10) of the Trafficking Victims Protection Act (TVPA)).

- As defined in section 103(10) of TVPA, “sex trafficking” means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.
- As defined in section 103(9)(A) of TVPA, “severe forms of trafficking in persons” means sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.
- The amendments also specify that, notwithstanding the general definition of a “child” in CAPTA, a state may opt to apply the sex trafficking portion of the definition of “child abuse and neglect” and “sexual abuse” to a person who has not attained age 24.
- In addition to expanding the definitions of child abuse and neglect and sexual abuse applicable to the CAPTA State Grant, the law added new requirements to the list of assurances a state must provide to receive a CAPTA State Grant. Each state will now need to provide an assurance that the state has in effect and is operating a statewide program, relating to child abuse and neglect that includes:
 - provisions and procedures regarding identifying and assessing all reports involving known or suspected child sex trafficking victims (as defined in section 103(10) of the Trafficking Victims Protection Act of 2000 (TVPA) (22 U.S.C. 7102)); and
 - provisions and procedures for training CPS workers about identifying, assessing and providing comprehensive services to children who are sex trafficking victims, including efforts to coordinate with state law enforcement, juvenile justice, and social service agencies such as runaway and homeless youth shelters.
- Finally, the amendments add to the list of data elements a state must annually report, to the maximum extent practicable, as a condition of receiving their CAPTA State Grant. Beginning with submission of FY 2018 data, the CB expects to ask states to report the number of children who are victims of sex trafficking. The CB anticipates collecting this information through NCANDS. Additional information on NCANDS data reporting will be provided separately from this PI.

In the 2017 CAPTA Annual Report:

- Describe the steps that the state is taking or will need to take to address the amendments to CAPTA relating to sex trafficking in order to implement those provisions by May 29, 2017.
- Provide an assessment of the changes the state will need to make to its laws, policies or procedures to ensure that victims of sex trafficking, as defined in sections 103(9)(A) and (10) of the TVPA, are considered victims of child abuse and neglect and sexual abuse. We note that it is likely that some states will need to make changes to state laws to come

into compliance. Indicate whether the state is electing to apply the sex trafficking portion of the definition of “child abuse and neglect” and “sexual abuse” to persons who are over age 18 but have not yet attained age 24.

- Provide an update on the state’s progress and planned activities in the coming year to develop provisions and procedures regarding identifying and assessing all reports involving known or suspected child sex trafficking victims.
- Provide an update on the state’s progress and planned activities in the coming year to develop provisions and procedures for training CPS workers about identifying, assessing and providing comprehensive services to children who are sex trafficking victims, including efforts to coordinate with state law enforcement, juvenile justice, and social service agencies such as runaway and homeless youth shelters.
- In addition, no later than May 29, 2017, states must submit the new CAPTA assurances relating to sex trafficking. These assurances are to be provided in the form of a certification signed by the State’s Governor (see Attachment F). The signed assurance may be returned with the 2017 CAPTA Annual Report submitted with the APSR due June 30, 2016, if the state is ready to submit them by that time. If not, the state may submit the certification at a later date, but no later than May 29, 2017.
- If the state anticipates it will be unable to submit these assurances by May 29, 2017, provide an explanation as to why that is the case.
- Identify any technical assistance needs the state has identified relating to implementation of the amendments to CAPTA made by the Justice for Victims of Trafficking Act of 2015.

States must include all required information indicated above in their 2017 CAPTA Annual Report to be submitted as part of the 2017 APSR. Missing or incomplete information will result in the withholding of CAPTA funds until such time as approval can be granted by CB. Please note that compliance with the eligibility requirements for a CAPTA State Grant program is a prerequisite for eligibility to receive funding under the Children’s Justice Act State Grant Program, authorized by section 107(a) of CAPTA.

Finally, to facilitate ongoing communication between CB and states on issues relating to CAPTA and child abuse and neglect, please submit the name, address, and email for the state CAPTA coordinator (also known as the State Liaison Officer) or where this information can be found on the state’s website.

Section E. Chafee Foster Care Independence Program

Background

The Chafee Foster Care Independence Program (CFCIP), including the Education and Training Voucher (ETV) Program, provides supports and services to youth who are likely to age out of foster care and to those young adults ages 18 – 21 who have left foster care. As amended by P.L.

113-183, the CFCIP has eight broad program purposes that are outlined in section 477(a)(1-8) of the Act. The new eighth purpose, added by P.L.113-183, is to ensure that children who are likely to remain in foster care until age 18 have ongoing opportunities to engage in “age or developmentally-appropriate”⁶ activities (section 477(a)(8) of the Act). This new program purpose was effective September 29, 2015.

In addition to the information described in Section C above (Collaboration, Program Service Description, and Program Support), states must address in the 2017 APSR the following information specific to the CFCIP:

- Report on the state’s specific accomplishment achieved since the 2015-2019 CFSP and 2016 APSR submission.
- Provide information on the planned activities for FY 2017, including any planned use of funds in support of the new purpose, cited above, to ensure that served youth “have regular, ongoing opportunities to engage in age or developmentally-appropriate activities.” Such activities may include both generally appropriate activities and activities specific to the needs of individual youth in care, such as LGBTQ youth.
- Consistent with this purpose, please describe policies or practices in place to support or affirm the sexual orientation and gender identities of youth served by the program. This includes ensuring that venues hosting activities or events, providers and other individuals working with youth are affirming of their sexual orientation and gender identity.

National Youth in Transition Database (NYTD)

- Describe how the state, since the 2015-2019 CFSP and 2016 APSR submission, has informed partners, tribes, courts and other stakeholders about NYTD data and involved them in the analysis of the results of the NYTD data collection or NYTD Assessment Review. Describe how the state has used these data and any other available data in consultation with youth and other stakeholders to improve service delivery in the last year.
- Provide information on how the state has improved NYTD data collection, based on the plan outlined in the 2015-2019 CFSP and 2016 APSR submission or NYTD Assessment Review. States are reminded that information related to NYTD can be viewed in “snap shot” format and can be requested by emailing: NYTDinfo@acf.hhs.gov. While the “snap shot” only provides an overview of the NYTD data, it can be a resource to talk with youth, providers, the courts, and other stakeholders about services and outcomes of youth transitioning out of foster care.

Report activities performed since the 2016 APSR submission and planned for FY 2017 to:

⁶ “Age or developmentally-appropriate” is defined as suitable, developmentally appropriate activities for children of a certain age or maturity level based on the capacities typical for the age group and the individual child (section 475(11) of the Act).

- Involve youth/ young adults in the CFCIP, CFSR, NYTD, and other related agency efforts.
- Involve the public and private sectors in helping adolescents in foster care achieve independence (section 477(b)(2)(D) of the Act).
- 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. In particular, states are asked to address the activities they are undertaking in collaboration with grantees funded by ACF’s Family and Youth Services Bureau and other programs to prevent homelessness and adolescent pregnancy.

1. *Homelessness Prevention.* Youth homelessness continues to be a critical issue at the state and local level and many communities are engaged in efforts to meet the goal of ending youth homelessness in 2020. The link between child welfare involvement and youth homelessness is well documented.

- In the 2017 APSR, provide information on services and supports provided to youth in transition from foster care to prevent their becoming homeless and the specific actions the state child welfare agency has taken to support the community response to youth homelessness, particularly among youth exiting foster care after the age of 18. Describe the degree to which the state agency contracts with or partners with programs funded by the Runaway and Homeless Youth Act (RHYA) (including Transitional Living Programs). For more information on programs funded by RHYA, please see: <http://www.acf.hhs.gov/programs/fysb/programs/runaway-homeless-youth>.

States are reminded that CB issued [ACYF-CB/FYSB-IM-14-01](#) jointly with FYSB on November 4, 2014 on the coordination between programs when a youth runs from foster care.

- If applicable, please also describe efforts to support sites utilizing Family Unification Program (FUP) vouchers for youth or efforts to support the new demonstration project that allows communities to participate in a demonstration between the FUP and HUD’s Family Self-Sufficiency Program.

For more information on the new demonstration, please see the U.S. Department of Housing and Urban Development’s Notice located here: <http://portal.hud.gov/hudportal/documents/huddoc?id=pih2016-01.pdf>.

2. *Pregnancy Prevention.* ACF's Family and Youth Services Bureau Adolescent Pregnancy Prevention Program funds several state grant programs as well as other innovative programs to prevent pregnancy and the spread of sexually transmitted infections among adolescents. Programs goals include reducing the pregnancy rates and birth rates for youth populations, especially youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances. These populations include youth in foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, mothers who are under 21 years of age, and youth residing in areas with high birth rates for youth. Programs must provide medically accurate information that is both culturally relevant and age-appropriate. More information on the purpose and the funds available in the state can be found here:
<http://www.acf.hhs.gov/programs/fysb/programs/adolescent-pregnancy-prevention/about>.

In the 2017 APSR, provide information on how the child welfare agency is partnering with FYSB-funded grantees or others to educate youth in foster care about pregnancy prevention.

- Collaborate with governmental or other community entities to promote a safe transition to independence by reducing the risk that youth and young adults in the child welfare system will be victims of human trafficking.
- Provide specific training in support of the goals and objectives of the states' CFCIP and to help foster parents, relative guardians, adoptive parents, workers in group homes, and case managers understand and address the issues confronting adolescents preparing for independent living, consistent with section 477(b)(3)(D) of the Act. In particular, describe any policies or practices in place to train foster parents, adoptive parents, workers in group homes and case managers to support and affirm lesbian, gay, bisexual, transgender or questioning (LGBTQ) youth and/or address the unique issues confronting LGBTQ youth. Please note that such training should be incorporated into the title IV-E/IV-B training plan, but identified as pertaining to CFCIP, with costs allocated appropriately.

Consultation with Tribes (section 477(b)(3)(G) of the Act)

- Provide results of the Indian tribe consultation (section 477(b)(3)(G) of the Act), 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 any concerns raised by the tribes during consultation on accessing Chafee services and how the state plans to address these concerns.

Education and Training Voucher Program

In addition to the information described in Section C above (Collaboration, Program Service Description, and Program Support), the CFCIP requires the following specific ETV information to be incorporate in the 2017 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 based on the plan outlined in the 2015-2019 CFSP and 2016 APSR.
- If applicable, address any change in how the ETV program is administered, whether by the state child welfare agency in collaboration with another state agency or another contracted ETV provider.
- Provide to CB as an unduplicated number of ETVs awarded each school year (July 1st to June 30th). (Please see section G3 and Attachment E).

Section F. Updates to Targeted Plans within the 2015- 2019 CFSP/ 2016 APSR

States were required to submit the following four plans as discreet sections of their 2015-2019 CFSP:

- Foster and Adoptive Parent Diligent Recruitment Plan
- Health Care Oversight and Coordination Plan
- Disaster Plan
- Training Plan

In the 2017 APSR, states must provide updates to the plans as described below.

If there are changes to the plan, please submit that change as a separate document that can be considered an Attachment or Appendix to the original plan. States may also submit an updated plan, inclusive of any changes.

Foster and Adoptive Parent Diligent Recruitment Plan

Section 422(b)(7) of the Act requires that the state provide for the diligent recruitment of foster and adoptive families that reflect the ethnic and racial diversity of children in the state for whom

foster and adoptive homes are needed. For the 2015-2019 CFSP, the Foster and Adoptive Parent Recruitment Plan reflected the activities to be conducted over the next five years to ensure that there are foster and adoptive homes that meet the needs of the infants, children, youth, and young adults (including those over the age of 18 who are in foster care) served by the child welfare agency.

In the 2017 APSR:

- Describe the progress and accomplishments in implementing the state's Foster and Adoptive Parent Diligent Recruitment Plan.
- Indicate if the state has in place any policies that limit its ability to recruit foster and adoptive families that reflect the diversity of children in care. This includes any statewide bans, restrictions or limitations, as well as any practices on the part of contracted service providers, to restrict same-sex couples or lesbian, gay, bisexual or transgender (LGBT) individuals from becoming resource parents.
- Indicate in the 2017 APSR if there are any changes or additions needed to the plan. In a separate word document, provide information on the change or update to the Foster and Adoptive Parent Diligent Recruitment Plan, if any.

Health Care Oversight and Coordination Plan

Section 422(b)(15)(A) of the Act requires states to develop a plan for the ongoing oversight and coordination of health care services for children in foster care. States must develop the plan 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.

In the 2017 APSR:

- Describe the progress and accomplishments in implementing the state's Health Care Oversight and Coordination Plan, including the impact protocols for the appropriate use and monitoring of psychotropic medications have had on the prescription and use of these medications among children and youth in foster care;
- Indicate in the 2017 APSR if there are any changes or additions needed to the plan. In a separate word document, provide information on the change or update to the Health Care Oversight and Coordination Plan, if any.

Disaster Plan

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, and title IV-E, would respond to a disaster, in accordance with criteria established by the Secretary. A statewide Disaster Plan was submitted as part of the 2015-2019 CFSP.

In the 2017 APSR:

- Specify whether the state was affected by a disaster, and, if so, describe how the Disaster Plan was used and assess its effectiveness.
- Indicate in the 2017 APSR if there are any changes or additions needed to the plan. In a separate word document, provide information on the change or update to the Disaster Plan, if any.

Training Plan

The 2015-2019 CFSP included a staff development and training plan in support of the goals and objectives in the 2015-2019 CFSP that addresses both of the title IV-B programs covered by the plan. This training plan also must include all training activities and costs funded under title IV-E programs as required by 45 CFR 1356.60(b)(2) and 1357.15(t). Training must be an ongoing activity and must include content from various disciplines and knowledge bases relevant to child and family services policies, programs, and practices. Training content must also support the cross-system coordination and consultation basic to the development of the CFSP.

Updates to Training Plan

States must provide updated information on training plan requirements, including:

- As needed, update the Training Plan. Any training activities to be paid for with title IV-E funds that were not included in the Training Plan must be included in an updated Training Plan. The Training Plan can be updated by submitting a separate document that will serve as an appendix to the 2015-2019 Training Plan.
- For any new training not previously described, the state must address the following in its updated training plan:
 - A brief, one-paragraph syllabus of the training activity;
 - Indication of the specifically allowable title IV-E administrative functions the training activity addresses;
 - Description 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);
 - Description of the proposed provider of the training activity;
 - Specification of the approximate number of days/hours of the training activity;
 - Description of the audience to receive the training;
 - Description of estimated total cost; and
 - Cost allocation methodology applied to training costs.

(See [ACYF-CB-PI-14-03](#), issued March 5, 2014, for further guidance on information that must be included in the training plan.)

Section G. Statistical and Supporting Information

The following must be reported in the 2017 APSR:

1. CAPTA Annual State Data Report Items: Each state receiving the CAPTA State Grant must annually provide, to the maximum extent practicable, an Annual State Data Report. The complete list of data elements to be included in the report can be found in section 106(d) of CAPTA. Most information for this report is collected through state participation in the National Child Abuse and Neglect Data System (NCANDS).

The following items are to be included in the 2017 APSR submission.

Information on Child Protective Service Workforce: For child protective service personnel responsible for intake, screening, assessment, and investigation of child abuse and neglect reports in the state, report available information or data on the following:

- information on the education, qualifications, and training requirements established by the state for child protective service professionals, including requirements for entry and advancement in the profession, including advancement to supervisory positions;
- data on the education, qualifications, and training of such personnel;
- demographic information of the child protective service personnel; and
- information on caseload or workload requirements for such personnel, including requirements for average number and maximum number of cases per child protective service worker and supervisor (section 106(d)(10) of CAPTA).

If the state was unable last year and continues to be unable this year to provide all of the requested information relating to the child protective service workforce, please provide an explanation as to why that information is not currently available, and describe steps the state will take to be able to report the information in the future.

Juvenile Justice Transfers: Report the number of children under the care of the state child protection system who were transferred into the custody of the state juvenile justice system in FY 2015 (specify if another time period is used). Describe the source of this information, how the state defines the reporting population, and any other relevant contextual information about the data. (See section 106(d)(14) of CAPTA).

2. Sources of Data on Child Maltreatment Deaths:

- Describe all sources of information relating to child maltreatment fatalities that the state agency currently uses to report data to NCANDS;
- If the state does not use information from the state's vital statistics department, child death review teams, law enforcement agencies and medical examiners'

offices when reporting child maltreatment fatality data to NCANDS, explain why any of these sources are excluded; and

- If not currently using all sources of child maltreatment fatality data listed in the previous bullet, describe the steps the agency has taken and will take to expand the sources of information used to compile this information. (See section 422(b)(19) of the Social Security Act.)

To ensure that information in the 2017 APSR is consistent with related information reported directly to NCANDS, each state's contact for NCANDS should be consulted in developing this response. A list of NCANDS state contacts is provided in Attachment D.

3. Education and Training Vouchers: Identify the number of youth (unduplicated) who received ETV awards from July 1, 2014 through June 30, 2015 (the 2014-2015 school year) and July 1, 2015 through June 30, 2016 (the 2015-2016 school year). States may estimate a total if they do not have the total number for the 2015-2016 school year.

Report the number of youth who were new voucher recipients in each of the school years. To facilitate more consistent reporting, please use Attachment E for a format to report information on the ETVs awarded.

4. Inter-Country Adoptions: Report the number of children who were adopted from other countries and who entered into state custody in FY 2015 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.)

5. Monthly Caseworker Visit Data: States are required to collect and report data on monthly caseworker visits with children in foster care (section 424(f) of the Act). Data for FY 2016 is to be reported separate from the 2017 APSR and will be due for submission to CB by **December 15, 2016**. The statute established the following performance standards for caseworker visits in FY 2015 and afterwards:

- The total number of visits made by caseworkers on a monthly basis to children in foster care during a fiscal year must not be less **than 95 percent** of the total number of such visits that would occur if each child were visited once every month while in care.
- At least 50 percent of the total number of monthly visits made by caseworkers to children in foster care during a fiscal year must occur in the child's residence.

States are required to submit data for FY 2016 according to the requirements found in section 424(f) of the Act, as amended. Additional information on the requirement was provided in [ACYF-CB-PI-12-01](#), issued on January 6, 2012.

Section H. 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 2016 than the state expended for those purposes in FY 2005 (section 424(c) of the Act). The 2017 APSR submission must include 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 for comparison purposes. 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 2017 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 for the FY 2005 grant (section 424(d) of the Act). The CFSP submission must include 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-B, subpart 1 federal funds for administrative costs (section 424(e) of the Act). States must provide the estimated expenditures for administrative costs, if any, on the CFS-101, Parts I and II.

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 FY 2017: For each service category with a percentage of funds that does not approximate 20 percent of the grant total, 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, Parts I and II.

- States may spend no more than ten percent of federal funds under title IV-B, subpart 2 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 estimated expenditures for administrative costs, if any, on the CFS-101, Parts I and II.

- States must provide the FY 2014 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 2016 Funding—Revised CFS-101 Budget Request

- If the state’s final FY 2016 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 2016, and the state wishes to receive that higher amount of funding, it must submit a revised FY 2016 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 2016.
- Unneeded portions of FY 2016 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 2016 CFS-101. (See form instructions in Attachment B for more details.) ACF will re-allocate the funds in accordance with the prescribed formulas and before the end of the fiscal year. The state must expend funds by September 30, 2017.

4. FY 2017 Budget Request—CFS-101, Parts I 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 2016 allocation tables in Attachment A as the basis for estimating FY 2017 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 2014 Title IV-B Expenditure Report—CFS-101, Part III

Complete Part III of the CFS-101 to report the actual amount of FY 2014⁷ funds expended in each program area of title IV-B funding by source, the number of individuals

⁷ Federal funds for these programs are awarded to states on a yearly basis, but may be spent over a two-year period. For example the FY 2014 grant allocation had an expenditure period from October 1, 2013 to September 30, 2015. Therefore, obligate any fiscal year 2014 funds during that two-year period of time and subsequently reported on the CFS-101 form, Part III.

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 Standard Form 425 (SF-425) Federal Financial Report (FFR) has come due. Therefore, states must now report FY 2014 information (the FY 2014 SF-425 was due on December 29, 2015) for the title IV-B programs on the form CFS-101, Part III. At state option, complete this form to show actual FY 2014 expenditures for the CFCIP and ETV programs, as well.

In addition, if the state's expenditure of FY 2014 IV-B, subpart 2 PSSF grant did not approximate 20 percent of the grant total for any of the four PSSF service categories, provide information in the narrative of the APSR on 1) whether the disproportion was requested when the state submitted its estimated expenditures for FY 2014; and 2) the rationale for the disproportion in the actual expenditure of FY 2014 grant funds.

6. Standard Form 425 (SF-425) Federal Financial Report (FFR)

All grantees must report expenditures under title IV-B, subparts 1 and 2, CAPTA, and CFCIP on the SF-425. The state must submit a separate SF-425 for each program and the federal funds awarded under it for each fiscal year. Listed below under the appropriate heading are the requirements for submission for each program. A negative grant award will recoup unobligated and/or unliquidated funds reported on the final SF-425 for the title IV-B programs, CAPTA, CFCIP and ETV programs.

States are required to submit an electronic SF-425 for the programs listed above through the ACF Online Data Collection (OLDC) system. Therefore, the state does not need to submit paper copies of the report. For more information on gaining access to and using the OLDC submission process, please contact your ACF RO Grants Management Specialist or at the OLDC helpline at 1-866-577-0771. (See ACF Grants Management Action Transmittal OA-ACF-AT-01-05.)

Title IV-B, subpart 1

States are required to submit the SF-425 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-425 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The state must report the required 25 percent state match on the interim and final financial 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 a performance standard for monthly caseworker visits, must report that higher match on the final financial form [section 424(f)(1)(B) and 424(f)(2)(B) of the Act].) The state must expend

the funds under title IV-B, subpart 1 by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2017 grants, obligate the funds by September 30, 2018, and liquidate by December 29, 2018).

Title IV-B, subpart 2 – PSSF

States are required to submit the SF-425 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-425 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The state must report the required 25 percent state match on the interim and final financial reports. Expend funds under title IV-B, subpart 2 (PSSF) by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2017, obligate the funds by September 30, 2018, and liquidate by December 29, 2018).

The state may expend discretionary and mandatory funds under PSSF for the same purposes; therefore, the state does not need to report the expenditures for each fund separately. Grantees should report the cumulative amount on the SF-425. ACF will recoup from discretionary funds any amounts reported as unobligated on the final financial status report.

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

States are required to submit the SF-425 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 two-year expenditure period. (These reports are separate from the SF-425 reports for the PSSF program.)

States submit the SF-425 at the end of each 12 months of the two-year expenditure period. Both reports are due 90 days after the end of each Federal fiscal year (December 29). The SF-425 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The state must expend funds for these years by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2017, obligate the funds by September 30, 2018 and liquidate by December 29, 2018). The state must report the required 25 percent state match on the interim and final fiscal reports.

CAPTA

The state must expend the funds under CAPTA within five years (e.g., for the FY 2017 award, the state must expend the funds by September 30, 2021). States are required to submit the SF-425 for CAPTA at the end of each 12 months (October 1 through September 30) of the five-year expenditure period. The SF-425 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). There is no state match requirement for this program.

CFCIP and ETV

The state must expend the funds under CFCIP and ETV within two years. States are required to submit a separate SF-425 for the CFCIP and ETV programs. States are required to submit a SF-425 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-425 covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. Report the required 20 percent state match on the interim and final financial reports. Expend funds under CFCIP and ETV by September 30 of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2017, obligate the funds by September 30, 2018, and liquidate by December 29, 2018).

Section I. Instructions for the Submission of the 2017 APSR for States, Puerto Rico and the District of Columbia

As of October 1, 2013, grantees must submit all applications, plans, and financial reports for mandatory grants electronically, consistent with Action Transmittal No. OGM-AT-13-01, issued September 25, 2013 by the ACF Office of Grants Management. Currently, grantees submit only the financial reports through the electronic OLDC system. ACF intends to use OLDC to facilitate online submission of plans, applications, and reports for mandatory grants, including the CFSP and APSR submissions. Once the system is capable of accepting these documents, CB will provide information on how to submit them through OLDC. Until that transition is complete, ACF requests that grantees continue to submit plans and application electronically to the ROs in the format of a Word document or as a PDF created in Word and saved as a PDF (no scanned documents). Please do not embed scanned PDF files or documents in the submissions, as ACF is unable to post these documents on the internet. Clearly indicate the content of each document submitted.

By June 30, 2016:

- Submit the 2017 APSR.
- Submit changes, if any, to the Foster and Adoptive Parent Diligent Recruitment Plan, the Health Care Oversight and Coordination Plan, the Disaster Plan, and the Training Plan as a separate document. These attachments will be considered as an Appendix or Attachment to the plan. States may also submit an entirely new plan.
- If any, submit updates or changes to the CAPTA State Plan (or if the state chooses, a new CAPTA State Plan) as a separate document.

- Please also include a link to the location of where the 2017 APSR and other plans are located on the state’s websites. Please provide a name, email, and telephone number of the state contact for the documents.⁸
- Submit the CFS-101 forms in the format of an Excel worksheet, in addition to a PDF copy of the signed CFS-101 forms. **The CB has revised the CFS-101s. Please only use the new CFS-101s provided as an attachment to this Program Instruction.** While no significant changes in content were made, the formatting of the CFS-101 has been modified slightly to facilitate posting to CB’s website and a few items have been re-ordered or revised for greater clarity. The correct forms are labeled ‘2017 APSR’ in the lower right hand corner of the form.

Submit as **an Excel worksheet:**

- CFS-101, Part I for FY 2017;
- CFS-101, Part II with planned expenditures for the use of FY 2017 funds;
- CFS-101, Part III with estimated and actual expenditures of FY 2014 grants for the title IV-B, and, at state option, the CFCIP and ETV programs.

In addition, submit electronically in PDF format copies of the CFS-101, Parts I and III, **signed** by the appropriate official.

- If a state wishes to revise its previously approved funding request for the FY 2016 grants, 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 as a signed PDF indicating:
 1. the amount of funds that the state does not expect to utilize from its FY 2016 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: Certifications and assurances submitted with the 2015-2019 CFSP or the CAPTA state plan do not need to be re-submitted with the 2017 APSR unless a change in the state has occurred so that a new certificate is warranted.

States must submit the new CAPTA assurances as required the by Justice for Victims of Trafficking Act of 2015 either with the 2017 APSR or separately, but no later than May 29, 2017.

⁸ States are reminded that under 45 CFR 1357.16(d), they must make available for public review and inspection their CFSP/APSRs. If the state does not make available the CFSP/APSRs on their website, please outline how the state is meeting this requirement.

It is important that 2017 APSR submissions address all requirements outlined in this PI. 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 CB. Requests for assistance or questions encountered in preparing any of the documents should be directed to the appropriate CB RO.

Section J. Submittal Rule for Insular Areas

The Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands may each 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 (including the monthly caseworker visit funds) and/or CAPTA allotments included in a consolidated grant, and may expend these funds under authority of another program that is available for consolidation. If an Insular Area chooses to consolidate its application for title IV-B, subparts 1 and/or 2, and/or CAPTA, it must notify its CB RO in writing of its intent by June 30, 2016.

An insular area that chooses to submit an APSR in lieu of receiving a consolidated grant may do so and must follow the guidance included under Section I. The plan must be submitted to the OLDC system by June 30, 2016.

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 0970-0426, approved through September 30, 2017.

Inquiries To: CB Regional Program Managers

/s/
Rafael López
Commissioner
Administration on Children, Youth and
Families

Attachment A:

Fiscal Year 2016 Allotment Title IV-B Subpart 1 Stephanie Tubbs Jones Child Welfare Services
Fiscal Year 2016 Allotment Title IV-B Subpart 2 Promoting Safe and Stable Families
Fiscal Year 2016 Allotment for Title IV-B, Subpart 2 Monthly Caseworker Visit Funds
Fiscal Year 2016 Allotment for CAPTA
Fiscal Year 2016 Allotment for Chafee Foster Care Independence Program
Fiscal Year 2016 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

Attachment D:

NCANDS State Contact List

Attachment E:

Annual Reporting of Education and Training Vouchers Awarded

Attachment F:

CAPTA State Plan Assurances

**Fiscal Year 2016 Allotments to States, Territories, and Insular Areas
Title IV-B, Subpart 1
Stephanie Tubbs Jones Child Welfare Services**

State	2016 Allotments
Alabama	\$4,680,456
Alaska	\$148,577
Arizona	\$6,006,082
Arkansas	\$2,993,759
California	\$30,006,648
Colorado	\$4,228,203
Connecticut	\$1,869,997
Delaware	\$796,171
District of Columbia	\$337,830
Florida	\$15,275,736
Georgia	\$10,132,727
Hawaii	\$1,135,370
Idaho	\$1,808,506
Illinois	\$10,125,521
Indiana	\$6,431,262
Iowa	\$2,659,881
Kansas	\$2,633,337
Kentucky	\$4,292,715
Louisiana	\$4,254,263
Maine	\$1,057,391
Maryland	\$3,799,778
Massachusetts	\$3,732,463
Michigan	\$8,794,317
Minnesota	\$4,201,263
Mississippi	\$3,222,556
Missouri	\$5,444,231
Montana	\$667,132
Nebraska	\$1,604,540
Nevada	\$2,620,626
New Hampshire	\$915,822
New Jersey	\$5,371,985
New Mexico	\$1,565,186
New York	\$11,793,670
North Carolina	\$9,203,596
North Dakota	\$416,114
Ohio	\$10,179,241
Oklahoma	\$820,251
Oregon	\$3,345,439
Pennsylvania	\$9,459,978
Rhode Island	\$822,925
South Carolina	\$4,663,626
South Dakota	\$386,756
Tennessee	\$5,929,553
Texas	\$25,354,562

**Fiscal Year 2016 Allotments to States, Territories, and Insular Areas
 Title IV-B, Subpart 1
 Stephanie Tubbs Jones Child Welfare Services**

State	2016 Allotments
Utah	\$3,696,242
Vermont	\$525,874
Virginia	\$6,028,604
Washington	\$5,188,319
West Virginia	\$1,692,250
Wisconsin	\$4,741,871
Wyoming	\$417,388

Subtotal	\$257,480,590
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Territory	2016 Allocations
American Samoa	\$181,781
Guam	\$323,691
Northern Mariana Islands	\$150,477
Puerto Rico	\$3,960,836
Virgin Islands	\$200,208

Subtotal	\$4,816,993
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TOTAL	\$262,297,583
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FISCAL YEAR 2016 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS

TITLE IV-B, SUBPART 2

PROMOTING SAFE AND STABLE FAMILIES

State	2016 Allotments
Alabama	\$5,603,321
Alaska	\$551,091
Arizona	\$7,420,917
Arkansas	\$3,140,860
California	\$32,158,882
Colorado	\$3,485,406
Connecticut	\$2,157,439
Delaware	\$964,896
District of Columbia	\$742,268
Florida	\$18,866,452
Georgia	\$11,956,072
Hawaii	\$1,044,346
Idaho	\$1,510,433
Illinois	\$12,110,594
Indiana	\$5,876,321
Iowa	\$2,524,964
Kansas	\$1,937,761
Kentucky	\$4,603,198
Louisiana	\$5,870,889
Maine	\$1,171,597
Maryland	\$4,424,454
Massachusetts	\$4,518,775
Michigan	\$9,391,187
Minnesota	\$3,344,824
Mississippi	\$4,157,419
Missouri	\$5,608,176
Montana	\$714,255
Nebraska	\$1,180,096
Nevada	\$2,347,467
New Hampshire	\$663,920
New Jersey	\$5,492,099
New Mexico	\$2,817,028
New York	\$16,788,714
North Carolina	\$10,089,781
North Dakota	\$346,806
Ohio	\$10,641,458
Oklahoma	\$3,814,849
Oregon	\$4,050,268
Pennsylvania	\$9,859,137
Rhode Island	\$885,063
South Carolina	\$5,390,956
South Dakota	\$670,283

FISCAL YEAR 2016 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS

TITLE IV-B, SUBPART 2

PROMOTING SAFE AND STABLE FAMILIES

State	2016 Allotments
Tennessee	\$7,736,863
Texas	\$31,130,287
Utah	\$1,844,636
Vermont	\$459,842
Virginia	\$5,690,188
Washington	\$6,137,971
West Virginia	\$1,821,231
Wisconsin	\$4,965,027
Wyoming	\$246,580
Subtotal	\$290,927,347

Territory	2016 Allotments
American Samoa	\$193,378
Guam	\$350,010
Northern Mariana Islands	\$158,826
Puerto Rico	\$4,364,483
Virgin Islands	\$213,716
Subtotal	\$5,280,413

Grand Total	\$296,207,760
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**FISCAL YEAR 2016 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS
MONTHLY CASEWORKER VISIST FORMULA GRANTS**

State	2016 Allotments
Alabama	\$352,955
Alaska	\$34,713
Arizona	\$467,445
Arkansas	\$197,843
California	\$2,025,695
Colorado	\$219,546
Connecticut	\$135,898
Delaware	\$60,779
District of Columbia	\$46,756
Florida	\$1,188,402
Georgia	\$753,115
Hawaii	\$65,784
Idaho	\$95,142
Illinois	\$762,849
Indiana	\$370,151
Iowa	\$159,048
Kansas	\$122,060
Kentucky	\$289,956
Louisiana	\$369,809
Maine	\$73,799
Maryland	\$278,697
Massachusetts	\$284,639
Michigan	\$591,553
Minnesota	\$210,691
Mississippi	\$261,877
Missouri	\$353,260
Montana	\$44,991
Nebraska	\$74,335
Nevada	\$147,867
New Hampshire	\$41,820
New Jersey	\$345,949
New Mexico	\$177,445
New York	\$1,057,525
North Carolina	\$635,557
North Dakota	\$21,845
Ohio	\$670,308
Oklahoma	\$240,298
Oregon	\$255,127
Pennsylvania	\$621,029
Rhode Island	\$55,750
South Carolina	\$339,577
South Dakota	\$42,221
Tennessee	\$487,347

**FISCAL YEAR 2016 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS
MONTHLY CASEWORKER VISIST FORMULA GRANTS**

State	2016 Allotments
Texas	\$1,960,903
Utah	\$116,194
Vermont	\$28,966
Virginia	\$358,426
Washington	\$386,632
West Virginia	\$114,720
Wisconsin	\$312,748
Wyoming	\$15,532
Subtotal	\$18,325,574

Territory	2016 Allotments
American Samoa	\$7,868
Guam	\$17,857
Northern Mariana Islands	\$5,665
Puerto Rico	\$273,871
Virgin Islands	\$9,165
Subtotal	\$314,426

Grand Total	\$18,640,000
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**FISCAL YEAR 2016 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS
CHILD ABUSE PREVENTION AND TREATMENT ACT (CAPTA) STATE GRANT**

State	2016 Allotments
Alabama	\$384,356
Alaska	\$106,719
Arizona	\$539,894
Arkansas	\$263,725
California	\$2,820,309
Colorado	\$426,649
Connecticut	\$283,017
Delaware	\$111,789
District of Columbia	\$85,705
Florida	\$1,274,712
Georgia	\$802,352
Hawaii	\$143,900
Idaho	\$180,218
Illinois	\$952,175
Indiana	\$527,659
Iowa	\$269,397
Kansas	\$268,783
Kentucky	\$356,316
Louisiana	\$387,130
Maine	\$127,946
Maryland	\$458,491
Massachusetts	\$469,920
Michigan	\$720,257
Minnesota	\$437,661
Mississippi	\$270,663
Missouri	\$470,821
Montana	\$118,078
Nebraska	\$191,300
Nevada	\$250,278
New Hampshire	\$130,245
New Jersey	\$657,136
New Mexico	\$201,716
New York	\$1,332,057
North Carolina	\$740,689
North Dakota	\$101,445
Ohio	\$846,295
Oklahoma	\$338,425
Oregon	\$309,183
Pennsylvania	\$865,585
Rhode Island	\$114,217
South Carolina	\$377,689
South Dakota	\$113,897
Tennessee	\$501,583

**FISCAL YEAR 2016 ALLOTMENTS FOR STATES, TERRITORIES, AND INSULAR AREAS
CHILD ABUSE PREVENTION AND TREATMENT ACT (CAPTA) STATE GRANT**

State	2016 Allotments
Texas	\$2,202,651
Utah	\$323,912
Vermont	\$86,611
Virginia	\$615,827
Washington	\$535,251
West Virginia	\$164,900
Wisconsin	\$442,207
Wyoming	\$91,869
Subtotal	\$24,793,610

Territory	2016 Allotments
American Samoa	\$56,732
Guam	\$65,008
Northern Mariana Islands	\$54,920
Puerto Rico	\$281,976
Virgin Islands	\$57,754
Subtotal	\$516,390

Grand Total	\$25,310,000
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**FISCAL YEAR 2016 ALLOTMENTS FOR STATES AND INDIAN TRIBES/TRIBAL ORGANIZATIONS
CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP)**

State	2016 Allotments
Alabama	\$1,441,038
Alaska	\$692,685
Arizona	\$5,138,520
Arkansas	\$1,203,817
California	\$17,956,353
Colorado	\$1,830,397
Connecticut	\$1,287,002
Delaware	\$500,000
District of Columbia	\$1,091,992
Florida	\$6,234,797
Georgia	\$2,848,232
Hawaii	\$500,000
Idaho	\$500,000
Illinois	\$5,421,287
Indiana	\$4,571,089
Iowa	\$1,890,809
Kansas	\$2,120,818
Kentucky	\$2,374,107
Louisiana	\$1,369,239
Maine	\$589,574
Maryland	\$1,275,300
Massachusetts	\$3,143,968
Michigan	\$4,254,794
Minnesota	\$2,000,246
Mississippi	\$1,385,370
Missouri	\$3,743,029
Montana	\$741,710
Nebraska	\$1,209,016
Nevada	\$1,436,926
New Hampshire	\$500,000
New Jersey	\$2,297,848
New Mexico	\$748,353
New York	\$11,585,958
North Carolina	\$3,118,348
North Dakota	\$500,000
Ohio	\$3,959,690
Oklahoma	\$3,625,684
Oregon	\$2,323,888
Pennsylvania	\$4,693,810
Puerto Rico	\$1,169,025
Rhode Island	\$579,452
South Carolina	\$1,094,694
South Dakota	\$500,000

**FISCAL YEAR 2016 ALLOTMENTS FOR STATES AND INDIAN TRIBES/TRIBAL ORGANIZATIONS
CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP)**

State	2016 Allotments
Tennessee	\$2,406,052
Texas	\$9,602,069
Utah	\$936,232
Vermont	\$500,000
Virginia	\$1,454,006
Washington	\$3,347,416
West Virginia	\$1,441,038
Wisconsin	\$2,188,125
Wyoming	\$500,000
Subtotal	\$137,823,803

Indian Tribal Organization	2016 Allotments	Foster Care Population
KS Prairie Band of Potawatomi	\$17,966	57
NE Santee Sioux Nation	\$12,829	41
OR Confederated Tribe of Warm Springs	\$30,608	98
WA Port Gamble S'Klallam Tribe	\$14,794	47
Subtotal	\$76,197	

Grand Total	\$137,900,000
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**FISCAL YEAR 2016 ALLOTMENTS FOR STATES AND INDIAN TRIBES/TRIBAL ORGANIZATIONS
CHAFEE EDUCATION AND TRAINING VOUCHERS (ETV) PROGRAM**

State	2016 Allotments
Alabama	\$467,620
Alaska	\$224,778
Arizona	\$1,667,463
Arkansas	\$390,642
California	\$5,826,882
Colorado	\$593,968
Connecticut	\$417,635
Delaware	\$65,175
District of Columbia	\$100,688
Florida	\$2,023,207
Georgia	\$924,258
Hawaii	\$125,321
Idaho	\$123,987
Illinois	\$1,759,221
Indiana	\$1,483,329
Iowa	\$613,572
Kansas	\$688,210
Kentucky	\$770,403
Louisiana	\$444,321
Maine	\$191,318
Maryland	\$413,838
Massachusetts	\$1,020,225
Michigan	\$1,380,691
Minnesota	\$649,085
Mississippi	\$449,556
Missouri	\$1,214,622
Montana	\$240,687
Nebraska	\$392,329
Nevada	\$466,286
New Hampshire	\$90,835
New Jersey	\$732,632
New Mexico	\$242,842
New York	\$2,301,357
North Carolina	\$1,011,911
North Dakota	\$140,101
Ohio	\$1,284,929
Oklahoma	\$1,176,543
Oregon	\$754,107
Pennsylvania	\$1,523,153
Puerto Rico	\$379,351
Rhode Island	\$188,033
South Carolina	\$355,231
South Dakota	\$120,497

**FISCAL YEAR 2016 ALLOTMENTS FOR STATES AND INDIAN TRIBES/TRIBAL ORGANIZATIONS
CHAFEE EDUCATION AND TRAINING VOUCHERS (ETV) PROGRAM**

State	2016 Allotments
Tennessee	\$780,770
Texas	\$3,115,894
Utah	\$303,809
Vermont	\$115,263
Virginia	\$471,828
Washington	\$1,086,244
West Virginia	\$467,620
Wisconsin	\$710,052
Wyoming	\$101,099
Subtotal	\$42,583,418

Indian Tribal Organization	2016 Allotments	Foster Care Population
KS Prairie Band of Potawatomi	\$5,830	57
NE Santee Sioux Nation	\$4,163	41
OR Confederated Tribe of Warm Springs	\$9,933	98
WA Port Gamble S'Klallam Tribe	\$4,801	47
Subtotal	\$24,727	

Grand Total	\$42,608,145
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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-425 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-425 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 Regional Office 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-425 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-425 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 2017, October 1, 2016 through September 30, 2017**

1. State or Indian Tribal Organization (ITO):	2. EIN:
3. Address:	4. Submission: <input type="checkbox"/> New <input type="checkbox"/> 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.	
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 #0970-0426
Approved through September 30, 2017

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

Important Note on Completing the CFS-101, Part II Form: Formatting changes have been made to the spreadsheet for the CFS 101, Part II beginning with reporting year October 1, 2016 through September 30, 2017. It is important for states, tribes, and territories to use the updated version of this form to ensure compliance with Federal requirements to make electronic information posted on websites accessible to people with disabilities. The revised form includes cells in columns (a) through (h) that have been prepopulated with a dash (-). To report data for the cells in these columns, replace the dash (-) with the appropriate numeric dollar amount. Columns (i) through (l) have been prepopulated with "NA" (meaning that the item is not applicable). To report data for the cells in these columns, replace the "NA" with the applicable information. If no information is being reported in a cell, the cell should not be changed in any way.

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. 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.

2. 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 preventive services programs, such as intensive family preservation programs, designed to help children at risk of foster care placement remain with their families, where possible;

- Service programs designed to help children, where appropriate, return to families from which they have been removed; or be placed for adoption, with a legal guardian, or, if adoption or legal guardianship is determined not to be appropriate for a child, in some other planned, permanent living arrangement;
- Service programs designed to provide follow-up care to families to whom a child has been returned after a foster care placement;
- Respite care of children to provide temporary relief for parents and other caregivers (including foster parents);
- Services designed to improve parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health, and nutrition;
- Infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to a State law; and
- Case management services designed to stabilize families in crisis such as transportation, assistance with housing and utility payments, and access to adequate health care.

3. 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; to strengthen parental relationships and promote healthy marriages; and to enhance child development, including through mentoring. 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.

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.

CFS-101, PART II

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

Attachment B
OMB Approval #0970-0426
Approved through September 30, 2017

- Assistance to address domestic violence.
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- Peer-to-peer mentoring and support groups for parents and primary caregivers;
- Services and activities designed to facilitate access to and visitation of children by parents and siblings; and
- 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.

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

CFS-101, PART II

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

Attachment B
OMB Approval #0970-0426
Approved through September 30, 2017

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. 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.

14. 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.

15. 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.

16. 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 #13 & #14)) 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).

CFS-101, PART II

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

Attachment B
OMB Approval #0970-0426
Approved through September 30, 2017

17. Caseworker Retention, Recruitment & Training: 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.

CFS-101, PART II

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

Attachment B
OMB Approval #0970-0426
Approved through September 30, 2017

Estimated Expenditures:

Columns A-G. Indicate for each service/activity the amount to be expended from the Federal program indicated in columns (a) through (g). Note: Column (g) [Title IV-E] amounts generally are reportable only for the services and activities described in rows (7) through (17). As applicable and appropriate, States and Tribes operating title IV-E waiver demonstrations should also indicate in column (g) the extent to which any title IV-E funding will be expended on child welfare services and activities described in rows (1) through (6). Unless approved to operate a title IV-E waiver demonstration, states and tribes may not normally spend title IV-E funds for these purposes.

Column H. State, Local, and Donated Funds: Indicate the estimated amount of State, local, and donated funds to be expended, even if they are not used to match Federal funds

The following information may be provided on the CFS-101 Part II or in the narrative of the CFSP/APSR:

Columns I and J. Estimated Number to be Served: Estimate, as accurately as possible, the number of individuals and families to be served by service/activity with the total estimated funding indicated.

Column K. Population to be Served: 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.

Column L. Geographic Area to be Served: 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 FY 2017: OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

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

* These columns are for States only; Indian Tribes are not required to include information on these programs.

** Only states or tribes operating an approved title IV-E waiver demonstration may enter information for rows 1-6 in column (g), indicating planned use of title IV-E funds for these purposes.

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

Important Note on Completing the CFS-101, Part III: Formatting changes have been made to the spreadsheet for the CFS 101, Part III beginning with reporting year October 1, 2013 through September 30, 2014. It is important for states, tribes, and territories to use the updated version of this form to ensure compliance with Federal requirements to make electronic information posted on websites accessible to people with disabilities. The revised form includes cells in the *Estimated Expenditures* and *Actual Expenditures* columns that have been prepopulated with a dash (-). To report data for items in these columns, replace the dash (-) with the appropriate numeric dollar amount. The columns requesting *Number of Individuals*, *Number of Families*, *Population Served*, and *Geographic Area* have been prepopulated with "NA" (meaning that the item is not applicable). To report data in these cells, replace the "NA" with the applicable information. If no information is being reported in a cell, the cell should not be changed in any way.

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 2014 grant allocation has an expenditure period from October 1, 2013 to September 30, 2014. Therefore, any fiscal year 2014 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. (The estimated expenditure total should equal the amount of the grant awarded for the designated fiscal year.) 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, actual expenditures of title IV-B, subpart 2 funds for the designated fiscal year for Promoting Safe and Stable Families services. (The estimated expenditure total should equal the amount of the grant awarded for the designated fiscal year.) The required 25% match should not be reflected on this form. 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 States must also complete lines 6 a – f; for Tribes this is optional.

- 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. 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.

- 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. 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. 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. 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

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 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.

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 Federal expenditures for title IV-B, subpart 2. (This limitation does not apply to Tribes.)

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

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

CFS-101, Part III

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

Attachment B

OMB Approval #0970-0426
Approved through September 30, 2017

* 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 2014: October 1, 2013 through September 30, 2014**

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 Individuals served</i>	<i>Number Families served</i>	<i>Population served</i>	<i>Geographic area served</i>	
5. Total title IV-B, subpart 1 funds	\$ -	\$ -	N A	N A	N A	N A	
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.)	\$ -	\$ -	N A	N A	N A	N A	
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)	\$ -	\$ -	N A	N A	N A	N A	
9. Total Education and Training Voucher (ETV) funds	\$ -	\$ -	N A	N A	N A	N A	
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.							
<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>		

1	Region 1 - Boston Bob Cavanaugh bob.cavanaugh@acf.hhs.gov JFK Federal Building, Rm. 2000 Boston, MA 02203 (617) 565-1020 States: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	6	Region 6 - Dallas Janis Brown janis.brown@acf.hhs.gov 1301 Young Street, Suite 945 Dallas, TX 75202-5433 (214) 767-8466 States: Arkansas, Louisiana, New Mexico, Oklahoma, Texas
2	Region 2 - New York City Alfonso Nicholas alfonso.nicholas@acf.hhs.gov 26 Federal Plaza, Rm. 4114 New York, NY 10278 (212) 264-2890, x 145 States and Territories: New Jersey, New York, Puerto Rico, Virgin Islands	7	Region 7 - Kansas City Deborah Smith deborah.smith@acf.hhs.gov Federal Office Building Room 349 601 E 12th Street Kansas City, MO 64106 (816) 426-2262 States: Iowa, Kansas, Missouri, Nebraska
3	Region 3 - Philadelphia Lisa Pearson lisa.pearson@acf.hhs.gov 150 S. Independence Mall West - Suite 864 Philadelphia, PA 19106-3499 (215) 861-4030 States: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia	8	Region 8 - Denver Marilyn Kennerson marilyn.kennerson@acf.hhs.gov 1961 Stout Street Byron Rogers Federal Building Denver, CO 80294-3538 (303) 844-1163 States: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
4	Region 4 - Atlanta Shalonda Cawthon shalonda.cawthon@acf.hhs.gov 61 Forsyth Street, SW Atlanta, GA 30303-8909 (404) 562-2242 States: Alabama, Mississippi, Florida, North Carolina, Georgia, South Carolina, Kentucky, Tennessee	9	Region 9 - San Francisco Debra Samples debra.samples@acf.hhs.gov 90 7 th Street - 9 th Floor San Francisco, CA 94103 (415) 437-8626 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
5	Region 5 - Chicago Kendall Darling kendall.darling@acf.hhs.gov 233 N. Michigan Avenue Suite 400 Chicago, IL 60601 (312) 353-9672 States: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	10	Region 10 - Seattle Tina Naugler tina.naugler@acf.hhs.gov 701 Fifth Avenue, Suite 1600, MS-73 Seattle, WA 98104 (206) 615-3657 States: Alaska, Idaho, Oregon, Washington

NCANDS Contact Information

Primary State Contacts
Kurt Heisler, NCANDS Federal Project Officer
202-205-3776, Kurt.Heisler@acf.hhs.gov

Region I

NCANDS Liaison	Lana	Zikratova	lzikratova@wrma.com	301-881-2590	238
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State Representatives

CT	Ed	Meeker	Edward.Meeker@ct.gov	860-550-6581	
MA	Rosalind	Walter	ros.walter@state.ma.us	617-748-2219	
ME	Lori	Geiger	Lori.Geiger@maine.gov	207-624-7911	
NH	Jane	Whitney	JMWhitney@dhhs.state.nh.us	603-271-6764	
RI	David	Allenson	david.allenson@dcyf.ri.gov	401-528-3864	
VT	Derrick	LaMarche	Derrick.LaMarche@state.vt.us	802-479-5065	

Region II

NCANDS Liaison	Mary Jo	Ortiz	mjortiz@wrma.com	301-881-2590	235
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State Representatives

NJ	Nicole	Ruiz	Nicole.Ruiz@dcf.state.nj.us	609-888-7336	
NY	Vajeera	Dorabawila	Vajeera.Dorabawila@ocfs.ny.gov	518-402-7386	
PR	Rosa	Fuentes	rfuentes@adfan.pr.gov	787-625-4900	1098

Region III

NCANDS Liaison	Sunil	Leelaram	sleelaram@wrma.com	301-881-2590	222
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State Representatives

DC	Lori	Peterson	lori.peterson@dc.gov	202-434-0055	
DE	Tylesha	Rumley	tylesha.rumley@state.de.us	302-633-2674	
MD	David	Ayer	david.ayer@maryland.gov	410-767-8946	
PA	Ruchi	Tanna	c-rtanna@pa.gov	717-409-3333	
VA	David	Bringman	david.bringman@dss.virginia.gov	804-726-7553	
WV	Stephanie	Lindley	Stephanie.L.Lindley@wv.gov	304-558-5864	

Region IV

NCANDS Liaison	Mary Jo	Ortiz	mjortiz@wrma.com	301-881-2590	235
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State Representatives

GA	Michael	Fost	mifost@dhr.state.ga.us	404-463-4079	
TN	Jerry	Imsand	Jerry.Imsand@tn.gov	615-532-2261	

Region IV

NCANDS Liaison	Kristen	Stafford	kstafford@wrma.com	301-881-2590	276
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State Representatives

AL	Janet	Winningham	janet.winningham@dhr.alabama.gov	334-353-4898	
FL	Keith	Perlman	Keith_Perlman@dcf.state.fl.us	850-717-4675	
KY	Dilip	Penmecha	dilip.penmecha@ky.gov	502-564-0105	2691
KY	Tracy	Desimone	Tracy.Desimone@ky.gov		
KY	Allison	Redding	Allison.Redding@ky.gov		
MS	Shirley	Johnson	shirley.johnson@mdhs.ms.gov	601-359-4679	
NC	Heather	Bohanan	heather.bohanan@dhhs.nc.gov	919-527-6264	
SC	Lynn	Horne	lynn.horne@dss.sc.gov	803-360-1786	

Region V					
NCANDS Liaison	Kristen	Stafford	kstafford@wrma.com	301-881-2590	276
<i>State Representatives</i>					
IL	Chad	Moore	Chad.Moore@illinois.gov	217-558-5044	
IL	David	Nika	David.Nika@illinois.gov	217-558-5060	
IN	Brian	Delaney	Brian.Delaney@dcs.IN.gov	317-232-4436	
MI	Cynthia	Eberhard	Eberhardc@michigan.gov	517-202-1315	
MN	Jean	Swanson-Broberg	jean.swanson-broberg@state.mn.us	651-431-4746	
OH	David	Thomas	david.thomas@jfs.ohio.gov	614-752-1122	
WI	Fred- Ellen	Bove	frediellen.bove@wisconsin.gov	608-422-6891	
Region VI					
NCANDS Liaison	Mary Jo	Ortiz	mjortiz@wrma.com	301-881-2590	235
<i>State Representatives</i>					
AR	Nellena	Garrison	nellena.garrison@arkansas.gov	501-320-6503	
LA	Karen	Faulk	karen.faulk@la.gov	225-342-2416	
NM	Teresa	Larson	Teresa.larson@state.nm.us	505-412-9868	
OK	Elizabeth	Roberts	e.roberts@okdhs.org	405-522-3715	
TX	Mark	Prindle	mark.prindle@dfps.state.tx.us	512-929-6753	
Region VII					
NCANDS Liaison	Melanie	Rowland	melanie.rowland@wrma.com	301-881-2590	282
<i>State Representatives</i>					
IA	Shuxin	Cui	Scui@dhs.state.ia.us	515-281-4145	
KS	Jill	Loebel	Jill.Loebel@dcf.ks.gov	785-368-8172	
MO	Carla	Gilzow	Carla.R.Gilzow@dss.mo.gov	573-751-1354	
NE	Greg	Brockmeier	greg.brockmeier@nebraska.gov	402-471-6615	
Region VIII					
NCANDS Liaison	Melanie	Rowland	melanie.rowland@wrma.com	301-881-2590	282
<i>State Representatives</i>					
CO	Christine	Webb	christine.webb@state.co.us	303-866-5174	
MT	Erica	Johnston	Erica.Johnston@mt.gov	406-841-2457	
ND	Marlys	Baker	mbaker@nd.gov	701-328-1853	
SD	JoLynn	Bostrom	JoLynn.Bostrom@state.sd.us	605-347-2559	
UT	Linda	Prince	lindaprince@utah.gov	801-538-4018	
UT	Brad	Newbold	bmnewbold@utah.gov	801-538-4132	
WY	Lauri	Lamm	lauri.lamm@wyo.gov	307-777-5536	
Region IX					
NCANDS Liaison	Melanie	Rowland	melanie.rowland@wrma.com	301-881-2590	282
<i>State Representatives</i>					
AZ	Randal	Jovich		602-255-2740	
CA	Alicia	Sandoval	Alicia.sandoval@dss.ca.gov	916-653-6589	
HI	Ricky	Higashide	rhigashide@dhs.hawaii.gov	808-586-5109	
NV	Penny	Majeske	pmajeske@dcsf.nv.gov	775-684-7942	
Region X					
NCANDS Liaison	Mary Jo	Ortiz	mjortiz@wrma.com	301-881-2590	235
<i>State Representatives</i>					
AK	Susan	Cable	susan.cable@alaska.gov	907-465-2203	
ID	Robbin	Thomas	ThomasR2@dhw.idaho.gov	208-334-5798	
OR	Anna	Cox	Anna.Cox@state.or.us	503-945-6680	
WA	Lisa	Barber	barbelm@dshs.wa.gov	360-486-2328	

Attachment E

Annual Reporting of Education and Training Vouchers Awarded

Name of State:

School Year	Total ETVs Awarded	Number of New ETVs
<u>Final Number:</u> 2014-2015 School Year (July 1, 2014 to June 30, 2015)		
2015-2016 School Year* (July 1, 2015 to June 30, 2016)		

Comments:

*in some cases this might be an estimated number since the APSR is due June 30, 2016.

**Child Abuse Prevention and Treatment Act (CAPTA)
Grant to States for Child Abuse or Neglect Prevention and Treatment Programs**

**State Plan Assurances added by P.L. 114-22
The Justice for Victims of Trafficking Act of 2015**

(These amendments to CAPTA Are Effective May 29, 2017)

***Governor's Assurance Statement for
The Child Abuse and Neglect State Plan***

As **Governor** of the State of _____, I certify that the State has in effect and is enforcing a State law, or has in effect and is operating a Statewide program, relating to child abuse and neglect which includes:

1. Provisions and procedures regarding identifying and assessing all reports involving known or suspected child sex trafficking victims (as defined in section 103(10) of the Trafficking Victims Protection Act of 2000 (TVPA) (22 U.S.C. 7102)); (section 106(b)(2)(xxiv) of CAPTA)
2. Provisions and procedures for training CPS workers about identifying, assessing and providing comprehensive services to children who are sex trafficking victims, including efforts to coordinate with state law enforcement, juvenile justice, and social service agencies such as runaway and homeless youth shelters; (section 106(b)(2)(xxv).

Signature of **Governor**:

Date: _____

Reviewed by: _____

(CB Regional Child Welfare Program Manager)

Dated: _____