

# ACF

Administration  
for Children  
and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children, Youth and Families

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2. **Issuance Date:** May 21, 1996

3. **Originating Office:** Children's Bureau

4. **Key Words:** Family Preservation and Family Support - June 30, 1996  
Annual Progress and Services Report Submission

## PROGRAM INSTRUCTION

**TO:** State Agencies and Indian Tribes Administering Title IV-B, subpart 2 -- Family Preservation and Family Support Services.

**SUBJECT:** June 30, 1996 Submission of the Annual Progress and Services Report required under title IV-B, subpart 2 of the Social Security Act (the Act) and of information requested to evaluate the implementation of this program.

**LEGAL AND RELATED REFERENCES:** Title IV-B, subpart 2 of the Social Security Act, as amended by the Omnibus Budget Reconciliation Act of 1993 (OBRA 1993) (Public Law 103-66).

**PURPOSE:** To inform all States and eligible Indian Tribes of the requirement for submission of the CFS-101 budget request by June 30, 1996 and of the Annual Progress and Services Report by August 15, 1996 under title IV-B, subpart 2 -- Family Preservation and Family Support Services.

**BACKGROUND:** All States and eligible Indian Tribes submitted five-year child and family service plans by June 30, 1995 which included a certification that an Annual Progress and Services Report would be submitted. The Annual Progress and Services Report (APSR) is required under section 432(a)(5)(A) of the Act. Because a final rule has not yet been published, this Program Instruction has been prepared to guide States and eligible Indian Tribes in the submission of their APSRs.

The information from the APSR will be used to inform our technical assistance and program evaluation efforts (as legislatively mandated under section 435 of the Act.) Ultimately this information will be used to inform decisions on reauthorization of the program. James Bell Associates, Inc. has been retained by the Department of Health and Human Services to conduct the family preservation and family support services state implementation study evaluation. The information submitted in the APSR will be used to facilitate their comprehensive evaluation and analyses.

**INSTRUCTION:** Annually, each State and each eligible Indian Tribe must submit a Progress and Services Report and a budget request form (CFS-101). In order for States and eligible Indian Tribes to receive title IV-B, subpart 2 allocations a CFS-101 must be submitted each fiscal year. By June 30, 1996 each State and eligible Indian Tribe must submit the CFS-101. Due to the late date of issuance of this Program Instruction and to the slightly expanded scope of the APSR required for evaluation purposes, the APSR is due by August 15, 1996. By August 15, 1996 each State and eligible Indian Tribe must conduct an interim review of the progress made in the previous year toward accomplishing the goals and objectives in the title IV-B Child and Family Services Plan (CFSP). In this process, the State or the Indian Tribe must involve the agencies, organizations, and individuals who are a part of the on-going CFSP-related consultation and coordination process. On the basis of this review, each State and Indian Tribe must prepare and submit to ACF an APSR.

The State and the Indian Tribe must make the Annual Progress and Services Report available to the public; including to the agencies, organizations, and individuals with which the State or the Indian Tribe is coordinating services or consulting and to other interested members of the public. Each State and eligible Indian Tribe within the State must exchange copies of their Annual Progress and Services Reports.

The APSR must include the following --

For fiscal year 1996:

1. Progress Toward Meeting the Goals and Objectives
  - Report on progress and specific accomplishments toward meeting each goal and objective identified in the five year CFSP.
  - Evaluate progress toward meeting the CFSP's goals and objectives in terms of improved outcomes for children and families using specific measures and indicators. The measures used should be appropriate, reliable, and quantifiable.
  - Report progress in terms of the interim benchmarks and multi-year timetable targeted in the CFSP.
2. Systemwide Policy and Administrative Changes

As part of the implementation efforts of the legislation, the State or Indian Tribe must describe the progress made in developing a comprehensive and coordinated continuum of services for children and families.

- Identify any changes in such areas as child welfare laws, policies and procedures, patterns in staffing, caseload size, and worker-client interactions.
  - Describe coordination and service integration efforts that have occurred as a result of State or Indian Tribal implementation activities.
  - Identify any barriers encountered during implementation.
3. Training, Technical Assistance, Evaluation, and Management Information Systems

Describe any program development activities undertaken in support of the goals and objectives, such as training; technical assistance for individuals, groups and organizations

delivering such services; research and/or evaluation activities underway or planned; and management information systems development or improvement.

- Identify the extent to which title IV-B, subpart 2 funds were used for each of these purposes.
- Insofar as possible, identify amounts used for each from all other Federal, State, local, private, and in-kind sources.

4. Family Preservation and Family Support Services

Describe the model(s) or type(s) of family preservation and family support programs or services funded with title IV-B, subpart 2 funds.

- For each program or service, indicate the population and the geographic areas served.

5. Child Protective, Child Welfare, and Other Services

For States, describe the child protective, child welfare, other family preservation and family support services (funded by sources other than title IV-B, subpart 2), and independent living services.

For Indian Tribes, describe the child welfare and other family preservation and family support services funded by sources other than title IV-B, subpart 2.

For both States and Indian Tribes:

- For each service, describe the population and the geographic areas served.

6. Maintenance of Effort (Non-Supplantation)

For States only, describe how the State added to its service continuum and maintained its previous financial commitment to family preservation and family support services in place in FY 1992. For fiscal year 1997 and future years:

7. Update of Goals and Objectives

Based on an evaluation of progress made toward meeting the State or Indian Tribe's goals and objectives, update and revise the goals and objectives for the upcoming years to reflect any changed circumstances.

- Identify any changes to baseline data, new data, or other circumstances which form the basis for the change. If changes to baseline data or new data are cited, identify the sources of and procedures for measuring the data.
- Evaluate progress in terms of the multi-year timetable targeted in the CFSP and identify any new interim benchmarks needed to assess progress in the implementation of the CFSP over the next and subsequent years.

8. Future Training, Technical Assistance, Research and Evaluation, and Management Information Activities

Provide any additional information on activities in support of the goals and objectives in the areas of training, technical assistance, research and evaluation, and management information system activities planned for the upcoming year.

- Clearly distinguish between ongoing efforts identified in #5 above and any new efforts planned for the upcoming years.
- Explain how the efforts planned support the State or Indian Tribe's revised goals and objectives.

#### 9. Update on Services

For States, describe any planned changes or additions to child protective, child welfare, family preservation, family support, and independent living services to be provided in the upcoming fiscal year.

For Indian Tribes, describe any planned changes or additions to child welfare and/or family preservation and family support services to be provided in the upcoming fiscal year.

For both States and Indian Tribes:

- Explain how the changes support the CFSP's revised goals and objectives and promote the State or Indian Tribe's efforts to establish a comprehensive and coordinated continuum of services.
- Identify the population and geographic areas to be served by each new service.

#### 10. Supplemental Information

Provide copies of reports or any other information the State or Indian Tribe wishes to include which support the CFSP. Examples include training plans, management information system or local evaluation reports, guidance to local agencies or front-line workers, etc.

**SUBMITTALS:** The States and the eligible Indian Tribes which have not yet consolidated the planning requirements for title IV-B, subparts 1 and 2, must send the APSR by August 15, 1996 and the CFS-101 by June 30, 1996 requesting fiscal year 1997 funds for subpart 2 to the appropriate ACF Regional Office in order to receive fiscal year 1997 allocations.

States and Indian Tribes which have consolidated the planning requirements for title IV-B, subparts 1 and 2, must submit an APSR by August 15, 1996 and the CFS-101 for subparts 1 and 2 to the appropriate ACF Regional Office by June 30, 1996 in order to receive fiscal year 1997 allocations.

**PAPERWORK REDUCTION ACT OF 1995:** The Annual Progress and Services Report information collection is conducted in accordance with section 432(a)(5)(A) of the Social Security Act. Information received from this collection provides updates on the goals, objectives and services under the States' five year comprehensive child and family services plan. The information collected in the CFS-101 are estimated expenditures for title IV-B, subparts 1 and 2,

and a request for appropriation for the next fiscal year. Public reporting burden for the APSR and CFS-101 is estimated to average 125 hours per response. This information is not considered confidential, therefore, no additional safeguards are considered necessary beyond that customarily applied to routine government information. 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 OMB control number for the collection of this information is 0980-0047.

**INQUIRIES TO:** Regional Administrators, Regions I-X  
Olivia A. Golden  
Deputy Commissioner  
Administration on Children, Youth and Families

[Attachment A](#)- Allotment of Funds Title IV-B, Subpart 2 Family Preservation and Family Support Services

**Allotment of Funds Title IV-B, Subpart 2  
Family Preservation and Family Support Services  
Fiscal Year 1996**

| <b>Name of State</b> | <b>ACTUAL FY 96<br/>Allotment at<br/>\$225,000,000</b> | <b>ESTIMATED FY 97<br/>Allotment at<br/>\$240,000,000</b> | <b>ESTIMATED FY 98<br/>Allotment at<br/>\$255,000,000</b> |
|----------------------|--|---|---|
| Alabama              | \$4,167,863  | \$4,467,573   | \$4,767,282   |
| Alaska               | \$300,567  | \$322,181   | \$343,794   |
| Arizona              | \$3,767,107  | \$4,037,998   | \$4,308,890   |
| Arkansas             | \$2,023,818  | \$2,169,350   | \$2,314,882   |
| California           | \$25,989,033   | \$27,857,894  | \$29,726,755  |
| Colorado             | \$2,184,121  | \$2,341,180   | \$2,498,239   |
| Connecticut          | \$1,643,100  | \$1,761,255   | \$1,879,409   |
| Delaware             | \$400,756  | \$429,574   | \$458,393   |
| Dist of<br>Columbia  | \$701,323  | \$751,755   | \$802,187   |
| Florida              | \$10,479,771   | \$11,233,368  | \$11,986,964  |
| Georgia              | \$5,891,114  | \$6,314,742   | \$6,738,370   |
| Hawaii               | \$681,285  | \$730,276   | \$779,267   |
| Idaho                | \$581,096  | \$622,883   | \$664,669   |
| Illinois             | \$8,716,445  | \$9,343,241   | \$9,970,037   |
| Indiana              | \$3,566,729  | \$3,823,211   | \$4,079,693   |
| Iowa                 | \$1,462,760  | \$1,567,946   | \$1,673,133   |
| Kansas               | \$1,342,533  | \$1,439,074   | \$1,535,615   |
| Kentucky             | \$3,706,994  | \$3,973,562   | \$4,240,131   |

|                |              |              |              |
|----------------|--------------|--------------|--------------|
| Louisiana      | \$6,392,059  | \$6,851,710  | \$7,311,361  |
| Maine          | \$901,701    | \$966,542    | \$1,031,383  |
| Maryland       | \$2,765,217  | \$2,964,063  | \$3,162,908  |
| Massachusetts  | \$3,426,464  | \$3,672,860  | \$3,919,256  |
| Michigan       | \$7,694,517  | \$8,247,827  | \$8,801,136  |
| Minnesota      | \$2,384,499  | \$2,555,967  | \$2,727,435  |
| Mississippi    | \$3,947,447  | \$4,231,307  | \$4,515,166  |
| Missouri       | \$4,187,901  | \$4,489,051  | \$4,790,202  |
| Montana        | \$480,907    | \$515,489    | \$550,071    |
| Nebraska       | \$841,588    | \$902,106    | \$962,624    |
| Nevada         | \$681,285    | \$730,276    | \$779,267    |
| New Hampshire  | \$380,718    | \$408,096    | \$435,473    |
| New Jersey     | \$3,927,410  | \$4,209,828  | \$4,492,247  |
| New Mexico     | \$1,723,251  | \$1,847,169  | \$1,971,088  |
| New York       | \$14,046,501 | \$15,056,579 | \$16,066,658 |
| North Carolina | \$4,408,317  | \$4,725,317  | \$5,042,318  |
| North Dakota   | \$340,643    | \$365,138    | \$389,634    |
| Ohio           | \$9,437,806  | \$10,116,475 | \$10,795,144 |
| Oklahoma       | \$2,524,763  | \$2,706,318  | \$2,887,873  |
| Oregon         | \$1,903,591  | \$2,040,478  | \$2,177,364  |
| Pennsylvania   | \$8,175,424  | \$8,763,316  | \$9,351,207  |
| Rhode Island   | \$701,323    | \$751,755    | \$802,187    |
| South Carolina | \$2,905,482  | \$3,114,414  | \$3,323,346  |

|                   |               |               |               |
|-------------------|---------------|---------------|---------------|
| South Dakota      | \$440,832     | \$472,532     | \$504,232     |
| Tennessee         | \$4,929,300   | \$5,283,764   | \$5,638,228   |
| Texas             | \$19,617,010  | \$21,027,662  | \$22,438,314  |
| Utah              | \$1,062,004   | \$1,138,372   | \$1,214,740   |
| Vermont           | \$380,718     | \$408,096     | \$435,473     |
| Virginia          | \$3,486,578   | \$3,737,296   | \$3,988,015   |
| Washington        | \$3,306,238   | \$3,543,988   | \$3,781,738   |
| West Virginia     | \$2,364,461   | \$2,534,488   | \$2,704,516   |
| Wisconsin         | \$2,745,179   | \$2,942,584   | \$3,139,989   |
| Wyoming           | \$260,491     | \$279,223     | \$297,955     |
| American Samoa    | \$154,717     | \$160,919     | \$167,122     |
| Guam              | \$264,143     | \$278,357     | \$292,571     |
| Northern Mariana  | \$119,418     | \$123,036     | \$126,654     |
| Puerto Rico       | \$5,618,957   | \$6,025,218   | \$6,431,479   |
| Virgin Islands    | \$214,725     | \$225,321     | \$235,916     |
| Totals            | \$206,750,000 | \$221,600,000 | \$236,450,000 |
| Set Asides        | \$18,250,000  | \$18,400,000  | \$18,550,000  |
| Indian Tribes(1%) | \$2,250,000   | \$2,400,000   | \$2,550,000   |
| T, TA & Eval      | \$6,000,000   | \$6,000,000   | \$6,000,000   |
| Courts            | \$10,000,000  | \$10,000,000  | \$10,000,000  |
| Grand Total       | \$225,000,000 | \$240,000,000 | \$255,000,000 |