

<h1>ACF</h1> <p>Administration for Children and Families</p>	<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration on Children, Youth and Families</b>	
	<b>1. Log No:</b> ACYF-CB-PI-04-01	<b>2. Issuance Date:</b> February 2, 2004
	<b>3. Originating Office:</b> Children's Bureau	
	<b>4. Key Words:</b> Title IV-B Child and Family Services Plan; Child Abuse Prevention and Treatment Act State Plan; Chafee Foster Care Independence Program; Education and Training Vouchers Program	

### PROGRAM INSTRUCTION

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

**SUBJECT:** June 30, 2004 Submission of: (1) the Child and Family Services Plan (CFSP) Final Report; (2) the fiscal years (FYs) 2005-2009 Child and Family Services Plan for Child Welfare Services and Promoting Safe and Stable Families Programs, the Child Abuse Prevention and Treatment State Plan; and the Foster Care Independence and the Education and Training Vouchers Programs; and (3) the CFS-101, Parts I and II, Annual Budget Request and Annual Summary of Child and Family Services.

**LEGAL AND RELATED REFERENCES:** Title IV-B, subparts 1 and 2 and Title IV-E, Section 477 of the Act; Section 106 of the Child Abuse Prevention and Treatment Act, as amended (42 U.S.C. 5106a); 45 CFR 1357; Indian Child Welfare Act.

**PURPOSE:** This Program Instruction (PI) provides guidance to States on actions they are required to take in order to receive their allotments for fiscal year 2005 (subject to the availability of appropriations) authorized under title IV-B, subparts 1 and/or 2, Section 106 of the Child Abuse Prevention and Treatment Act (CAPTA), the Chafee Foster Care Independence Program (CFCIP), and the Education and Training Vouchers (ETV) program.

The final allocations for these programs for FY 2004 are attached. (See Attachment A.) The amounts for some discretionary programs in the FY 2004 Labor, Health and Human Services, Education and related agencies appropriation bill were reduced by a statutory across-the-board reduction of .59%. In addition, programs and accounts which contained administrative and related expenses were reduced proportionately by a mandated \$50 million reduction for the entire bill.

In order to receive funds for FY 2005, States must develop and submit, by June 30, 2004:

- A final report for FYs 2000-2004 on services provided under the Child and Family Services Plan (CFSP), that encompasses the title IV-B, subparts 1 and 2, CAPTA, CFCIP and ETV programs;
- A five-year Child and Family Services Plan for FYs 2005-2009 integrating the State's title IV-B, subparts 1 and/or 2, CAPTA State Plan and the title IV-E section 477 programs (CFCIP and ETV); and
- The CFS-101, Parts I and II.

### **BACKGROUND:**

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

A primary purpose of the plan is to facilitate States' integration of the programs that serve children and families including title IV-B, subparts 1 and 2 of the Act, CAPTA, and the CFCIP and ETV programs for older and/or former foster care youth into a continuum of services for children and their families. We have consolidated these plans to help States plan comprehensively for the full array of child welfare services, from prevention and protection through permanency. In addition, such consolidation reduces duplicative information requirements under the CFSP and the CAPTA plans.

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

Throughout these ten years, the Children's Bureau has utilized the Program Instruction (PI) method of informing and instructing States regarding the CFSP and the programs involved. Attachment C provides a brief description of what has been emphasized in earlier PIs. These PIs can be found on the internet at: [www.acf.hhs.gov/programs/cb/laws/index.htm#policy](http://www.acf.hhs.gov/programs/cb/laws/index.htm#policy)

### **Child and Family Services Plan**

After each five-year plan, States must base the development of the next five-year plan on a final review of the accomplishments and identified needs from the previous five-year plan, including any new information. The goals and objectives of the plan should continue to address the following areas:

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

The Children’s Bureau recognizes that the preparation of the CFSP is a long-term process. We presume that States are well into the process of preparing the CFSP, which begins with updating the agency vision, assessing the state of child welfare services, and consulting/coordinating and joint planning for the CFSP. On November 17, 2003, the Children’s Bureau provided the ACF Regional Offices with an informational piece to be shared with the States in anticipation of this PI. That document was intended to assist States in their planning and is superseded to the extent that there is any inconsistency with this program instruction. The document (found at Attachment D) provides information on the beginning phases of the CFSP process.

The Children’s Bureau would like to reiterate that the two processes used to identify needs and assure the safety, permanency and well-being of children, the Child and Family Services Review (CFSR) and subsequent Program Improvement Plan (PIP) and the CFSP and subsequent APSRs, must be coordinated for purposes of improving the overall child welfare system in the State. According to CFR 45 1355.35 (f), “[t]he elements of the program improvement plan must be incorporated into the goals and objectives of the State’s CFSP...” The specificity of the CFSR helps the State focus on areas of need related to outcomes and systemic factors and the action steps needed to correct them. The CFSP utilizes these findings and plans for improvement as an integral part of determining the adequacy of what is currently in place and for constructing a strategic, 5-year plan to advance the overall child welfare system.

### **Child Abuse Prevention and Treatment Act State Plan**

Section 106(b)(1)(A) of CAPTA requires the submission of a State program plan every five years. This plan is to be used for the support and improvement of State child protective services (CPS) systems in one or more of the 14 program areas set forth in section 106(a) of CAPTA. Section 106(b)(2)(A) further requires an assurance (in the form of a certification by the Governor of the State) that the State has in effect and is enforcing a State law, or has in effect and is operating a Statewide program, relating to several areas of child abuse and neglect.

Compliance with the eligibility requirements for a CAPTA State plan is a prerequisite for eligibility for funds under the Children’s Justice Act State Grant Program authorized by Section 107(a) of CAPTA.

### **Chafee Foster Care Independence Program (CFCIP) and Education and Training Vouchers (ETV)—section 477 of the Act**

In addition to meeting the requirements of title IV-B, subparts 1 and 2, States must include in their CFSP information on the CFCIP and ETV programs.

**INSTRUCTION:** This section describes the requirements States must meet to receive their allotments for FY 2005. The final report, the FY 2005-2009 CFSP, and the CFS-101

for FY 2005 must be submitted to ACF by June 30, 2004. The Final Report and the five-year CFSP must meet the requirements of 45 CFR 1357 and title IV-B, subparts 1 and 2 and section 477 of the Act.

#### **A. Final Report for Fiscal Years 2000-2004 for the CFSP**

Each State must conduct a review of the progress made toward accomplishing the goals and objectives in the CFSP. When conducting the final review, the State must involve the agencies, organizations, and individuals that are a part of the ongoing CFSP-related consultation and coordination process. The final report may be submitted in the format of the State's choice. (Insular Areas that submitted a CFSP should also submit a final report on their CFSP.)

The final report must include the progress made on the goals and objectives for FYs 2000 - 2004, as follows:

- a) A description of the specific accomplishments and progress made toward meeting each goal and objective in the State's CFSP, including information on outcomes for children and families, and a more comprehensive, coordinated, effective child and family services continuum. In describing the progress and accomplishments in the final report, States should incorporate their baseline data and information, the data gathered in the Child and Family Services Review, and the CFSP annual reviews conducted as required by the Annual Program and Services Report (APSR). The final report should address the CFSR results and subsequent PIP as well as barriers or unexpected events that may have had an impact on the accomplishment of the plan's goals and objectives.
- b) A description of the progress made in the areas of training, technical assistance, research, evaluation, or management information systems in support of the goals and objectives.
- c) A description of the progress and accomplishments made with regard to the diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed.
- d) A description of the State's activities as a result of receiving adoption incentive payments.
- e) A description of activities that the State has undertaken for children adopted from other countries, including the provision of adoption and post-adoption services.
- f) A description of the progress and accomplishments made with regard to compliance with the Indian Child Welfare Act and the coordination of the permanency provisions afforded to Indian children as clarified in PI-ACYF-CB-98-07.

- g) Accomplishments to date under the CAPTA portion of the consolidated CFSP; and
- h) A copy of the most recent annual report(s) from the State's citizen review panel(s). Section 106(c)(6) of CAPTA requires that the citizen review panels develop annual reports and make them available to the public. The report should include, at a minimum, a summary of the panel's activities and the panel's recommendations to improve the child protection services system at the state and local levels. The report should also include information on the progress the State is making in implementing the recommendations of the panels.
- i) A description of the "the number of children under the care of the State child protection system who are transferred into the custody of the State juvenile justice system." States should provide contextual information about the source of this information and how they define the reporting population.
- j) For States operating a child welfare waiver demonstration project under section 1130 of the Act, a description of the accomplishments and progress in the demonstration project as they relate to the goals and objectives in the State's CFSP.
- k) A description of the specific accomplishments and progress made toward meeting purposes 1-6 of Section 477(a) of the Act related to the Chafee Foster Care Independence Program (CFCIP) in the State's CFSP, including the program certifications required by Section 477(b)(3) of the Act.
- l) Any other information the State wishes to include.

The final report must also be made available to the public.

## **B. Five-Year Child and Family Services Plan**

Development of the new CFSP continues States' opportunity to implement a system of coordinated, integrated, culturally relevant, family-focused services. States should review the service principles at 45 CFR 1355.25. The process of coordination and collaboration implemented during the previous plan development, and continued annually for the Annual Progress and Services Report (APSR), should be continued in the development of the CFSP for FYs 2005 – 2009. The initial baseline information, as updated in each APSR, should serve as a basis for the development of the State's CFSP vision, goals, objectives, funding, and service decisions.

The development of the CFSP for FYs 2005-2009 must be based on information in the final report for FYs 2000-2004, and meet the requirements of the Child and Family Services Plan. The CFSP must include information on:

- Child Welfare Services

- Services provided in the four areas under the Promoting Safe and Stable Families Program: 1) Family Preservation, 2) Family Support, 3) Time - Limited Family Reunification, and 4) Adoption Promotion and Support Services
- Child Abuse Prevention and Treatment Act (CAPTA) Services
- The Chafee Foster Care Independence Program (CFCIP)
- The Education and Training Vouchers (ETV) Program
- Child Welfare Waiver Demonstrations approved under section 1130 of the Act, as appropriate.

States must provide the following information in the CFSP:

1. State agency administering the programs: States must identify the State agency that will administer the title IV-B programs under the plan. The CFSP must include a description of the organization, its function, and the organizational unit responsible for the plan.
2. Child and Family Services Continuum: States must describe the publicly funded child and family services continuum including child abuse and neglect prevention, intervention, and treatment services and foster care; the programs under title IV-B (see below) and services for kinship care, independent living and services for other permanent living arrangements. States must explain how their services will be linked to, coordinated with, or integrated into other services in the child and family services continuum.
3. Service Description: States must describe the services they offer under each category in title IV-B, subpart 2: family preservation; family support; time-limited family reunification; and adoption promotion and support services. The description must include services currently available to families and children; the extent to which each service is available and being provided in different geographic areas and to different types of families; and important gaps in service, including mismatches between available services and family needs as identified through baseline data, including the CFSR results, and the consultation process.

States must indicate the specific percentages of title IV-B, subpart 2 funds that they will expend on actual service delivery of family preservation, community-based family support, time-limited family reunification and adoption promotion and support services, as well as planning and service coordination, with a rationale for the decision. The State must have an especially strong rationale if the percentage provided is below 20% for any one of the four service categories. 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.

4. Estimated expenditures for above services: States must provide the estimated expenditures for the described services.
5. Services in relation to permanency planning: States must explain how services will help meet the permanency provisions for children and families in sections 422(b)(10) and 471 of the Act and meet the provisions for promoting safe and stable families in section 432(a).
6. Decision making process: States must include an explanation of how agencies and organizations were selected for funding to provide family support services and how these agencies are community-based.
7. Assurances: States are to submit the assurances and certifications necessary for plan approval for each program. States may sign the pages of Attachment E and submit it with the CFSP or include the assurances as part of the CFSP narrative.
8. Coordination with Tribes: The State must provide a description, developed in consultation with Indian Tribes in the State, of the specific measures the State uses to comply with the Indian Child Welfare Act. In addition, the CFSP must describe the arrangements, jointly developed with the Indian Tribes within its borders, made for the provision of the child welfare services and protections in section 422(b)(10) of the Act to Indian children under both State and Tribal jurisdiction.

States must specifically include Tribes in their collaboration/coordination activities. State agencies and Tribes must also exchange copies of their CFSPs and their APSRs. Tribes have been notified of their coordination/collaboration obligation at ACYF-CB-PI-04-02, which is the instruction for Tribal CFSPs.

9. Child welfare waiver demonstration activities (applicable States only). If the State has been awarded a demonstration waiver under title IV-E authority, it must provide a description of its coordination efforts to integrate the activities under the CFSP with the goals and objectives of the demonstration. In particular, the State must discuss how title IV-B monies are used to maximize the use of flexible title IV-E dollars in the demonstration.
10. Intercountry adoptions: States must provide a description of the activities that the State has undertaken for children adopted from other countries, including the provision of adoption and post-adoption services. This must include the number of children who were adopted from other countries and who enter into State custody 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)(13) of the Act.)

11. Adoption incentive payments: For those States receiving an adoption incentive payment, States must specify the services that will be provided to children and families with the adoption incentive funds.
12. Staff training: The State's CFSP must include a staff development and training plan in support of the goals and objectives in the CFSP which addresses both of the title IV-B programs covered by the plan. This training plan also must be combined with the training plan under title IV-E as required by 45 CFR 1356.60 (b)(2). Training must be an on-going 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. Federal regulations at 45 CFR 235.63 through 235.66(a) describe the conditions under which Federal matching funds (at the seventy-five percent Federal financial participation [FFP] rate) are allowable. Among the conditions to be considered are the trainees toward whom the training is directed (including its specific relevance to the identified administrative activities allowable under Title IV-E), the scope and duration of the training and the sources of non-Federal matching. Further, Federal requirements governing the cost sharing for training activities among all benefiting programs and funding sources are discussed generally in OMB Cost Principles at A-87, and more specifically in ACF's own policy manual at <http://www.acf.hhs.gov/programs/cb/laws/index.htm#policy>. Questions specific to training are located in the Child Welfare Policy Manual at 8.1H. This PI includes details of the elements that must be included in States' title IV-E training plans in order to be considered eligible for Federal financial participation (FFP). These elements are specifically referenced in 45 CFR 1356.60 (b), 45 CFR 1357.15 (t)(1) and 45 CFR 235.60-235.66 (a):

- a brief, one-paragraph syllabus of the training activity
- indication of the specifically allowable Title IV-E administrative functions the training activity addresses
- indication of the setting/venue for the training activity
- indication of the duration category of the training activity (i.e., short-term, long-term, part-time, full-time)
- indication of the proposed provider of the training activity
- specification of the approximate number of days/hours of the training activity
- indication of the audience to receive the training
- description of estimated total cost
- cost allocation methodology

13. Evaluation and Technical Assistance: The State's CFSP must describe any evaluation and research activities underway or planned with which the State agency is involved or participating and which are related to the goals and objectives in the plan. The State must also describe the technical assistance activities that will be undertaken in support of the goals and objectives of the plan.

## 2. Child Abuse Prevention and Treatment Act State Plan

States must develop a five-year plan for improvement of their CPS system and consolidate it with their CFSP in order to be eligible to receive a grant under section 106. The CAPTA plan must include the following information:

- a) the program areas selected for improvement from the 14 areas delineated in section 106(a)(1) through (14) of CAPTA;
- b) an outline of activities that the State intends to carry out with its State Grant funds, including a statement of how these may differ from the activities described in the previous State plan;
- c) a description of the services and training to be provided under the State Grant as required by section 106(b)(2)(C) of CAPTA;
- d) the assurances form (Attachment E) that has been completed and signed by the Chief Executive Officer of the State. **Note:** Unless otherwise noted, States are expected to be in compliance with these requirements by June 25, 2004 (one year after the enactment of Public Law 108-36). If there is a specific reason why the State cannot be in compliance by June 25, 2004, the State should contact the ACF Regional Office;
- e) notification regarding substantive changes, if any, in State law that could affect eligibility, including an explanation from the State Attorney General as to why the change would, or would not, affect eligibility. **Note:** States do not have to notify ACF of statutory changes or submit them for review if they are not substantive and would not affect eligibility; and
- f) a request for FY 2004 funds in the CFS-101, Part I and an estimate of expenditures in the CFS-101, Part II. (See Attachment F.)

Reference to previous information on CAPTA requirements can be found at Attachment C.

### **Submittal Rule for Territories:**

The Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands may submit consolidated grant applications in accordance with 45 CFR Part 97. These jurisdictions do not need to submit an application under this Program Instruction if they choose to have their title IV-B, subparts 1 and/or 2 and/or CAPTA allotments included in a consolidated grant and expend these funds under authority of another program that is available for consolidation. If the Insular Areas choose to consolidate their application for title IV-B, subparts 1 and/or 2 and /or CAPTA, they must notify their ACF Regional Office in writing of their intent by June 30, 2004.

Insular Areas that choose to submit a CFSP may do so and submit the plan to their ACF Regional Office by June 30, 2004.

## **Chafee Foster Care Independence and Education and Training Vouchers Programs**

States must include in the CFSP a description of the Chafee Foster Care Independence and the Education and Training Vouchers Programs services to be provided in the upcoming fiscal year (FY 2005). In order to fulfill the intent of the Act, which is in keeping with positive youth development, States are strongly encouraged to include youth, presently in care as well as former foster youth, as critical stakeholders in the development of the State plan. States must identify the State agency or agencies that will administer, supervise or oversee the programs and provide a statement that indicates that the State agency will cooperate in national evaluations of the effects of the programs in achieving the purposes of CFCIP. The Chafee section of the CFSP must address the following:

1. Education and Training Vouchers program. States should note that purpose 6 of section 477(a) is to make available vouchers for education and training, including postsecondary training and education to youths who have aged out of foster care. ACYF-CB-PI-03-06, issued July 8, 2003, provided the specific guidance to develop this portion of the plan. Describe how the State will establish, expand or strengthen its post secondary educational assistance program to achieve the purpose of the ETV program (section 477(a)(6) of the Act) and to accomplish the purposes of the Act. States must describe the methods they use to operate the program efficiently and assure that they will comply with the conditions specified in subsection 477(i). (See Attachment E.) The components that apply to CFCIP also apply to ETV and must be included in the narrative section of the CFSP either alone or in combination with the CFCIP portion of the plan.
2. States should discuss how they will design, conduct and/or strengthen their programs to achieve the purposes of section 477(b)(2)(A) and section 477(a)(1-6) of the Act to:
  - a) Help youth transition to self-sufficiency;
  - b) Help youth receive the education, training and services necessary to obtain employment;
  - c) Help youth prepare for and enter postsecondary training and educational institutions;
  - d) Provide personal and emotional support to youth through mentors and the promotion of interactions with dedicated adults;
  - e) Provide financial, housing, counseling, employment, education and other appropriate support and services to former foster care recipients between 18 and 21 years of age; and
  - f) Make available vouchers for education and training, including postsecondary education, to youth who have aged out of foster care.

*Services to Youth Ages 18 – 20:* Section 477(a)(5) permits States to provide services to youth ages 18 through 20 years who have left foster care but have not reached their twenty-first birthday. States are required to provide services (including room and board) to, and expend funds on behalf of, youth who left foster care because they attained 18 years of age, but have not yet attained 21 years of age (Section 477(b)(3)).

In the State plan, States should describe the approaches being used to address these provisions.

*Room and Board:* The State must develop a reasonable definition of "room and board" and provide the definition in the CFSP. The CFSP must include a description of the approach(es) being used to make room and board available to youth ages 18 through 20. States are required to certify (by signing the Certification form in Attachment E) in their State plans that no more than 30 percent of their allotment of Federal funds will be expended for room and board for youth who left foster care because they attained 18 years of age, but have not yet attained 21 years of age.

3. Describe how youth of various ages and at various stages of achieving independence are to be served, particularly with regard to services for (1) youth under 16, (2) youth 16 - 18 and (3) youth 18 through 20. The description should include the identification of State statutory and/or administrative barriers, if any, which, in order to facilitate the State serving a broader range of eligible youth, need to be eliminated or amended. States should also discuss how they are developing services for those individuals "likely to remain in foster care until age 18." Some identifiers of individuals "likely to remain in foster care until 18" include, but are not limited to, age, ethnicity, presenting problems, case histories, and individual case goals and objectives.
4. Discuss how the State involves the public and private sectors in helping adolescents in foster care achieve self-sufficient independence. Beginning in FY 2000, States have had an opportunity to conduct meetings and plan activities with various partners and stakeholders to design and develop a CFCIP State plan.
5. States should describe in detail how public and private organizations representing a wide range of stakeholders and consumers, in particular Indian Tribes, were consulted, and are involved in, the development of this part of the CFSP.
6. States should discuss their efforts: (1) to coordinate 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...", and; (2) to consult with and coordinate with "each Indian tribe in the State" and ensure "that benefits and services under the program will be available to Indian children in the State on the same basis as to other children in the State" (certifications F and G, section 477(b)(3)). Also, States are encouraged to coordinate services with other relevant programs, including, but not limited to, the Court Improvement Program, Community Action Agencies, and Medicaid.
7. The CFSP should describe how the State has utilized, or is coordinating efforts to utilize, the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care. Subtitle C, section 121 of P.L. 106-169 permits States to expand Medicaid eligibility for youth transitioning from foster care. A State may provide Medicaid

to all young people under the age of 21 who were in foster care under the responsibility of the State on their eighteenth birthday, or to “reasonable categories” of this group. If the State does not choose to provide Medicaid to all young people under the age of 21 who were in foster care under the State’s responsibility on their eighteenth birthday, the State plan should describe what "reasonable categories" of children it has chosen to provide Medicaid services to, if any.

8. Discuss the objective criteria the State uses for determining eligibility for benefits and services under the programs, including the process for developing the criteria.

9. Discuss how the State ensures fair and equitable treatment of benefit recipients.

10. Describe how the comments received from the public (both written and oral), influenced the contents of the Plan.

### **CURRENT EXECUTIVE INITIATIVES:**

The Bush Administration has developed several major initiatives in areas that it feels will benefit children, adults, and society. The Department’s Healthy Marriages, Responsible Fatherhood, Positive Youth Development, Rural, and Faith-based and Community initiatives are consistent with the overall goals of the safety, permanency and well-being of children. In past PIs we have emphasized these initiatives, giving particular attention to the healthy marriage initiative. Attachment C refers to prior PIs with information on these initiatives.

ACF has funded a number of marriage initiatives throughout the country and has recently engaged additional Regional Office staff to emphasize the healthy marriage initiative. These individuals are available to States for technical assistance and to help communities coordinate their efforts. We continue to encourage States to propose creative approaches to achieving the goals of these initiatives in the context of the child welfare system. States should describe the current and future activities that they plan to incorporate into the array of services in the CFSP.

### **SUBMITTALS:**

In summary, by June 30, 2004, States must submit to their ACF Regional Office:

- an original and one copy of the final report;
- an original and one copy of the CFSP;
- the CFS-101, Parts I and II for FY 2004, applicable if the State has been allotted and requests more than its current request for funds indicates;
- the CFS-101, Parts I and II for FY 2005<sup>1</sup>; and
- Certifications and Assurances as applicable

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<sup>1</sup>The CFS-101, Part II, "Annual Summary of Child Welfare Services", should reflect an amount no greater than the 1979 Federal allotment (as reflected at Attachment A of ACYF-CB-PI-03-07) for the total of lines 6, 7, and 13 of Column (a).

States may submit the documents as a paper copy, or at their option, on a 3.5 diskette, or as an attachment to an e-mail to the Regional Office. If a State chooses to submit electronically, a paper copy of the original signed CFS-101 is still required. The Regional Office will forward a copy of the approved CFS-101 to the ACF Central Office.

### Financial Status Reports (SF-269)

All grantees must report expenditures under title IV-B, subparts 1 and 2, CAPTA, and CFCIP on the Financial Status Report, SF-269. Submission requirements for each program are listed below under the appropriate heading. Submit the original SF-269 to your ACF Regional Office and a copy to the following address:

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

#### *Title IV-B, subparts 1 and 2*

States are required to submit the SF-269 fiscal report for expenditures under each subpart of title IV-B at the end of each 12 months (October 1-September 30) of the two-year expenditure period. The SF-269 fiscal report covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. Both reports are due 90 days after the end of the fiscal year (December 31). The required 25 percent State match must be reported on the final fiscal report. Funds under title IV-B must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded.

Since the discretionary funds under title IV-B, subpart 2 are to be expended for the same purposes as the mandatory funds, no separate reporting is required to distinguish between the expenditure of the two amounts. Grantees are to report the cumulative amount on the financial status report (SF-269). Funds reported as unobligated on the final financial status report will be recouped from the discretionary amount first.

#### *CAPTA*

States are required to submit the SF-269 fiscal report for CAPTA at the end of each 12 months (October 1-September 30) of the five-year expenditure period. The SF-269 fiscal report covering each 12-month budget period is an interim report and the report covering the entire grant period is the final report. Both the interim and the final reports are due 90 days after the end of each 12-month period (December 31). Funds under CAPTA must be expended within five years.

### *CFCIP and ETV*

States are required to submit separate SF-269 fiscal reports for the CFCIP and ETV programs. Reports capturing the October 1-September 30 expenditure period are due December 31 (90 days after the end the 12 month period). The SF-269 fiscal report covering the first 12-month budget period is the interim report and the report covering the entire grant period is the final report. The required 20 percent State match must be reported on the final reports. CFCIP and ETV funds must be expended by September 30 of the fiscal year following the fiscal year in which the funds were awarded.

A negative grant award will recoup unobligated and/or unliquidated funds reported on the final financial status report (SF-269) for title IV-B, CAPTA and CFCIP.

### **PAPERWORK REDUCTION ACT:**

Under the Paperwork Reduction Act of 1995 (Public Law 104-13), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The Control Number for this OMB approved information collection is 0980-0047.

**INQUIRIES TO:** ACF Regional Offices

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

### **ATTACHMENTS**

Attachment A: FY 2004 Final Allocations and FY 2005 Estimated Allocations for title IV-B, subparts 1 and 2, CAPTA, CFCIP and ETV

Attachment B: Current Variances in Title IV-B Provisions of Law and Regulation

Attachment C: PI Guidance Grid

Attachment D: Preparing for the FY 2005-2009 CFSP

Attachment E: Certifications and Assurances

Attachment F: CFS 101, Parts I and II

Attachment G: Regional Administrators