

# ACF

Administration  
for Children  
and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration on Children, Youth and Families

**1. Log No:** ACYF-CB-PI-11-04

**2. Issuance Date:** March 23, 2011

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

**4. Key Words:** Title IV-B Annual Progress and Services Report; Chafee Foster Care Independence Program; Educational Training Vouchers Program

## PROGRAM INSTRUCTION

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

**SUBJECT:** June 30, 2011 Submission of the Annual Progress and Services Report (APSR) required under Title IV-B of the Social Security Act (the Act) for the Stephanie Tubbs Jones Child Welfare Services and Promoting Safe and Stable Families (PSSF) Programs, and the Chafee Foster Care Independence Program (CFCIP), including the Education and Training Vouchers (ETV) program; submission of the CFS-101, Part I, Annual Budget Request; Part II, Annual Summary of Child and Family Services; and Part III, Annual Expenditures for Title IV-B, Subparts 1 and 2.

**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; the Indian Child Welfare Act of 1978 (Public Law (P.L.) 95-608); the Indian Self-Determination and Education Assistance Act (P.L. 93-638); and 45 CFR Parts 1355 and 1357; the Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L.110-351); and the Patient Protection and Affordable Care Act (P.L. 111-148).

**PURPOSE:** This Program Instruction (PI) provides guidance to Indian Tribes, Tribal Organizations or Tribal Consortia (hereafter "Tribes,") on actions they are required to take in order to receive their allotments for fiscal year (FY) 2012 (subject to the availability of appropriations) authorized under title IV-B, subparts 1 and/or 2, the CFCIP and ETV programs.

In addition, Tribes that plan to submit a **title IV-E plan** to operate a Foster Care, Adoption Assistance and, at Tribal option, Guardianship Assistance Program, are reminded that they must also have an approved plan under title IV-B, subpart 1. Both plans can be submitted for the same fiscal year. Therefore, a Tribe that wants to submit a plan to operate directly a title IV-E program in

FY 2012, must submit a Child and Family Services Plan (CFSP)/APSR to apply for title IV-B, subpart 1 funds by June 30, 2011, as described below. There are additional requirements that apply and Tribes should review the requirements as delineated in the PI, ACYF-CB-PI-09-07, at: [http://www.acf.hhs.gov/programs/cb/laws\\_policies/policy/pi/2009/pi0907.htm](http://www.acf.hhs.gov/programs/cb/laws_policies/policy/pi/2009/pi0907.htm).

Also note that Tribes with either an approved plan to operate a title IV-E program directly or a title IV-E Tribal/State cooperative agreement or contract have the option to apply to receive FY 2012 CFCIP and/or ETV funds directly from the Secretary. (See Section C of this PI.)

This PI summarizes the actions required of Tribes to receive funding for the title IV-B, CFCIP, and ETV programs, by completing and submitting the Annual Progress and Services Report (APSR), and the CFS-101 form, Parts I, II, and III.

We note that the title IV-B programs are required to be reauthorized periodically by the Congress. The Child and Family Services Improvement Act of 2006 last reauthorized funding for these programs for five years for FYs 2007 – 2011. Therefore, the programs are due to be reauthorized again prior to the award of grants for FY 2012. 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 Tribes must take to receive funding for FY 2012, additional guidance will be provided.

#### **INFORMATION: Organization of the Program Instruction:**

Section A. Overview

Section B. Instructions for Tribes for APSR Submissions

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

Section D. Financial Information

Attachments

#### **Section A. Overview**

The **Child and Family Services Plan (CFSP)** is a five-year plan which lays out the strategy for administering the Tribe's child welfare system, in particular for title IV-B, subpart 1, Child Welfare Services (CWS) and subpart 2, Promoting Safe and Stable Families (PSSF) programs. For Tribes that receive direct funding under the CFCIP and ETV programs, the CFSP must also address these programs.

Federal regulations at 45 CFR 1357.15 and 1357.16 provide the requirements for a five-year comprehensive CFSP and annual updates on the progress made toward accomplishing the goals and objectives in the CFSP. The CFSP sets forth the framework for a system of services that are coordinated, integrated, culturally relevant and child and family-focused. The CFSP for FYs 2010 – 2014 was due on June 30, 2009. If a Tribe did not request funding for FYs 2010 or 2011 funding and did not submit a CFSP in June 2009 or June 2010, but wishes to apply for FY 2012 funds, then the Tribe must submit a three-year CFSP covering FYs 2012 – 2014, following the

instructions provided in PI ACFY-CB-PI-09-07. Tribes in this situation may contact their Children's Bureau (CB) Regional Office (RO) for more assistance.

The **Annual Progress and Services Report (APSR)** is the annual update report that the Tribe submits on the progress made toward accomplishing the goals and objectives in the CFSP. Completion of the APSR satisfies the Federal regulations by providing updates on a Tribe's annual progress for the previous Federal fiscal year and planned activities for the upcoming Federal fiscal year.

In order to receive FY 2012 funds for title IV-B, CFCIP and ETV programs, Tribes must submit the APSR electronically to the CB ROs by June 30, 2011. APSRs received after June 30, 2011 will not be considered for funding for FY 2012. The ROs will be working with the Tribe to ensure that the information provided adequately addresses the requirements. Upon approval, the RO will forward the Tribe's request for funding to CB Central Office. The RO will not forward the CFS-101 to the CB Central Office for funding until all requirements for the APSR are met. The CFS-101, Parts I, II, and III, is located in Attachment B.

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

Plans and activities included in the APSR must meet the provisions of 45 CFR 1355.21, 45 CFR 1357, and title IV-B, subparts 1 and/or 2, as well as the CFCIP and ETV programs (section 477 of the Act) for Tribes seeking direct funding. These programs provide a critical source of funding for ensuring the safety, permanency and well-being of children.

In preparing the APSR, each Tribe must conduct an interim review of the progress made in the past year toward accomplishing the goals and objectives in the CFSP based on updated information and current data. When conducting this annual review, the Tribe must include the agencies, organizations, and individuals involved in the development of the CFSP and in the ongoing CFSP-related consultation and must describe the coordination process used in developing the APSR. Examples of the agencies, organizations and individuals with whom the Tribe may need to collaborate include representatives from other Tribal or State agencies providing services to children and families; the Tribal court, the State's Court Improvement Program, State and county social service programs, the Temporary Assistance for Needy Families (TANF) program, the Child Support program and other human service agencies.

### **Section B. Instructions for Tribes for APSR Submissions**

To receive funding for FY 2012, a Tribe must submit its APSR to the RO by June 30, 2011. The submission must include:

- An electronic copy of the APSR submitted via e-mail or compact disc in Word format. (Paper copies will not be accepted.)

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

- CFS-101, Part I for FY 2012 with signature;
- CFS-101, Part II with planned expenditures for FY 2012;
- CFS-101, Part III with previously estimated and actual expenditures for FY 2009 with signature.

In addition, if a Tribe wishes to revise its previously approved funding request for FY 2011, either by releasing funds for reallocation or by requesting more funds than originally requested and approved, then the Tribe must submit a revised CFS-101 Part I for FY 2011 indicating:

1. the amount of funds that the Tribe does not expect to utilize from its FY 2011 allotments during the upcoming year to carry out the title IV-B, subparts 1 and 2 program activities;
2. for Tribes that received CFCIP and/or ETV awards for FY 2011, any amount of CFCIP and/or ETV funds that the Tribe does not expect to utilize from its FY 2011 CFCIP allocation; and/or
3. the amount of funds the Tribe is requesting if additional funds become available for the title IV-B programs, the CFCIP and/or ETV (if different from earlier requests).

Certifications and Assurances: Certifications and assurances submitted with the 2010-2014 CFSP do not need to be re-submitted unless a change has occurred that warrants a new certification. If this is a new application for title IV-B, CFCIP or ETV, the application must include the signed certifications and assurances for the respective programs. Copies of the assurances can be found at:

[http://www.acf.hhs.gov/programs/cb/laws\\_policies/policy/pi/2009/pi0907.pdf](http://www.acf.hhs.gov/programs/cb/laws_policies/policy/pi/2009/pi0907.pdf) In addition, a Tribe requesting funds for CFCIP and/or ETV for the first time must also provide a signed copy of the certification added as part of the Patient Protection and Affordable Care Act, which is available at: [http://www.acf.hhs.gov/programs/cb/laws\\_policies/policy/pi/2010/pi1010.htm](http://www.acf.hhs.gov/programs/cb/laws_policies/policy/pi/2010/pi1010.htm).

The APSR must address each of the programs for which the Tribe is eligible and wishes to receive funding:

- **Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1)**

Funds under this program may be used for:

1. protecting and promoting the welfare of all children;
2. preventing the neglect, abuse, or exploitation of children;
3. supporting at-risk families through services which allow children, where appropriate, to remain safely with their families or return to their families in a timely manner;

4. promoting the safety, permanence, and well-being of children in foster care and adoptive families; and
  5. providing training, professional development and support to ensure a well-qualified child welfare workforce.
- **The Promoting Safe and Stable Families Program (title IV-B, subpart 2)**

Funds under this program may be used to support services in the following four areas:

1. family preservation;
2. family support;
3. time-limited family reunification; and
4. adoption promotion and support services.

- **The Chafee Foster Care Independence Program and the Education and Training Vouchers Program**

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

For each of the above programs under which the Tribe received funding for FY 2011 and/or is requesting funding for FY 2012, the APSR must address the Service Description, Collaboration and Program Support as detailed in items 1 – 3 below.

### **1. Service Description for Each of the Programs Listed Above**

- Report on the specific accomplishments and progress achieved to date in the past fiscal year toward meeting each goal and objective in the CFSP including improved outcomes for children and families, as well as providing a more comprehensive, coordinated and effective child and family services continuum (45 CFR 1357.16(a)(1)).
- Describe the steps the Tribe will take to expand and strengthen the range of existing services and to develop and implement services to improve child outcomes (45 CFR 1357.16(a)). Describe planned activities, new strategies for improvement, and the method(s) to measure progress in the upcoming fiscal year (October 1, 2011 to September 30, 2012).
- Explain any revisions to existing goals and objectives (45 CFR 1357.16(a)(2)); and, if appropriate, update the goals and objectives to incorporate any new goals or objectives.
- Describe the services to be provided in FY 2012 under title IV-B, subpart 1 and/or 2 (as applicable), highlighting any changes or additions in services or program design and how the services will assist in achieving program purposes (45 CFR 1357.16(a)(3)). For each service described above, report:

1. the population(s) to be served;
2. the geographic areas where the services will be available; and
3. the estimated number of individuals and families to be served.

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

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

## **2. Collaboration**

- Describe activities in the ongoing process of coordination and collaboration efforts conducted across the entire spectrum of the child and family service delivery system. Include a description of stakeholder or partner involvement in the review of progress made in the past fiscal year and expected updates for the coming year (section 422(b)(2) of the Act).
- Update the Tribe's demonstration of substantial, ongoing, and meaningful collaboration between the child welfare agency and the Tribal or State courts, as appropriate, with regard to the development of the APSR and any Tribal actions being undertaken in response to a State's Child and Family Services Review or title IV-E program improvement plans (section 422(b)(13) of the Act).

## **3. Program Support**

- Discuss updates to the Tribe's child welfare services staff development and training plans.
- Discuss the child and family services program's research, evaluation, or management information systems and quality assurance systems that will be updated or implemented in the upcoming fiscal year. Specify any additions or changes in services or program design due to the Tribe's own evaluation of programs that the Tribe has found particularly effective or ineffective (45 CFR 1357.16(a)(5)).
- Discuss any technical assistance that the Tribe anticipates requesting from the CB's Training and Technical Assistance network (including the National Resource Centers and Implementation Centers) in support of the CFSP goals and objectives (45 CFR 1357.16(a)(5)).

## **4. Consultation with States**

Section 422(b)(9) of the Act requires States to consult with Tribes regarding improving State compliance with the Indian Child Welfare Act (ICWA). Tribes are required to respond to the bullets below regarding Tribal consultation with the States in which they are located and are also required to exchange their CFSPs and APSRs.

- Provide an update regarding the consultation between the State and the Tribe with respect to State compliance with ICWA, as required by section 422(b)(9). Describe any concerns with respect to the ICWA consultation and compliance.
- Provide a description of the understanding, gathered from State/Tribal consultation, as to who is responsible for providing the protections for Tribal children delineated at section 422(b)(8) of the Act, whether they are in State or Tribal care and responsibility.
- Describe how the Tribe has been consulted about the programs to be carried out under the CFCIP and explain the results of the consultation, specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care under the CFCIP (section 477(b)(3)(G)).

## **5. Health Care Services**

P.L. 110-351 amended section 422(b)(15)(A) of the Act to require States and Tribes to develop a plan for ongoing oversight and coordination of health care services for children in foster care. This plan must be developed in coordination with the State title XIX (Medicaid) agency, and in consultation with pediatricians and other experts in health care, and experts in and recipients of child welfare services. This requirement was further expanded by P.L. 111-148, which required that the plan include "steps to ensure that the components of the transition plan development process required under section 475(5)(H) that relate to the health care needs of children aging out of foster care, including the new requirement to include options for health insurance, information about a health care power of attorney, health care proxy, or other similar document recognized under State law, and to provide the child with the option to execute such a document, are met."

The law, as amended, now requires that the plan describe how it will ensure a coordinated strategy to identify and respond to the health care needs of children in foster care placements, including mental health, behavioral health and dental health needs. The plan shall include an outline of:

- A schedule for initial and follow-up health screenings that meet reasonable standards of medical practice;
- How health needs identified through screenings will be monitored and treated;
- How medical information will be updated and appropriately shared, which may include developing and implementing an electronic health record;
- Steps to ensure continuity of health care services, which may include establishing a medical home for every child in care;
- The oversight of prescription medicines (including psychotropic medications); and
- How the Tribe actively consults with and involves physicians or other appropriate medical or non-medical professionals in assessing the health and well-being of children in foster care and in determining appropriate medical treatment for the children;
- Steps to ensure that the components of the transition plan development process required under section 475(5)(H) that relate to the health care needs of children aging out of foster care, including the new requirement to include options for health insurance, information about a health care power of attorney, health care proxy, or other similar document

recognized under State law, and to provide the child with the option to execute such a document, are met.

Tribes were required to submit the health care oversight and coordination plan in the CFSP/APSR. For the APSR due June 30, 2011, provide an update assessing implementation of the plan to date. Describe any modifications to the plan that the Tribe, in conjunction with health care professionals, has determined are necessary. If substantial changes have been made, submit a copy of the revised plan.

Note that all Tribes receiving funding under title IV-B, subpart 1, are required to address in the APSR how the Health Care Oversight and Coordination plan requirements are being met for Tribal children in foster care. For tribes that do not directly operate a foster care program and whose children are served by the State agency, the APSR should note the responsibility of the State for developing the Health Care Coordination Plan and for providing health care information as part of the transition plan development process and should address any Tribal involvement in those processes.

## **6. Disaster Plans**

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

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

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

## **7. Certification of Population Count**

Title IV-B funds are allotted to Tribes based on the number of children under the age of 21 as reflected in Census Bureau data, unless a Tribe has certified an alternative number that has been approved by the CB Regional Office. Tribes have the opportunity to update their certification numbers to reflect the number of children under age 21 in their populations. If they choose to do so, Tribes must send a statement certifying the revised number of children who have not yet reached their 21st birthday and provide a justification for the revision to their RO. This



certification must be signed by the Tribal enrollment officer and the Tribal President/Chairperson and is due with the June 30th plan submittal. Because grant amounts for both States and Tribes will be affected by the revisions, the RO may ask for additional verification/documentation if the numbers vary significantly from the Census or previous data. (See Attachment D)

### **Section C. Chafee Foster Care Independence and Education and Training Vouchers Programs**

Some Tribes are eligible to apply to receive funds directly to operate independent living and education and training voucher programs. Tribes that are not eligible or that do not wish to apply for a direct allocation are reminded that States are required to ensure fair and equitable treatment of Indian youth in foster care. States are also required to negotiate in good faith with any Tribe that requests 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. (See section 477(b)(3)(G) of the Act.)

Tribes with an approved title IV-E plan to directly operate a title IV-E program or Tribes that have a title IV-E Tribal/State cooperative agreement or contract have the option to apply to receive FY 2012 CFCIP and/or ETV funds directly from the Secretary. These Tribes may receive directly a portion of the CFCIP and/or ETV funds allotted to the State in which the Tribe is located. Tribes receiving direct funding under CFCIP and/or ETV will also be required to provide a 20 percent match.

Note that consistent with section 479B(f) of the Act, ACF has determined that Tribes who receive direct funding for CFCIP and/or ETV are not required to implement the National Youth in Transition Database.

#### Requirements for Tribes applying to receive direct funding for CFCIP and/or ETV:

A Tribe that wishes to apply for direct funding for the first time beginning with FY 2012 must meet all of the requirements listed in Section E of PI ACYF-CB-PI-09-07 and sign the Certifications for the Chafee Foster Care Independence Program and/or Tribal Leader's Certification for the Education and Training Voucher Program/Chafee Foster Care Independence Program in Attachment C of that same PI. The document can be found at:

[http://www.acf.hhs.gov/programs/cb/laws\\_policies/policy/pi/2009/pi0907.htm](http://www.acf.hhs.gov/programs/cb/laws_policies/policy/pi/2009/pi0907.htm). An additional Chafee certification may be found at:

[http://www.acf.hhs.gov/programs/cb/laws\\_policies/policy/pi/2010/pi1010.htm](http://www.acf.hhs.gov/programs/cb/laws_policies/policy/pi/2010/pi1010.htm)

In addition, in order to calculate the Tribe's allocation under the CFCIP and ETV programs, the Tribe must submit data on the number of children in foster care under the responsibility of the Tribe, tribal organization or tribal consortium (either directly or under supervision of the State) in the most recent fiscal year for which information is available.

#### Requirements for Tribes re-applying to receive direct funding:

Tribes that directly received CFCIP and/or ETV funds for FY 2010 and/or FY 2011 and wish to receive funds for FY 2012 must submit an updated plan that includes the information required

under Section B, items 1-3 above (i.e., Service Description, Collaboration and Program Support) for the CFCIP and report on the specific accomplishments achieved in FY 2011 and planned activities for FY 2012 for each of the seven purpose areas, as applicable:

1. Assist youth to transition from dependency to self-sufficiency;
2. Help youth receive the education, training, and services necessary to obtain employment;
3. Help youth prepare for and enter post-secondary training and educational institutions;
4. Provide personal and emotional support to youth through mentors and the promotion of interactions with dedicated adults;
5. Provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age;
6. Make available vouchers for education and training, including postsecondary training and education, to youths who have aged out of foster care; and
7. Provide the services referred to in this subsection to children who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption.

In order to fulfill the intent of the Act, which is in keeping with positive youth development, Tribes are strongly encouraged to include youth, presently in care as well as former foster youth, as critical stakeholders in the development of the plan.

Tribes applying to receive funds for CFCIP and/or ETV are not required to sign the certifications for these programs if there are no changes to the certifications signed with the plan previously submitted.

Note that if a Tribe wishes to receive direct funding under the ETV program only (and not the CFCIP program), then the Tribe's plan shall address plans for achieving that purpose only.

In addition, in order to calculate the Tribe's allocation under the CFCIP and ETV programs, the Tribe must submit data on the number of children in foster care under the responsibility of the Tribe, tribal organization or tribal consortium (either directly or under supervision of the State) in the most recent fiscal year for which information is available.

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

- Describe the specific accomplishments and progress to establish, expand, or strengthen the Tribe's postsecondary educational assistance program to achieve the purpose of the ETV program.
- Indicate how the ETV program is administered.

**Consultation and Collaboration:** Tribes must describe the consultation process regarding the CFCIP and ETV programs with each State for which a portion of an allotment would be redirected to the Tribe. (See section 477(j)(2)(B) and (C).) Describe the results of that consultation, particularly with respect to:

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

**Statistical Information:** Identify the number of youth who received ETV awards from July 1, 2009 through June 30, 2010 (the 2009 - 2010 School Year) and July 1, 2010 through June 30, 2011 (the 2010 - 2011 School Year). Tribes may estimate if they do not have the total number for the 2010 - 2011 School Year. If not able to report the number of ETV awarded by school year, Tribes may report the information by Federal fiscal year. Report the number of recipients by the number of youth who were new voucher recipients in each of the school years.

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

## **Section D. Financial Information**

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

As required by section 424(e) of the Act, Tribes may spend no more than 10 percent of title IV-B, subpart 1 funds for administrative costs. As defined at section 422(c)(1) of the Act, administrative expenditures are costs for the following activities to the extent they are incurred in administering the title IV-B State plan: procurement, payroll management, personnel functions (other than the portion of the salaries of supervisors attributable to time spent directly supervising the provision of services by caseworkers), management, maintenance and operation of space and property, data processing and computer services, accounting, budgeting, auditing, and travel expenses (except those related to the provision of services by caseworkers or the oversight of programs funded under title IV-B, subpart 1). Because of the limitation on administrative expenditures, Tribes may have to limit the application of their indirect cost rate. If the application of the indirect cost rate results in the administrative cost limit being exceeded, the Tribe must reduce direct and/or indirect costs assigned to the program to assure that total administrative costs are limited to no more than 10 percent of total program expenditures.

## **2. FY 2011 Funding-Revised Budget Request**

- If the Tribe's final FY 2011 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 2011, and the Tribe wishes to receive that higher amount of funding, it must submit a revised FY 2011 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 2011.)
- Unneeded portions of FY 2011 Tribal allocations of title IV-B, CFCIP and ETV funds may be re-allotted 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 Tribe 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 amount the Tribe is releasing or requesting on the appropriate lines of a revised FY 2011 CFS-101. (See form instructions in Attachment B for more details.) ACF will re-allocate the funds in accordance with the prescribed formulas. Funds will be re-allocated before the end of the fiscal year.

## **3. FY 2012 Budget Request-CFS-101, Parts I and II (See Attachment B)**

- Complete Part I of the CFS-101 form to request title IV-B, subparts 1 and 2, CFCIP and ETV funds, as applicable. For the purpose of applying for FY 2012 funds, the Tribe should specify title IV-B, subpart 2 funds that it will expend on planning and service coordination and on actual delivery of family preservation, community-based family support, time-limited family reunification, and adoption promotion and support services. Complete Part II to include the estimated amount of funds to be spent in each program area by source, the estimated number of individuals and families to be served, and the geographic service area within which the services are to be provided.
- Use the attached FY 2010 allocation tables or the FY 2011 allocation tables, when they become available, as the basis for budget requests for title IV-B, subparts 1 and 2, CFCIP and/or ETV. (Note that due to the delay in completing the Federal budget process, FY 2011 allocation tables are not yet available. Therefore, FY 2010 allocation tables are attached. CB will disseminate FY 2011 allocation tables when they become available.) For any eligible Tribe interested in applying directly to receive CFCIP and/or ETV funds for the first time, please contact your CB RO to obtain an estimate of the amount of funds that will be available to the Tribe under these programs. The Tribe will need to provide the number of children in foster care under the responsibility of the Tribe (either directly or under the supervision of the State) as of September 30, 2010 to CB so that it can calculate the estimated amount of funds available to the Tribe under either program.

#### **4. FY 2009 Title IV-B Expenditure Report-CFS-101, Part III**

- Complete the CFS-101, Part III to include the actual amount of funds expended in FY 2009 for each program area of title IV-B funding by source:
  1. Under title IV-B, subpart 1;
  2. For each of the four categories of services for title IV-B, subpart 2; and
  3. For those costs identified as administrative in title IV-B programs.

Provide an explanation for any differences between the FY 2009 actual expenditures and estimated costs in the APSR narrative.

- Provide the number of individuals and families served, and the geographic service area within which the services were provided.

#### **5. Federal Financial Report (Standard Form (SF)-425)**

All grantees must report expenditures under title IV-B, subparts 1 and 2, CFCIP and ETV on the Federal Financial Report, SF-425. This report replaces the formerly used Financial Status Report (SF-269) effective for reports due on February 1, 2011 or later dates. A separate SF-425 must be submitted for each program and the Federal funds awarded under it for each Federal fiscal year (FFY). Submission requirements for each program are listed below under the appropriate heading. A negative grant award will recoup unobligated and/or unliquidated funds reported on the final SF-425 for the title IV-B programs, CFCIP and ETV programs.

Tribes are required to submit an electronic SF-425 for the above listed programs through the ACF Online Data Collection (OLDC) system. Because reports will be submitted electronically through OLDC, paper copies do not need to be submitted. For more information on gaining access to and using the OLDC submission process, please contact your ACF RO Grants Officer or Specialist. (See ACF Grants Management Action Transmittal OA-ACF-AT-01-05.)

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

Funds under title IV-B, subparts 1 and 2 must be expended within the Federal fiscal year (FFY) awarded or in the following FFY. Tribes are required to submit the SF-425 fiscal report for expenditures under both title IV-B, subpart 1 and title IV-B, subpart 2 (in separate reports) for each 12 month FFY (i.e. October 1<sup>st</sup> – September 30th) beginning when program funds are awarded and ending with the expiration of the two-year expenditure period. Reports are due 90 days after the end of the FFY (45 CFR 92.41). The SF-425 fiscal report covering the first FFY budget period constitutes an interim report and is to be checked under report type as “Annual”. The report due for the second FFY must cover the entire grant period and is to be checked under report type as “Final”. The required 25 percent Tribal match (non-Federal share) may be reported on the interim report and must be reported on the final fiscal report. (Note that the match is based on 25 percent of the total program costs, including the combined Federal and non-Federal share, which equals one-third of the Federal amount awarded.) For both programs,

funds must be expended by September 30th of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2012, funds must be obligated by September 30, 2013 and liquidated (i.e., paid out) by December 29, 2013).

The title IV-B, subpart 2 grant is comprised of both discretionary and mandatory funds. Since the discretionary funds under title IV-B, subpart 2 (PSSF) are to be expended for the same purposes as the mandatory funds, no separate reporting is required to distinguish between the expenditure of the two amounts. Grantees are to report the cumulative amount on the Federal Financial Report (SF-425). Funds reported as unobligated on the final SF-425 report will be recouped from the discretionary amount first.

### ***CFCIP and ETV***

Funds under CFCIP and ETV must be expended within the FFY awarded or in the following FFY. Tribes are required to submit separate SF-425 fiscal reports for the CFCIP and ETV programs, if they directly receive grants under both programs. Reports capturing the FFY (October 1<sup>st</sup> – September 30<sup>th</sup>) expenditure periods are due 90 days after the end of each 12 month period. The SF-425 fiscal report covering the first FFY budget period constitutes an interim report and is to be checked under report type as an “Annual” report. The report due for the second FFY must cover the entire grant period and is to be checked under report type as a “Final” report. The required 20 percent Tribal match (non-Federal share) may be reported on the interim report and must be reported on the final report. (Note that the match is based on 20 percent of total program costs, including the combined Federal and non-Federal share, which equals 25 percent of the Federal amount awarded.) CFCIP and ETV funds must be expended by September 30th of the fiscal year following the fiscal year in which the funds were awarded (e.g., for FY 2012, funds must be obligated by September 30, 2013 and liquidated (i.e., paid out) by December 29, 2013).

### **Summary of Required Submittals:**

In summary, by June 30, 2011, Tribes must submit to their CB RO electronically via e-mail or on a compact disc:

- the APSR for FY 2012 (in Microsoft Word);
- the signed and dated CFS-101, Parts I and II for FY 2011 (in .pdf format), applicable if the Tribe has been allotted and requests more than its previously submitted request for funds indicates;
- the signed and dated CFS-101, Parts I and II for FY 2012 (in .pdf format);
- the signed and dated CFS-101 Part III for FY 2009 (in .pdf format); and
- Certifications and Assurances and Certified Population under Age 21 only if applicable.

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

**Paperwork Reduction Act:**

Under the Paperwork Reduction Act of 1995 (P.L. 104-13), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The Control Number for this OMB approved information collection is 0980-0047, which expires on July 31, 2011.

**Inquiries To:** Children's Bureau Regional Program Managers

/s/

Bryan Samuels  
Commissioner

Attachment A:

Fiscal Year 2010 Allotment Title IV-B Subpart 1 - Stephanie Tubbs Jones Child Welfare Services

Fiscal Year 2010 Allotment Title IV-B Subpart 2 - Promoting Safe and Stable Families

Fiscal Year 2010 Allotment Title IV-E - Chafee Foster Care Independence Program

Fiscal Year 2010 Allotment Title IV-E - Educational 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:

Children's Bureau Regional Program Managers

Attachment D:

Certification of Tribal Population under Age 21

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

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



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

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



**Foster Care  
Population  
Counts**

30  
179  
29

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

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

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

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

**FISCAL YEAR 2010 ALLOTMENTS FOR TRIBES/TRIBAL ORGANIZATIONS  
TITLE IV-B SUBPART I  
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES**

Indian Tribal/Tribal Organization	Population Under 21	2010 Allotments
<b>ALABAMA</b>		
Poarch Band of Creek Indians	556	\$5,971
<b>ALASKA</b>		
Aleutian/Pribilof Island Assoc.	1,145	\$11,542
Artic Slope Native Assoc.	2402	\$24,212
Assoc Vil Coun Pres )	9,443	\$95,185
Bristol Bay	2,463	\$24,827
Chugachmiut	610	\$6,149
Cook Inlet	9,899	\$99,782
Kawerak	4,155	\$41,882
Ketchikan Indian Corp.	1,686	\$16,995
Kodiak Area Native Association	800	\$8,064
Maniilaq Assoc	3,306	\$33,324
Metlakatla Indian Community	880	\$8,870
Orutsaramuit	1,524	\$15,362
Sitka Tribe	960	\$9,677
Sun'aq	534	\$5,383
Tanana Chiefs	4,708	\$47,457
Tlingit-Haida	1,070	\$10,786
<b>ARIZONA</b>		
Colorado River	1,371	\$14,396
Hopi	4,066	\$42,693
Navajo (AZ portion)	49,833	\$523,247
Navajo (NM portion)	32,526	\$363,966
Navajo (UT portion)	3,106	\$34,197
Pascua Yaqui	4,090	\$42,945
Salt River	4,358	\$45,759
San Carlos Apache	4,434	\$46,557
Tohono O'odham	12,582	\$132,111
Yavapai-Apache Nation	1,009	\$10,595
<b>CALIFORNIA</b>		
Karuk Tribe	604	\$5,400
Smith River Rancheria	367	\$3,281
Tule River Tribal Council	715	\$6,392
Yurok Tribe	1,907	\$17,049
<b>IDAHO</b>		
Nez Perce Tribe	1,065	\$11,822
The Shoshone-Bannock Tribes	1,767	\$19,614
<b>KANSAS</b>		
Prairie Band of Potawatomi	1,128	\$11,370
<b>LOUISIANA</b>		
Chitimacha	554	\$6,000
Jena Band Choctaw Indians	120	\$1,300
Tunica-Biloxi Tribe	555	\$6,011
<b>MAINE</b>		
Houlton Band of Maliseets	407	\$4,359
Passamaquoddy Pleasant Point	619	\$6,629
Penobscot	568	\$6,083
<b>MASSACHUSETTS</b>		
Wampanoag of Gay Head	353	\$2,711

**FISCAL YEAR 2010 ALLOTMENTS FOR TRIBES/TRIBAL ORGANIZATIONS  
TITLE IV-B SUBPART I  
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES**

Indian Tribal/Tribal Organization	Population Under 21	2010 Allotments
<b>MICHIGAN</b>		
Bay Mills	668	\$6,453
Grand Traverse of Ottawa &	1,215	\$11,737
Keweenaw Bay Indian Communi	527	\$5,091
Lac Vieux Desert Lake Superior Chippewa	317	\$3,062
Little River Band of Ottawa Indians of Michigan	694	\$6,704
Little Traverse Bay Bands Of Odawa Indians	1,036	\$10,008
Match-E-Be-Nash-She-Wish Band (Gun Lake Tribe)	202	\$1,951
Pokagon Band of Potawatomi (IN portion)	204	\$2,069
Pokagon Band of Potawatomi (MI portion)	1,166	\$11,264
Sault Ste. Marie Chippewa	13,186	\$127,377
<b>MINNESOTA</b>		
Fond Du Lac Reservation Business Committee	824	\$7,416
Leech Lake Reservation	2,177	\$19,593
Mille Lacs Band of Ojibwe Indians	2,572	\$23,148
Red Lake Chippewa	3,040	\$27,360
White Earth Chippewa	1,553	\$13,977
<b>MISSISSIPPI</b>		
Mississippi Choctaw	3,956	\$45,454
<b>MISSOURI</b>		
Eastern Shawnee	1,079	\$10,876
<b>MONTANA</b>		
Blackfeet	5,041	\$58,072
Chippewa Cree (Rocky Boy's Reservation)	2,035	\$23,443
Conf'd Salish & Kootenai	3,466	\$39,928
Crow Tribe	5,390	\$62,093
Ft. Belknap	1,873	\$21,577
Ft. Peck Assiniboine and Sioux Tribes	5,029	\$57,934
Northern Cheyenne	3,541	\$40,792
<b>NEBRASKA</b>		
Omaha Tribe	1,765	\$17,844
Ponca Tribe	931	\$9,412
Santee Sioux Nation	391	\$3,953
Winnebago Tribe of Nebraska	1,350	\$13,649
<b>NEVADA</b>		
Washoe Tribe of Nevada and California (CA portion)	73	\$653
Washoe Tribe of Nevada and California (NV portion)	254	\$2,461
<b>NEW MEXICO</b>		
Acoma	1,845	\$20,646
Isleta	1,535	\$17,177
Jemez	1,137	\$12,723
Jicarilla Apache	1,143	\$12,790
Laguna	2,873	\$32,149
Mescalero Apache	1,932	\$21,619
San Felipe	1,512	\$16,919
San Ildefonso Pueblo	265	\$2,965
San Juan (Ohkay Owingeh)	786	\$8,795
Sandia Pueblo	203	\$2,272
Santa Ana Pueblo	238	\$2,663
Santa Clara	509	\$5,696
Santo Domingo	1,699	\$19,012
Taos	725	\$8,113
Zuni	4,502	\$50,377

**FISCAL YEAR 2010 ALLOTMENTS FOR TRIBES/TRIBAL ORGANIZATIONS  
TITLE IV-B SUBPART I  
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES**

Indian Tribal/Tribal Organization	Population Under 21	2010 Allotments
<b>NORTH CAROLINA</b>		
Eastern Band Cherokee	4,815	\$49,113
<b>NORTH DAKOTA</b>		
ND Standing Rock Sioux Tribe	1,464	<b>\$16,734</b>
SD Standing Rock Sioux Tribe	1,522	<b>\$16,757</b>
Three Affiliated Tribes (Ft Berthold)	3,392	\$38,771
Turtle Mountain	6,406	\$73,221
<b>OKLAHOMA</b>		
Absentee Shawnee Tribe	808	\$8,654
Apache	959	\$10,271
Caddo Tribe	1,622	\$17,372
Cherokee	68,085	\$729,190
Cheyenne-Arapaho	4,192	\$44,896
Chickasaw	17,381	\$186,151
Choctaw Nation	48,978	\$524,554
Citizen-Potawatomi	7,438	\$79,661
Comanche Nation Indian Child Welfare	5,640	\$60,404
Muscogee (Creek)	20,550	\$220,091
Delaware Nation of Western OK	393	\$4,209
Fort Sill Apache Tribe	312	\$3,342
Iowa	284	\$3,042
Kaw Nation	1,079	\$11,556
Kialegee Tribal Town	200	\$2,142
Kickapoo Tribe of Oklahoma	1,163	\$12,456
Kiowa	4,802	\$51,429
Miami Tribe of OK	363	\$3,888
Osage	6,212	\$66,531
Otoe-Missouria	490	\$5,248
Ottawa Tribe of Oklahoma	769	\$8,236
Pawnee Nation of Oklahoma	879	\$9,414
Ponca Tribe of Indians	1,124	\$12,038
Quapaw Tribe of Oklahoma	1,241	\$13,291
Sac-Fox	2,217	\$23,744
Seminole	9,246	\$99,025
Seneca-Cayuga	1,935	\$20,724
Thlopthlocco Tribal Town	269	\$2,881
Tonkawa Tribe of Oklahoma	331	\$3,545
United Keetoowah Band	1,853	\$19,846
Wichita & Affiliated Tribes	1,110	\$11,888
Wyandotte Tribe	1,306	\$13,987
<b>OREGON</b>		
Confederated Tribe of Coos, Lower Umpqua and Sinslaw	394	\$3,960
Confederated Tribe of Grand Ronde	2,207	\$22,180
Confederated Tribes of Siletz	1,789	\$17,979
Confederated Tribes of Umatilla	965	\$9,698
Confederated Tribe of Warm Springs	2,070	\$20,804
Klamath	913	\$9,176
<b>RHODE ISLAND</b>		
Narragansett Indian Tribe	987	\$9,949
<b>SOUTH CAROLINA</b>		
Catawba Indian Nation	1,009	\$10,867



**FISCAL YEAR 2010 ALLOTMENTS FOR TRIBES/TRIBAL ORGANIZATIONS  
TITLE IV-B SUBPART I  
STEPHANIE TUBBS JONES CHILD WELFARE SERVICES**

Indian Tribal/Tribal Organization	Population Under 21	2010 Allotments
<b>SOUTH DAKOTA</b>		
Cheyenne River Sioux Tribe	5,022	\$55,292
Oglala Sioux(Pine Ridge)	11,276	\$124,149
Rosebud Sioux	7,501	\$82,586
Sisseton-Wahpeton Sioux	4,091	\$45,042
Yankton Sioux	3,025	\$33,305
<b>TEXAS</b>		
Alabama-Coushatta	324	\$3,188
Kickapoo Traditional Tribe	332	\$3,267
Ysleta del Sur Pueblo	1,230	\$12,103
<b>UTAH</b>		
Paiute	363	\$3,997
Ute-Unitah & Ouray	1,269	\$13,972
<b>WASHINGTON</b>		
Colville	2,902	\$26,553
Confederated Tribes of Chehalis Reservation	303	\$2,772
Lummi	2,162	\$19,782
Makah	490	\$4,484
Port Gamble S'Klallam Tribe	431	\$3,944
Quinault Indian Nation	830	\$7,595
Swinomish Tribe	333	\$3,047
The Tulalip Tribes	1,827	\$16,717
Yakama	3,843	\$35,163
<b>WISCONSIN</b>		
Bad River	2,030	\$19,732
Forest County Potawatomi Community	647	\$6,289
Ho-Chunk Nation	2,503	\$24,329
Lac Courte Oreilles Tribal Gov Board	1,382	\$13,433
Lac Du Flambeau	1,056	\$10,264
Menomine Indian Tribe Of Wisconsin	2,362	\$22,959
Oneida Nation of Wisconsin	4,637	\$45,072
Red Cliff Band of Lake Superior Chippewas	1,927	\$18,730
Sokaogon Chippewa Community	459	\$4,461
Stockbridge-Munsee	162	\$1,575
<b>WYOMING</b>		
Eastern Shoshone Tribe	1,734	\$18,571
Northern Arapaho Business Council	4,138	\$44,318
<b>TOTAL</b>		<b>\$6,058,828</b>

**FISCAL YEAR 2010 ALLOTMENTS INDIAN TRIBES/TRIBAL ORGANIZATIONS  
TITLE IV-B SUBPART 2  
PROMOTING SAFE AND STABLE FAMILIES**

Tribe	Population Under 21	2010 ALLOTMENTS
<b>ALASKA</b>		
Aleutian/Pribilof Island Assoc.	1,145	\$22,883
Artic Slope	2,402	\$48,004
Assoc Vil Coun Pres	9,443	\$219,176
Bristol Bay	2,463	\$49,223
Chugachmuit	610	\$12,191
Cook Inlet	9,899	\$197,832
Kawerak	4,155	\$83,038
Kodiak Area Native Assoc.	800	\$26,660
Maniilaq Assoc	3,306	\$66,070
Tanana Chiefs	4,708	\$94,089
Tlingit-Haida	1,070	\$91,851
<b>ARIZONA</b>		
Colorado River	1,371	\$27,399
Hopi	4,066	\$81,259
Navajo	49,833	\$1,708,019
Pascua Yaqui	4,090	\$81,739
Salt River	4,358	\$87,095
San Carlos Apache	4,434	\$88,614
Tohono O'odham	12,582	\$251,451
Yavapai-Apache Tribe	1,009	\$20,165
<b>CALIFORNIA</b>		
Karuk Tribe	604	\$12,071
Tule River Tribal Council	715	\$14,289
Yurok	1,907	\$38,111
<b>IDAHO</b>		
Nez Perce Tribe	1,065	\$21,284
Shoshone-Bannock(Fort Hall)	1,767	\$35,314
<b>KANSAS</b>		
Prairie Band of Potawatomi Indians	1,128	\$22,543
<b>LOUISIANA</b>		
Chitimacha	554	\$11,072
Tunica-Biloxi	555	\$11,092
<b>MAINE</b>		
Passa. Pleasant Point	619	\$12,371
Penobscot	568	\$11,351
<b>MICHIGAN</b>		
Bay Mills	668	\$13,350
Grand Traverse of Ottawa &	1,125	\$24,282
Keweenaw	527	\$10,532
Little River Band of Ottawa Indians of Michigan	694	\$13,870
Little Traverse Bay Bands of Odawa Indians	1,036	\$20,704
Pokagon Band of Potawatomi	1,166	\$27,379
Sault St. Marie Chippewa	13,186	\$263,522
<b>MINNESOTA</b>		
Fond Du Lac Reservation Business Committee	824	\$16,468
Leech Lake Chippewa	2,177	\$43,507
Mille Lacs Band of Ojibwe	2,572	\$51,401
Red Lake Chippewa	3,040	\$60,754
White Earth Chippewa	1,553	\$31,037

**FISCAL YEAR 2010 ALLOTMENTS INDIAN TRIBES/TRIBAL ORGANIZATIONS  
TITLE IV-B SUBPART 2  
PROMOTING SAFE AND STABLE FAMILIES**

Tribe	Population Under 21	2010 ALLOTMENTS
<b>MISSISSIPPI</b>		
Mississippi Choctaw	3,956	\$79,061
<b>MONTANA</b>		
Assiniboine Sioux(Ft Peck)	5,029	\$100,505
Blackfeet	5,041	\$100,744
Chippewa Cree	2,035	\$40,670
Crow Tribe	5,390	\$107,719
Ft. Belknap	1,873	\$37,432
Northern Cheyenne	3,541	\$70,767
Salish Kootenai	3,466	\$69,268
<b>NEBRASKA</b>		
Omaha	1,765	\$35,274
Winnebago Tribe of Nebraska	1,350	\$26,980
<b>NEW MEXICO</b>		
Acoma	1,845	\$36,872
Isleta	1,535	\$30,637
Jemez	1,137	\$22,723
Jicarilla Apache	1,143	\$22,843
Laguna	2,873	\$57,417
Mescalero Apache	1,932	\$38,611
San Felipe	1,512	\$30,217
San Juan Pueblo	786	\$15,708
Santa Clara	509	\$10,172
Santo Domingo	1,699	\$33,955
Taos	725	\$14,489
Zuni	4,502	\$89,973
<b>NORTH CAROLINA</b>		
Eastern Band Cherokee	4,815	\$96,228
<b>NORTH DAKOTO</b>		
Standing Rock Sioux	1,464	\$59,675
Three Affiliated Tribes(Ft Berthold)	3,392	\$67,789
Turtle Mt. Chippewa	6,406	\$128,024
<b>OKLAHOMA</b>		
Absentee Shawnee Tribe	808	\$16,148
Apache Tribe of Oklahoma	959	\$19,166
Caddo Tribe	1,622	\$32,416
Cherokee	68,085	\$1,360,680
Cheyenne-Arapaho	4,192	\$83,777
Chickasaw	17,381	\$197,292
Choctaw	48,978	\$978,826
Citizen-Potawatomi	7,438	\$148,649
Comanche Nation Indian Child Welfare	5,640	\$112,715
Kickapoo Tribe of Oklahoma	1,163	\$23,243
Kiowa	4,802	\$95,968
Muscogee (Creek) Nation	20,550	\$410,692
Osage	6,212	\$124,147
Ottawa Tribe of Oklahoma	769	\$15,368
Pawnee	879	\$17,567

**FISCAL YEAR 2010 ALLOTMENTS INDIAN TRIBES/TRIBAL ORGANIZATIONS  
TITLE IV-B SUBPART 2  
PROMOTING SAFE AND STABLE FAMILIES**

Tribe	Population Under 21	2010 ALLOTMENTS
<b>OKLAHOMA</b>		
Ponca Tribe of Indians	1,124	\$22,463
Quapaw Tribe of Oklahoma	1,241	\$24,801
Sac-Fox	2,217	\$44,307
Seminole	9,246	\$184,781
Seneca-Cayuga	1,935	\$38,671
United Keetoowah Band of Cherokee	1,853	\$37,032
Wichita and Affiliated Tribes	1,110	\$22,183
Wyandotte Tribe	1,306	\$26,100
<b>OREGON</b>		
Klamath Tribe	913	\$18,246
Confederated Tribes of Siletz Indians, Inc.	1,798	\$35,753
Grand Ronde Confederated Tribes	2,207	\$44,107
Umatilla Confederated Tribes	965	\$19,286
Warm Springs	2,070	\$41,369
<b>RHODE ISLAND</b>		
Narragansett Indian Tribe	987	\$19,725
<b>SOUTH CAROLINA</b>		
CATAWBA INDIAN NATION	1,009	\$20,165
<b>SOUTH DAKOTA</b>		
Cheyenne River Sioux	5,022	\$100,365
Oglala Sioux(Pine Ridge)	11,276	\$225,351
Rosebud Sioux	7,501	\$149,908
Sisseton-Wahpeton Sioux	4,091	\$81,759
Yankton Sioux	3,025	\$60,455
<b>TEXAS</b>		
Ysleta Del Sur Pueblo	1,230	\$24,582
<b>UTAH</b>		
Ute-Uintah & Ouray	1,269	\$25,361
<b>WASHINGTON</b>		
Colville	2,902	\$57,997
Lummi Tribe	2,162	\$43,208
Makah	490	\$10,000
Quinault Indian Nation	830	\$16,588
Tulalip	1,827	\$36,513
Yakama	3,843	\$76,802
<b>WISCONSIN</b>		
Bad River	2,030	\$40,570
Forest County Potawatomi	647	\$12,930
Ho-Chunk Nation	2,503	\$50,022
Lac Courte Oreilles	1,382	\$27,619
Lac Du Flambeau	1,056	\$21,104
Menominee	2,362	\$47,205
Oneida	4,637	\$92,670
Red Cliff Band	1,927	\$38,511
Sokaogon Chippewa Community	459	\$10,000
<b>WYOMING</b>		
Eastern Shoshone	1,734	\$34,654
Northern Arapaho Business Council	4,138	\$82,698
<b>TOTAL</b>		<b>\$11,049,330</b>

**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.<sup>1</sup> 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).

---

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

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

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

a) At State or Tribe option, indicate the estimated amount of the funds entered on line 10 a to be spent for room and board for eligible youth (not to exceed 30% of total estimated CFCIP allotment.)

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

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

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

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

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

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

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

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

This form summarizes the State Agency's and eligible Indian Tribal Organization's (ITO) estimated expenditures on Child and Family Services programs, including the Child Abuse Treatment and Prevention Act (CAPTA) programs and the Chafee Foster Care Independence Program (CFCIP) including Education and Training Vouchers (ETV) for the next Federal fiscal year. This information is an integral part of the Child and Family Services Plan and should be discussed by the ACF Regional Office, State Agency Representatives, and Tribes. States and Tribes should list estimated expenditures and other information in the category that best fits their programs.

For each of the services/activities listed, indicate in the appropriate columns the estimated expenditures by program, the estimated number of clients to be served, the population to be served and the geographic area to be served.

#### **Services/Activities:**

**1. Prevention and Support Services (Family Support):** Community-based services which promote the safety and well-being of children and families and are designed to increase the strength and stability of families (including adoptive, foster, and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a safe, stable, and supportive family environment, and to enhance child development. These services may include respite care for parents and other caregivers; early developmental screening of children to assess the needs of these children and assistance in obtaining specific services to meet their needs; mentoring, tutoring, and health education for youth; a range of center-based activities (informal interactions in drop-in centers, parent support groups); services designed to increase parenting skills; and counseling and home visiting activities.

**2. Protective Services:** Services designed to prevent or remedy the abuse, neglect, or exploitation of children. Services include investigation and emergency medical services, emergency shelter, legal action, developing case plans, counseling, assessment/evaluation of family circumstances, arranging alternative living arrangements, preparing for foster placement, if needed, and case management and referral to service providers.

**3. Crisis Intervention (Family Preservation):** Services for children and families designed to help families (including adoptive and extended families) at risk or in crisis. The types of services within this category include:

- **Pre-Placement Prevention:** Services to prevent family disruption and unnecessary removal of children from their homes (as appropriate). These services may include intensive family preservation, post-adoptive support services, case management, counseling, day care, respite services, homemaker services, services designed to increase parenting skills, family budgeting, coping with stress, health, and nutrition.
- **Reunification:** Services to help children, where appropriate, return to families from which they have been removed, or be placed for adoption or legal guardianship. These services may include day care services, homemaker or caretaker services, family or individual



## CFS-101, PART II

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

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

counseling for parent(s) and child, follow-up care for families to whom a child has been returned after placement and other reunification services the State identifies as necessary.

**4. Time-Limited Family Reunification Services:** Services and activities that are provided to a child who is removed from the child's home and placed in a foster family home or a child care institution, and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately within a timely fashion, but only during the 15-month period that begins on the date that the child, pursuant to section 475(5)(F) of the Social Security Act (the Act), is considered to have entered foster care. The services and activities are the following:

- Individual, group, and family counseling.
- Inpatient, residential, or outpatient substance abuse treatment services.
- Mental health services.
- Assistance to address domestic violence.
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- Transportation to or from any of the services and activities described above.

**5. Adoption Promotion and Support Services:** Services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities as pre- and post-adoptive services and activities designed to expedite the adoption process and support adoptive families.

**6. Other Service Related Activities:** Planning, service coordination, preparation or follow-up to service delivery such as the recording of progress notes or other activities, other than direct services or administration, supporting the delivery of services under the program etc.

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

a) Foster Family and Relative Foster Care: Payments to cover food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to a child, and reasonable travel to the child's home for visitation and reasonable travel for the child to remain in the school in which the child is enrolled at the placement in foster care as well as the cost of providing these services.

b) Group/Institutional Care: This includes the reasonable costs of administration and the operation of institutional/group home care that are required to provide food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to a child, and reasonable travel to the child's home for visitation; the cost of reasonable travel for the child to remain in the same school he or she was attending prior to placement in foster care and the cost of the items themselves.

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

## CFS-101, PART II

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

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

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

**10. Independent Living Services:** Services designed to help youth expected to remain in foster care until the age of 18, youth who after age 16 leave foster care for kinship guardianship or adoption and former foster care recipients between 18 and 21 years of age, make the transition to self-sufficiency. Services may include: education, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities.

States and Tribes are allowed to expend up to 30 percent of their allotments under the Chafee Foster Care Independence Program for room and board (including rental deposits, utilities and other expenses that may be included with rent) for children who have left foster care because they have attained 18 years of age, and who have not yet attained 21 years of age.

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

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

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

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

**14. Foster Parent Training and Recruitment:** Includes the cost of short-term training to increase foster parent's ability to provide assistance and support to foster and adoptive children, and those costs associated with/resulting from the recruitment of potential foster parents.

**CFS-101, PART II**

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

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

**15. Adoptive Parent Training and Recruitment:** Includes the cost of short-term training to increase adoptive parent's ability to provide assistance and support to foster and adoptive children, and those costs associated with/from the recruitment of potential adoptive parents.

**16. Child Care Related to Employment/Training:** Includes licensed day care purchased for the purpose of supporting the employment of one or both of the parents.

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

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

**Estimated Expenditures:**

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

**2. State, Local, and Donated Funds (column h):** Indicate the estimated amount of State, local, and donated funds to be expended, even if they are not used to match Federal funds

**3. Estimated Number to be Served (column i):** Estimate, as accurately as possible, the number of individuals and families to be served by service/activity with the total estimated funding indicated.

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

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

**5. Geographic Area to be Served (column k):** Indicate **both** the number and type of areas identified within the State where services are to be provided for each program. Areas may include specific regions, counties, cities, reservations, communities, census tracts, or neighborhoods. For example, if the State is operating family preservation programs in six counties, indicate by noting "6 counties"; if the State is operating 12 community-based family support programs, indicate by noting "12 communities".

**CFS-101, Part III**

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

**Attachment B**

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

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

Note: Federal funds for the most of the programs identified above are awarded to States or Tribes on a yearly basis, but may be spent over a two-year period ending on September 30 of the year following the year in which they were awarded. For example, the FY 2009 grant allocation has an expenditure period from October 1, 2008 to September 30, 2010. Therefore, any fiscal year 2009 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.
  - a) Indicate the estimated allotment and actual expenditures of title IV-B, subpart 2 PSSF funds for the designated fiscal year for Family Preservation Services. Indicate as accurately as possible, the number of individuals and the number of families served,<sup>1</sup> the

---

<sup>1</sup> 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.

population served,<sup>2</sup> and the geographic area where services were provided.<sup>3</sup> 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. Indicate as accurately as possible, the number of individuals and the number of families served, the population served, and the geographic area where services were provided. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

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

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

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

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

---

<sup>2</sup> 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.

<sup>3</sup> Indicate the number **and** type of areas identified within the State where services are to be provided for each program. Areas may include specific regions, counties, cities, reservations, communities, census tracts, or neighborhoods.

**CFS-101, Part III**

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

**Attachment B**

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

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

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

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

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

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

Fiscal Year 20\_\_\_\_, October 1, 20\_\_\_\_ through September 30, 20\_\_\_\_

<b>1. State or Indian Tribal Organization (ITO):</b>	<b>2. EIN:</b>
<b>3. Address:</b>	<b>4. Submission:</b> [ ] New [ ] Revision
<b>5. Total estimated title IV-B Subpart 1, Child Welfare Services (CWS) Funds</b>	\$
a) Total administration (not to exceed 10% of title IV-B Subpart 1 estimated allotment)	\$
<b>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.</b>	\$
a) Total Family Preservation Services	\$
b) Total Family Support Services	\$
c) Total Time-Limited Family Reunification Service:	\$
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)	\$
<b>7. Total estimated Monthly Caseworker Visit (MCV) Funds (FOR STATES ONLY)</b>	\$
a) Total administration (FOR STATES ONLY: not to exceed 10% of estimated MCV allotment)	\$
<b>8. Re-allotment of title IV-B subparts 1 &amp; 2 funds for States and Indian Tribal Organizations:</b>	
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)\$_____.	
<b>9. Child Abuse Prevention and Treatment Act (CAPTA) State Grant (no State match required): Estimated Amount plus additional allocation, as available. (FOR STATES ONLY)</b>	\$
<b>10. Estimated Chafee Foster Care Independence Program (CFCIP) funds</b>	\$
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)	\$
<b>11. Estimated Education and Training Voucher (ETV) funds</b>	\$
<b>12. Re-allotment of CFCIP and ETV Program Funds:</b>	
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	\$
<b>13. Certification by State Agency and/or Indian Tribal Organization.</b>	
The State agency or Indian Tribe submits the above estimates and request for funds under title IV-B, subpart 1 and/or 2, of the Social Security Act, CAPTA State Grant, CFCIP and ETV programs, and agrees that expenditures will be made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the Children's Bureau, for the Fiscal Year ending September 30, 2012.	
<b>Signature and Title of State/Tribal Agency Official</b>	<b>Signature and Title of Central Office Official</b>

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

State or Indian Tribal Organization ( ITO)

For FFY OCTOBER 1, TO SEPTEMBER 30,

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

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



**CFS-101, PART III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence (CFCIP) and Education And Training Voucher (ETV) : Fiscal Year 2009: October 1, 2008 through September 30, 2009**

1. State or Indian Tribal Organization (ITO):		2. EIN:		3. Address:			
4. Submission: <input type="checkbox"/> New <input type="checkbox"/> Revision							
<i>Description of Funds</i>	<i>Estimated Expenditures</i>	<i>Actual Expenditures</i>	<i>Number served</i>		<i>Population served</i>	<i>Geographic area served</i>	
			<i>Individuals</i>	<i>Families</i>			
5. Total title IV-B, subpart 1 funds	\$	\$					
a) Total Administrative Costs (not to exceed 10% of title IV-B, subpart 1 total allotment)	\$	\$					
6. Total title IV-B, subpart 2 funds (This amount should equal the sum of lines a - f.)	\$	\$					
a) Family Preservation Services	\$	\$					
b) Family Support Services	\$	\$					
c) Time-Limited Family Reunification Services	\$	\$					
d) Adoption Promotion and Support Services	\$	\$					
e) Other Service Related Activities (e.g. planning)	\$	\$					
f) Administrative Costs (FOR STATES: not to exceed 10% of total title IV-B, subpart 2 allotment after October 1, 2007)	\$	\$					
7. Total Monthly Caseworker Visit Funds (STATE ONLY)	\$	\$					
a) Administrative Costs (not to exceed 10% of MCV allotment)	\$	\$					
8. Total Chafee Foster Care Independence Program (CFCIP) funds	\$	\$					
a) Indicate the amount of allotment spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment)	\$	\$					
9. Total Education and Training Voucher (ETV) funds	\$	\$					
10. Certification by State Agency or Indian Tribal Organization (ITO). The State agency or ITO agrees that expenditures were made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the Children's Bureau, for the Fiscal Year ending September 30, 2012.							
<i>Signature and Title of State/Tribal Agency Official</i>		<i>Date</i>		<i>Signature and Title of Central Office Official</i>		<i>Date</i>	

## ATTACHMENT C – Children’s Bureau Regional Program Managers

### **Region I - Boston**

Bob Cavanaugh

[Bcavanaugh@acf.hhs.gov](mailto:Bcavanaugh@acf.hhs.gov)

JFK Federal Building Rm. 2000

Boston, MA 02203

(617) 565-1020 (p)

**States:** Connecticut, Maine, Massachusetts  
New Hampshire, Rhode Island, Vermont

### **Region II - New York City**

Junius Scott

[jscott@acf.hhs.gov](mailto:jscott@acf.hhs.gov)

26 Federal Plaza Rm. 4114

New York, NY 10278

(212) 264-2890 (p)

**States and Territories:** New Jersey, New York  
Puerto Rico, Virgin Islands

### **Region III - Philadelphia**

Lisa Pearson

[lisa.pearson@acf.hhs.gov](mailto:lisa.pearson@acf.hhs.gov)

150 S. Independence

Mall West—Suite 864

Philadelphia, PA 19106-3499

(215) 861-4000 (p)

**States:** Delaware, District of Columbia, Maryland  
Pennsylvania, Virginia, West Virginia

### **Region IV - Atlanta**

Ruth Walker

[rwalker@acf.hhs.gov](mailto:rwalker@acf.hhs.gov)

Atlanta Federal Center

61 Forsyth Street SW Suite 4M60

Atlanta, GA 30303

(404) 562-2900 (p)

**States:** Alabama, Mississippi, Florida  
North Carolina, Georgia, South Carolina  
Kentucky, Tennessee

### **Region V - Chicago**

Carolyn Wilson-Hurey

[cwilson-hurey@acf.hhs.gov](mailto:cwilson-hurey@acf.hhs.gov)

233 N. Michigan Avenue

Suite 400

Chicago, IL 60601

(312) 353-4237 (p)

**States:** Illinois, Indiana, Michigan, Minnesota  
Ohio, Wisconsin

### **Region VI - Dallas**

Janis Brown

[janis.Brown@acf.hhs.gov](mailto:janis.Brown@acf.hhs.gov)

1301 Young Street, Suite 945

Dallas, TX 75202-5433

(214) 767-8466

**States**

Arkansas, Louisiana, New Mexico, Oklahoma,  
Texas

### **Region VII - Kansas City**

Rosalyn Wilson

[rwilson@acf.hhs.gov](mailto:rwilson@acf.hhs.gov)

Federal Office Building

Room 276

601 E 12th Street

Kansas City, MO 64106

(816) 426-3981 (p)

**States:** Iowa, Kansas, Missouri, Nebraska

### **Region VIII - Denver**

Marilyn Kennerson

[mkenneron@acf.hhs.gov](mailto:mkenneron@acf.hhs.gov)

999 18th Street - South Terrace

4th Floor

Denver, Colorado 80202

(303) 844-3100 (p)

**States:** Colorado, Montana, North Dakota  
South Dakota, Utah, Wyoming

**Region IX - San Francisco**

James Toscano

[james.toscano@acf.hhs.gov](mailto:james.toscano@acf.hhs.gov)

90 7th Street, 9th Floor

San Francisco, CA 94103

(415) 437-8425 (p)

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

**Region X - Seattle**

Tina Minor

[tina.minor@acf.hhs.gov](mailto:tina.minor@acf.hhs.gov)

2201 Sixth Avenue, Suite 300, MS-70

Seattle, WA 98121

(206) 615-3657

**States:** Alaska, Idaho, Oregon, Washington

**Attachment D**

CERTIFICATION OF TRIBAL POPULATION UNDER AGE 21

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

The correct number of Tribal members under age 21 is \_\_\_\_\_ .

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

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

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

\_\_\_\_\_  
Tribal Enrollment Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tribal Leader

\_\_\_\_\_  
Date