

<h1>ACF</h1> <b>Administration for Children and Families</b>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
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	<b>3. Originating Office:</b> Children’s Bureau	
	<b>4. Key Words:</b> Indian Tribes; Title IV-B Child and Family Services Plan; Annual Progress and Services Report; Chafee Foster Care Program for Successful Transition to Adulthood; Education and Training Vouchers Program	

**PROGRAM INSTRUCTION**

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

**SUBJECT:** June 30, 2019<sup>1</sup> submission of: (1) the Child and Family Services Plan (CFSP) Final Report for fiscal years (FYs) 2015-2019; (2) the CFSP for FYs 2020-2024 for the Stephanie Tubbs Jones Child Welfare Services (CWS), the Promoting Safe and Stable Families (PSSF); and the Chafee Foster Care Program for Successful Transition to Adulthood (Chafee) and the Education and Training Vouchers (ETV) Program; and (3) the CFS-101, Part I, Annual Budget Request, Part II, Annual Summary of Child and Family Services, and Part III, Annual Expenditure Report- Title IV-B, subparts 1 and 2, Chafee, and ETV.

**LEGAL AND RELATED REFERENCES:** Title IV-B, subparts 1 and 2, sections 421-425, 428, 430-438, and title IV-E, section 477 of the Act; the Indian Child Welfare Act (ICWA) of 1978 (P.L. 95-608); 45 CFR Parts 1355 and 1357; the Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351); the Family First Prevention Services Act within Division E, Title VII of the Bipartisan Budget Act of 2018 (P.L. 115-123); and the Consolidated Appropriations Act of 2018.

**PURPOSE:** This Program Instruction (PI) provides guidance to Indian Tribes, Indian Tribal Organizations and Indian Tribal Consortia (hereafter “tribes,” unless otherwise noted) on

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<sup>1</sup>The Children’s Bureau strongly encourages tribes to submit their new CFSP, final report and CFS-101 forms before the statutory and regulatory deadline of June 30. However, because June 30, 2019 falls on a Sunday, the Children’s Bureau will accept submissions received on Monday, July 1, 2019 as timely for this year only.

actions they are required to take to receive their allotments for Federal Fiscal Year (FY)<sup>2</sup> 2020 (subject to the availability of appropriations) authorized under title IV-B, subparts 1 and 2, and Chafee and ETV programs.

This PI summarizes the actions required to complete and submit the (1) Final Report for FYs 2015-2019; (2) the new CFSP for FYs 2020- 2024; and (3) the CFS-101, Parts I, II, and III.

ACYF-CB-PI-19-02 addresses requirement for states, territories and the insular areas applying for funding under these programs.

Tribes are encouraged to read the PI in its entirety to understand where items are expected to be reported and how the information should be organized and submitted (please see section I for more information).

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

- Section A. Reshaping Child Welfare in the United States to Focus on Strengthening Families Through Primary Prevention of Child Maltreatment
- Section B. Overview of the Child and Family Services Plan and Final Report
- Section C. Instructions for Final Report for FYs 2015 - 2019
- Section D. Preparing to Develop the CFSP for FYs 2020 - 2024
- Section E. Instructions for the CFSP for FYs 2020-2024 for all Tribes applying for title IV-B funding
- Section F. Additional CFSP Requirements for Tribes Applying for Chafee and/or ETV funding
- Section G. Additional CFSP Requirements for Tribal Title IV-E Agencies
  - Training Plan
  - Report on Use of FY 2018 Kinship Navigator funding
  - Adoption Savings
- Section H. Financial Information
- Section I. Submittals
- Attachments

### **Section A. Reshaping Child Welfare in the United States to Focus on Strengthening Families Through Primary Prevention of Child Maltreatment**

Over the last two years, the Children’s Bureau has presented a new vision for child welfare in the United States and made a call to action to the child welfare field to implement primary prevention strategies as a critical intervention to strengthen families and prevent child maltreatment and the unnecessary removal of children from their homes.<sup>3</sup> Child protection will always be paramount and will always be needed, but the system can and should be designed to protect children by keeping families safe, healthy, and together whenever possible before remedial efforts become necessary. Coordinated and robust primary prevention efforts are critically important to strengthen families and prevent the initial occurrence of and ongoing

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<sup>2</sup>Unless otherwise noted, “FY” refers to federal fiscal year (October 1 – September 30).

<sup>3</sup> See, for instance, Information Memorandum [ACYF-CB-IM-18-05](#).

maltreatment, prevent unnecessary family disruption, reduce family and child trauma, and build a well-functioning child welfare system. In conversations with child welfare leaders, court partners, families and youth, it is clear that the call to action towards a robust prevention system must be our nation's next step towards the protection of children and strengthening families.

In order to realize the vision of a child welfare system that focuses on primary prevention to strengthen families and the prevention of child maltreatment, the Children's Bureau has identified the following aspects of child welfare as important areas to address nationwide:

- **Child Welfare Practice that Supports the Well-Being of Children and Families**  
At the core of child welfare's work is the establishment of practice that supports the positioning of the well-being of children and families as central to the role of the child welfare system. We know that trauma related to abuse and neglect and the removal of children from their families has long-term consequences for children and families. Creating a system that sees the prevention of child abuse and neglect as the goal of child welfare changes the current system toward working with families sooner through upfront prevention efforts.
- **Community-Based, Collaborative Programs that Support Families**  
Effective primary prevention services must be located in communities where families live, where they are easily accessible, and culturally responsive. Child welfare agencies must partner with community-based providers for effective and efficient prevention strategies. These partnerships offer the opportunity to understand the unique strengths and needs of the communities and to develop approaches that are effective in reaching families facing a range of challenges.
- **Foster Care as a Support to Families, Not a Substitute for Parents**  
While the movement towards primary prevention has the potential to reduce dramatically the number of children for whom foster care is needed, we will always need a system that can provide a temporary safe-haven for a limited number of children and youth. Under a prevention-based child welfare system, the need for foster care is used only as a last resort after all efforts have been exhausted to maintain the children within their own home.  
  
With a smaller system of foster care, we can focus on empowering foster family homes to provide a support to families in a time of need or crisis. Children and youth can remain in their home communities, siblings can remain together, and critical child-parent bonds can be maintained. Foster parents must be a resource and allow families to remain actively involved in the lives of their children while out of their home. In tribal communities, Elders and family members can also be an important sources of support to children in foster care and their parents.
- **A Strong, Healthy Child Welfare Workforce to Achieve Better Outcomes**  
All elements of the call to action rely on a highly-trained workforce capable of implementing the goal of strengthening families through primary prevention. Learning to work with families and youth to identify strengths and protective factors is essential and

must be supported by agency leadership and culture. Most child welfare professionals choose to work in the field because they care deeply about the children and families who live in their communities. Unfortunately, a lack of training, resources, and support coupled with high caseloads forces many child welfare professionals to leave the field. High turnover is associated with the inability of families and youth to receive critical services, make progress in court, and limits the ability of families and youth to build trusting relationships.

In thinking about the child welfare workforce, it is also important to think beyond those employed by the agency. For instance, court personnel and community providers play a critical role in child welfare. Engaging, training, and supporting the full range of professionals involved in child welfare creates a greater sense of ownership over the outcomes experienced by children and families.

#### *A Note to Tribes on the Implications for the Child and Family Services Plan (CFSP)*

We recognize that tribes have long embraced a vision for child welfare that focuses on strengthening families and native communities and that seeks to avoid the unnecessary removal of children from home. The Children's Bureau hopes that by laying out our vision for child welfare, we can help support tribes in healing and strengthening Native American communities, families and children. The development of the CFSP provides an opportunity for each tribe to articulate a vision for its child welfare service program that is reflective of the tribe's culture and values.

### **Section B. Overview of the Child and Family Services Plan and Final Report**

#### CFSP

Tribes are required to develop a CFSP, a five-year strategic plan that sets forth the vision and the goals to be accomplished to strengthen the tribe's overall child welfare system (section 432(a)(2) of the Act). A primary purpose of the CFSP is to facilitate tribes' integration of the programs that serve children and families, including:

- The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
- The Promoting Safe and Stable Families Program (title IV-B, subpart 2);
- The Chafee Foster Care Program for Successful Transition to Adulthood (Chafee Program)
- The Education Training Voucher Program (ETV Program).

The CFSP consolidates plans for these programs to help tribes comprehensively integrate the full array of child welfare services, from prevention and protection through permanency (45 CFR 1357.15(a)). By integrating into one five-year strategic plan all of the separate plan requirements for the title IV-B, Chafee and ETV programs, the CFSP provides tribes the opportunity to view their child welfare systems and federal funding sources holistically. In this way, tribes can effectively and collaboratively develop strategies to strengthen their overall child welfare system.

After submission of the five-year CFSP, tribes are required to submit annual updates, called the Annual Progress and Services Report (APSR). The APSR provides an update on the progress made toward accomplishing the goals and objectives in the CFSP (section 432(a)(2)(C)(i) of the Act) and is due each year on June 30.

Since the CFSP process began in 1994, there have been five complete five-year cycles (FYs 1995 - 1999, FYs 2000 - 2004, FYs 2005 - 2009, FYs 2010 - 2014, and FYs 2015-2019). The next CFSP is due June 30, 2019 for FYs 2020 – 2024 (see section D for more information).

### Final Report

The Final Report provides the final update on accomplishing the goals and objectives of the last CFSP. A final report is due for the 2015- 2019 CFSP on June 30, 2019 (see section C for more information). Completion of the Final Report satisfies the federal regulations at 45 CFR 1357.16 by providing updates on a tribe’s annual progress since the last APSR update and a final report for the 2015-2019 CFSP.

The Final Report allows tribes to re-assess and determine what goals and objectives have been accomplished and use the information as the foundation for planning the tribe’s goals and objectives for the next five-year plan (CFSP for FYs 2020- 2024).

While the review of accomplishments in the Final Report for FYs 2015- 2019 and establishment of new goals and objectives in the CFSP for FYs 2020 -2024 are interwoven, we ask tribes to submit two separate documents: the Final Report for FYs 2015-2019 and the CFSP FYs for 2020- 2024. Tribes may summarize information where appropriate and refer to other documents as needed, rather than repeating information.

Please note that federal regulations at 45 CFR 1357 outline requirements for the CFSP, APSR and Final Report. These regulations refer to numerous requirements, dates and timelines that have since passed or been superseded by statutory changes.<sup>4</sup> However, the elements of the CFSP, APSR and Final Report required in statute and regulation continue to be applicable.

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<sup>4</sup> Sections of 45 CFR 1357 or other references that are obsolete or superseded by statute: dates and timelines in §1357.15(a)(4), (b)(2), (b)(3), (b)(5), (b)(7), (k)(1), 1357.16(a)(7), (b)(4), (c), (e) and (f); §1357.10(c); §1357.15(a)(2)(ii), (c)(3), (c)(4), (l)(3)(viii), (n)(3)(iv), (q), and (s); §1357.25; §1357.30(e)(2), (e)(3), and (g); §1357.32(f); §1357.16(b); §1350.50(a), (b), (c), and (d); and any reference to section 423 of the Act. In addition, consistent with section 432(b)(2) of the Act, HHS has exercised its authority to exempt tribes from requirements in section 432(a)(4) of the Act requiring states to assure that not more than 10 percent of expenditures under title IV-B, subpart 2 (Promoting Safe and Stable Families) will be used for administrative costs and that significant portions of expenditures under title IV-B, subpart 2 will be used for each of the four service categories of community-based family support services, family preservation services, family reunification services and adoption promotion and support services.

*Additional Resources:* In order to assist tribes in completing the items required under the Final Report for FYs 2015-2019 and the CFSP for FYs 2020-2024, CB, in cooperation the Capacity Building Center for Tribes and the Child Welfare Information Gateway has compiled a list of resources. The list of the resources can be found at this at:

<https://www.tribalinformationexchange.org/files/products/recommendedresourcestribalcfsp.pdf>

A similar compilation was done for states. Tribes may also want to review this list for any potential resources that may be of interest to them. The listing can be found at

<https://www.childwelfare.gov/topics/management/reform/cfsp/>.

### **Section C. Instructions for Final Report for the CFSP for Fiscal Years 2015-2019**

Each tribe that received funding under title IV-B, subpart 1; title IV-B, subpart 2; Chafee and/or ETV programs for any of the fiscal years 2015-2019 must conduct a final review of the progress made toward accomplishing the goals and objectives in the CFSP. When conducting the final review, the tribe must involve the agencies, organizations and individuals that are a part of the ongoing CFSP-related consultation and coordination process. The final reports may be submitted in the format of the tribe's choice. Tribes who have used the optional template in prior years may use that same template for the final report. Enter the information on the template in each section on the line labelled "APSR – 2019."

The Final Report must address the following:

#### Goals and Objectives

- For each goal and objective in the CFSP for FYs 2015-2019, provide a final update on the specific accomplishment and progress achieved to improve outcomes for children and families, and to provide a more comprehensive, coordinated and effective child and family services continuum.
- Incorporate an analysis of how performance has changed, referencing baseline data and other information gathered through annual reviews.
- Describe any barriers or unexpected events that may have had an impact on the accomplishment of the CFSP plan's goals and objectives.

#### Service Description

- Briefly describe the services provided during FYs 2015 - 2019 under each of the grant programs (listed below) for which the tribe received funding:
  - The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
  - Promoting Safe and Stable Families Program (title IV-B, subpart 2);
  - Chafee Foster Care Program for Successful Transition to Adulthood; and
  - Chafee Education Training Voucher Program.

- Tribes that received title IV-B, subpart 1 funds must also address the following:

*Services for Children Under the Age of Five (section 422(b)(18) of the Act):* The Family First Prevention Services Act (FFPSA) amended the title IV-B plan requirement relating to services for children under the age of five. Previously the law required tribes to describe the activities undertaken to reduce the length of time that young children under age five are in foster care without a permanent family and the activities to address the developmental needs of children under five who are in foster care. As amended, the provision expands the requirement to address the services and activities being provided to address the developmental needs of all vulnerable children under age five, including children in foster care, as well as those being served in-home or in a community-based setting. The amendment became effective on February 9, 2018.

In the Final Report, provide an update on the activities the tribe has undertaken alone or in cooperation with the state agency over the past five years to reduce the length of time young children under the age of five are in foster care without a permanent family. Also describe the activities the tribe undertook in the past year to address the developmental needs of all vulnerable children under five years of age.

- Tribes that received title IV-B, subpart 2 funds must also address the following:

*Populations at Greatest Risk of Maltreatment (section 432(a)(10) of the Act)*

In the 2015-2019 CFSP, tribes were required to identify and describe which populations are at the greatest risk of maltreatment, how the tribe identifies these populations and how services would be targeted to those populations. In the Final Report, provide a final update on the tribe's efforts to identify these populations and how services were targeted to those populations.

#### *Consultation Between States and Tribes*

States are expected to consult, collaborate, and coordinate with federally recognized tribes in the development and oversight of their CFSPs and subsequent APSRs. Federal law and regulations separately identify several key child welfare issues about which each state must consult and coordinate with tribes, including the description of state compliance with the Indian Child Welfare Act (ICWA) required by section 422(b)(9) of the Act.

- Provide a final update regarding the consultation between the state and the tribe with respect to the description of state compliance with ICWA. Describe any concerns with respect to ICWA consultation and any recommendations for addressing these concerns. Describe the accomplishments achieved since submission of the CFSP FYs 2015- 2019.

## Section D. Preparing to Develop the CFSP for FYs 2020 - 2024

The CFSP for FYs 2020-2024 continues tribes' opportunity to develop and implement a system of coordinated, integrated, culturally relevant, and family-focused services that reflect the **service principles** found in federal regulations at 45 CFR 1355.25:

- *The safety and well-being of children and of all family members is paramount. When safety can be assured, strengthening and preserving families is seen as the best way to promote the healthy development of children. One important way to keep children safe is to stop violence in the family including violence against their mothers.*
- *Services are focused on the family as a whole; service providers work with families as partners in identifying and meeting individual and family needs; family strengths are identified, enhanced, respected, and mobilized to help families solve the problems which compromise their functioning and well-being.*
- *Services promote the healthy development of children and youth, promote permanency for all children and help prepare youth emancipating from the foster care system for self-sufficiency and independent living.*
- *Services may focus on prevention, protection, or other short or long-term interventions to meet the needs of the family and the best interests and need of the individual(s) who may be placed in out-of-home care.*
- *Services are timely, flexible, coordinated, and accessible to families and individuals, principally delivered in the home or the community, and are delivered in a manner that is respectful of and builds on the strengths of the community and cultural groups.*
- *Services are organized as a continuum, designed to achieve measurable outcomes, and are linked to a wide variety of supports and services which can be crucial to meeting families' and children's needs, for example, housing, substance abuse treatment, mental health, health, education, job training, child care, and informal support networks.*
- *Most child and family services are community-based, involve community organizations, parents and residents in their design and delivery, and are accountable to the community and the client's needs.*
- *Services are intensive enough and of sufficient duration to keep children safe and meet family needs. The actual level of intensity and length of time needed to ensure safety and assist the family may vary greatly between preventive (family support) and crisis intervention services (family preservation), based on the changing needs of children and families at various times in their lives. A family or an individual does not need to be in crisis in order to receive services.*



*Programs Addressed in the CFSP*

The CFSP must include information for each of the programs for which the tribe is applying. The programs, tribal eligibility criteria and program purposes are briefly described below:

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

Tribal Eligibility: All federally recognized tribes may apply for funding.

Program Purpose: 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)**

Tribal Eligibility: All federally recognized tribes may apply for funding, but must qualify for an allotment of at least \$10,000 to receive a grant. (The amount of funding each tribe receives is based on the tribe's child population count. See section E for more information.) The CB encourages tribes to consult with their regional office if they are unsure whether they may qualify for funding of at least \$10,000.

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

1. Family Preservation;
2. Family Support<sup>5</sup>;
3. Family Reunification<sup>6</sup>; and
4. Adoption Promotion and Support Services;

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<sup>5</sup> FFPSA revised the definition of "family support services" at section 431(a)(2)(B)(iii) of the Act to include community-based services "to support and retain foster families so they can provide quality family-based settings for children in foster care." This provision was effective on February 9, 2018. Please see [ACYF-CB-PI-18-06](#).

<sup>6</sup> FFPSA revised and renamed the definition of "family reunification services" (formerly "time-limited family reunification services") at section 431(a)(7)(A) effective October 1, 2018. The change in definition removes the previous time limit for providing reunification services to the family of a child in foster care, and allows reunification services to be provided for a period of up to 15 months once the child is returned home. Please see [ACYF-CB-PI-18-06](#).

- **The Chafee Foster Care Program for Successful Transition to Adulthood (Chafee Program) and the Education and Training Vouchers (ETV) Program<sup>7</sup>**

Tribal Eligibility: Tribes who have a tribe-state agreement for receipt of title IV-E funding and tribes approved to directly operate the title IV-E program are eligible to apply to receive Chafee and/or ETV funding directly.

Program Purpose: Funds under the Chafee program are used to help eligible youth in or formerly in foster care make a successful transition from foster care to self-sufficiency in adulthood by providing a variety of services such as educational assistance, career exploration, vocational training, life skills training, substance abuse prevention, preventive health activities, and opportunities to engage in age or developmentally-appropriate activities.

The ETV program provides funds for vouchers to students to help them pay for postsecondary education and training. Additional information on program requirements and the use of funds under these programs is discussed in Section F of this PI.

*Steps to Support Development of the CFSP:*

In preparing to develop the new CFSP, tribes should begin by assembling key stakeholders to conduct a review of or the development of a **vision** for the tribe's child and family services program, and a **self-assessment** of the tribe's current capacity to serve children and families. The tribe is also required to engage in joint planning with the CB's Regional Office (RO) when developing the CFSP. Section E of this PI on CFSP requirements also provides information on setting goals, objectives, and measuring progress as well as suggestions and definitions that may be useful in support of this work.

*Visioning:* Visioning means the ability to "see" exactly where one wants to go and why one needs to get there. Visioning enables an agency to review the potential effect of current and projected forces/issues, define and assess core competencies and values, develop desired future scenarios and begin to plot a strategy for achieving its vision for the future.

Visions and goal setting are important aspects of the CFSP. Tribes should revisit and, if appropriate, revise their past written vision statements to ensure that they remain valid, practical and timely and that they continue to move the tribe's child welfare systems forward toward positive outcomes for tribal children and their families.

*Assessment:* An assessment is a product developed by gathering, analyzing, and synthesizing information to identify areas of strength and areas of concern.

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<sup>7</sup> FFPSA amended section 477 of the Act by changing the name of the John H. Chafee Foster Care Independence Program (CFCIP) to the John H. Chafee Foster Care Program for Successful Transitions to Adulthood (the Chafee program).

A basic assessment involves three steps:

1. Gather information on agency operations and performance, including data reports from internal or external sources. As examples, tribes may wish to compile information on issues such as rates of child abuse and neglect for tribal children, the number of tribal children in foster care, the number of foster homes available on or near the reservation or tribal community, information on lengths of stay in foster care, as well as information on service availability and utilization. In addition to child welfare data and service information, tribes may wish to review reports from other agencies and service providers serving tribal children and families, (e.g. programs addressing child abuse prevention, substance abuse, domestic violence, behavioral health, schools, developmental disabilities, etc.). Tribes may want to expand upon available information with newer information, as needed (i.e. conduct surveys or convene focus groups, gain feedback from community meetings and forums, etc.).
2. Synthesize and analyze the information (i.e. prepare charts and graphs, write narrative summaries of numerical data, convene broader planning groups in order to determine agency strengths and weaknesses based on the information gathered). Section 45 CFR 1357.16(a) and section 432(a)(2)(C)(ii) of the Act require the tribe to analyze its progress toward accomplishing the goals and objectives of the previous 5-year plan and to submit a final report along with the new CFSP (see section C for more information). This process will also help the Tribes to examine their previous goals and utilize that knowledge when determining the goals of the next 5-year plan.
3. Draw conclusions and consider what steps the agency can take to improve performance in key areas.

*Joint planning:* Joint planning means an ongoing partnership process between the Administration for Children and Families (ACF)/CB and a tribe in the development, review, analysis, and refinement and/or revision of the tribe's CFSP. Joint planning involves discussions, consultation, and negotiation between the CB Regional Office staff and the tribe in all areas of CFSP creation such as, but not limited to, identifying the service needs of children, youth and families; selecting the unmet service needs that will be addressed; developing goals and objectives that will result in improving outcomes for children and families; developing a plan to meet the federal financial matching requirements; and establishing a more comprehensive, coordinated and effective child and family services delivery system. The expectation of joint planning is that both ACF/CB and the tribe will reach agreement on substantive and procedural matters related to the CFSP (See 45 CFR 1357.10 – Definitions.)

*Consultation/Coordination:* The CFSP requires consultation and coordination in a number of areas. As already mentioned, it must be jointly developed between the CB Regional Office and the tribal agency. The tribal agency must also consult with appropriate public and nonprofit private agencies and community-based organizations, including representatives of other federal or federally assisted child and family services or related programs such as those funded or provided by the Bureau of Indian Affairs. It is important to remember that joint planning consultation and coordination are part of an ongoing process to inform decisions about the use of federal funds and the delivery of child and family services, not activities to be engaged in only when CFSPs are due.

As detailed later in this PI, there are a number of specific provisions in law requiring states to consult with tribes relating to the delivery of child welfare services and there are also numerous opportunities for tribes and states to collaborate when planning for children and families.

### **Section E: Instructions for the CFSP for FYs 2020-2024:**

This and the following sections of this Program Instruction provide instructions to tribes about the information that must be included in the CFSP. Section E lays out the CFSP requirements applicable to all tribes applying for funding under one or both title IV-B programs. Section F provides additional instructions for tribes applying for Chafee and/or ETV funding directly. Section G provides additional instructions for tribes that are approved to directly operate the title IV-E foster care, adoption assistance and, if applicable, guardianship assistance programs.

#### **Optional CFSP/APSR Template:**

To assist tribes in the development of the CFSP, CB prepared a template for tribes to use for the last five-year cycle (see ACYF-CB-PI-14-04 Attachment H). Although the use of the template was optional, a number of tribes developed their CFSP and reported on their annual updates for the APSR using the template. Each requirement has the fiscal year listed below it for the tribe to update or describe any changes to what was previously submitted. Tribes reported that it was helpful as the entire CFSP/APSR plan and updates were all in one document. CB is again providing a template (see Attachment H of this PI) for tribes who may wish to use it for the next five-year cycle. Information for the new CFSP should be entered on the template on the line below each requirement labeled “CFSP—FY 2020.”

All Tribes applying for funding under one or both title IV-B subpart 1 and/or subpart 2 programs must address the following:

#### **Tribal agency administering the programs (45 CFR 1357.15(f)(1) and (2))**

- Identify the tribal agency that will administer the title IV-B (and, if applicable, Chafee and ETV) programs under the plan. The same agency is required to administer or supervise the administration of all programs under titles IV-B and IV-E of the Act.

- Describe the organization and function of the office or organizational unit responsible for operation and administration of the CFSP.
- Provide an organizational chart and a description of how that office relates to tribal and other offices operating or administering service programs within the tribal service area.

**Vision Statement** (45 CFR 1357.15(g)): Provide a vision statement that articulates the tribe’s philosophy in providing child and family services and developing or improving a coordinated service-delivery system. The vision should reflect the service principles cited above, which appear in federal regulations at 45 CFR 1355.25.

In developing the vision statement, CB strongly encourages tribes, in collaboration with stakeholders, to consider incorporating a focus on strengthening families through primary prevention. The CB believes reaching children and families sooner through prevention is the key to avoiding unnecessary trauma, disrupting intergenerational cycles of maltreatment, and achieving better outcomes for children and families.

**Goals** (45 CFR 1357.15(h)): Specify the goals that will be accomplished during and by the end of the five-year period of the plan. Express the goals in terms of improved outcomes for the safety, permanency and well-being of children and families, and a more comprehensive, coordinated, and effective child and family service delivery system. The CB encourages tribes to identify several broad goals that address priority concerns and focus on a few significant areas of improvement to be addressed during the five-year period. The CB also encourages tribes to include a goal focused on primary prevention of child abuse and neglect.

*(Additional information: “Goals” are generally broad, positive statements, expressed in terms of improved outcomes that identify the population or group that will benefit. For example, a goal might be stated as, “Strengthen families by providing early prevention and family preservation services.”)*

**Objectives** (45 CFR 1357.15(i)): Identify realistic, specific, quantifiable and measurable objectives that will be carried out to achieve each goal. Each objective should focus on outcomes for children, youth and/or families or on elements of service delivery (such as quality) that are linked to outcomes in important ways. Each objective should include both interim benchmarks and a long-term timetable, as appropriate, for achieving the objective. The CFSP must include objectives to make progress in reaching additional children in need of services, expanding and strengthening the range of existing services, and developing new types of services.

*(Additional information: “Objectives” may be thought of as the strategies or initiatives that will help achieve the goal, while “benchmarks” represent key implementation milestones. For examples of objectives for the goal of strengthening families by providing early prevention and family preservation services might be “increase the number of referrals of youth and their families to family support services” and “implement home-based services to families.” Benchmarks might include hiring staff, completing training, developing referral procedures, implementing assessment tools or other concrete action steps.)*

**Measures of progress** (45 CFR 1357.15(j)): Describe how the tribe will measure the results, accomplishments, and annual progress toward meeting the goals and objectives. Specify the processes and procedures the tribe will use to assure use of valid and reliable data and information. The data and information must be capable of determining whether or not the interim benchmarks and multi-year timetable for accomplishing CFSP goals and objectives are being met.

*(Additional information: In order to know whether the tribe is being successful in achieving its goals and objectives, it is important to identify sources of data that can be used to measure progress. This type of information may come from data that is collected by the tribe, by the state or could be information gathered through surveys or other approaches. Whatever measures the tribe identifies, it is important to establish procedures upfront to assure that data will be available on a timely and ongoing basis.)*

**Consultation and Service Coordination** (45 CFR 1357.15(l) and (m)):

- Describe the consultation process the tribe uses to obtain the active involvement of the offices responsible for providing child and family services within the tribe's area of jurisdiction. The consultation process must include all the appropriate offices or agencies responsible for child and family services (including child protective services, in-homes services, foster care, guardianship, adoption and independent living services) in the tribe's service area.
- Discuss how the tribe has involved the tribal and/or state courts and court improvement programs in the CFSP plan development.
- Discuss how the tribe has engaged families and youth, the state child welfare agency and other state or tribal partners involved in serving children and families in the development and implementation of the CFSP for FYs 2020-2024.
- Describe how services under the plan will be coordinated over the five-year period with services or benefits under other federal or federally-assisted child and family services or programs serving the same populations to achieve the goals and objectives in the plan. Examples of programs with which to consult and coordinate include: Temporary Assistance for Needy Families (TANF), Medicaid, Child Care, Head Start, Supplemental Nutrition Assistance Program (SNAP), and the Bureau of Indian Affairs programs; private agencies providing services to children and families, and community-based public and private providers for programs such as substance abuse treatment domestic violence, behavioral health, schools, developmental disability, etc.

**Service Description** (45 CFR 1357.15(n)):

*For tribes applying for title IV-B-, subpart 1:*

- Describe the services the tribe plans to provide under title IV-B, subpart 1.

- Provide the estimated expenditures for all described services on the CFS-101 (see Attachment B).
- Present information on the estimated number of individuals and families to be served; the population to be served; and the geographic areas where the services will be available for each described service. This information may be recorded on the CFS-101 part II or in the narrative portion of the plan.
- Describe the tribe's standards for the content and frequency of caseworker visits for children who are in foster care under the responsibility of the tribe, which, at a minimum, ensure that the children are visited on a monthly basis and that caseworker visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the safety, permanency and well-being of the children. If the tribe does not operate a foster care program, this provision is not applicable; please simply note that the tribe does not operate a foster care program (Section 422(b)(17) of the Act).
- Describe the activities the tribe plans to undertake over the next five years to reduce the length of time young children under the age of five are in foster care without a permanent family, and to address the developmental needs of all vulnerable children under five years of age. For tribes that do not directly operate a foster care program and whose children are served by the state agency, describe the role of the tribe in working with the state to address these requirements relating to meeting the developmental needs of young children both in foster care and in the community (section 422(b)(18) of the Act).

*For tribes applying to receive funding under title IV-B, subpart 2:*

- Describe the services the tribe plans to provide under each category of title IV-B, subpart 2: family preservation; family support; family reunification; and adoption promotion and support services.
- Describe how the tribe identifies which populations are at the greatest risk of maltreatment and how the tribe targets services to the populations at greatest risk of maltreatment (section 432(a)(10) of the Act).
- Provide the estimated expenditures for all described services on the CFS-101.
- Present information on the estimated number of individuals and families to be served; the population to be served; and the geographic areas where the services will be available for each described service. This information may be recorded on the CFS-101 part II or in the narrative portion of the plan.

**Program Support** (For tribes applying to receive funding under title IV-B, subparts 1 and/or 2)

- Discuss the tribe's child welfare services staff development and training plans in support of the goals and objectives of the CFSP which addresses the title IV-B programs covered by the plan.
- Describe any planned activities for developing, implementing or improving the tribe's child and family services program's research and evaluation activities, management information system or quality assurances system.
- Discuss any technical assistance or capacity building needs that the tribe anticipates requesting from CB's Child Welfare Capacity Building Collaborative in support of the tribes' CFSP goals and objectives. Information about the Collaborative can be found at this link: <https://capacity.childwelfare.gov/>.

**Consultation Between States and Tribes:**

Federal law and regulations require consultation between states and tribes on several key child welfare issues, including describing state compliance with the Indian Child Welfare Act (ICWA); the arrangements for providing services in relation to permanency planning for tribal children, whether under the jurisdiction of the state or tribe; and the provision of independent living services under the Chafee Program. In the CFSP, tribes are to address the following:

- Section 422(b)(9) of the Act requires states to consult with tribes in describing the specific measures taken to comply ICWA. Describe how the state(s) in which the tribe is located or any other states have consulted with the tribe regarding state compliance with ICWA. Describe any concerns with respect to the states' consultation process.
- Describe the arrangements, jointly developed with the state(s) in which the tribe is located, about who is responsible for providing the child welfare services and protections identified in section 422(b)(8) of the Act to tribal children, whether under state or tribal jurisdiction. These services and protections include operation of a case review system for children in foster care; a preplacement preventive services program; and a service program for children in foster care to facilitate reunification with their families, when safe and appropriate, or to place a child in an adoptive home, legal guardianship or other planned, permanent living arrangement. In addressing this requirement, please describe whether the tribe operates its own foster care program, whether the tribe has its own court overseeing child welfare cases, and whether the tribe has entered into any state-tribe agreements relating to child welfare services and the nature of those agreements. (45 CFR 1357.40(c)).
- Describe how the tribe has been consulted about the programs to be carried out by the state under the Chafee Program 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 under the Chafee Program (Section 477(b)(3)(G) of the Act).



## **Targeted Plans required by Title IV-B, subpart 1:**

All tribes applying for title IV-B, subpart 1 must also address the following requirements which relate to plans for the recruitment of foster and adoptive parents, health care oversight, and disaster response.

### *Foster and Adoptive Parent Diligent Recruitment Plan*

Section 422(b)(7) of the Act requires diligent recruitment of foster and adoptive families that reflect the ethnic and racial diversity of children in the tribe for whom foster and adoptive homes are needed. For the CFSP for FYs 2020-2024, the Foster and Adoptive Parent Diligent Recruitment Plan should reflect the activities to be conducted over the next five years to ensure that there are foster and adoptive homes that meet the needs of the infants, children, youth, and young adults (including those over the age of 18 who are in foster care) served by the child welfare agency.

For tribes that operate a foster care program directly or under the supervision of the state:

- Describe the tribe's plan for the diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children in the tribe for whom foster and adoptive homes are needed (section 422(b)(7) of the Act). Examples of components to include in the diligent recruitment plan are: a description of the characteristics of children for whom foster and adoptive homes are needed; specific strategies to reach all parts of the community; strategies for assuring that all prospective parents have access to the home study process; and strategies for training staff and community partners.

For tribes that do not directly operate a foster care program and whose children are served by the state agency:

- Describe any activities the tribe is undertaking in coordination with the state agency to support diligent recruitment of foster and adoptive families.

### *Health Care Oversight and Coordination Plan*

Section 422(b)(15)(A) of the Act requires the development of a plan for the ongoing oversight and coordination of health care services for children in foster care (Health Care Oversight and Coordination Plan). Tribes are required to address how the Health Care Oversight and Coordination plan requirements are being met for tribal children in foster care.

Tribes that do not directly operate a foster care program and whose children are served by the state agency, must note in the CFSP the responsibility of the state for developing the Health Care Coordination Plan and address any tribal involvement in those processes.

Tribes that operate a foster care program must develop a new Health Care Oversight and Coordination plan for the CFSP for FYs 2020-2024. The plan must be developed in coordination with the state title XIX (Medicaid) agency, and in consultation with pediatricians and other experts in health care, and experts in and recipients of child welfare services. The plan should reflect lessons learned since development of the prior plan (submitted with the CFSP for FYs 2015- 2019) and continue to strengthen activities to improve the health care and oversight of children and youth in foster care over the next five years.

The Family First Prevention Services Act (FFPSA) added a requirement to ensure that children in foster care are not inappropriately diagnosed in order to place children in settings that are not foster family homes.<sup>8</sup> Including the FFPSA amendment (which appears in italics below), the Health Care Oversight and Coordination Plan must include an outline of all of the items listed below, enumerated in statute at section 422(b)(15)(A)(i)- (vii) of the Act:

- 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, including emotional trauma associated with a child’s maltreatment and removal from home;
- How medical information for children in care 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 protocols for the appropriate use and monitoring of psychotropic medications;
- 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;
- *The procedures and protocols the Tribe has established to ensure that children in foster care placements are not inappropriately diagnosed with mental illness, other emotional or behavioral disorders, medically fragile conditions, or developmental disabilities, and placed in settings that are not foster family homes as a result of the inappropriate diagnoses; and*
- Steps to ensure that the components of the transition plan development process required under section 475(5)(H) of the Act that relate to the health care needs of youth aging out of foster care, including the requirements 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.

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<sup>8</sup> Tribes were to address the new requirement for the Health Care Oversight and Coordination Plan in the 2019 APSR, due June 30, 2018 or in a subsequent submission due no later than August 15, 2018. The provision became effective as if enacted on 1/1/18, unless the state or tribe determined that it must seek legislation to comply with the provision and has requested and been approved for a delayed effective date. See [ACYF-CB-IM-18-02](#) for additional information.

### *Disaster Plan*

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

- 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 other states and/or tribes.

A Disaster Plan must be submitted as part of the CFSP for FYs 2020-2024. In developing the 2020-2024 Disaster Plan, tribes should review the Disaster Plan prepared for the FYs for 2015-2019, and reflect on how the plan was used in any emergency or disaster situations in the past five years to determine if changes are needed.

### **Certification of Population Count under Age 21:**

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 of an alternate number to reflect the revised number of children under age 21 in their population by submitting a certification reflecting the revised number of children who have not yet reached their 21<sup>st</sup> birthday and provide a justification for the revision to their Regional Office. This certification must be signed by the Tribal enrollment officer and the Tribal president/chairperson and is due with the June 30<sup>th</sup> plan submittal. Because grant amounts for both states and tribes will be affected by the revisions, the Regional Office may ask for additional verification/documentation if the numbers vary significantly from the Census or previous data. (See Attachment G for the Certification of Population Count under Age 21 to be completed.)

### **Special Note for tribes that are part of a Tribal Consortium or Native Association:**

Sometimes a tribe that has previously received title IV-B funding as part of a tribal consortium or Native Association decides to apply for funding on its own, rather than as part of the consortium or association. In these instances, it is important for the tribe applying separately to work with the consortium or association to ensure that tribal population information is updated appropriately.

When applying for title IV-B funding for FY 2020, a tribe whose funding was previously included in the grant made to a tribal consortium or Native Association must submit with its CFSP a written statement signed by both the tribe and tribal consortium/Native Association stating that the tribe will no longer be considered a member of the consortium or association for purposes of title IV-B funding. In these instances, it may be necessary for both the tribe and consortium/Association to submit an updated “Certification of Tribal Population Under Age 21” (Attachment G) to ensure that ACF has accurate information on the population data to be used in calculating grant awards. Tribes, tribal consortia and Native Associations in this situation must work closely with their Regional Office to address this issue.

**Assurances:**

Tribes are to submit the assurances and certifications necessary for plan approval for each program for which the tribe is applying for funds. Tribes are to submit with the CFSP Attachment C, signed by the appropriate tribal official, for each applicable program. Assurances for title IV-B subparts 1 and 2 may be signed by the tribal leader or designated official with responsibility for title IV-B programs. The Chafee and ETV assurances must be signed by the tribal leader, if the tribe is applying for those programs (see Section F).

**CFSP Plan Availability:**

State agencies and tribes must exchange copies of their CFSP for FYs 2020-2024 and their subsequent APSRs (45 CFR 1357.15(v)). Describe how the tribe will meet this requirement for the CFSP for FYs 2020-2024 and the plan for exchanging future APSRs.

**Section F: Additional CFSP Requirements for Tribes Applying for Chafee and ETV Funding**

Tribes who have a tribe-state agreement for receipt of title IV-E funding and tribes approved to directly operate the title IV-E program are eligible to apply to receive directly a portion of the Chafee and/or ETV funds allotted to the state(s) in which the tribe is located. Tribes receiving direct funding under Chafee and/or ETV will also be required to provide a 20 percent match.

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 Chafee or an ETV program with respect to eligible Indian children and to receive from the state an appropriate portion of the state’s allotment for such administration or supervision. (See section 477(b)(3)(G) of the Act.)

## *Program Purposes*

The purpose of the Chafee program, as amended by FFPSA (see section 477(a) of the Act) is to provide states and participating tribes with flexible funding that will enable programs to be designed and conducted:

1. To support all youth who have experienced foster care at age 14 or older in their transition to adulthood through transitional services such as assistance in obtaining a high school diploma and post-secondary education, career exploration, vocational training, job placement and retention, training and opportunities to practice daily living skills (such as financial literacy training and driving instruction), substance abuse prevention, and preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention);
2. To help children who have experienced foster care at age 14 or older achieve meaningful, permanent connections with a caring adult;
3. To help children who have experienced foster care at age 14 or older engage in age or developmentally appropriate activities, positive youth development, and experiential learning that reflects what their peers in intact families experience;
4. To provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age (or 23 years of age, in the case of a state or tribe with a certification under subsection 477(b)(3)(A)(ii)<sup>9</sup> to provide assistance and services to youths who have aged out of foster care and have not attained such age, in accordance with such subsection) to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition from adolescence to adulthood;
5. To make available vouchers for education and training, including postsecondary training and education, to youths who have aged out of foster care;
6. To provide the services referred to in this subsection to children who, after attaining 14 years of age, have left foster care for kinship guardianship or adoption; and
7. To ensure children who are likely to remain in foster care until 18 years of age have regular, on-going opportunities to engage in age or developmentally-appropriate activities (as those terms are defined in section 475(11) of the Act.

Note that if a tribe wishes to receive direct funding under the ETV program only, it need only address its plans for achieving that purpose of the Chafee program.

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<sup>9</sup> This citation refers to the certification that a state or tribe can submit to elect to offer Chafee services up to age 23, if the state or tribe administers a state or federal foster care program for youth up to age 21.

### *Additional Information*

On May 31, 2018, the CB issued [ACYF-CB-PI-18-06](#), which provided additional information on the changes made to the Chafee/ETV program by FFPSA. Since that time, CB has received a number of questions about the program. Therefore, we are taking this opportunity to clarify one point.

*Minimum age to receive Chafee services.* In general, Chafee services are now available to youth who experienced foster care at age 14 or older. However, program purpose 7 listed above is to ensure that children who are likely to remain in foster care until age 18 have the opportunity to engage in age or developmentally appropriate activities. Therefore, if tribe determines that a youth under age 14 is likely to remain in foster care until age 18, the tribe may use Chafee funds to provide that youth opportunities to engage in age or developmentally appropriate activities.

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

### ***Instructions for Chafee Portion of the CFSP for FYs 2020-2024***

In the CFSP for FYs 2020-2024, tribes are required to address each of the following.

#### *Agency Administering Chafee (section 477(b)(2) of the Act)*

Identify the tribal agency or agencies that will administer, supervise, or oversee the Chafee program. Describe how the agency that administers the program provides oversight to the programs or agencies that directly provide Chafee services and supports.

#### *Description of Program Design and Delivery*

- Describe how the tribe designed and intends to deliver and strengthen programs to achieve the purposes of the Chafee program over the next five years (section 477(b)(2)(A) of the Act).
- Describe how the tribe has involved youth/young adults in the development of the Chafee plan.
- Discuss how youth, caseworkers and caregivers are made aware of the program.

#### *Serving Youth of Various Ages and Stages of Achieving Independence*

- Describe how youth of various ages and at various stages of achieving independence are to be served (section 477(b)(2)(C) of the Act.)
  - For tribes that extended or plan to extend title IV-E foster care assistance to youth ages 18 – 21, address how implementation of this program option has changed or

will change the way in which Chafee services are targeted to support the successful transition to adulthood. For tribes that have elected or plan to extend Chafee services to age 23, provide a description of the services offered or to be offered to youth ages 21 – 22 (up through 23<sup>rd</sup> birthday) and how the expansion of the program will be implemented, including how youth, service providers, and community partners were or will be informed of the change.<sup>10</sup>

### *Collaboration with State Child Welfare Agency and Other Public and Private Agencies*

- Describe the tribe’s consultation process regarding the Chafee and ETV programs with each state for which a portion of the Chafee and/or ETV allotment would be redirected by ACF from the state to the tribe. 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 Chafee 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 Chafee and ETV programs to receiving such benefits and services under programs carried out directly by the tribe. (See section 477(j)(2)(B) and (C).)
- Discuss how the tribe involves any other state or tribal public agencies and/or the private sector in helping youth in foster care achieve independence (section 477(b)(2)(D) of the Act).
- Note that states and tribes may not deny eligibility for independent living services to a youth who otherwise meets the eligibility criteria but who is temporarily residing out of state, and that states/tribes may not terminate ongoing independent living assistance solely due to the fact that a youth is temporarily residing out of state.

### *Education and Training Vouchers (ETV) Program*

The FFPSA amended the ETV program to extend eligibility to youth up until their 26th birthday, while placing a five-year limit on the total length of time a youth can receive an ETV voucher (section 477(i)(3) of the Act). The maximum annual amount of the voucher (\$5,000) and its purpose (to apply toward the cost of attendance at an institution of higher education) remain unchanged (section 477(i)(4) of the Act). Vouchers may be available to:

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<sup>10</sup> The ability to exercise the option to offer Chafee-funded services up to age 23 is not time-limited. A tribe that administers a tribal or federal foster care program for youth up to age 21 may choose to participate at any time by submitting information on the services to be provided and a copy of the signed certification (see Attachment C for more information).

- Youth otherwise eligible for Chafee services under the tribal program who have attained 14 years of age (section 477(i)(1) of the Act).
- Youth who, after attaining 16 years of age, exit foster care to adoption or kinship guardianship (section 477(i)(2) of the Act).

Additionally:

- A state or tribe may allow youth participating in the voucher program to remain eligible until they attain 26 years of age, as long as they are enrolled in a postsecondary education or training program and are making satisfactory progress toward completion of that program.
- In no event may a youth participate in the program for more than 5 years (whether or not the years are consecutive).

In the CFSP for FYs 2020-2024, tribes must:

- Describe the methods the tribe uses to operate the ETV program efficiently.
- Describe the methods the tribe will use to: (1) ensure that the total amount of educational assistance to a youth under this and any other federal assistance program does not exceed the total cost of attendance (as defined in section 472 of the Higher Education Act of 1965); and (2) to avoid duplication of benefits under this and any other federal or federally assisted benefit program. (See sections 477(b)(3)(J) and (i)(5) of the Act, and Attachment C of this PI.)
- Describe how the program is coordinated with other appropriate education and training programs, such as any tuition waiver program, state or tribal scholarship programs, or [College Success Programs](#)<sup>11</sup> available at area colleges, universities, community colleges, or other post-secondary institutions, if applicable (section 477(i)(6) of the Act).
- Identify the number of youth who received ETV awards from July 1, 2017 through June 30, 2018 (the 2017-2018 School Year) and July 1, 2018 through June 30, 2019 (the 2018-2019 School Year). Tribes may estimate if they do not have the total number for the 2018-2019 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, using Attachment F.

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<sup>11</sup> In general a “College Success Program” is at a post-secondary institution and is specific to youth in foster care or formerly in foster care. These programs offer services such as: additional orientation activities; assistance with financial aid and enrollment services; more intensive technical advising; deliberate faculty-student interaction; more intensive housing assistance; mentoring; summer bridge services; supplemental instruction; social events; and learning communities. The goal of these programs are to facilitate and support young people attending, persisting, and graduating from the institution.



### ***Tribal Data on Number of Children in Foster Care:***

In order to calculate the tribe's allocation under the Chafee and/or ETV programs, the tribe must submit data on the number of children in foster care under the responsibility of the tribe (either directly or under supervision of the state) in the most recent complete fiscal year for which information is available. This data is required for all tribes applying or reapplying for these programs.

### **Section G: Additional CFSP Requirements for Tribal Title IV-E Agencies**

- **Requirements for Title IV-E Training Plans (applicable only to tribes directly operating or planning to operate title IV-E program).**

Tribes that have already submitted a title IV-E plan to operate directly a foster care, adoption assistance and at the Tribe's option guardianship assistance program pursuant to section 479B of the Act, were required to submit a title IV-E training plan with the CFSP for FYs 2020-2024 as required by 45 CFR 1356.60(b)(2).

The training plan for tribes with an approved title IV-E plan must include a staff development and training plan in support of the goals and objectives of the CFSP which addresses the title IV-B programs, as well as training in support of the title IV-E program. Training must be an ongoing activity and must include content from various disciplines and knowledge bases relevant to child and family services policies, programs, and practices. Training content must also support the cross-system coordination and consultation basic to the development of the CFSP.

Federal regulations at 45 CFR 235.63 through 235.66(a) describe the conditions under which Federal matching funds are allowable as training. Among the conditions to be considered are who is being trained (including its specific relevance to the identified administrative activities allowable under Title IV-E), the scope and duration of the training, and the sources of non-Federal matching. Certain costs for title IV-E agency staff participating in title IV-E trainings (i.e. trainees) of any duration are entitled to Federal matching at the 75 percent rate as specified in an approved cost allocation plan (section 474(a)(3) of the Act). Federal requirements governing the cost sharing for training activities among all benefiting programs and funding sources are discussed generally in OMB Cost Principles in federal regulations at 2 CFR Part 200, and more specifically in the Children's Bureau's Child Welfare Policy Manual at section 8.1H. Federal regulations pertaining to training are at 45 CFR 1356.60(b), 45 CFR 1357.15(t)(1) and 45 CFR 235.63 - 235.66(a).

The training plan for the CFSP for FYs 2020-2024 must include the information below:

- A description of the initial in-service training program for new or reassigned employees that includes a description of the content and scope of the classroom and work experience components of the training, as well as the duration of the initial in-service training period and the specific supports provided during this period.

- For all types of training (e.g., training for individuals preparing for employment, initial in-service training, ongoing in-service training, foster/adoptive/guardianship provider training, and the additional categories of short-term training authorized in section 474(a)(3)(B) of the Act) include the following information in the training plan:
  - a brief, one-paragraph syllabus of the training activity;
  - indication of the specifically allowable title IV-E administrative functions the training activity addresses;
  - indication of the setting/venue for the training activity;
  - indication of the duration category of the training activity (i.e., short-term, long-term, part-time, full-time);
  - indication of the proposed provider of the training activity;
  - specification of the approximate number of days/hours of the training activity;
  - indication of the audience to receive the training (see discussion above expanding the list of eligible trainees);
  - description of estimated total cost; and
  - cost allocation methodology.

Title IV-E agencies may claim the costs of short-term training of: relative guardians provided the title IV-E agency has opted in its title IV-E plan to provide kinship guardianship assistance payments to relatives; staff members of state/tribe-licensed or state/tribe-approved child welfare agencies providing services to children receiving title IV-E assistance; staff members of child abuse and neglect courts personnel; agency attorneys, attorneys representing children or parent; guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts, in ways that increase the ability of such current or prospective parents, guardians, staff members, institutions, attorneys, and advocates to provide support and assistance to foster and adopted children and children living with relative guardians, whether incurred directly by the state or by contract. The federal financial participation (FFP) rate of federal reimbursement for allowable costs in such training is 75 percent; however, this rate is not available to cover the costs of any salary or fringe benefits for the categories of individuals specified in section 474(a)(3)(B) of the Act (e.g., professional partners working for agencies other than the title IV-E agency) who may participate in allowable title IV-E short-term trainings. If the tribe plans to claim FFP for providing training to any of these persons, the tribe's training plan must identify whether and how the agency will train persons in these trainee groups consistent with the policies and regulations cited above.

To assist tribes in developing the title IV-E training plan, CB has prepared a training plan template (Attachment I). Use of the template is optional.

- ***Report on Use of FY 2018 Kinship Navigator Funding (title IV-B, subpart 2)***  
To assist title IV-E agencies in preparing to participate in the new title IV-E Kinship Navigator, Congress, through the Consolidated Appropriations Act of 2018, set aside funding appropriated under title IV-B, subpart 2 to make grants to states and tribal agencies administering or supervising the administration of title IV-E of the Social Services Act to develop, enhance or evaluate kinship navigator programs. Eligible tribes had the opportunity to apply for these funds in July 2018 and awards were made in September 2018.

For tribes that received this funding in FY 2018, provide an update on how the tribe has used these funds to support or evaluate kinship navigator programs. (Tribes that were not eligible or that did not apply for FY 2018 kinship navigator funding do not need to address this item.)

Note that the Children’s Bureau issued [ACYF-CB-PI-19-01](#) on January 8, 2019, providing instructions on how to apply for kinship navigator funding included in the FY 2019 appropriation for title IV-B, subpart 2. Tribes applying for and receiving that funding will be required to report on its use in the APSR due June 30, 2020.

- ***Adoption Savings (section 473(a)(8) of the Act)***  
Adoption savings are financial savings that state and tribal title IV-E agencies achieve with respect to their own funds due to the expansion of eligibility under the federal title IV-E Adoption Assistance program.

Over the years, eligibility for adoption assistance provided under the title IV-E program has expanded to include more children who meet the criteria for an “applicable child” as defined in section 473(e) of the Act. The definition of which children are classified as an applicable child is based on the child’s circumstances in the federal fiscal year (FY) when the adoption assistance agreement is entered into. Use of the applicable child eligibility provisions (section 473(a)(2)(A)(ii) of the Act) tends to result in more children being determined as title IV-E eligible since it delinks eligibility for the title IV-E Adoption Assistance program from the Aid to Families with Dependent Children (AFDC) requirements, among other changes. (See Program Instructions [ACYF-CB-PI-09-10](#) and [ACYF-CB-PI-18-07](#) for more details on the applicable child eligibility criteria.)

Federal law (section 473(a)(8) of the Act) requires title IV-E agencies to spend an amount equal to any savings they achieve, as a result of applying the differing program eligibility criteria to applicable children, for other child welfare service activities permitted under titles IV-B or IV-E of the Act. These funds are referred to as “Adoption Savings.” The amount of Adoption Savings is calculated from an assessment of title IV-E Adoption Assistance program claims made on behalf of those children who, absent the applicable child eligibility criteria, would not have been determined eligible for title IV-E adoption assistance. The savings is generally equal to the federal share of these claims since, in most instances, that amount would otherwise have been paid from non-federal title IV-E agency funds.

The calculated savings must be spent on title IV-B and IV-E programs; 30 percent of which must be spent on post-adoption services, post-guardianship services and services to support positive permanent outcomes for children at risk of entering foster care. Two-thirds of the 30 percent must be spent on post-adoption and post-guardianship services. (In other words, title IV-E agencies must spend at least 20 percent of calculated savings on post-adoption and post-guardianship services. If at least 20 percent, but less than 30 percent, of calculated savings is spent on post-adoption and post-guardianship services, the difference between the actual percentage and 30 percent must be spent on services to support positive permanent outcomes for children at risk of entering foster care.<sup>12</sup>)

Title IV-E agencies are required to calculate and report annually their Adoption Savings, the methodology used to calculate the savings, how savings are spent, and on what services. Each year, the CB posts summary information at <https://www.acf.hhs.gov/cb/focus-areas/adoption>.

Adoption Savings Methodology: On May 22, 2015, the Children’s Bureau issued Program Instruction [ACYF-CB-PI-15-06](#) providing guidance on the calculation of Adoption Savings. That issuance required title IV-E agencies to submit an annual notification of its decision on the method to be utilized to calculate its Adoption Savings for the current FY. The choice must be classified as one of three options as follows:

- CB Method;
- CB Method with Actual Amounts; or
- Alternative Approved Method.

Beginning with the selection of a methodology for FY 2018, the CB determined that title IV-E agencies will need to submit an updated annual Adoption Savings calculation method notification only if they had not submitted such a notification previously or are making changes to the methodologies or procedures identified in their most recent submission.

To streamline communication around changes in Adoption Savings methodology, CB has decided to incorporate the Adoption Savings calculation method notification requirement into the CFSP/APSR submission process, rather than having it as a stand-alone submission. See Attachment E for more information on the need for this submission and instructions for completing a form to seek approval for an updated Adoption Savings Methodology, if necessary.

Adoption Savings Expenditures: Based on information reported for FFYs 2015-2017, title IV-E agencies reported calculating nearly \$333 million in Adoption Savings, of which about \$178 million had been spent, leaving approximately \$155 million available for expenditure. Some states reported spending little or no of their accumulated Adoption

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<sup>12</sup> For instance, if a title IV-E agency spent 25 percent of the calculated savings on post-adoption and post-guardianship services, it would need to spend at least 5 percent on services to support positive permanent outcomes for children at risk of entering foster care.

Savings. While the law does not specify a time period within which savings must be spent, the Children’s Bureau encourages state and tribal agencies administrating or supervising the administration of title IV-E of the Social Security Act to consider how use of these funds can support achievement of CFSP goals. To encourage coordinated planning for use of funds, the CB is requiring states and tribes to address their planned and actual use of Adoption Savings in the CFSP for FYs 2020-2024 and subsequent APSRs.

In the CFSP for FYs 2020- 2024:

- Describe the services the tribe expects to provide to children and families using the Adoption Savings over the next five years.
- Provide an estimated timetable for spending unused savings calculated for previous years.
- Discuss any challenges in accessing and spending the funds.
- If needed, complete the Adoption Savings Methodology form at Attachment E and return it with the CFSP.

## **Section H: Financial Information**

### **1. Payment Limitations -**

#### **A. Title IV-B, subpart 1:**

As required by section 422(b)(14) of the Act, tribes may spend no more than 10 percent of title IV-B, subpart 1 federal 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 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 ensure that total administrative costs are limited to no more than 10 percent of the federal share of program expenditures.

#### **B. Chafee Program:**

Tribes applying to receive Chafee funding are required to certify (by signing the Certification in Attachment C) that no more than 30 percent of their allotment of federal Chafee funds will be expended for room or board for youth who left foster care after the age of 18 years of age and have not yet attained age 21. For tribes that operate an extended foster care program and that choose to exercise the Chafee option to serve youth up to age

23, the limitation applies to providing room or board to youth who left foster care after attaining ages 18 and have not yet attained age 23.

## **2. Current Year Funding - FY 2019 Reallocments, Requests for Additional Funding and Submitting a Revised CFS-101 Budget Request (See Attachment B)**

### **A. Reallocments:**

The reallocment process serves two purposes for grantees: 1) to identify allotted funds which will not be needed or used during the grant award period; and 2) to request additional grant funding. Generally, in order to receive additional requested funds, funds must be released by other grantees. Any funds released by other grantees will be re-distributed by ACF in accordance with prescribed formulas (sections 423(e), 433(d), and 477(d)(4) of the Act).

The CFS-101 Part I is used for reallocment requests. The form has been reformatted to provide a section for adjustments to current year (i.e., FY 2019) grant requests in addition to the section for future year funding requests.

- For any reallocment request, make a copy of the CFS-101, Part I as a separate worksheet and complete only Items 1-5, 12 and/or 13, and 14. Mark the submission type as “Reallocment” and save and name the file “state/tribe name FY 2019 Reallocment.”
- Reallocment requests may be submitted to the ROs as a stand-alone file outside of the CFSP/APSR submission. However, the request must be received no later than June 30, 2019 to be considered for the FY 2019 reallocment process.
- If the tribe intends to release FY 2019 funds for reallocment for the title IV-B, subpart 1 or 2 programs, Chafee or ETV, complete Item 12 of the CFS-101, Part I and indicate the amounts the tribe is releasing for the applicable programs (see form instructions for more detail). The submission type “Reallocment” must be checked on the Part I. ACF will realloc the funds in accordance with the prescribed formulas prior to the end of the fiscal year.
- If the tribe has received an allotment for FY 2019 and wishes to receive more funding than previously requested on the countersigned CFS-101 for FY 2019 for any of the applicable programs (subject to the availability of funds through the reallocment), complete Item 13 of the CFS-101, Part I and indicate the amounts the tribe is requesting for the applicable programs (see form instructions for more detail). The submission type “Reallocment” must be checked. (See Attachment B.)

Note: FFPSA made changes to the process for reallocation of funds under the Chafee and ETV programs. Before FFPSA, a state or tribe had to release funds during the first year of the two-year expenditure period for ACF to realloc funds. As amended by FFPSA, Chafee and ETV funds that remain unexpended at the end of the two-year expenditure period can also be reallocated to states and tribes (section 477(d) (5) of the Act). If ACF identifies

funds available following the close-out of a grant year, these funds will be added to any funds released by states or tribes for the current grant year and reallocated to states or tribes requesting funds through the process described above.

### **B. Revisions – Submitting a Revised Part I:**

- For any of the programs addressed, if the final allotment for the current year (FY 2019) exceeds the sum of the originally requested amount plus a request for reallocation, a “revised” CFS-101, Part I must be submitted to reflect the final higher amount of grant award. The revision is to be submitted on the Part I of the CFS-101 form that was issued in the FY 2019 APSR Program Instruction. Mark the submission type as “Revision” and save and name the file “tribe name FY 2019 Revision.”

### **3. FY 2020 Budget Request-CFS 101, Parts I and II (See Attachment B)**

To request funding for FY 2020, all parts of the CFS-101 (Parts I, II, and III) must be completed. The Part I accommodates both the request of funds for the upcoming fiscal year (FY 2020) and, as noted above, the adjustment of current year (FY 2019) funding. However, separate copies must be submitted for each purpose.

To request FY 2020 funds for title IV-B, subpart 1 (CWS), title IV-B, subpart 2 (PSSF), Chafee, and ETV funds, complete Part I of the CFS-101 workbook. Please use the FY 2018 allocation tables in Attachment A as the basis for FY 2020 budget requests. The CB recommends that tribes request the FY 2018 allotment amount plus up to 10% more in funding to eliminate the need to submit a revised CFS-101, Part I.

Complete Part II of the CFS-101 workbook to show how funds are planned to be spent in each program area by source. Also identify the estimated number of individuals and families to be served, and the geographic service area within which the services are to be provided. Demographic and geographic information is only required on the CFS- 101, Part II if the information is not provided in the APSR narrative.

If interested in applying directly to receive Chafee and/or ETV funds for the first time, please contact your CB Regional Office to obtain an estimate of the amount of funds that will be available to the tribe under these programs.

#### **4. FY 2017 Title IV-B Expenditure Report-CFS-101, Part III (See Attachment B)**

Complete Part III of the CFS-101 workbook to report the original planned spending and actual amount of FY 2017<sup>13</sup> funds expended in each program area of title IV-B funding by source. Identify the number of individuals and families served, and the geographic service area within which the services were provided.

The tribe must track and report annually its actual title IV-B expenditures, including administrative costs for the most recent preceding fiscal year funds for which a final Standard Form 425 (SF-425) Federal Financial Report has come due. The FY 2017 SF-425 was due on December 30, 2018. Therefore, tribes must now report FY 2017 information for the title IV-B programs on the form CFS-101, Part III. At tribal option, complete this form to show actual FY 2017 expenditures for the Chafee and ETV programs, as well, if the tribe received funding under those programs in FY 2017.

#### **5. Financial Status Reports (Standard Form 425 (SF-425))**

All grantees must report expenditures under title IV-B, subparts 1 and 2, Chafee and ETV on the SF-425 Federal Financial Report. The tribe must submit a separate SF-425 for each program and each fiscal year. A negative grant award will recoup unobligated and/or unliquidated funds reported on the final SF-425 for the title IV-B programs, Chafee and ETV programs. For awards issued for FY 2016 or later, tribes are required to submit an electronic SF-425 for the programs listed above through the Payment Management System (PMS). Therefore, the tribe should not submit paper copies of the report. For more information on gaining access to and using the PMS system, please contact the PMS Help Desk at 1- 877-614-5533.

The tables on the following pages list the expenditure periods and SF-425 submission requirements for each program addressed in this PI.

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<sup>13</sup> Federal funds for these programs are awarded on a yearly basis, but may be spent over a two-year period. The FY 2017 grant had an expenditure period from October 1, 2016 to September 30, 2018. Therefore, tribes must have obligated any fiscal year 2017 funds during that two-year period of time and subsequently report expenditures on the CFS-101 form, Part III.



**Financial Expenditure and Reporting Requirements:**

Note: All grant periods are for FY 2020 funding, unless otherwise indicated.

<b>Program Name:</b>	<b>Title IV-B, subpart 1</b>	<b>Title IV-B, subpart 2 – Promoting Safe and Stable Families (PSSF)</b>	<b>Chafee</b>	<b>Education and Training Vouchers (ETV)</b>	<b>Title IV-B, subpart 2 – Kinship Navigator (FY 2018 funding)</b>
<b>Spending Period:</b>	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)
<b>Obligate Funds By:</b> <b>Liquidate Funds By:</b>	September 30, 2021 December 30, 2021	September 30, 2021 December 30, 2021	September 30, 2021 December 30, 2021	September 30, 2021 December 30, 2021	September 30, 2019 December 30, 2019
<b>SF-425 Periodicity:</b>	Interim report at end of FY 2020  Comprehensive final report at end of FY 2021	Interim report at end of FY 2020  Comprehensive final report at end of FY 2021	Interim report at end of FY 2020  Comprehensive final report at end of FFY 2021	Interim report at end of FY 2020  Comprehensive final report at end of FFY 2021	Interim report was due by December 30, 2018.  Comprehensive final report at end of FY 2019
<b>SF-425 Due Date:</b>	90 days after FY end (December 30)	90 days after FY end (December 30)	90 days after FY end (December 30)	90 days after FY end (December 30)	90 days after FY end (December 30)
<b>Required Match:</b>  <b>Reported:</b>	25% - must be met with submission of the final financial report  On interim and final reports	25% - must be met with submission of the final financial report  On interim and final reports	20% - must be met with submission of final financial report  On interim and final reports	20% - must be met with submission of final financial report  On interim and final reports	No match required  N/A

Program Name:	Title IV-B, subpart 1	Title IV-B, subpart 2 – Promoting Safe and Stable Families (PSSF)	Chafee	Education and Training Vouchers (ETV)	Title IV-B, subpart 2 – Kinship Navigator (FY 2018 funding)
<b>Additional Information:</b>		The tribe may expend discretionary and mandatory funds under PSSF for the same purposes. The tribe does not have to report expenditures for each fund type separately. Grantees should report cumulative amounts. ACF will recoup any amounts reported as unobligated from the discretionary funds on the final financial report.	At the end of the two-year grant cycle, any unexpended funds will be redistributed to states or tribes requesting reallocations, per FFPSA.	At the end of the two-year grant cycle, any unexpended funds will be redistributed to states or tribes requesting reallocations, per FFPSA.	The SF-425 report for Kinship Navigator is a separate report from the SF-425 reports for PSSF.

**Section I. Submittals**

ACF requests that grantees submit plans and applications electronically to the ROs in the format of a Word document or as a PDF created in Word and saved as a PDF (no scanned documents). Clearly indicate the name of the tribe and content of each document submitted.

**By June 30, 2019:**

- Submit the Final Report for FY 2015-2019 and the CFSP for FY 2020-2024 CFSP as two separate electronic documents.
- Submit the CFS-101s provided as an attachment (Attachment B) to this PI. The correct forms are labeled ‘2020 APSR’ in the lower right corner of the form.

Submit as a **PDF file or files:**

- CFS-101, Part I for FY 2020 (**signed by appropriate official, titled and dated**);

- CFS-101, Part II for FY 2020 with planned expenditures for the use of FY 2020 funds and information on population, geographic area and numbers of families to be served; and
- CFS-101, Part III (**signed by appropriate official, titled and dated**) with estimated and actual expenditures of FY 2017 grants for the title IV-B, and, if applicable, the Chafee and ETV programs.

Save the PDF file named: “Tribe/Tribal Organization name FY 20 CFS-101s”, so that the name of the tribe or tribal organization submitting the file is clearly identified.

If a tribe wishes to modify its previously approved funding request for the FY 2019 grants, either by releasing funds for reallocation or by requesting more funds than originally requested and approved, then the tribe must do so on a separate FY 2020 CFS-101 Part I, saved and submitted as a separate PDF file. Refer to Section H of this PI for instruction.

The RO will review the application and contact the tribe with any questions or to request revisions, if needed. Once the RO has completed its review, it will forward a copy of the approved plans and CFS-101(s) to CB’s Central Office for final approval.

- If a tribe wishes to submit an updated population count, submit the Certification of Tribal Population Count under Age 21, if applicable, (see section E) as a separate PDF document (**signed by appropriate official, titled and dated**);
- Submit the information regarding the number of youth receiving ETV vouchers, if applicable, as a separate document.
- Submit a copy of the following assurances and certifications necessary for plan approval for each program for which the tribe is applying. The required assurance and certifications found at Attachment C of this PI include:
  - Title IV-B, subpart 1;
  - Title IV-B, subpart;
  - Chafee; and
  - ETV.
- Submit any other documents in a format that the tribe wishes to use. Any other document not listed above can be combined into a single pdf document if the tribe wishes.

It is important that CFSP submissions address all requirements outlined in this PI. Missing or incomplete information will result in the withholding of funds for the program(s) affected until such time as the information is complete and approval can be granted by CB. Requests for assistance or questions encountered in preparing any of the documents should be directed to the appropriate CB RO.

**Paperwork Reduction Act:**

Under the Paperwork Reduction Act of 1995 (P.L. 104-13), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The Control Number for this OMB approved information collection is 0970-0426, approved through January 31, 2021.

**Inquiries To:** CB Regional Program Managers

/s/

Jerry Milner  
Acting Commissioner  
Administration on Children, Youth and  
Families

**Attachments**

Attachment A:

Fiscal Year 2018 Allotment Title IV-B Subpart 1 Stephanie Tubbs Jones Child Welfare Services

Fiscal Year 2018 Allotment Title IV-B Subpart 2 Promoting Safe and Stable Families

Fiscal Year 2018 Allotment for Chafee Foster Care Program for Successful Transition to Adulthood

Fiscal Year 2018 Allotment for Education and Training Vouchers

Attachment B:

CFS-101 Instructions, Part I, II, and III

Introduction

Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, Chafee, and ETV Instructions

Part II: Annual Estimated Expenditure Summary of Child and Family Services Instructions

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

CFS-101 Forms, Parts I, II and III Excel Workbook

CFS-101 Forms Part I

CFS-101 Forms Part II

CFS-101 Forms Part III

Attachment C:

Assurances and Certifications

Title IV-B, subpart 1

Title IV-B, subpart 2

Chafee

ETV

Attachment D:

CB Regional Program Managers

Attachment E:

Notification of Adoption Savings Calculation Method

Attachment F:

Annual Reporting of Education and Training Vouchers Awarded

Attachment G:

Certification of Tribal Population Under Age 21

Attachment H:

Tribal CFSP (Optional) Template for FYs 2020-2024

Attachment I:

Tribal Training Plan (Optional) Template