

## **Instructions for Completing the CFS-101 Forms**

### **Introduction**

The CFS-101 is a set of financial forms required by State Agencies, Territories, Insular Areas (States), Indian Tribes, Indian Tribal Organizations, or Indian Tribal Consortia (Tribes) to apply for and receive funding under title IV-B, subparts 1 and 2 of the Social Security Act, the Child Abuse Prevention and Treatment Act (CAPTA) State Grant, and the John H. Chafee Foster Care Program for Successful Transition to Adulthood (Chafee) and the Education and Training Voucher (ETV) Program.

The set of CFS-101 forms has three parts:

- Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA State Grant, Chafee and ETV;
- Part II: Annual Estimated Expenditure Summary of Child and Family Services; and
- Part III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee and ETV

Periodically, the Children's Bureau makes updates to the forms and instructions and it is important for grantees to use the version provided with the most recent Program Instruction for the Child and Family Services Plan (CFSP) or Annual Progress and Services Report (APSR). The Children's Bureau made a number of minor changes to the forms in 2018, outlined below. The changes do not alter or expand the information being requested; rather they are intended to assist grantees in submitting complete and consistent reports.

#### *Recent Changes to the CFS-101s:*

- For all forms, the cells have been locked to allow only whole numbers to be entered.
- Part I
  - The Part I was reformatted. Requests for all of the formula grant programs addressed in the CFSP/APSR are now grouped in the top section of the form and the request for reallocations are grouped in the lower section of the form.
  - The reallocation section is now specific to adjustments to the current year's allotments and the reallocation process has changed. States and tribes can now assess their expenditures mid-year and determine whether funds will not be fully utilized, or identify if additional funds are desired and make this request to the Children's Bureau Regional Offices by June 30.
  - A cell was added to enter the DUNS number.
  - A new submission type of "Reallocation" was added.
  - The request for title IV-B, Subpart 2, Promoting Safe and Stable Families (PSSF) was modified to include an automatic calculation of the percentage of funds to be expended in each area of PSSF.
  - Error messages were added to indicate when administrative costs and the room and board for Chafee exceed the maximum amount allowable.
  - A formula was entered on line 7g to sum lines 7a-f showing the breakout of planned PSSF expenditures.

## CFS-101 Instructions

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

Attachment B  
OMB Approval #0970-0426  
Approved through January 31, 2021

- Part II
  - The estimated expenditures in each of the service areas for PSSF are now autofilled from the Part I. The formula can be overwritten by entering an amount into the cell. Overwriting is appropriate only if some of the funds for the service area are being allocated to one of the training categories (lines 13, 14, and 16) or to caseworker retention (line 17).
- Part III
  - An “autofill” function was added to Part III to insert the address, EIN and DUNS once entered on Part I.
  - Row 7 for total PSSF funds is a manually filled cell. This allows the tribes to enter their request/expenditures on line 7 without entering the breakout of the funds.
  - A formula was entered on line 7g to sum lines 7a-f.
  - Warnings were added to indicate when the amounts entered for administrative costs and the room and board for Chafee exceed the maximum amount allowable.

When completing the CFS-101 reports, it is important to recognize that Part I and Part II are connected. On Part I, the funding requests are made for each program; Part II provides more detail on how those funds and other funds are planned to be spent for child protective and child welfare services. Finally, Part III compares grant expenditures for the most recently ended grant award year to the originally planned spending previously provided for that grant year.

### Data Entry Notes:

- If formulas are entered or used to distribute funds for any grant, please show only the final values in the worksheets, not the formulas.
- Break all links/references to other worksheets or workbooks.
- Do not round to the \$ thousands or \$ millions on any of the forms.

When finished, save the PDF file (and Excel workbook for states) named: “State/Tribe name FY 20 CFS-101s” so that the name of the state or tribe submitting the file is clearly identified.

*Note: While the information on the programs are consolidated into one Child and Family Services Plan (CFSP), eligibility and expenditure reports for the individual programs are separate. Funding will not be delayed for one program due to potential eligibility issues in another program.*

## CFS-101 Instructions

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

Attachment B  
OMB Approval #0970-0426  
Approved through January 31, 2021

### CFS-101, Part I Instructions: Annual Budget Request for Funds under Title IV-B, Subparts 1 & 2, CAPTA State Grant, Chafee, and ETV

1. **Name of State or Indian Tribal Organization and agency:** Enter the name of the State or Indian Tribal Organization (Tribe) and agency (Department or Division) in cell A4 of the Excel worksheet.
2. **Address:** Enter the address of the state or tribal agency in the cells below the “address” line. This should be the address to which the grant award notices may be sent.
  - a) Enter the **email address** to which grant award notices may be sent.
3. **EIN:** Enter the Employer Identification Number (EIN).
4. **DUNS:** Enter the Dun and Bradstreet Number (DUNS) assigned to your organization. Information on how to obtain a DUNS is available on the [grants.gov](https://www.grants.gov) website. A DUNS number is required to register with the US Federal government for contracts or grants.
5. **Submission Type:** Indicate the applicable submission type.
  - NEW submission for the upcoming fiscal year. A submission is “NEW” until signed by the Children’s Bureau Central Office Official;
  - Request for REALLOTMENT for current year; or
  - REVISION of the budget request.
    - This submission type is only used to revise a previously approved CFS-101 to address a funding allotment in excess of either the initial request or sum of initial request and request for additional funds.

When submitting a revision, enter amounts for only the grants where the final allotment exceeds the initial request or sum of the initial request and request for additional funds (via reallocation) for the current year. There is no need to complete the form for all grants, unless they meet the requirement for a revised request.

Revisions should be submitted on the CFS-101 form for the particular year that the revised request is being made (i.e. A revision for FY 2019 is submitted on the Part I of the CFS-101 form that was issued in the [FY 2019 APSR Program Instruction](#)).

**Requests for Funding Section:**

*Enter all funding requests as whole dollars, without formulas or links to other worksheets.*

RECOMMENDATION: Historically the Children’s Bureau has recommended that the previous federal fiscal year’s (FY) allotment, as provided in the annual Program Instruction on the APSR or CFSP, be used as the estimated amount for the state’s/tribe’s request.<sup>1</sup> The Children’s Bureau encourages states and tribes to request up to 10% more than the previous fiscal year’s allotment. As the statistics used in the formulas to allot funds may fluctuate from year-to-year, requesting a higher amount initially may prevent the need to submit a revised CFS-101 Part I.

**6. Total title IV-B, subpart 1 funds:** Enter the amount of title IV-B, subpart 1 federal funds that the state or tribe requests for the Stephanie Tubbs Jones Child Welfare Services (CWS) Program. A 25% match is required, which must be reflected on the SF-425 report.

a) Enter the estimated amount of title IV-B, subpart 1 CWS funds to be spent on administration. This cannot exceed 10% of the total title IV-B, subpart 1 allotment request entered on line 6). A warning will display if the amount entered is greater than 10% of the requested amount. The amount reported in 6a is a subset of line 6.

**7. Total title IV-B, subpart 2 (PSSF) funds:** *For TRIBES only:* Enter the total amount of funds for title IV-B, subpart 2 that the tribe requests for the Promoting Safe and Stable Families Program. (States do not complete line 7, but must complete lines 7a – f.)

Tribes are not required to provide the breakout for the use of funds on Part I, but may opt to complete lines 7a-f to identify planned expenditures by service category. Tribes should select the option of completing *either* line 7 only, *or* lines 7a-f, which will then prompt the total to display on line 7g. Note that the ‘total’ lines, line 7 and 7g are not connected in any way.

**7a-f. Breakout of title IV-B, subpart 2 (PSSF) funds:** States must complete lines 7a–f, column F. Line 7g sums the amounts in lines 7a–f to become the state’s total request for PSSF. Enter the amount of PSSF funds that will be expended in each category. The percentage of funds for each service category will automatically calculate. If less than 20% of the total (line 7g) is expected to be spent in any of the four service areas (7a – d), a strong rationale must be provided in the CFSP/APSR narrative. A 25% match is required, which must be reflected on the SF-425 report.

---

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

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

**CFS-101 Instructions**

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

Attachment B  
OMB Approval #0970-0426  
Approved through January 31, 2021

Enter the estimated amount of PSSF funds to be spent in the following categories:

- a) Family Preservation Services;
- b) Family Support Service;
- c) Family Reunification Services;
- d) Adoption Promotion and Support Services;
- e) Other Service Related Activities (e.g. planning); and
- f) Administration. States are limited to a maximum of 10% of their PSSF request for administrative costs. A warning will display if the amount entered is greater than 10% of the requested amount.

**8. Monthly Caseworker Visit title IV-B, subpart 2 funds** *(applies to STATES only):*

Enter the amount of title IV-B, subpart 2 Monthly Caseworker Visit (MCV) funds the state requests.

- a) Enter the estimated amount of funds to be spent on administration. This cannot exceed 10% of the total MCV request entered on line 8a. A warning will display if the amount entered is greater than 10% of the requested amount. The amount reported in 8a is a subset of line 8.

**9. Child Abuse Prevention and Treatment Act (CAPTA)** *(applies to STATES only):*

Enter the amount of CAPTA State Grant funds requested.

**10. Title IV-E John H. Chafee Foster Care Program for Successful Transition to Adulthood (Chafee) funds:** Enter the amount of Chafee funds that the state or tribe requests.

- a) *At state or tribe option,* indicate the estimated amount of the funds to be spent for room and board for eligible youth. This cannot exceed 30% of total Chafee request entered on line 10a. A warning will display if the amount entered is greater than 30% of the requested amount. The amount reported in 10a is a subset of line 10.

**11. Title IV-E Funds Allotted under Section 477 for the Education and Training**

**Vouchers (ETV) Program:** Enter the amount of ETV funds that the state or tribe requests.

## CFS-101 Instructions

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

Attachment B  
OMB Approval #0970-0426  
Approved through January 31, 2021

### **Reallotment Request Section:**

*The section for reallotments now pertains to the **current** fiscal year, **not the future year** for which funds are being requested. This section should be blank on the request for future year funding.*

As funds are available, the Administration for Children and Families (ACF) is able to reallot unneeded portions of state and tribal allotments of title IV-B funds and Chafee funds to other states and eligible tribes so that the total appropriation remains available for program purposes. In order for a state or tribe to be awarded a portion of these funds, or for funds to be released, ACF must have a reallotment request for the current year on file.

This reallotment section was reformatted so that the identification of funds not needed and requests for additional grant funds are aggregated into one section of the Part I. Additionally, the identification of funds that will not be utilized and requests for additional funds will now occur mid-year of the current fiscal year and may be submitted as a stand-alone document independently of the CFSR/APSR. These requests will be sent immediately to Children's Bureau (CB) Central Office (CO) for the Office of Grants Management to process so that any available appropriated funds may be reallotted timely.

When submitting a request for reallotment, complete a separate CFS-101 Part I with a submission type of "reallotment" checked. Fill in items 1-5 and the applicable cells in items 12 and/or 13, then have it signed, titled and dated by the authorized agency official. Submit it as a separate file named: "State/tribal organization name FY 19 Reallotment" with the name of the state or tribe submitting the file clearly identified. This will ensure a timely review and submission of the request to the CB CO.

A reallotment request may be submitted to the RO at any time prior to or on June 30<sup>th</sup>, independent of the CFSP/APSR submission.

**12. Identification of Surplus Funds for Reallotment:** In the appropriate cell, enter the amount of federal CWS, PSSF, MCV, Chafee, and/or ETV funds that the state or tribe will **not** utilize.

**13. Request for additional funds from Reallotment:** In the appropriate cell, enter the amount of additional federal CWS, PSSF and/or MCV, Chafee and/or ETV funds that the state or tribe is requesting, should additional funds become available. *Note: In requesting additional funds, states and tribes should remember that 25% state or tribal non-federal match will be required for the additional funds received under CWS, PSSF and MCV; a 20% state or tribe non-federal match will be required for the additional funds received under Chafee and ETV.*

**14. Certification:** This report must be signed, titled, and dated in the spaces provided. The signature and title of the official of the state agency, or Indian Tribal Organization, with authority to administer or supervise the administration of title IV-B, subparts 1 and 2 programs, Chafee and ETV programs, and, for states only, the CAPTA program is required. By signing this form the state/tribal official assures that the state/tribe will meet all applicable match requirements.

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

**Important Note on Completing the CFS-101, Part II Form:** This form has been designed to ensure compliance with Federal requirements to make electronic information posted on websites accessible to people with disabilities. The form includes cells in columns (A) through (H) that have been prepopulated with a dash (-). To report data in these columns, replace the dash (-) with the appropriate numeric dollar amount. A zero (0) entered will revert to a dash (-). Columns (I) through (L) have also been prepopulated with a dash (-). To report data for the cells in these columns, type over the dash (-) with the applicable information. If no information is being reported in a cell, the cell should not be changed in any way.

This form details the state or tribal agency's estimated (planned) expenditures on Child and Family Services programs, including the title IV-B programs, the Child Abuse Treatment and Prevention Act (CAPTA) State grant, the John H. Chafee Foster Care Program for Successful Transition to Adulthood (Chafee) and Education and Training Vouchers (ETV) program for the next federal fiscal year. This information is an integral part of the Child and Family Services Plan and should be discussed *together* by the Children's Bureau Regional Office, State Agency Representatives, and Tribes as part of joint planning. States and tribes should list estimated expenditures and other information in the category that best fits their programs.

- **Name of State or Indian Tribal Organization:** No entry is needed. This field autofills from the CFS-101, Part I. Please verify that the entry is correct.

**Services/Activities:**

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

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

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

- Service programs designed to help children, where safe and appropriate, return to families from which they have been removed; or be placed for adoption, with a legal guardian, or, if adoption or legal guardianship is determined not to be safe and appropriate for a child, in some other planned, permanent living arrangement;

## **CFS-101 Instructions**

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

Attachment B  
OMB Approval #0970-0426  
Approved through January 31, 2021

- Pre-placement preventive services programs, such as intensive family preservation programs, designed to help children at risk of foster care placement remain safely with their families;
- Service programs designed to provide follow-up care to families to whom a child has been returned after a foster care placement;
- Respite care of children to provide temporary relief for parents and other caregivers (including foster parents);
- Services designed to improve parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health, and nutrition;
- Infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to a state law; and
- Case management services designed to stabilize families in crisis such as transportation, assistance with housing and utility payments, and access to adequate health care.

### **3. Prevention and Support Services (Family Support):** Community-based services which:

- Promote the safety and well-being of children and families;
- Increase the strength and stability of families (including adoptive, foster, and extended families);
- Support and retain foster families so they can provide quality family-based settings for children in foster care;
- Increase parents' confidence and competence in their parenting abilities;
- Afford children a safe, stable, and supportive family environment;
- Strengthen parental relationships and promote healthy marriages; and
- Enhance child development, including through mentoring.

These services may include respite care for parents and other caregivers; early developmental screening of children to assess the needs of these children and assistance in obtaining specific services to meet their needs; mentoring, tutoring, and health education for youth; a range of center-based activities (informal interactions in drop-in



centers, parent support groups); services designed to increase parenting skills; and counseling and home visiting activities.

**4. Family Reunification Services:** Services and activities that are provided to a child who is removed from the child's home and placed in a foster family home or a child care institution or a child who has been returned home and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately within a timely fashion and to ensure the strength and stability of the reunification. In the case of a child who has been returned home, the service and activities shall only be provided during the 15-month period that begins on the date that the child returns home. The services and activities that may be provided are the following:

- Individual, group, and family counseling;
- Inpatient; residential, or outpatient substance abuse treatment services;
- Mental health services;
- Assistance to address domestic violence;
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries;
- Peer-to-peer mentoring and support groups for parents and primary caregivers;
- Services and activities designed to facilitate access to and visitation of children by parents and siblings; and
- Transportation to or from any of the services and activities described above.

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

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

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

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

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

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

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

**10. Independent Living Services:** Services designed to help youth who experienced foster care at age 14 or older, youth expected to remain in foster care until the age of 18, youth who after age 16 leave foster care for kinship guardianship or adoption, and former foster care recipients between 18 and 21 years of age (or 23 years of age, as applicable), make the transition to self-sufficiency. Services may include: education, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities.

States and tribes are allowed to expend up to 30 percent of their allotments under the Chafee Program for room and board (including rental deposits, utilities and other expenses that may be included with rent) for children who have left foster care because they have attained 18 years of age, and who have not yet attained 21 years of age (or 23 years of age, as applicable).

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

**12. Administrative Costs:** Identifies the amount of funds the state or tribe plans to utilize for administrative costs. No entry is needed. The amounts for title IV-B, subparts 1 and 2, and MCV will autofill from the entries on Part I.

- For states and tribes, administrative costs under title IV-B, subpart 1 may not be more than ten percent of title IV-B, subpart 1 expenditures. Allowable costs for title IV-B, subpart 1 may include procurement, payroll processing, personnel functions, management,

**CFS-101 Instructions**

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

Attachment B  
OMB Approval #0970-0426  
Approved through January 31, 2021

maintenance and operation of space and property, data processing and computer services, accounting, budgeting, auditing, and travel expenses. Applicable costs exclude administrative costs related to the provision of services by caseworkers or the oversight of programs funded under Title IV-B, subpart 1 (Section 422(c)(1) of the Act).

- *For states only*, administrative costs under title IV-B, subpart 2 (including Monthly Caseworker Visit grants) cannot be more than ten percent of title IV-B, subpart 2 expenditures. Allowable costs for title IV-B, subpart 2 may include, but are not limited to procurement, payroll processing, personnel functions, management, maintenance and operation of space and property, data processing and computer services, accounting, budgeting, and auditing. Allowable costs may also include indirect costs allocable in accordance with the agency's approved cost allocation plan (45 CFR 1357.32(h)).

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

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

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

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

**17. Caseworker Retention, Recruitment & Training:** Includes costs related to supporting monthly caseworker visits with children who are in foster care under the responsibility of the state, with an emphasis on improving caseworker decision making on the safety, permanency, and well-being of foster children and on activities designed to improve retention, recruitment, and training of caseworkers.

**18. Total:** No entry is needed. A formula has been entered to display the total amount of funds estimated for the year (equal to the sum of lines 1 through 17) for each grant.

**19. Check Totals from Part I:** No entry is needed. The requested amount for each grant from the CFS-101, Part I will autofill in the respective columns.

## CFS-101 Instructions

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

Attachment B  
OMB Approval #0970-0426  
Approved through January 31, 2021

**20. Difference:** No entry is needed. The field displays the difference of line 19 (requested amount on Part I) minus line 18 (total of lines on Part II) for each grant. If there is a number other than \$0 on this line for any column, this means that the planned breakout of how funds are to be spent is either greater or less than the total requested for that program. Reduce or increase the amounts within the column accordingly to assure that the difference is \$0 prior to submitting the CFS 101s to the Children's Bureau.

**21. Population Data:** Indicate where the population data can be found, in columns I, J, K, and L on the Part II or in the CFSP/APSR narrative. This information is required for all CFSP/APSR submissions.

### Estimated Expenditures:

**Columns A-G.** For each Federal program indicated in columns (A) through (G) from which the state or tribe requests funding, enter the amount estimated to be spent for each service/activity. The amounts for any of the spending areas on the Part II for PSSF cannot exceed the amount of the request on the Part I. *Note: Column (G) [Title IV-E] refers to the title IV-E Foster Care, Adoption Assistance and Guardianship Assistance programs.*

*Note: Distribution of PSSF funds in column B on Part II autofills from the CFS-101, Part I. These formulas may be overwritten by entering in a different amount in the specific cell. This should only occur if some of the service/activity funds are being distributed to the training cells (B13, B14, and B16) or cell B17 for Caseworker Retention, Recruitment, and Training. The amounts in items B2-B6 should not exceed the amounts on Part I for items 7a-f.*

Reminders for Columns A-G:

- Hardcode all numbers entered (no formulas).
- Break all links and references to other worksheets or workbooks.
- Do not round to the \$ thousands or \$ millions.
- If there is an amount other than "\$0" in the "difference" row (line 20), the estimated expenditures in the service/activities must be adjusted.

**Column H. State, Local, and Donated Funds:** Enter the estimated amount of state, local, and donated funds to be expended, even if they are not used to match Federal funds. Tribal funds are considered "local" for purposes of the Part II and should be entered in this column. Amounts entered in this column are to reflect overall programmatic support of the child welfare program, and not only the required non-federal match.

*The following information must be provided in the CFSP/APSR and may be provided on the CFS-101 Part II or in the narrative of the CFSP/APSR. Mark the appropriate box for Item 21, Population Data, to indicate where this information can be found.*

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

**CFS-101 Instructions**

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

Attachment B  
OMB Approval #0970-0426  
Approved through January 31, 2021

**Column K. Population to be Served:** Indicate the population that has been targeted for the designated services. Targeting may include a range of vulnerable populations such as:

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

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

## CFS-101 Instructions

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

Attachment B  
OMB Approval #0970-0426  
Approved through January 31, 2021

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

The CFS-101, Part III report captures information on the estimated and actual expenditures for the most recently closed grant award year. Federal funds for the programs identified above are awarded to states or tribes on a yearly basis, but may be spent over a two-year period ending on September 30 of the year following the fiscal year for which they were awarded. For the CFS-101 reports submitted with the FY 2020 APSR, the reporting year is the FY 2017 grant allocation which had an expenditure period from October 1, 2016 to September 30, 2018. Therefore, any fiscal year 2017 funds must have been obligated during that two-year period of time and subsequently reported on this form.

**Important Note on Completing the CFS-101, Part III Form:** This form has been designed to ensure compliance with Federal requirements to make electronic information posted on websites accessible to people with disabilities. The form includes cells in columns (A) through (H) that have been prepopulated with a dash (-). To report data in these columns, replace the dash (-) with the appropriate numeric dollar amount. A zero (0) entered will revert to a dash (-). Columns (I) through (L) have also been prepopulated with a dash (-). To report data for the cells in these columns, type over the dash (-) with the applicable information. If no information is being reported in a cell, the cell should not be changed in any way.

Reminders on completing the CFS-101, Part III:

- Hardcode all numbers entered (no formulas).
- Break all links and references to other worksheets or workbooks.
- Do not round to the \$ thousands or \$ millions.
- Amounts for the "estimate" (original planned spending) column can be found in the previously approved CFS 101, Part I for the fiscal year being reported on.

- 1. Name of State or Indian Tribal Organization:** No entry is needed. This field automatically fills from the CFS-101, Part I entry. Verify the entry is correct.
- 2. Address:** No entry is needed. This field automatically fills from the CFS-101, Part I.
- 3. EIN:** No entry is needed. This field automatically fills from the CFS-101, Part I. Verify the EIN is correct.
- 4. DUNS:** No entry is needed. This field automatically fills from the CFS-101, Part I. Verify the DUNS is correct.
- 5. Submission Type:** Indicate if this is a new or revised expenditure report. A submission is "NEW" until signed by the Children's Bureau Central Office Official.

**CFS-101 Instructions**

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

Attachment B  
OMB Approval #0970-0426  
Approved through January 31, 2021

**Columns A and B. Expenditure Information:** Enter the amount of:

- Original planned spending (Column A) requested for the reporting year. These amounts can be found on the CFS-101 Part I for the reporting year (copy signed by the CB); and
- Actual (Column B) expenditures for each of the programs for the reporting year.

**6. Total title IV-B, subpart 1 funds:** Enter the original planned and actual expenditures of title IV-B, subpart 1 Federal funds for the designated fiscal year for Child Welfare Services. The required 25% match should not be reflected on this form.

a) Enter the original planned and actual expenditures of title IV-B, subpart 1 funds for administration. This cannot exceed 10% of the title IV-B, subpart 1 total expenditures. A warning will display if the amount entered is greater than 10% of the requested/total expended amount. The amount reported in 6a is a subset of line 6.

**7. Total title IV-B, subpart 2 (PSSF) funds:** *For TRIBES only:* If PSSF funding was received for the reporting year, amounts should be entered in line 7. (States do not complete line 7, but must complete lines 7a – f.)

Tribes are not required to provide the breakout for the use of funds, but may opt to complete lines 7a-f. Tribes should select the option of completing either a) line 7 only, or b) lines 7a-f. Note that the ‘total’ lines, line 7 and 7g, are not connected in any way.

**7a-f. Breakout of title IV-B, subpart 2 (PSSF) funds:** States must complete lines 7a–f. Completion of lines 7a-f is optional for tribes. The required 25% match should not be reflected on this form.

Note that these funds may be spent over a two-year period ending on September 30 of the federal fiscal year following the year for which they were awarded. For the designated year, enter in the original planned spending and actual expenditures for:

- a) Family Preservation Services;
- b) Family Support Services;
- c) Time-Limited Family Reunification Services;
- d) Adoption Promotion and Support Services;
- e) Other service related activities (e.g. planning); and
- f) Administrative costs. States’ administrative costs cannot exceed 10% of the total Federal expenditures for title IV-B, subpart 2. (*This limitation does not apply to tribes.*) A warning will display if the amount entered is greater than 10% of the requested/total expended amount.

**CFS-101 Instructions**

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

Attachment B  
OMB Approval #0970-0426  
Approved through January 31, 2021

**8. Total title IV-B subpart 2, Monthly Caseworker Visit (MCV) funds (States only):**

Enter the original planned and actual expenditures allotted for the designated fiscal year.

a) Enter the original planned and actual administrative expenditures for Monthly Caseworker Visit funds allotted (*States only*). Administrative costs cannot exceed 10% of the total expenditures for MCV. A warning will display if the amount entered is greater than 10% of the requested/total expended amount. The amount reported in 8a is a subset of line 8.

**9. Chafee Foster Care Independence Program (CFCIP) funds:** *At state/tribe option*, enter the original planned and actual expenditures of CFCIP funds allotted for independent living activities for the designated fiscal year. The required 20% match should not be reflected on this form.

a) Enter the original planned and actual expenditures for room and board for eligible youth. This cannot to exceed 30% of CFCIP funds. A warning will display if the amount entered is greater than 30% of the requested/total expended amount. The amount reported in 9a is a subset of line 9.

**10. Education and Training Vouchers (ETV) Program:** *At state/tribe option*, enter the original planned and actual expenditures of Education and Training Voucher funds allotted for the designated fiscal year. The required 20% match should not be reflected on this form.

**Columns C-F. Population and Geographic Data:** For each Federal program listed in rows 6-10, as applicable, indicate as accurately as possible, the number of individuals and the number of families served<sup>2</sup>, the population served<sup>3</sup>, and the geographic area where services were provided<sup>4</sup>. This information is must be reported on the CFS-101 Part III per section 432(a)(8)(B) of the Social Security Act for both title IV-B, subpart 1 and title IV-B, subpart 2.

**11. Certification:** This report must be signed, dated and titled in the spaces provided. The signature and title of the official of the state agency or Indian tribal organization with authority to administer or supervise the administration of title IV-B, subparts 1 and 2 programs, CFCIP and ETV, and, for states only, MCV programs, must be included.

By signing this form the state/tribal official certifies that all figures provided on this form are accurate.

---

<sup>2</sup> Report, as accurately as possible, the number of clients served per service/activity for the amount of funds expended. Indicate the number of individuals **and** the number of families served as labeled in the column.

<sup>3</sup> Indicate the population that has received the designated services. This may include a range of vulnerable populations such as children at imminent risk of placement, all children in foster care, families with children returning home following placement, all eligible children, eligible children under 21 years, or eligible children requiring treatment, families with a child abuse or neglect investigation, children in contracted care, and/or families in crisis.

<sup>4</sup> Indicate the number **and** type of areas identified within the State where services are to be provided for each program. Areas may include specific regions, counties, cities, reservations, communities, census tracts, or neighborhoods.



**CFS-101 Instructions**

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

Attachment B  
OMB Approval #0970-0426  
Approved through January 31, 2021

**Save the PDF file (and Excel workbook for states) named: “State/Tribe name FY 20 CFS-101s”** so that the name of the state or tribe submitting the file is clearly identified.