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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, 2020 submission of: (1) the first Annual Progress and Services Report (APSR) required under Title IV-B of the Act for the Stephanie Tubbs Jones Child Welfare Services (CWS) and the MaryLee Allen Promoting Safe and Stable Families (PSSF)¹; and the Chafee Foster Care Program for Successful Transition to Adulthood (Chafee) and the Education and Training Vouchers (ETV) Program; and (2) 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, as applicable.

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 (FFPSA) within Division E, Title VII of the Bipartisan Budget Act of 2018 (P.L. 115-123); Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2019, Division B of Public Law (P.L.) 115-245; the Consolidated Appropriations Act of 2018; and the Further Consolidated Appropriations Act, 2020 (P.L. 116-94).

¹ The Family First Transition Act, enacted as part of the Further Consolidated Appropriations Act, 2020, renamed the Promoting Safe and Stable Families in honor of child advocate MaryLee Allen who died in June 2019.

PURPOSE: This Program Instruction (PI) provides guidance to Indian Tribes, Indian Tribal Organizations and Indian Tribal Consortia (hereafter “tribes,” unless otherwise noted) on actions they are required to take to receive their allotments for Federal Fiscal Year (FY)² 2021 (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 APSR for FY 2021 and the CFS-101, Parts I, II, and III.

ACYF-CB-PI-20-02 addresses requirements 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 G for more information).

INFORMATION: Organization of the Program Instruction

- Section A. The Children’s Bureau Focus on Strengthening Families Through Primary Prevention of Child Maltreatment While Securing Permanency for All Children and Youth
- Section B. Overview of the Child and Family Services Plan (CFSP) and Annual Progress and Services Report (APSR)
- Section C. Instructions for the APSR for FY 2021 (for all Tribes applying for title IV-B funding)
- Section D. Additional APSR Requirements for Tribes Applying for Chafee and/or ETV funding
- Section E. Additional APSR Requirements for Tribal Title IV-E Agencies
 - Title IV-E Training Plan
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 - Adoption Savings
- Section F. Financial Information
- Section G. Submittals
- Attachments

Section A. The Children’s Bureau Focus on Strengthening Families Through Primary Prevention of Child Maltreatment While Securing Permanency for All Children and Youth

The Children’s Bureau (CB) has made a call to action to the child welfare field to implement primary prevention strategies. By focusing on primary prevention, we can strengthen families before maltreatment has occurred and prevent the unnecessary removal of children from their homes and communities.³ At the same time, CB recognizes that when foster care is necessary,

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

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

it can be dramatically improved to focus on achieving timely permanency for all children and youth, whether through reunification, guardianship or adoption, including customary adoption.

In order to support this vision, CB is promoting:

- **Primary Prevention**

Primary prevention programs and strategies are efforts directed toward the whole community which are designed to prevent abuse and neglect from occurring for the first time in a family. The CB has been focused on safe prevention strategies that strengthen families so that children do not unnecessarily enter foster care. The vision of primary prevention is one where we work together with the courts and other appropriate public and private agencies and partners to plan, implement and maintain integrated primary prevention networks and approaches to strengthen families, and prevent maltreatment before it causes trauma to children and results in entry into the foster care system. Coordinated and robust primary prevention efforts are critically important to strengthen families, prevent the initial occurrence of and ongoing maltreatment, prevent unnecessary family disruption, reduce family and child trauma, interrupt intergenerational cycles of maltreatment, and build a well-functioning child welfare system.

- **Child Welfare Practice that Supports the Well-Being of Children, Families, and Communities**

At the core of child welfare's work is the establishment of practice that supports the positioning of the well-being of children, families, and communities 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, families, and communities. 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 resources 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. Because of the link between poverty and child abuse and neglect, it is important that child welfare agencies work to develop consensus with key stakeholders around shared goals and strategies to achieve positive outcomes for families and children by encouraging them to participate in services early, before economic factors or other stressors cause a crisis.

- **Foster Care as a Support to Families, Not a Substitute for Parents**

While the movement towards primary prevention has the potential to dramatically reduce 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 safely 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 family 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.

- **Focus on Achieving Permanency**

Despite prevention and restorative efforts, some children are not be able to remain safely with their parents. For those children, we must provide them with the love and care that comes from a permanent and safe family, whether that is achieved through placement with kin, guardianship or adoption, including customary adoption. When we strengthen our efforts to find relatives and support all caregivers, they become better prepared to provide a long-term family, if needed.

- **A Strong, Healthy Child Welfare Workforce to Achieve Better Outcomes**

All elements of achieving the vision of child welfare 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. 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 with helping professionals.

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.

- **High Quality Legal Representation at All Stages of Child Welfare Proceedings**

High quality legal representation is a powerful tool to help ensure that reasonable efforts⁴ are made and that the voices of parents, children and youth are heard. High quality legal representation requires attorneys to work with parents and youth to identify

⁴ “Reasonable efforts” are a title IV-E agency requirement to obtain a judicial determination that the child welfare agency has made efforts (1) to maintain the family unit and prevent the unnecessary removal of a child from the home, as long as the child’s safety is ensured, and (2) to make and finalize a permanency plan in a timely manner (sections 471(a)(15) and 472(a)(2)(A) of the Act).

and advocate for services and supports and to ensure that parents and youth understand their rights and the complicated processes that directly affect their lives and well-being.⁵ Attorneys can also provide legal services to remove obstacles for families and youth that may leave them more vulnerable to entering the child welfare system, such as difficulties with housing, educational advocacy, employment, determining paternity and other civil legal issues.

CB Supports to Tribes to Implement the Vision

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 CB hopes that by laying out our vision for child welfare, we can help support tribes in healing and strengthening American Indian and Alaska Native communities, families and children.

In developing the 2021 APSR, we encourage tribes to advance these key areas of prevention and permanency by reviewing their CFSPs and, where appropriate, incorporating additional objectives, strategies or action steps that will help achieve improved outcomes for children, families and communities. The following resources may also be of assistance to tribes.

- *Tribal Information Exchange*. The Capacity Building Center for Tribes offers resources, including publications and online trainings through the Tribal Information Exchange. Resources address a range of issues and topics, such as strengthening families, collaborative program planning and partnerships, workforce and professional development, and information on healing and wellness. For more information see <https://tribalinformationexchange.org/>.
- *Highlighting Family and Youth Voice*. In August 2019, CB issued [ACYF-CB-IM-19-03](#)⁶, an Information Memorandum (IM) on “Engaging, empowering, and utilizing family and youth voice in all aspects of child welfare to drive case planning and system improvement.” The IM outlines the importance of harnessing the lived experience of family and youth to better inform system improvement.
- *High Quality Legal Representation*. The CB Informational Memorandum [ACYF-CB-IM-17-02](#)⁷ provides details on representation concepts, benefits, and resources that are helpful for developing or strengthening legal representation programs. Tribal court policies and practices also play a key role in parties’ experiences in court. A Child Welfare Information Gateway podcast series profiled how tribes worked to improve

⁵ The CB issued Informational Memorandum ACYF-CB-IM-17-02 that provides details on representation concepts, benefits, and resources that are helpful for developing or strengthening legal representation programs.

⁶ ACYF-CB-IM-19-03: <https://www.acf.hhs.gov/sites/default/files/cb/im1903.pdf>

⁷ ACYF-CB-IM-17-02: <https://www.acf.hhs.gov/sites/default/files/cb/im1702.pdf>

legal systems including episodes on child welfare agency [collaboration with courts](#),⁸ on [working to be family centered](#),⁹ and on [revising children's codes](#)¹⁰ to better support families and professionals.

Section B. Overview of the Child and Family Services Plan (CFSP) and the Annual Progress and Services Report (APSR)

Child and Family Services Plan (CFSP)

To apply for funding under several of the child welfare formula grants administered by the Children's Bureau, 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 MaryLee Allen 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.

The last CFSP was due June 30, 2019 for FYs 2020-2024. The Program Instruction for the CFSP is [ACYF-CB-PI-19-04](#).¹¹

Annual Progress and Services Report (APSR)

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. Completion of the APSR satisfies the federal regulations by providing updates on a tribe's annual progress for the previous FY and planned activities for the upcoming FY.

⁸ <https://www.childwelfare.gov/more-tools-resources/podcast/episode-34/>

⁹ <https://www.childwelfare.gov/more-tools-resources/podcast/episode-39/>

¹⁰ <https://www.childwelfare.gov/more-tools-resources/podcast/episode-33/>

¹¹ The CFSP Program Instruction is ACYF-CB-PI-19-04:
<https://www.acf.hhs.gov/sites/default/files/cb/pi1904.pdf>

Plans and activities included in the APSR must meet the provisions of 45 CFR 1355.21, 45 CFR 1357, and title IV-B, subparts 1 and/or 2, as well as the Chafee and ETV programs (section 477 of the Act) for tribes seeking direct funding.

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

In order to receive FY 2021 funds for title IV-B, Chafee, and ETV programs, tribes must submit the APSR electronically to the CB Regional Office (RO) by June 30, 2020. APSRs received after June 30, 2020, will not be considered for funding for FY 2021.

The RO will work with the tribe to ensure that the information provided adequately addresses the requirements. Upon approval, the RO will forward the tribe's request for funding to the CB Central Office.

It is important that applicants address all requirements outlined in this PI. Missing or incomplete information will result in the withholding of funds for the program(s) affected until the information is complete and approval can be granted by the Administration for Children and Families (ACF).

NOTE: Tribes that plan to submit a title IV-E plan to operate a foster care, adoption assistance, and, at tribal option, the guardianship assistance program and/or the prevention services program must also have an approved plan for title IV-B, subpart 1. Both plans can be submitted for the same fiscal year. Therefore, a tribe that wants to submit a plan to operate a federal direct title IV-E program in FY 2021 must submit an APSR to apply for title IV-B, subpart 1, by June 30, 2020, as described further below.

If a tribe has not previously submitted a CFSP for the FY 2020 – 2024 cycle, it must submit a four-year CFSP for FYs 2021 - 2024 with appropriate assurances by June 30, 2020.¹²

¹² The requirements for a CFSP are delineated in ACYF-CB-PI-19-04: <https://www.acf.hhs.gov/sites/default/files/cb/pi1904.pdf>. Please contact the CB RO for additional information and guidance.

Regional Offices will engage with tribes in joint planning.¹³ The expectation of joint planning is that both CB and the tribe will reach agreement on substantive and procedural matters related to the CFSP (See 45 CFR 1357.10 – Definitions.)

The APSR 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 MaryLee Allen 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 RO 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;
3. Family Reunification; and
4. Adoption Promotion and Support Services.

¹³ *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/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 Chafee Foster Care Program for Successful Transition to Adulthood (Chafee Program) and the Education and Training Vouchers (ETV) Program**

Tribal Eligibility: Tribes that 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 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 eligible 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 D of this PI.

Optional CFSP/APSR Template: To assist tribes in the development of the CFSP, CB prepared a template for tribes to use for the five-year cycle (see [ACYF-CB-PI-19-04, Attachment H](#)¹⁴). Although the use of the template is optional, most tribes developed their CFSP using the template. Each requirement listed in the template has the fiscal year listed below it for the tribe to update or describe for the APSR submission any changes to what was previously submitted for the CFSP. Tribes reported that the template was helpful as the entire CFSP/APSR plan and updates are all in one document. If the tribe uses the template, information for the APSR should be entered on the template on the line below each requirement labeled “FY 2021 APSR.” This PI follows the outline of the tribal template but updates the requirements to reflect the information to be reported in the APSR submission.

Section C. Instructions for the APSR for FY 2021 (for all Tribes applying for title IV-B funding)

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

If there has been a change in the tribal agency administering the programs since submission of the CFSP, provide updated information on the tribal agency that will administer the title IV-B (and, if applicable, Chafee and ETV) programs under the plan. If there has been a change in the organization and function of the office or organizational unit responsible for operation and administration of the title IV-B programs since submission of the CFSP, provide updated information. The same agency is required to administer or supervise the administration of all programs under titles IV-B and IV-E of the Act. If there has been no change, simply note in the FY 2021 APSR that there has been no change.

¹⁴ ACYF-CB-PI-19-04, Attachment H: <https://www.acf.hhs.gov/sites/default/files/cb/pi1904.pdf#page=84>.

2. Vision Statement (45 CFR 1357.15(g))

In the CFSP, each tribe was asked to 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. In the FY 2021 APSR, provide any needed updates to the tribe's vision statement or note that no change is needed.

3. Goals, Objectives, and Measures of Progress (45 CFR 1357.15(h) through (j))

For each goal and objective in the CFSP, provide an update on the specific accomplishments and progress achieved in the past fiscal year to improve outcomes for children and families, and to provide a more comprehensive, coordinated, and effective child and family services continuum (45 CFR 1357.16(a)(1)).

Revisions and/or Additions to Goals

Explain any revisions to existing goals and objectives (45 CFR 1357.16(a)(2)); and, if appropriate, update the goals and objectives to incorporate any new goals or objectives.

4. Consultation and Service Coordination (45 CFR 1357.15(l) and (m))

Provide an update on 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 prevention services, child protective services, in-homes services, foster care, guardianship, adoption, and independent living services) in the tribe's service area.

Provide an update on how the tribe has involved the tribal and/or state courts and court improvement programs since the submission of the CFSP.

Provide an update on 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.

Provide an update on how the tribe has coordinated 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, Medicaid, Child Care, Head Start, Supplemental Nutrition Assistance Program, 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 disabilities, etc.

5. Service Description (45 CFR 1357.15(n)):

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

- Briefly describe the services the tribe provided since the submission of the CFSP. Provide an update to the services planned to be provided during the next fiscal year, highlighting any changes or additions in services or program design and how the services will assist in achieving program purposes (45 CFR 1357.16(a)(3)).
- 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.
- Provide an update on services for children under the age of five (section 422(b)(18) of the Act).
 - Describe the activities the tribe has undertaken since the submission of the CFSP to reduce the length of time children under the age of five are in foster care without a permanent family
 - Describe the activities the tribe undertook in the past year to address the developmental needs of all vulnerable children under five years of age, including children in foster care, as well as those served in-home or in a community-based setting.

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

- Describe the services the tribe provided since the submission of the CFSP. Provide an update to the tribe's plans to provide services under each category of title IV-B, subpart 2: family preservation; family support; family reunification; and adoption promotion and support services.
- In the CFSP, the tribe identified which populations are at the greatest risk of maltreatment and how the tribe would target services to the populations at greatest risk of maltreatment. Provide an update on the tribe's efforts to identify these populations and how services were delivered since the submission of the CFSP (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.

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

- Provide an update or information on changes to 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.
- Provide an update on 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.
- Provide an update to the 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/>.

7. 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 APSR, 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 since the submission of the CFSP. Describe any concerns with respect to the state(s)' consultation process.
- Provide an update to 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, note if there have been any changes since submission of the CFSP on whether the tribe operates its own foster care program, whether the tribe has a 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)).

- Provide an update on 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).

8. Targeted Plans required by Title IV-B, subpart 1:

All tribes applying for title IV-B, subpart 1 submitted the following plans as part of the CFSP:

- Foster and Adoptive Parent Diligent Recruitment Plan;
- Health Care Oversight Plan, and
- Disaster Response Plan.

In the 2021 APSR, tribes must provide updates to the plans as described below.

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 reflected 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:

- For the 2021 APSR, discuss updates to 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:

- For the 2021 APSR, provide updates to activities the tribe is undertaking in coordination with the state agency to support diligent recruitment of foster and adoptive families.

Health Care Oversight Plan

Tribes were required to submit the Health Care Oversight and Coordination Plan in the CFSP. In the APSR, all tribes receiving funding under title IV-B, subpart 1, are required to address how the Health Care Oversight and Coordination Plan requirements are being met for tribal children in foster care.

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

- Note in the APSR that the state agency is responsible for developing the Health Care Oversight Plan and for providing health care information as part of the transition plan development process.
- Describe how the tribe has been involved in contributing to the state processes since the submission of the CFSP. (See sections 422(b)(15)(A) and 475(5)(H) of the Act.)

For tribes that operate foster care programs:

- Describe the progress and accomplishments in implementing the tribe's Health Care Oversight Plan, including the impact protocols for the appropriate use and monitoring of psychotropic medications have had on the prescription and use of these medications among children and youth in foster care.
- Describe any changes to the plan that the tribe, in conjunction with health care professionals, has determined are necessary. Provide information on the change, if any, or update to the Health Care Oversight Plan. If no changes have been made, note that.

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 was submitted as part of the CFSP for FYs 2020-2024. For the 2021 APSR, tribes are required to review their previously submitted disaster plan to determine if changes are needed. If the tribe determines changes are necessary, describe in the APSR the changes the tribe is making or include an updated disaster plan. If the tribe determines that no changes are necessary, note this fact in the APSR. If the tribe has been affected by a disaster in the past year, describe how the plan was used and assess its effectiveness.

9. 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 21st birthday and providing a justification for the revision to their RO. This certification must be signed by the Tribal enrollment officer and the Tribal president/chairperson and is due with the June 30th plan submittal. Because grant amounts for both states and tribes will be affected by the revisions, the RO may ask for additional verification/documentation if the numbers vary significantly from the Census or previously submitted data. (See Attachment E 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 2021, a tribe whose funding was previously included in the grant made to a tribal consortium or Native Association must submit with its APSR 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 E) 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 RO to address this issue.

10. APSR Availability:

State agencies and tribes must exchange copies of their CFSP and their subsequent APSRs (45 CFR 1357.15(v)). Describe how the tribe will meet this requirement for the APSR for FY 2021.

Section D: Additional APSR Requirements for Tribes Applying for Chafee and/or 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.)

If a tribe is applying for Chafee and/or ETV for the first time, provide an answer for each item below.¹⁵ If the tribe has been previously approved for either Chafee and/or ETV, provide an update describing any changes or progress for each item.

Chafee Requirements to Address in 2021 APSR

- Agency Administering Chafee (section 477(b)(2) of the Act). If needed, update information tribal agency or agencies that will administer, supervise, or oversee the Chafee program.
- Description of Program Design and Delivery.
 - Provide an update on how the tribe delivered services since the submission of the CFSP and describe how over the next year the tribe will achieve the purposes of the Chafee program (section 477(b)(2)(A) of the Act).
 - Provide an update on how the tribe has involved youth/young adults.
 - Provide an update on how youth, caseworkers and caregivers are made aware of the program.
- Serving Youth of Various Ages and Stages of Achieving Independence.
 - Provide an update on 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 an update of the services offered or to be offered to youth ages 21 – 22 (up through 23rd 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.

¹⁵ In addition, tribes newly applying for the Chafee and/or ETV program must submit a signed Chafee assurance. Please see [ACYF-CB-19-04 Attachment C](https://www.acf.hhs.gov/sites/default/files/cb/pi1904.pdf#page=76) at <https://www.acf.hhs.gov/sites/default/files/cb/pi1904.pdf#page=76>.

- Collaboration with State Child Welfare Agency and Other Public and Private Agencies. Provide an update to 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.
 - Provide an update on 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).

Education and Training Voucher Requirements

- Provide an update on the methods the tribe uses to operate the ETV program efficiently.
- Provide an update on 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 D of this PI.)
- Provide an update on the process to coordinate with other appropriate education and training programs, such as any tuition waiver program, and/or state or tribal scholarship programs (section 477(i)(6) of the Act).

Tribal Data on Number of Children in Foster Care (for both Chafee and/or ETV)

In order to calculate the tribe's allocation under the Chafee and/or ETV programs, the tribe must submit data annually 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 E: Additional APSR 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, the guardianship assistance program and/or the prevention services 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). Please see [ACYF-CB-PI-19-04](#)¹⁶. If a tribe is approved to implement IV-E and has not previously submitted a training plan, submit one with the 2021 APSR.

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. Plans may include efforts to train judges, attorneys and court personnel.

Updates to Training Plan

- As needed, update the Training Plan. Any training activities to be paid for with title IV-E funds that were not included in the Training Plan must be included in an Updated Training Plan. The Training Plan can be updated by submitting a separate document that will serve as an appendix to the 2020-2024 Training Plan.
 - For any new training not previously described, the tribe must address the following in its updated 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;
 - Description 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);
 - Description of the proposed provider of the training activity;
 - Specification of the approximate number of days/hours of the training activity;
 - Description of the audience to receive the training;
 - Description of estimated total cost; and
 - Cost allocation methodology applied to training costs.

To assist tribes in developing the title IV-E training plan, CB has prepared a training plan template. (Please see [ACYF-CB-PI-19-04, Attachment I](#)¹⁷.) Use of the template is optional.

- ***Report on Use of 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 program, the Congress, in each of FYs 2018-2020, has set aside funding appropriated under title IV-B, subpart 2 to make grants to title IV-E agencies to develop, enhance or evaluate kinship navigator programs. A separate PI will be issued providing

¹⁶ ACYF-CB-PI-19-04: <https://www.acf.hhs.gov/sites/default/files/cb/pi1904.pdf>.

¹⁷ ACYF-CB-PI-19-04, Attachment I: <https://www.acf.hhs.gov/sites/default/files/cb/pi1904.pdf#page=107>.

instructions on how to apply for FY 2020 kinship navigator funding.

In the 2021 APSR, provide an update on how the tribe has used FY 2018 and FY 2019 funds to support or evaluate kinship navigator programs. (Tribes that did not apply for the FY 2018 and/or FY 2019 funding do not need to address this item.)

- ***Adoption Savings*** (*section 473(a)(8) of the Act*)

Adoption savings are financial savings that 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. CB asked title IV-E agencies to incorporate information about Adoption Savings into the 2020-2024 CFSP. (Please see [ACYF-CB-PI-19-04](#)¹⁸ for more information on the history and expectations for adoption savings.)

In the 2021 APSR:

- Provide an update to the services the tribe provided to children and families using the Adoption Savings since the submission of the 2020-2024 CFSP. If a tribe does not have any Adoption Savings, state that fact.
- Provide an estimated timetable for spending unused savings calculated for previous years. If a tribe does not have any Adoption Savings, state that fact.
- Discuss any challenges in accessing and spending the funds. If a tribe does not have any Adoption Savings, state that fact.
- Beginning with the selection of a methodology for FY 2018, 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. If the tribe has not previously submitted a form specifying its Adoption Saving methodology or wishes to make changes in its Adoption Savings methodology, complete and submit the Adoption Savings Methodology form at [ACYF-CB-PI-19-04 Attachment E](#)¹⁹ and return it with the 2021 APSR. (Please see [ACYF-CB-PI-19-04](#) for more information on the history and expectations for adoption savings.)

Section F. Financial Information

1. Payment Limitations -

A. Title IV-B, subpart 1:

Tribes may spend no more than 10 percent of title IV-B, subpart 1 federal funds for administrative costs, as required by section 422(b)(14) of the Act. Section 422(c)(1) of the Act defines administrative expenditures as costs for the following activities to the extent they are incurred in administering the title IV-B plan:

¹⁸ ACYF-CB-PI-19-04: <https://www.acf.hhs.gov/sites/default/files/cb/pi1904.pdf>.

¹⁹ ACYF-CB-PI-19-04 Attachment E: <https://www.acf.hhs.gov/sites/default/files/cb/pi1904.pdf#page=79>

- 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
- 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 are required to certify that no more than 30 percent of their allotment of federal Chafee funds will be expended for room and 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 and board to youth who left foster care after attaining ages 18 and have not yet attained age 23.

2. Current Year Funding - FY 2020 Reallotments, Requests for Additional Funding and Submitting a Revised CFS-101 Budget Request (See Attachment B)

A. Reallotments:

The reallotment 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 both to request adjustments to current year funding through reallotment requests and to request funding for the next fiscal year. The form has been reformatted to provide a section for adjustments to current year (i.e., FY 2020) grant requests in addition to the section for future year funding requests.

- For any reallocation 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 “Reallocation” and save and name the file “state/tribe name FY 2020 Reallocation.”
- Reallocation requests may be submitted to the ROs as a stand-alone file outside of the CFSP/APSRS submission. However, the request must be received no later than June 30, 2020 to be considered for the FY 2020 reallocation process.
- If the tribe intends to release FY 2020 funds for reallocation 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 “Reallocation” must be checked on the Part I. ACF will reallocate 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 2020 and wishes to receive more funding than previously requested on the countersigned CFS-101 for FY 2020 for any of the applicable programs (subject to the availability of funds through the reallocation), 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 “Reallocation” must be checked. (See Attachment B.)

Note: FFPSA made changes to the process for reallocation of funds under the Chafee and ETV programs. Prior to FFPSA, a state or tribe had to release funds during the first year of the two-year expenditure period for ACF to reallocate 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 2020) 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 2020 APSRS Program Instruction. Mark the submission type as “Revision” and save and name the file “tribe name FY 2020 Revision.”
- Revision for other than current year are made on a set of CFS-101s forms for the applicable fiscal year.

3. FY 2021 Budget Request-CFS 101, Parts I and II (See Attachment B)

To request funding for FY 2021, 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 2021) and, as noted above, the adjustment of current year (FY 2020) funding. However, separate copies must be submitted for each purpose.

To request FY 2021 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 2019 allocation tables in Attachment A as the basis for FY 2021 budget requests. The CB recommends that tribes request the FY 2019 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. Please note that Column H (State, Local and Donated Funds) is a required field and must be completed. All Tribal funds that are used to support Child Welfare Services 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. 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 2018 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 2018²⁰ 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 2018 SF-425 was due on December 30, 2019. Therefore, tribes must now report FY 2018 information for the title IV-B programs on the form CFS-101, Part III. At tribal option, complete this

²⁰ Federal funds for these programs are awarded on a yearly basis, but may be spent over a two-year period. The FY 2018 grant had an expenditure period from October 1, 2017 to September 30, 2019. Therefore, tribes must have obligated any fiscal year 2018 funds during that two-year period of time and subsequently report expenditures on the CFS-101 form, Part III.

form to show actual FY 2018 expenditures for the Chafee and ETV programs, as well, if the tribe received funding under those programs in FY 2018.

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.

Financial Expenditure and Reporting Requirements:

Note: All grant periods are for FY 2021 funding, unless otherwise indicated.

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 2019 funding)
Spending Period:	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)
Obligate Funds By: Liquidate Funds By:	September 30, 2022 December 30, 2022	September 30, 2022 December 30, 2022	September 30, 2022 December 30, 2022	September 30, 2022 December 30, 2022	September 30, 2020 December 30, 2020
SF-425 Periodicity:	Interim report at end of FY 2021 Comprehensive final report at end of FY 2022	Interim report at end of FY 2021 Comprehensive final report at end of FY 2022	Interim report at end of FY 2021 Comprehensive final report at end of FFY 2022	Interim report at end of FY 2021 Comprehensive final report at end of FFY 2022	Interim report was due by December 30, 2019. Comprehensive final report at end of FY 2020
SF-425 Due Date:	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)
Required Match: Reported:	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 <i>(FY 2019 funding)</i>
Additional Information:		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 G. Submittals

ACF requests that grantees submit plans and applications electronically to the RO 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, 2020:

- Submit the APSR for FY 2021.
- Submit the CFS-101s provided as an attachment (Attachment B) to this PI. The correct forms are labeled '2021 APSR' in the lower right corner of the form.

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

- CFS-101, Part I for FY 2021 (**signed by appropriate official, titled and dated**);
- CFS-101, Part II for FY 2021 with planned expenditures for the use of FY 2021 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 2018 grants for the title IV-B, and, if applicable, the Chafee and ETV programs.

Save the file: "Tribe/Tribal Organization name FY 21 CFS-101s", so that the name of the tribe or tribal organization submitting the file is clearly identified.

NOTE: If a tribe wishes to modify its previously approved funding request for the FY 2020 grants, either by releasing funds for reallocation or by requesting additional funds, then a request for reallocation must be submitted on a separate FY 2021 CFS-101 Part I, saved and submitted as a separate PDF file. Refer to Section F 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. This file can be submitted to the RO separate from and earlier than the APSR.

- If a tribe wishes to submit an updated population count, submit the Certification of Tribal Population Count under Age 21, (see Section C9) 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 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 the APSR 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/

Elizabeth Darling
Commissioner
Administration on Children, Youth and
Families

Attachments

Attachment A:

Fiscal Year 2019 Allotment Title IV-B Subpart 1 Stephanie Tubbs Jones Child Welfare Services

Fiscal Year 2019 Allotment Title IV-B Subpart 2 Promoting Safe and Stable Families

Fiscal Year 2019 Allotment for Chafee Foster Care Program for Successful Transition to Adulthood

Fiscal Year 2019 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:

CB Regional Program Managers

Attachment D:

Annual Reporting of Education and Training Vouchers Awarded

Attachment E:

Certification of Tribal Population Under Age 21