

ACF

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Administration on Children, Youth and Families

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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, 2022, submission of: (1) the third Annual Progress and Services Report (APSR) to the 2020-2024 Child and Family Services Plan (CFSP) for the Stephanie Tubbs Jones Child Welfare Services (CWS) Program, the MaryLee Allen Promoting Safe and Stable Families (PSSF) Program; 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.

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); Public Law (P.L.) 116-20, Additional Supplemental Appropriations for Disaster Relief Act of 2019; the Further Consolidated Appropriations Act, 2020 (P.L. 116-94), including the Family First Transition Act within Section 602, Subtitle F, Title I, Division N; Public Law 116-136, Title VIII of Division B of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), enacted March 27, 2020; Division X (the Supporting Foster Youth and Families through the Pandemic Act), enacted as part of P.L. 116-260, the Consolidated Appropriations Act, 2021; and Executive Order 13985, [Advancing Racial Equity and Support for Underserved Community Through the Federal Government](#), issued January 20, 2021.

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 authorized under title IV-B, subparts 1 and 2, and Chafee and ETV programs for Federal Fiscal Year (FY)¹ 2023 (subject to the availability of appropriations).

This PI summarizes the actions required to complete and submit the third APSR update to the 2020-2024 CFSP, and the CFS-101, Parts I, II, and III.

ACYF-CB-PI-22-01 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.

INFORMATION: Organization of the Program Instruction

- Section A. The Children’s Bureau’s Priorities for Creating an Equitable Child Welfare System
- 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 2023 (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
- Section F. Financial Information
- Section G. Submittals
- Attachments

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

Section A. The Children’s Bureau’s Priorities for Creating an Equitable Child Welfare System

On January 20, 2021, President Biden signed [Executive Order 13985](#), “Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.” This Executive Order defined the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including those who belong to underserved communities that have been denied such treatment, such as Black, Latino, Indigenous and Native American, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; two-spirit, lesbian, gay, bisexual, transgender, and queer persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Agencies across the federal government, including the Administration for Children and Families (ACF) and CB, are committed to advancing equity through our work at the federal level and with states, territories, tribes, and all other grantees. On February 2, 2022, ACF issued [Information Memorandum \(IM\) ACF-IOAS-22-01 on Equity in Action: Prioritizing and Advancing Racial Equity and Support for Underserved Communities](#).² This IM expresses ACF’s unequivocal commitment to advancing equity for all and calls for transformational leadership at all levels to ensure that Americans of all backgrounds can reach their full potential. ACF also strongly affirms the importance of the government-to-government relationship between the federal government and tribal nations and is working to ensure the equitable treatment of tribes, as sovereign nations.

As you prepare your APSR, we urge you to analyze data to identify any equity issues, examine how equity considerations inform planned use of funding, and consider outreach strategies and efforts to reach any populations who may be underserved in the tribal service area. Undertaking this work together, we can start to understand and address persistent inequities in child welfare services and chart a course to improve the lives of the children, youth, and families that we serve.

While addressing equity concerns cuts across all of our work, CB has also identified four priority goals where we will be focusing efforts.

Prevent Children from Coming into Foster Care

We know that child and family poverty represents a key source of family vulnerability. However, too often, poverty and neglect are conflated leading to unnecessary child welfare involvement and separation of children from their families. It is critical that we, as a field, examine both legal definitions and frontline practice to disentangle poverty from neglect, so

² To read the full IM and accompanying appendixes click on the following links:

- [Information Memorandum on Equity in Action](#)
- [Attachment A Definitions](#)
- [Attachment B References](#)
- [Attachment C Selected Resources in Support of Racial Equity](#)
- [Equity in Action Fact Sheet](#)

that we can provide meaningful support to strengthen families, keep children safe, and prevent children from coming into foster care unnecessarily.

Another key strategy for preventing unnecessary foster care entries is to ensure that families have access to legal services to help them advocate for needed services and resolve issues that leave them vulnerable to child welfare involvement or impede permanency for children once in care. CB is committed to expanding resources for legal representation.

Support Kinship Caregivers

Nationally, about 2.7 million children are being raised in kinship care without a parent present. The term “kinship care” encompasses a variety of situations in which children are raised by other family members, relative caregivers or close non-related caregivers when the child’s parents are unable to care for the child.

While kinship caregivers provide essential support to children, they often do not receive adequate support. Because many relatives caring for children in foster care are not licensed foster care providers, they receive less financial support than other foster parents. Kinship caregivers outside the foster care system may receive little or no financial support.

CB is committed to strengthening support for kinship caregivers by working with states and tribes to ensure equitable access to licensure for relative foster care providers and by expanding kinship navigator programs to support all kinship caregivers in learning about and gaining access to financial support, legal assistance and support groups.

Ensure Youth Leave Foster Care Better Than When They Entered

Entry into foster care is a traumatic event and youth often experience continued trauma while in the foster care system and after exiting care. It is essential for agencies to offer trauma-informed care and access to behavioral health supports for young people in care. It is also critical to provide youth in foster care with safe, healthy, and normative experiences. This includes allowing youth to participate fully in activities that are a normal part of the transition to adulthood, including cultural activities and ceremonies, and activities at school, and in their communities. Finally, we must support young adults in having a successful transition to adulthood both by promoting legal and relational permanency and by providing robust services and supports.

Develop and Enhance the Child Welfare Workforce

Since the beginning of the pandemic, CB has heard about the issue of a dwindling child welfare staff recruitment pool and an increase in staff turnover rate at all levels of agencies. The Quality Improvement Center for Workforce Development (QIC-WD) reports that turnover in child welfare before the pandemic was 6 times the national average for other types of jobs. (QIC-WD, 2018). Other national data suggest that the annual turnover rate in child welfare agencies ranges between 20 and 40 percent, with some areas having turnover rates as high as 90-100 percent during the pandemic.

While a high rate of staff turnover has been recognized as a widespread problem for years, it has become clear that even basic improvements in child welfare practice and outcomes may not be achieved without strengthening the child welfare workforce. Additional funding and innovative strategies are desperately needed for the recruitment, training, and retention of child welfare staff to improve the quality of child welfare practice.

CB is committed to supporting strategies for retaining current child welfare staff and exploring new and innovative non-traditional pathways to expand agency recruitment pools. This includes prioritizing the hiring of a diverse, stable, and well-trained workforce essential to providing culturally sensitive services to children and families from a wide variety of backgrounds. Stabilizing, expanding, and supporting the child welfare workforce includes increasing child welfare educational opportunities by enhancing and expanding stipends, traineeships, or other incentive programs, including increasing access to Bachelor of Social Work and Master of Social Work programs.

CB looks forward to engaging with tribes, states and territories to address the above priorities as we jointly seek to make meaningful progress in advancing equity and improving the lives of the children, youth, and families that we serve.

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 must develop a CFSP, a five-year strategic plan that sets forth the vision and 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 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 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.

Since the CFSP process began in 1994, there have been five complete five-year cycles. The most recent CFSP submission, covering FYs 2020-2024, was due June 30, 2019. The Program Instruction for the Tribal CFSP is [ACYF-CB-PI-19-04](#).³

Annual Progress and Services Report (APSR)

The APSR provides an annual update on the progress made toward accomplishing the goals and objectives in the CFSP (section 432(a)(2)(C)(i) of the Act). Completion of the APSR satisfies the federal regulations at 45 CFR 1357.16 by providing updates on a tribe's annual progress since the submission of the CFSP and planned activities for the upcoming fiscal year.

- **2021 APSR.** On June 30, 2020, tribes submitted the first APSR, referred to as the “2021 APSR.” The 2021 APSR covered the activities completed during the period of time since the submission of the 2020-2024 CFSP and addressed planned activities for FY 2021.
- **2022 APSR.** On June 30, 2021, tribes submitted the second APSR, referred to as the “2022 APSR.” The 2022 APSR covers the activities completed during the period of time since the last APSR submission and the prospective activities for FY 2022.
- **2023 APSR.** On June 30, 2022, tribes will submit the third APSR, referred to as the “2023 APSR.” The 2023 APSR is to cover the activities completed since the last APSR submission and the prospective activities for FY 2023.

Section C. Requirements for the 2023 APSR

In the 2020-2024 CFSP, tribes were asked to articulate and integrate a shared vision across the broader child welfare system. The APSR submission is an opportunity to report on the tribe's accomplishments related to implementing this coordinated vision. While there are requirements that must be addressed in the 2023 APSR, the document should not be viewed only as a submission to meet compliance. Rather, development of the APSR should serve as a vehicle to convene and update partners, promote program planning and improvement efforts, and determine the services and supports that will further the tribe's vision and lead to improvements in the outcomes of safety, permanency, and well-being for children, youth, and families. It is also an opportunity to advance goals related to creating a more equitable child welfare system that addresses the historically underserved, marginalized, and those adversely affected by persistent poverty and inequality in the child welfare system.

In order to receive FY 2023 funds for title IV-B, Chafee, and ETV programs, tribes must submit the APSR electronically to the CB Regional Office (RO) by June 30, 2022. APSRs received after June 30, 2022, will not be considered for funding for FY 2023.

³ The Tribal CFSP Program Instruction is ACYF-CB-PI-19-04:
<https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1904.pdf>

Regional Offices will engage with tribes in joint planning.⁴ 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.)

In preparing the APSR, each tribe must conduct an interim review of the progress made since submitting the 2020-2024 CFSP and subsequent APSRs towards accomplishing the goals and objectives in the CFSP based on updated information and current data.

The RO will work with the tribe to ensure that the information provided adequately addresses the requirements.

The following programs are coordinated by the submission of the 2023 APSR:

- 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)
- Title IV-B, subpart 2 Kinship Navigator Funds
- Adoption Savings
- Chafee and ETV;
- Family First Prevention Services Act Transition Grants;
- Family First Transition Act Funding Certainty Grants⁵
- and
- Training activities in support of the CFSP goals and objectives, including training funded by titles IV-B and IV-E.

Tribes that plan to submit a title IV-E plan to operate a foster care, adoption assistance, and, at tribal option, guardianship assistance program and/or 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 2023 must submit an APSR to apply for title IV-B, subpart 1, by June 30, 2022, as described further below.

⁴ *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.

⁵ Funding Certainty Grants are authorized to be made to jurisdictions, including one tribe, that formerly operated title IV-E child welfare waiver demonstrations and meet other qualifying conditions. See [ACYF-CB-PI-20-08](#).

If a tribe has not previously submitted a CFSP for the FY 2020 – 2024 cycle, it must submit a two-year CFSP for FYs 2023 - 2024 with appropriate assurances by June 30, 2022.⁶

The 2023 APSR must contain all of the information described below for each grant program under which the tribe is requesting or has received funds.

Optional CFSP/APSR Template: To assist tribes in the development of the CFSP/APSR, CB prepared a template for tribes to use for the five-year cycle (see [Attachment H](#)⁷). Although the use of the template is optional, most tribes developed their CFSP using the template. Each requirement listed in the template has each fiscal year listed below it for the tribe to easily update their prior submission. 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 2023 APSR.” This section of the PI follows the outline of the template and updates any new requirements to reflect the information required in the APSR submission.

1. Tribal Agency Administering the Programs

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

2. Vision Statement

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 2023 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

For each goal and objective included in the CFSP or 2022 APSR, 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)).

⁶ The requirements for a CFSP are delineated in ACYF-CB-PI-19-04: <https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1904.pdf> Please contact the CB RO for additional information and guidance.

⁷ ACYF-CB-PI-19-04, Attachment H: https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1904_attachment_h.docx

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

Meaningful consultation and coordination means that the tribal agency engages families, children, youth and other partners to identify and work toward shared goals and activities, assess outcomes, and develop strategic plans to increase the safety, permanency, and well-being of children in the child welfare system (45 CFR 1357.15(1)). Tribes are encouraged to use a variety of approaches and activities to continue the collaboration and consultation, including holding focus groups, conducting surveys, holding joint planning forums, or developing other strategies for the CFSP/APSR.

CB recognizes that the COVID-19 pandemic and national public health emergency may prevent tribes from convening in-person meetings, but encourages tribes to be creative in using virtual meetings or other strategies to ensure meaningful collaboration in a safe, effective manner.

In the 2023 APSR:

- 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 legal and judicial communities and court improvement programs since the submission of the last APSR.
- 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. As outlined in [ACYF-CB-IM-19-03](#), parent, family, and youth voice is critical to understanding how well the child welfare system is achieving its goals.
- 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, Indian Health Service, 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, kinship navigator programs, behavioral health, schools, developmental disabilities, etc.

5. Update on the Service Descriptions for title IV-B, subparts 1 and 2

In the 2020-2024 CFSP the tribe articulated its shared vision; defined goals, objectives, and measures of progress; and determined the services needed by children and families to achieve their vision. In the APSR, provide an update on the services provided to support the vision and goals since the submission of the 2022 APSR and how the services will continue to assist in achieving program goals.

CB recognizes that the COVID-19 pandemic and national public health emergency continues to impact the delivery of child welfare services. CB encourages tribes to include information in the service updates below on how programs or service delivery have been impacted or modified due to the COVID-19 pandemic and national public health emergency.

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.
- Briefly describe the services the tribe provided since the submission of the last APSR. 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.
 - For each service report: the estimated number of individuals and families to be served (the number of individuals and families to be served by service/activity with the total estimated funding indicated); the population(s) to be served (the population that has been targeted for the designated services); and the geographic areas where the services will be available. This information may be provided in the CFS-101 form (Attachment B) or in the APSR narrative.

- 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 last APSR 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.

MaryLee Allen Promoting Safe and Stable Families (PSSF) (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 from the mandatory appropriation to receive a grant. (The amount of funding each tribe receives is based on the tribe's child population count.) 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.

- Describe the services the tribe provided since the submission of the last APSR. 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.
- Provide information on how the FY 2021 supplemental funding from Division X was used to strengthen the services provided by the tribe under the PSSF program.
- Describe how 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 last APSR (section 432(a)(10) of the Act).
- For each service report: the estimated number of individuals and families to be served (the number of individuals and families to be served by service/activity with the total estimated funding indicated); the population(s) to be served (the population that has been targeted for the designated services); and the geographic areas where the services will be available. This information may be provided in the CFS-101 form (Attachment B).

6. Program Support

- 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 last APSR. 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 last APSR 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 consultation with the state 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). For tribes administering Chafee directly, see also section D below.

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

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 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:

- In the 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:

- In the 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

For tribes receiving funding under title IV-B, subpart 1, provide an update on how the requirements of the Health Care Oversight and Coordination Plan under 422(b)(15)(A) of the Act 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 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 last APSR. (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.
- If applicable, provide an update on how during the COVID-19 pandemic and national public health emergency the tribe has worked to ensure children and youth continue to receive appropriate health care, including through use of telemedicine.
- 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 grantees have in place procedures explaining how the programs assisted under title IV-B, subparts 1 and 2, and title IV-E, would respond to a disaster. 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 APSR,

- Specify whether the tribe was affected by a natural disaster since submission of the 2022 APSR, and, if so, describe how the Disaster Plan was used and assess its effectiveness.
- Describe whether and how the Disaster Plan has been used during the COVID-19 pandemic and national public health emergency.
- Indicate in the 2023 APSR if there are any changes or additions needed to the plan, including any needed updates to maintain contact with families and ensure uninterrupted essential agency operations during a public health emergency.

- 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 in the APSR.

The Capacity Building Collaborative developed an updated guide entitled, [Coping With Disasters and Strengthening Systems Guide](#), to help state, tribal, and local child welfare agencies prepare for and respond to a natural disaster. The Guide builds foundational knowledge about disaster planning, response, and recovery; provides examples of real-life strategies from jurisdictions around the country; and shows how to begin the process of planning to effectively respond to any disaster. It highlights how involvement of children, youth, and families in the development of disaster planning is critical and focuses on addressing disproportionate impact.

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 served under IV-B by submitting a certification. This certification requires the signature and title of the tribal official with authority to administer or supervise the administration of title IV-B, subparts 1 and 2 programs and, if required by the tribe, the signature of a tribal enrollment official. This is due with the June 30th plan submittal. Because grant amounts for other grantees will be affected by the counts, the RO may ask for additional verification/documentation if the numbers vary significantly from the Census or previously submitted data. (See Attachment D)

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 2023, 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 D) 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. CFSP/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 2023.

11. Additional Funding Provided in FYs 2020 and 2021

During FYs 2020 and 2021, tribes participating in the title IV-B programs received new or supplemental funding through several grants. A number of tribes received supplemental funding under title IV-B, subpart 1 for Disaster Relief and are asked to provide an update on use of those funds as part of the update to the tribe's Disaster Plan. Below are other descriptions of other funds awarded and directions for providing updates. Tribes using the optional CFSP/APSR template may address the following items under the "section reserved for any potential future requirements."

- *Supplemental Appropriations for Disaster Relief Act (applicable tribes only)*

P.L. 116-20 provided disaster relief funding for specific areas of the affected by Hurricanes Florence and Michael, Typhoon Mangkhut, Super Typhoon Yutu, and wildfires and earthquakes occurring in calendar year 2018, and tornadoes and floods occurring in calendar year 2019 for which a major disaster or emergency had been declared. This included \$5 million in supplemental title IV-B, subpart 1 funding to address disaster recovery efforts relating to child welfare. The funds were awarded in FY 2020 to eligible states, territories and tribes). CB issued [ACYF-CB-PI-20-01](#) that provides detailed information on the use of these funds.

For tribes that received Disaster Relief Funding, provide a final update in this section on the use of Disaster Relief Act funds and accomplishments as part of the 2023 APSR. If the tribe was unable to spend all of the funds, please describe the challenges and barriers that prevented timely use of the funding.

- *Supplemental funding to prevent, prepare for, or respond to, Coronavirus Disease 2019 (COVID-19)*

P.L. 116-136, Title VIII of Division B of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) provided supplemental title IV-B, subpart 1 funds to prevent, prepare for, or respond to, coronavirus in a manner consistent with the purposes of title IV-B, subpart 1, found in section 421 of the Act. Funds were awarded in FY 2020 to all states and territories. CB issued [ACYF-CB-PI-20-11](#) that provides detailed information on the use of these funds.

In the 2023 APSR:

- Provide a final update on the use of the CARES Act supplemental title IV-B, subpart 1 funding and accomplishments. If the tribe was unable to spend all of the funds, please describe the challenges and barriers that prevented timely use of the funding.

- *Division X Supplemental PSSF Funding*

Provide information on how the FY 2021 supplemental funding from Division X was used to strengthen the services provided by the tribe under the PSSF program. Describe any challenges or barriers the tribe has faced in being able to use these funds.

- *Family First Prevention Services Act Transition Grants and Funding Certainty Grants*

The Family First Prevention Services Act (FFPSA), was enacted on February 9, 2018, as part of P.L. 115-123. Overall, the law supports the use of evidence-based practices to promote the well-being of children, youth and families and to prevent unnecessary foster care placements. For children who do need to enter foster care, the law encourages use of family-based care, and places limits on the availability of title IV-E foster care funding for congregate care placements, unless they meet specific requirements.

To support implementation of FFPSA and further its goals, Congress passed the Family First Transition Act (henceforth, “Transition Act”) as part of P.L. 116-94, signed into law on December 20, 2019. Among other provisions, the Transition Act authorized \$500 million for FFPSA Transition Grants, of which \$15 million was reserved for tribes. All tribes (a total of 178 tribal grantees) with an approved plan under title IV-B, subpart 1 of the Act were awarded funding.

FFPSA Transition Grants may be used for any purpose specified in title IV-B of the Act, the portions of the Act authorizing the Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1) and the MaryLee Allen Promoting Safe and Stable Families Program (title IV-B, subpart 2). Funds may also be used for activities directly associated with implementation of FFPSA, which may be particularly useful to tribes directly operating title IV-E programs.

The FFPSA Transition Grants were awarded in FY 2020, but will remain available to grantees for expenditure through the end of FY 2025. See [ACYF-CB-PI-20-04](#) for more information on the FFPSA Transition Grants.

The Transition Act also authorized funding for jurisdictions, including one tribal title IV-E agency, that formerly operated title IV-E child welfare waiver demonstration projects who meet other qualifying conditions. (See [ACYF-CB-PI-20-08](#) for more information on Family First Transition Act Funding Certainty Grants.) Funding Certainty grants may be used for the same purposes and are subject to the same reporting requirements as the FFPSA Transition Grants.

In the 2023 APSR, report the following information on the tribe's use of FFPSA Transition Grants and separately use of the Funding Certainty Grant, as applicable:

- If applicable, how FFPSA Transition Grant and Funding Certainty Grant funds have been used to implement each part of FFPSA, with a separate statement with respect to each such part;
- All programs, services, and operational costs for which the grant has been used;
- The characteristics of the families and children served;
- For the one tribal IV-E agency that previously operated a title IV-E waiver demonstration under the authority of section 1130 of the Act, report the amounts, if any, the tribe has used to continue activities previously funded under the waiver and
 - the agency's plan to transition the activities so that needed activities can be provided under the agency's title IV-E plan; or,
 - if expenditures for the activities would not be eligible for payment under title IV-E, the reason for it not being eligible and the funding sources the agency plans to use to cover the costs of needed activities.

If the tribe has not yet used any funds, please provide information on the planned use of funds.

Section D: APSR Requirements for Tribes Applying for Chafee and/or ETV

John H. Chafee Foster Care Program for Successful Transition to Adulthood (the Chafee Program)

Tribal Eligibility: Tribes participating in 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 directly receive 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.

Program Purpose: Funds under the Chafee program are used to help eligible youth in or who have experienced foster care at age 14 or older 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 below.

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.⁸ If the tribe has been previously approved for either Chafee and/or ETV, provide an update describing any changes or progress for each item.

Whether a tribe chooses to apply for Chafee funding directly, enter into an agreement with a state or work with the state to ensure services are provided equitably to Indian youth in or formerly in foster care, it is important to use quantitative data and input from young people to examine potential evidence of disparities in decision-making, programs, and policies that contribute to inequity in services and outcomes to understand how youth/ young adults in different groups e.g., two-spirit, lesbian, gay, bisexual, transgender, and queer persons youth, pregnant or parenting youth/young adults, youth with disabilities and others who have been historically underserved or marginalized are faring. It is important to examine the populations of youth/ young adults for whom independent living services were developed, who is benefitting and the outcomes they are achieving and also who is not accessing services.

It is also important to note that many youth and young adults continue to be severely impacted by the ongoing COVID-19 pandemic. U.S. Surgeon General Dr. Vivek Murthy issued a new [Surgeon General's Advisory](#) to highlight the urgent need to address the nation's mental health crisis affecting many children and youth, an issue that many child welfare professionals are witnessing firsthand. CB urges every child welfare agency to take active steps to identify and support the well-being and mental health needs of youth/ young adults, including through services and supports provided through the Chafee program.

Chafee Requirements to Address in the 2023 APSR

- Agency Administering Chafee (section 477(b)(2) of the Act). If needed, update information about the 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 last APSR and 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 in planning around their service needs and desired outcomes for the Chafee programs (i.e. on the individual and system level). A resource that may be helpful to review regarding this section is:

⁸ 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 at https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1904_attachmentc_chafee.pdf

- [ACYF-CB-IM-19-03](#), the 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.”
- In addition, CB recommends that all young people be compensated for their time providing input to the agency. (Chafee funding may be used to help pay for this.)
- Discuss 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.
- 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).
- In FY 2021, tribes directly administering the Chafee program received additional funding through Division X, the Supporting Foster Youth and Families Through the Pandemic Act.
 - Provide information on how the tribe used the additional funding provided by Division X during FY 2021, when the additional flexibilities were in place (e.g., the ability to serve youth up to age 27 and the ability to exceed the limitation on the percentage of funds that may be used for room and board).
 - Describe how the tribe has used and/or plans to use the remainder of the funding in FY 2022. (Funds must be obligated by September 30, 2022.)
 - Describe accomplishments to date in using this supplemental funding to assist young people, including available information on the details of that use.
 - Provide information on the strategies the tribe is using or used to engage youth/young adults and how those strategies will be incorporated for use in the future to meaningfully engage young people.

- Describe any challenges or barriers the tribe has experienced in being able to use the additional Chafee funds.

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 uses 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.
- 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).
- Provide an update on the tribe's efforts to engage or re-engage students whose post-secondary education has been disrupted by COVID-19 pandemic and national public health emergency.
- In FY 2021, tribes directly administering the ETV program received additional funding through Division X, the Supporting Foster Youth and Families Through the Pandemic Act. The law also provided additional temporary flexibilities in the law. As a reminder, the maximum award of an ETV remains \$12,000 until September 30, 2022.
 - Describe how the tribe has used the addition funding provided by Division X and/or plans to use the remainder of the funding in FY 2022. (Funds must be obligated by September 30, 2022.)
- Using Attachment C, provide an unduplicated count of the number of ETVs awarded I each school year (July 1 to June 30) for in schoo2020-2021 and 2021-2022. For this reporting, tribes may count the combined number of ETVs awarded from both the regular and additional Division X funding.

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

In order to calculate the tribe's funding 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](#)⁹. If a tribe is approved to implement IV-E and has not previously submitted a training plan, submit one with the 2022 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.

⁹ ACYF-CB-PI-19-04: <https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1904.pdf>

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](#)¹⁰.) 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, Congress appropriated title IV-B, subpart 2 funding in each of FYs 2018-2021 for grants to title IV-E agencies to develop, enhance or evaluate kinship navigator programs. See [ACYF-CB-PI-21-06](#) for more information.

In the 2023 APSR provide an update on:

- How the tribe has used FY 2021 funds;
- How kinship caregivers are made aware of kinship navigator programs and resources (e.g., through a kinship navigator hotline and/or resource website); and
- The accomplishments achieved with use of the funds appropriated in FYs 2018 – 2021 to develop, enhance, expand or evaluate kinship navigator programs, including any estimate of families served in the previous year.

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](#)¹¹ for more information on the history and expectations for adoption savings.) Adoption Savings data reported by all title IV-E agencies is posted on the Children’s Bureau website at: <https://www.acf.hhs.gov/cb/report/adoption-savings-data>.

In the 2023 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

¹⁰ ACYF-CB-PI-19-04, Attachment I: https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1904_attachment_i.docx

¹¹ ACYF-CB-PI-19-04: <https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1904.pdf>

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](#)¹² and return it with the 2023 APSR.

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:

- 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.

Grantees must provide the estimated expenditures for administrative costs, if any, on the CFS-101, Parts I and II and actual expenditures for the most recently completed grant year on the CFS-101, Part III (Attachment B of this PI).

¹² ACYF-CB-PI-19-04 Attachment E:
<https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1904.pdf#page=79>

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.

Division X, *the Supporting Foster Youth and Families Through the Pandemic Act*, allowed tribes to utilize more than 30 percent of their Chafee allotment for items related to “room and board” for the time period April 1, 2020 through September 30, 2021. (See [ACYF-CB-PI-21-04](#).) This flexibility applied to the use of both the regular Chafee program grant and the additional funding provided through Division X. Therefore, for FYs 2020 and 2021 it was permissible to exceed the normally applicable limitation on use of funds for room and board when spending the regular Chafee grant, as well as the Division X additional funding, so long as the funds in excess of 30 percent were obligated during the time period from April 1, 2020 through September 30, 2021. Effective October 1, 2021, the 30 percent limitation on use of funds for room and board again became applicable.

1. Reallotment of FY 2022 (Current Year) Funding

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. See the “note” below for information on the Chafee Program. Any funds released by other grantees will be re-distributed by ACF in accordance with prescribed formulas).

The CFS-101 Part I is a multi-use form used for reallotment requests in addition to future year funding requests. The form is formatted to provide a section specifically for adjustments to current year (i.e., FY 2022) grant requests.

- For any reallotment request, using the latest CFS-101 forms, 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 “Reallotment” and save and name the file “state/tribe name FY 2022 Reallotment.”
- If the tribe intends to release FY 2022 funds for reallotment 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 “Reallotment” must be checked on the Part I.
- If the tribe has received an allotment for FY 2022 and wishes to receive additional funding (subject to the availability of funds through the re-allotment), complete Item 13

of the CFS-101, Part I and indicate the amounts the tribe is requesting for the applicable programs (see CFS-101 form instructions for more detail). The submission type “Reallotment” must be checked. (See Attachment B.) ACF will reallocate the funds in accordance with the prescribed formulas prior to the end of the fiscal year. Reallotment requests must be submitted to the ROs as a stand-alone file. Submit only the signed PDF of the reallotment request. The Excel version is not required.

- A tribe may identify funds to release for one or more programs and request funds for other programs on a single CFS-101, Part I Reallotment.

Note: Chafee and ETV funds that remain unexpended at the end of the two-year expenditure period can be redistributed to states and tribes (section 477(d)(5) of the Act). If ACF identifies unused funds 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 participating tribes that request funds through the process described above.

2. FY 2022 Budget Request-CFS 101, Parts I and II (See Attachment B)

To request funding for FY 2023, complete Parts I and II of the CFS-101. Please use the version of the forms attached to this PI (“APSR 2023” in the footer), as several changes have been made. The Part I accommodates both the request of funds for the upcoming fiscal year (FY 2023) and, as noted above, the adjustment of current year (FY 2022) funding. However, separate copies must be submitted for each purpose.

To request FY 2023 funds for title IV-B, subpart 1 (CWS), title IV-B, subpart 2 (PSSF), Chafee, and ETV, complete Part I of the CFS-101 workbook. Please use the FY 2021 allotment tables in Attachment A as the basis for FY 2023 budget requests. The annual budget request demonstrates a grantee’s application for funding under each program and provides estimates on the planned use of funds. Final allotments will be determined by formula and may be higher or lower than prior year allotments. (CB no longer requires grantees to submit a revised CFS-101, Part I if final allotments determined by formula are higher than the originally submitted CFS-101 form.) **New: Please review and ensure the EIN and Unique Entity Identifier (UEI) are correct. The 12-digit UEI replaces the DUNS requirement as of April 4, 2022. The number can be found in the grantee’s SAM.gov account.**

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 is a required field and must be completed. Amounts entered in this column are to reflect overall programmatic support of the tribe’s child welfare program, and not only the required non-federal match. Also identify the estimated number of individuals and families to be served, the population to be served (the population that has been targeted for the designated services), 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.

3. FY 2020 Title IV-B Expenditure Report-CFS-101, Part III (See Attachment B)

Complete Part III of the CFS-101 workbook to report the actual amount of FY 2020¹³ funds expended in each program area of title IV-B funding by source. (Prior versions of the Part III asked grantees to enter their originally planned expenditures for that year. Beginning with the form reporting on actual expenditures for FY 2020, it longer requires for information on planned expenditures, only actual expenditures.) Identify the number of individuals and families served, and the geographic service area within which the services were provided. Reporting on the CFS-101 Part III is for the regular grants only, not any of the supplemental funds.

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 2020 SF-425 was due on December 30, 2021. Therefore, report FY 2020 information for the title IV-B programs on the form CFS-101, Part III.

If applicable, tribes may also complete this form to show actual FY 2020 expenditures for the Chafee and ETV programs, as well. Amounts reported on the CFS-101 Part III for Chafee should reflect the actual amount of the grant spent for room and board for the regular grant only.

4. Expenditure Periods and Submission of Standard Form 425 (SF-425) Federal Financial Report

All grantees must report expenditures under title IV-B, subparts 1 and 2, Chafee, ETV, and the Family First Transition Act 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

¹³ Federal funds for these programs are awarded on a yearly basis, but may be spent over a two-year period. The FY 2020 grant had an expenditure period from October 1, 2019 to September 30, 2021. Therefore, tribes must have obligated any fiscal year 2020 funds during that two-year period of time and subsequently report expenditures on the CFS-101 form, Part III.

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 2023 funding, unless otherwise indicated.

Title IV-B Grants:

Program Name:	Title IV-B, subpart 1 Child Welfare Services	Title IV-B, subpart 2 – Promoting Safe and Stable Families (PSSF)	Title IV-B, subpart 2 – Kinship Navigator <i>(FY 2021 funding)</i>
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)
Obligate Funds By: Liquidate Funds By:	September 30, 2024 December 30, 2024	September 30, 2024 December 30, 2024	September 30, 2022 December 30, 2022
SF-425 Periodicity:	Interim report at end of FY 2023 Comprehensive final report at end of FY 2024	Interim report at end of FY 2023 Comprehensive final report at end of FY 2024	Interim report at end of FY 2021 Comprehensive final report at end of FY 2022
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)
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	No match required N/A
Administrative Cost Limitations:	No more than 10% of federal funds may be used for administrative costs.	N/A for Tribes (State agencies, but not tribes, are subject to a limitation on administrative costs.)	N/A

Program Name:	Title IV-B, subpart 1 Child Welfare Services	Title IV-B, subpart 2 – Promoting Safe and Stable Families (PSSF)	Title IV-B, subpart 2 – Kinship Navigator <i>(FY 2021 funding)</i>
Additional Information:		<p>PSSF grants are funded through a combination of mandatory and discretionary appropriations. 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.</p>	<p>The SF-425 report for Kinship Navigator is a separate report from the SF-425 reports for PSSF.</p>

Title IV-E Related Grants:

Program Name:	Chafee	Education and Training Vouchers (ETV)
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)
Obligate Funds By: Liquidate Funds By:	September 30, 2024 December 30, 2024	September 30, 2024 December 30, 2024
SF-425 Periodicity:	Interim report at end of FY 2023 Comprehensive final report at end of FY 2024	Interim report at end of FY 2023 Comprehensive final report at end of FY 2024
SF-425 Due Date:	90 days after FY end (December 30)	90 days after FY end (December 30)
Required Match: Reported:	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
Administrative Cost Limitations:	N/A	N/A
Additional Information:	At the end of the two-year grant cycle, any unexpended funds will be redistributed to states or tribes requesting reallotments (section 477(5) of the Act).	At the end of the two-year grant cycle, any unexpended funds will be redistributed to states or tribes requesting reallotments (section 477(5) of the Act).

Family First Transition Act Grants:

Program Name:	Family First Prevention Services Act Transition Grants (FY 2020 funding)	Family First Transition Act Funding Certainty Grants (FY 2020 and 2021 funding)
Spending Period:	Five years following grant award year (6 years spending)	The Funding Certainty Grant funds are available for expenditure starting in the FY for which the award is made and continuing through FY 2026. Any revisions to these awards made after the initial award will not change the project period. The Funding Certainty Grant project periods are as follows: <ul style="list-style-type: none"> • Funding Certainty Grant for FFY 2020: October 1, 2019 – September 30, 2026 • Funding Certainty Grant for FFY 2021: October 1, 2020 – September 30, 2026
Obligate Funds By: Liquidate Funds By:	September 30, 2025 December 30, 2025	September 30, 2026 December 30, 2026
SF-425 Periodicity:	Interim reports at end of each FY Comprehensive final report at end of FY 2025.	Separate interim reports at end of each FY for each grant (if awarded funds for both FY 20 and FY 21). Comprehensive final reports at end of FY 2026.
SF-425 Due Date:	90 days after FY end (December 30)	90 days after FY end (December 30) Note: For this grant, ACF extended the deadline for submitting the SF-425 for the reporting period ending 9/30/21 to February 15, 2022.
Required Match:	No match required	No match required
Reported:	N/A	N/A
Administrative Cost Limitations:	N/A	N/A

Program Name:	Family First Prevention Services Act Transition Grants <i>(FY 2020 funding)</i>	Family First Transition Act Funding Certainty Grants <i>(FY 2020 and 2021 funding)</i>
Additional Information:	FFPSA Transition Grants may not be used to match Federal funds under any other program (section 602(c)(3)(B) of the Transition Act).	Funding Certainty Grants may not be used to match Federal funds under any other program (section 602(c)(3)(B) of the Transition Act).

Supplemental Funding - Consolidated Appropriations Act (Division X)

Program Name:	Promoting Safe and Stable Families Division X Funding <i>(FY 2021 Funding)</i>	Chafee Division X Funding <i>(FY 2021 Funding)</i>	ETV Division X Funding <i>(FY 2021 Funding)</i>
Spending Period:	October 1, 2020 through September 30, 2022	October 1, 2020 through September 30, 2022	October 1, 2020 through September 30, 2022
Obligate Funds By: Liquidate Funds By:	September 30, 2022 December 30, 2022	September 30, 2022 December 30, 2022	September 30, 2022 December 30, 2022
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 FY 2022
SF-425 Due Date:	90 days after FY end (December 30 of each year) Note: For this grant, ACF extended the deadline for submitting the SF-425 for the reporting period ending 9/30/21 to February 15, 2022.	90 days after FY end (December 30 of each year) Note: For this grant, ACF extended the deadline for submitting the SF-425 for the reporting period ending 9/30/21 to February 15, 2022.	90 days after FY end (December 30 of each year) Note: For this grant, ACF extended the deadline for submitting the SF-425 for the reporting period ending 9/30/21 to February 15, 2022.

Program Name:	Promoting Safe and Stable Families Division X Funding (FY 2021 Funding)	Chafee Division X Funding (FY 2021 Funding)	ETV Division X Funding (FY 2021 Funding)
Required Match:	No match requirements for the Division X funds. These are 100% federal funds.	No match requirements for the Division X funds. These are 100% federal funds.	No match requirements for the Division X funds. These are 100% federal funds.
Reported:	N/A	N/A	N/A
Administrative Cost Limitations:	States may spend no more than 10 percent of combined total expenditures of federal funds received under the grantee's regular FY 2021 title IV-B, subpart 2 and Division X for administrative costs (section 434(d) of the Act)		
Additional Information:	The SF-425 for the Division X funding is a separate report from the SF-425 for regular title IV-B, subpart 2.	The SF-425 for the Division X funding is a separate report from the SF-425 for regular Chafee.	The SF-425 for the Division X funding is a separate report from the SF-425 for regular ETV.

Section G. Submittals

ACF requests that grantees submit plans and applications electronically to the RO in the formats below. Clearly indicate the name of the tribe and content of each document submitted.

CB has created resource email boxes for each [CB Regional Office](#) to receive APSR and other plan submissions (e.g., CBRegion1@acf.hhs.gov; CBRegion2@acf.hhs.gov; etc.) Please submit APSRs to the new resource mailbox, rather than sending to the personal email address of the Regional Program Manager or other staff.

By June 30, 2022:

- Submit the 2023 APSR (see recommended template [Attachment H](#)).
- Complete and submit the CFS-101s provided as an attachment (Attachment B) to this PI. The correct forms are labeled '2023 APSR' in the lower right corner of the form.

Submit the workbook in PDF format (all CFS-101 forms in one PDF):

- CFS-101, Part I for FY 2023 (signed by appropriate official, titled and dated);
- CFS-101, Part II for FY 2023 with planned expenditures for the use of FY 2022 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 actual expenditures of FY 2020 grants for the title IV-B, and, if applicable and desired, the Chafee and ETV programs.

Save the file: "Tribe/Tribal Organization name FY 23 CFS-101s", so that the name of the tribe or tribal organization submitting the file is clearly identified.

If a tribe wishes to modify its previously approved funding request for the FY 2022 grants, either by releasing funds for reallocation or by requesting additional funds, then a request for reallocation must be submitted on a separate FY 2023 CFS-101 Part I, saved and submitted as a separate PDF file. Refer to Section F of this PI for instruction.

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(s), titled and dated)

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.

- Submit the information regarding the number of youth receiving ETV vouchers, if applicable, as a separate document. See Attachment C.
- 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 applicable 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 September 30, 2023.

Inquiries To: [CB Regional Program Managers](#)

/s/

Cheri Hoffman
Acting Commissioner
Administration on Children, Youth
and Families

Disclaimer Language

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way, unless specifically incorporated into a contract. This document is intended only to provide clarity to the public regarding existing requirements under the law.

Attachments

Attachment A:

Allotment Tables

FY 2021 Allotment for Title IV-B, Subpart 1 Stephanie Tubbs Jones Child Welfare Services Grants

FY 2021 Allotment for Title IV-B, Subpart 2 Promoting Safe and Stable Families Grants

FY 2021 Division X Additional Allotment for Title IV-B, Subpart 2 Promoting Safe and Stable Families Grants

FY 2021 Allotment for Title IV-B, Subpart 2 Kinship Navigator Grants

FY 2021 Allotment for Chafee Foster Care Program for Successful Transition to Adulthood Grants

FY 2021 Division X Additional Allotment for Chafee Foster Care Program for Successful Transition to Adulthood Grants

FY 2021 Allotment for Education and Training Vouchers Grants

FY 2021 Division X Additional Allotment for Education and Training Vouchers Grants

FY 2021 Allotment for Family First Prevention Services Act Transition Grant

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:

Annual Reporting of Education and Training Vouchers Awarded

Attachment D:

Certification of Tribal Population Under Age 21

See also, link to [ACYF-CB-PI-19-04, Attachment H](#)

Template for a Tribal Child and Family Services Plan / Annual Progress and Services Report