

Instructions for Completing the CFS-101 Forms

Introduction

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

The set of CFS-101 forms has three parts:

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

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

What's new for the FY 2018 CFS-101's:

- Parts I, II and III of the CFS-101 were previously provided as three separate and unlinked Excel worksheets. They have now been integrated into one Excel workbook.
- To prevent the need for repeat data entry, an "autofill" function has been added to Part II and Part III to insert the name of the State or Indian Tribal Organization once entered on Part I.
- On Part I, a formula has been entered on line 6, Total Estimated title IV-B Subpart 2, Promoting Safe and Stable Families (PSSF) Funds, to sum lines 6a-f.
- Separate lines (boxes) for title, signature, and date were added to Part I and Part III.
- Part I and Part II have cells that are linked, as follows:
 - Entries in the administrative cost lines on Part I will autofill on Part II (applies to Title IV-B, Subpart 1 & 2 funds, including the Monthly Caseworker Visit (MCV) grant) so that they are the same amount.
 - Formulas have been inserted in line 18 for each of the columns on Part II so that all lines will add up in the total.
 - There is a new 'check' on Part II (line 19) which brings in the request amounts for each grant from Part I to compare it to the total estimated expenditures on Part II. A "Difference" line (line 20) has been added to display any difference between the two totals.

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- On Part II, the column widths have been adjusted to accommodate larger dollar amounts:
 - Up to \$100 million for IV-B subpart 1, IV-B subpart 2, IV-E and state/local/donated funds.
 - Up to \$10 million for MCV, CAPTA, CFCIP and ETV.
- On Part II, a new field, #21, asks if the population data requested in columns I - L are reported in the APSR/CFSP narrative.
- On Part III, a formula has been entered on line 6, Total Estimated title IV-B Subpart 2, funds, to sum lines 6a-f.

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

Data Entry Notes:

- Please enter only whole numbers into the fields, no pennies.
- If formulas are entered or used to distribute funds for any grant, please show only the final values in the worksheets, not the formulas. Delete any pennies.
- Do not round to the \$ thousands or \$ millions on any of the forms.

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

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

1. **State or Indian Tribal Organization:** Enter the name of the State or Indian Tribal Organization (ITO) in cell C3.
2. **EIN:** Enter the Employer Identification Number (EIN).
3. **Address:** Enter the address of the State or ITO Agency.
4. **Submission Type:** Indicate if this is a NEW submission for the upcoming fiscal year, or a REVISION of the budget request for the current year. A submission is “NEW” until signed off upon by the Children’s Bureau Central Office Official. “REVISION” is only used to revise a CFS-101 approved for a previous fiscal year to request funds if additional funding becomes available or to release funds for reallocation.

Enter all funding requests as whole dollars, no pennies.

5. **Total estimated title IV-B, subpart 1 funds:** Enter the estimated amount of title IV-B, subpart 1 Federal funds that the State or ITO requests for the fiscal year for the Stephanie Tubbs Jones Child Welfare Services (CWS) Program. The previous federal fiscal year’s (FFY) final allotment as provided in the annual Program Instruction on the Annual Progress and Services Report (APSR) or CFSP is to be used as the estimated amount for the State’s/Tribe’s request.¹ A 25% match is required and the State or Tribe’s match amount should be reflected on the SF-425 report.
 - a) Enter the estimated amount of title IV-B, subpart 1 CWS funds entered on line 5 to be spent on administration (not to exceed 10% of the total title IV-B, subpart 1 estimated allotment). The amount reported in 5a is a subset of line 5 and must not exceed 10% of the amount requested on line 5.
6. **Total estimated title IV-B, subpart 2 funds:** No entry is needed. This line will display the total estimated amount of title IV-B, subpart 2 Federal funds that the State or ITO requests for the fiscal year for the Promoting Safe and Stable Families (PSSF) Program. An autosum formula has been inserted into line 6 to add up lines 6a-6f. States and Tribes must complete lines 6a – 6f. The previous federal fiscal year’s (FFY) final allotment, as provided in the annual

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

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

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Program Instruction on the APSR or CFSP, is to be used as the estimated amount for the State's/Tribe's request. A 25% match is required and the State or Tribe's match amount should be reflected on the SF-425 report. If less than 20% of the total (on line 6) is expected to be spent in any of the four service categories (6a – d), a strong rationale must be provided in the APSR narrative.

- a) Enter the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on Family Preservation Services.
- b) Enter the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on Family Support Services.
- c) Enter the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on Time-Limited Family Reunification Services.
- d) Enter the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on Adoption Promotion and Support Services.
- e) Enter the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on other service related activities (e.g. planning).
- f) Enter the estimated amount of title IV-B, subpart 2 PSSF funds to be spent on administration. (Not to exceed 10% of the total title IV-B, subpart 2 estimated allotment for the STATES only.)

7. Monthly Caseworker Visit title IV-B, subpart 2 funds (for STATES only): Enter the amount of title IV-B, subpart 2 Monthly Caseworker Visit (MCV) funds the State requests for the fiscal year.

- a) Enter the estimated amount of title IV-B, subpart 2 MCV funds entered on line 7a to be spent on administration (not to exceed 10% of the total title IV-B, subpart 2 MCV estimated allotment).

8. Re-allotment of Title IV-B, subparts 1 & 2 funds for State and ITO: As funds are available, the Administration for Children and Families (ACF) is able to re-allot unneeded portions of State and Tribal allocations of title IV-B, subparts 1& 2 funds to other States and eligible Indian Tribes so that the total appropriation remains available for program purposes. In order for a State or ITO to be awarded a portion of these funds, or for funds to be released, ACF must have on file a request from the State or Indian Tribe for additional funds, or the release of funds.

- a) Enter the amount of Federal funds of CWS, PSSF and/or MCV (for States only) that the State or Tribe will **not** utilize.
- b) Indicate the amount of Federal funds of CWS, PSSF and/or MCV (for States only) that the State or Tribe is requesting, should additional funds become available.

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9. Child Abuse Prevention and Treatment Act (CAPTA) (for STATES only): Enter the State's estimated CAPTA State Grant allocation as provided in the annual Program Instruction on the APSR. No matching funds are required for this grant.

10. Estimated Title IV-E Chafee Foster Care Independence Program (CFCIP) funds: Enter the estimated amount of CFCIP funds that the State or Tribe requests for independent living activities as provided in the APSR or CFSP Program Instruction.

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

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

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

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

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

c) Enter the amount of funds the State or Tribe is requesting should additional funds become available for the CFCIP program. A 20% State or Tribe match is required. The State or Tribe match amount must be reflected on the SF-425 report.

d) Enter the amount of funds the State or Tribe is requesting should additional funds become available for the ETV program. A 20% State or Tribe match is required. The State or Tribe match amount must be reflected on the SF-425 report.

13. Certification: This report must be signed, titled, and dated in the spaces provided. The signature and title of the official of the State agency, or Indian Tribal Organization, with authority to administer or supervise the administration of title IV-B, subparts 1 and 2 programs, CFCIP and ETV programs, and, for States only, the CAPTA program is required.

By signing this form the State/Tribal official assures that the State/Tribe will meet all applicable match requirements.

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

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

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

- **State or Indian Tribal Organization:** No entry is needed. This field autofills from the CFS-101, Part I.

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

Services/Activities:

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

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

- Pre-placement preventive services programs, such as intensive family preservation programs, designed to help children at risk of foster care placement remain with their families, where possible;

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- Service programs designed to help children, where appropriate, return to families from which they have been removed; or be placed for adoption, with a legal guardian, or, if adoption or legal guardianship is determined not to be appropriate for a child, in some other planned, permanent living arrangement;
- Service programs designed to provide follow-up care to families to whom a child has been returned after a foster care placement;
- Respite care of children to provide temporary relief for parents and other caregivers (including foster parents);
- Services designed to improve parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health, and nutrition;
- Infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to a State law; and
- Case management services designed to stabilize families in crisis such as transportation, assistance with housing and utility payments, and access to adequate health care.

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

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

- Individual, group, and family counseling.
- Inpatient, residential, or outpatient substance abuse treatment services.
- Mental health services.

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- Assistance to address domestic violence.
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- Peer-to-peer mentoring and support groups for parents and primary caregivers;
- Services and activities designed to facilitate access to and visitation of children by parents and siblings; and
- Transportation to or from any of the services and activities described above.

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

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

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

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

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

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

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

10. Independent Living Services: Services designed to help youth expected to remain in foster care until the age of 18, youth who after age 16 leave foster care for kinship guardianship or adoption and former foster care recipients between 18 and 21 years of age, make the transition to self-sufficiency. Services may include: education, career exploration, vocational

training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities.

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

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

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

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

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

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

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

16. Staff and External Partners Training: Includes the cost of short and long-term training to increase the ability of staff and external partners [other than foster/adoptive parents

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(see #13 & #14)] to provide assistance and support to children and families, but does NOT include the costs specifically related to supporting the monthly caseworker visit requirement (see #17 below).

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

18. Total: No entry is needed. The total amount of funds estimated for the year (equal to the sum of lines 1 through 17) for each grant. An autosum formula will calculate the total.

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

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

21. Population Data: Mark the appropriate Y/N response if the population data requested in columns I, J, K and L is, instead, included in the APSR/CFSP narrative.

Estimated Expenditures:

Columns A-G. For each Federal program indicated in columns (A) through (G), enter the amount to be expended for each service/activity. Note: Column (G) [Title IV-E] amounts generally are reportable only for the services and activities described in rows (7) through (17). As applicable and appropriate, States and Tribes operating title IV-E waiver demonstrations should also indicate in column (G) the extent to which any title IV-E funding will be expended on child welfare services and activities described in rows (1) through (6). Unless approved to operate a title IV-E waiver demonstration, states and tribes may not normally spend title IV-E funds for these purposes.

Reminders for Columns A-F:

- Enter all funds as whole dollars, no pennies.
- Do not round to the \$ thousands or \$ millions.
- Administrative costs autofill from Part I entries.
- If there is an amount other than "\$0" in the "difference" row (line 20), the estimated expenditures in the service/activities must be adjusted.

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Column H. State, Local, and Donated Funds: Enter the estimated amount of State, local, and donated funds to be expended, even if they are not used to match Federal funds.

The following information may be provided on the CFS-101 Part II or in the narrative of the CFSP/APSR. Please mark the appropriate Y/N response to Item 21, Population Data.

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

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

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

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

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

The CFS-101, Part III report captures information on the estimated and actual expenditures for the most recently ended grant award year. Federal funds for most of the programs identified above are awarded to States or Tribes on a yearly basis, but may be spent over a two-year period ending on September 30 of the year following the fiscal year for which they were awarded. For the CFS-101 reports submitted with the FY 2018 APSR, the reporting year is the FY 2015 grant allocation which had an expenditure period from October 1, 2014 to September 30, 2016. Therefore, any fiscal year 2015 funds must have been obligated during that two-year period of time and subsequently reported on this form.

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

Reminders on completing the CFS-101, Part III:

- Enter all funds as whole dollars, no pennies.
- Do not round to the \$ thousands or \$ millions.

Most figures in the "estimate" column can be found in a State's/Tribe's previously approved CFS 101, Part I for the fiscal year being reported on.

- 1. State or Indian Tribal Organization (ITO):** No entry is needed. This field autofills from the CFS-101, Part I.
- 2. EIN:** Indicate the Employer Identification Number (EIN).
- 3. Address:** Enter the address of the State or Indian Tribal Organization
- 4. Submission Type:** Indicate if this is a new or revised expenditure report. A submission is "NEW" until signed off upon by the Children's Bureau Central Office Official.
- 5. Total title IV-B, subpart 1 funds:** Enter the estimated and actual expenditures of title IV-B, subpart 1 Federal funds for the designated fiscal year for Child Welfare Services. Indicate as accurately as possible, the number of individuals and the number of families served, the population served, and the geographic area where services were provided. The required 25% match should not be reflected on this form.

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a) Enter the estimated and actual expenditures of title IV-B, subpart 1 funds for administration. Note that administrative costs may not exceed 10% of the title IV-B, subpart 1 total expenditures.

6. Total title IV-B, subpart 2 Promoting Safe and Stable Families (PSSF) funds: This line will display the total estimated and actual expenditures of title IV-B, subpart 2 funds for the designated fiscal year for Promoting Safe and Stable Families services. An autosum formula has been inserted into line 6 to add up lines 6a-6f. States and Tribes must complete lines 6a – 6f. The required 25% match should not be reflected on this form. Indicate as accurately as possible, the number of individuals and the number of families served², the population served³, and the geographic area where services were provided⁴.

Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year for which they were awarded.

a) Enter the estimated and actual expenditures for Family Preservation Services for the designated reporting year.

b) Enter the estimated and actual expenditures for Family Support Services for the designated reporting year.

c) Enter the estimated and actual expenditures for Time-Limited Family Reunification Services for the designated fiscal year.

d) Enter the estimated and actual expenditures for Adoption Promotion and Support Services for the designated fiscal year.

e) Enter the estimated and actual expenditures for other service related activities (e.g. planning) for the designated fiscal year.

f) Enter the estimated and actual expenditures for administrative costs for the designated fiscal year. States' administrative costs may not exceed 10% of the total Federal expenditures for title IV-B, subpart 2. (*This limitation does not apply to Tribes.*)

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

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

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

CFS-101 Instructions

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

Attachment B
OMB Approval #0970-0426
Approved through September 30, 2017

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

Enter the estimated and actual expenditures allotted for the designated fiscal year.

a) Enter the estimated and actual expenditures for Monthly Caseworker Visit funds allotted for the designated fiscal year (*States only*). Total administrative costs may not exceed 10% of the total expenditures for MCV.

8. Chafee Foster Care Independence Program (CFCIP) funds: Enter the estimated and actual expenditures of CFCIP funds for independent living activities allotted for the designated fiscal year. Note that these funds may be spent over a two-year period ending on September 30 of the fiscal year following the year in which they were awarded.

a) Enter the estimated and actual expenditures of the State's or Tribe's allotment for the designated fiscal year for room and board for eligible youth (not to exceed 30% of CFCIP funds). Indicate as accurately as possible, the number of clients served, the population served, and the geographic area where services were provided.

9. Education and Training Vouchers (ETV) Program: Enter the estimated and actual expenditures of Education and Training Voucher funds allotted for the designated fiscal year. Indicate as accurately as possible, the number of clients served, the population served, and the geographic area where services were provided.

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

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