

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  Administration on Children, Youth and Families	
	<b>1. Log No:</b> ACYF-CB-PI-19-02	<b>2. Issuance Date:</b> February 26, 2019
	<b>3. Originating Office:</b> Children’s Bureau	
	<b>4. Key Words:</b> Title IV-B Child and Family Services Plan; Annual Progress and Services Report; Child Abuse Prevention and Treatment Act State Plan; Chafee Foster Care Program for Successful Transition to Adulthood; Education and Training Vouchers Program	

**PROGRAM INSTRUCTION**

**TO:** State Agencies, Territories, and Insular Areas Administering or Supervising the Administration of Title IV-B, subparts 1 and 2, and Title IV-E of the Social Security Act (the Act); Organization Designated by the Governor to Apply for Child Abuse and Neglect Prevention and Treatment Programs State Grant Funds; and State Independent Living and Education and Training Voucher Coordinators.

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

**LEGAL AND RELATED REFERENCES:** Title IV-B, subparts 1 and 2, sections 421-425, 428, 430-438, and title IV-E, section 477 of the Act; sections 106 and 108 of CAPTA (42 U.S.C. 5106a. and 5106d.); the Victims of Child Abuse Act Reauthorization Act of 2018 (P.L. 115-424); 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

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

Family First Prevention Services Act within Division E, Title VII of the Bipartisan Budget Act of 2018 (P.L. 115-123); and the Consolidated Appropriations Act of 2018.

**PURPOSE:** This Program Instruction (PI) provides guidance to states, territories, and insular areas (hereafter “states,” unless otherwise noted) on actions they are required to take to receive their allotments for Federal Fiscal Year (FY)<sup>2</sup> 2020 (subject to the availability of appropriations) authorized under title IV-B, subparts 1 and 2, section 106 of CAPTA, Chafee and ETV programs.

This PI summarizes the actions required to complete and submit the (1) 2015- 2019 Final Report (which includes the CAPTA State grant annual update), (2) the new 2020- 2024 CFSP, and (3) the CFS-101, Parts I, II, and III.

A separate PI addresses requirements for tribes, tribal consortia, and tribal organizations applying for funding under these programs.

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

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

### **PART 1**

- Section A. Reshaping Child Welfare in the United States to Focus on Strengthening Families Through Primary Prevention of Child Maltreatment
- Section B. Overview of the Child and Family Services Plan and Continued Integration with the Child and Family Services Review Process

### **PART 2**

- Section C. 2015-2019 Final Report Requirements

### **PART 3**

- Section D. 2020-2024 CFSP Requirements
  - Section E. Financial Information
  - Section F. Instructions for the Submission of the 2015-2019 Final Report and the 2020-2024 Child and Family Services Plan for States, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States
  - Section G. Submittal Rule for Insular Areas
- Attachments

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

# PART 1

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

Over the last two years, the Children’s Bureau (CB) has presented a new vision for child welfare in the United States and made a call to action to the child welfare field to implement primary prevention strategies as a critical intervention to strengthen families and prevent child maltreatment and the unnecessary removal of children from their homes.<sup>3</sup> Child protection will always be paramount and will always be needed, but the system can and should be designed to protect children by keeping families safe, healthy, and together whenever possible before remedial efforts become necessary. Coordinated and robust primary prevention efforts are critically important to strengthen families and prevent both the initial occurrence of child abuse and neglect and ongoing maltreatment; prevent unnecessary family disruption; reduce family and child trauma; interrupt intergenerational cycles of maltreatment; and build a well-functioning child welfare system. In conversations with child welfare leaders, court partners, families, and youth, it is clear that the call to action towards a robust prevention system must be our nation’s next step towards the protection of children and strengthening families.

In order to realize the vision of a child welfare system that focuses on primary prevention to strengthen families and the prevention of child maltreatment, the following aspects of child welfare must be examined:

- **Child Welfare Practice that Supports the Well-Being of Children and Families**  
At the core of child welfare’s work is the establishment of practice that supports the positioning of the well-being of children and families as central to the role of the child welfare system. We know that trauma related to abuse and neglect and the removal of children from their families has long-term consequences for children and families. Creating a system that sees the prevention of child abuse and neglect as the goal of child welfare changes the current system toward working with families sooner through upfront prevention efforts.
- **Community-Based, Collaborative Programs that Support Families**  
Effective primary prevention services must be located in communities where families live, where they are easily accessible, and culturally responsive. Child welfare agencies must partner with community-based providers for effective and efficient prevention strategies. These partnerships offer the opportunity to understand the unique strengths and needs of the communities and to develop approaches that are effective in reaching

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

families facing a range of challenges. Because of the link between poverty and child abuse and neglect, it is important that child welfare agencies work to develop consensus with key stakeholders around shared goals and strategies to achieve positive outcomes for families and children by encouraging them to participate in services early, before economic factors or other stressors cause a crisis.

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

While the movement towards primary prevention has the potential to reduce dramatically the number of children for whom foster care is needed, we will always need a system that can provide a temporary safe-haven for a limited number of children and youth. Under a prevention-based child welfare system, the need for foster care is used only as a last resort after all efforts have been exhausted to maintain the children within their own home.

With a smaller system of foster care, we can focus on empowering foster family homes to provide a support to families in a time of need or crisis. Children and youth can remain in their home communities, siblings can remain together, and critical child-parent bonds can be maintained. Foster parents must be a resource and allow families to remain actively involved in the lives of their children while out of their home.

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

All elements of the call to action rely on a highly-trained workforce capable of implementing the goal of strengthening families through primary prevention. Learning to work with families and youth to identify strengths and protective factors is essential and must be supported by agency leadership and culture. Most child welfare professionals choose to work in the field because they care deeply about the children and families who live in their communities. Unfortunately, a lack of training, resources, and support coupled with high caseloads forces many child welfare professionals to leave the field. High turnover is associated with the inability of families and youth to receive critical services, make progress in court, and limits the ability of families and youth to build trusting relationships.

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

### Implications for the Child and Family Services Plan (CFSP)

The development of each state's CFSP provides an opportunity to turn CB's "call to action" into a concrete plan for action and a roadmap for implementing a new vision for child welfare. Throughout the Program Instruction, CB highlights opportunities to develop a shared vision for strengthening families, using the CFSP as a blueprint for reorienting child welfare systems towards prevention, and integrating planning and system improvement efforts across agencies, courts, and other partners based on data-informed decision-making.

Last year, CB convened state teams composed of child welfare administrators; judges and other legal professionals; prevention agencies officials; and others, to begin to develop the state's vision based on CB's priorities. In April 2019, CB will again convene state teams to continue to operationalize the vision into practice. CB firmly believes that a shared vision across the broader child welfare system is necessary to strengthen families and prevent child maltreatment and unnecessary family separation. By grounding the CFSP in that shared vision and using the vision and active involvement of agency partners to inform development of goals, objectives and service strategies, the development and implementation of the CFSP can be a tool for meaningful progress, and not just a compliance exercise. We encourage states to rise to that challenge.

## **Section B. Overview of the Child and Family Services Plan and Continued Integration with the Child and Family Services Review Process**

### Child and Family Services Plan (CFSP)

States are required to develop a CFSP, a five-year strategic plan that sets forth the vision and the goals to be accomplished to strengthen the states' overall child welfare system (section 432(a)(2) of the Act). A primary purpose of the CFSP is to facilitate states' integration of the programs that serve children and families, including title IV-B, subparts 1 and 2 of the Act, and the Chafee and ETV programs for older youth and/or young adults formerly in foster care, into a continuum of services for children and their families. The CFSP consolidates plans for these programs to help states comprehensively integrate the full array of child welfare services, from prevention and protection through permanency (45 CFR 1357.15(a)). By integrating into one five-year strategic plan all of the separate plan requirements for the title IV-B programs, and the Chafee/ETV programs the CFSP provides states the opportunity to view their child welfare systems and federal funding sources holistically. In this way, states can effectively and collaboratively develop strategies to strengthen their overall child welfare system.

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

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

### Final Report

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

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

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

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

### Child and Family Services Review (CFSR)

The CFSR process is specifically designed to meet the statutory requirement to provide federal oversight of states' compliance with title IV-B and IV-E plan requirements and to strengthen child welfare programs for improved child and family outcomes. CFSRs help states improve safety, permanency, and well-being outcomes for children and families who receive services through the child welfare system. The CFSRs are an important tool that enables the Children's Bureau to (1) ensure conformity with federal child welfare requirements; (2) determine what is actually happening to children and families receiving child welfare services; and (3) assist states in enhancing their capacity to help children and families achieve positive outcomes related to safety, permanency, and well-being.

The CFSRs assess state performance on seven outcomes and seven systemic factors, comprising the results of an assessment of 36 individual items. The CFSR incorporates two key phases: the statewide assessment and an onsite review of child and family service outcomes and program systems. The CFSR is followed by the Program Improvement Plan (PIP) phase, in which states not in substantial conformity with federal standards respond to findings of the CFSR.

The first round of CFSRs occurred during FYs 2001–2004 and each state entered into a PIP phase. The second round of CFSRs occurred during FYs 2007– 2010 and states again developed and, upon Children's Bureau approval, implemented PIPs. The third round of CFSRs began in

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<sup>4</sup> Sections of 45 CFR 1357 or other references that are obsolete or superseded by statute: dates and timelines in §1357.15(a)(4), (b)(2), (b)(3), (b)(5), (b)(7), (k)(1), 1357.16(a)(7), (b)(4), (c), (e) and (f); §1357.10(c); §1357.15(a)(2)(ii), (c)(3), (c)(4), (l)(3)(viii), (n)(3)(iv), (q), and (s); §1357.25; §1357.30(e)(2), (e)(3), and (g); §1357.32(f); §1357.16(b); §1350.50(a), (b), (c), and (d); and any reference to section 423 of the Act.

FY 2015 and concluded in FY 2018 (Round 3) and all states have developed or are developing a PIP in response to the findings of their CFSR.

### Continued Integration of CFSP Process and Round 3 of the CFSR

Over the past five years, CB has emphasized the importance of integrating the planning for and development of the CFSP with the CFSR process. In so doing, states have the opportunity to assess the strengths of their child welfare systems and the areas needing improvement on an ongoing basis. An integrated approach to planning the use of federal funds and developing strategies will result in sustained program improvement that will go beyond the period of implementing a CFSR PIP.

In preparation for carrying out Round 3 of the CFSR, CB intentionally integrated the 2015- 2019 CFSP with the CFSR process. The 2020- 2024 CFSP represents the next phase in the integration of the CFSP and CFSR. As of June 30, 2019, states will have completed their Round 3 CFSR and will be in various stages of developing, finalizing, and/or implementing their PIPs to address areas needing improvement identified in the CFSR.

The work of assessing performance and developing strategies for improvement must be ongoing in the 2020- 2024 CFSP. Therefore, consistent with a Continuous Quality Improvement (CQI) framework and the ongoing effort to integrate CFSP and CFSR each state must:

- *Newly assess its performance on each of the seven child and family outcomes and the seven systemic factors that are part of the CFSR and that reflect title IV-B and IV-E state plan requirements (45 CFR 1355.34(b) and (c)).* The CB continues to focus its monitoring and improvement efforts on ensuring that states are making progress towards achieving CFSR outcomes and systemic factors and increasing agency capacity (45 CFR 1357.15(k)).
- *Focus its goals and objectives on achieving and sustaining state performance on CFSR outcomes related to safety, permanency, and well-being.* The CB anticipates that the state's PIP will serve as the foundation and assist in selecting and designing the goals and objectives appropriate to the 2020-2024 CFSP to continue to build state capacity (45 CFR 1357.15(h) and (i)).
- *Continue to use Continuous Quality Improvement (CQI) principles to invest in and support a strong system in the state to review, monitor, and provide oversight.* As outlined in [ACYF-CB-IM-12-07](#), states are required to "regularly assess the quality of services under the Child and Family Services Plan (CFSP) and assure that there will be measures to address identified problems" as part of the CFSP (45 CFR 1357.15(u)). The development of the 2020- 2024 CFSP must be based on data, including information on target areas for improvement, service needs, and gaps in services (45 CFR 1357.15(d)(3)). To the extent available, the state must use its CFSR Final Report, data related to systemic capacity, its case record review data and other relevant data to construct the five-year plan and to measure progress against CFSR outcomes and

systemic factors. The 2020- 2024 CFSP must include a summary of the data and information used to develop the plan (45 CFR 1355.34 and 1357.15(j) and (k)).

- *Build on the mechanisms for substantial ongoing meaningful involvement of families, children, and youth; tribes, courts and other partners developed during the CFSR and the development of the CFSR PIP.* States should consider how to best engage and involve the prevention community and other stakeholders to strengthen families through primary prevention of child maltreatment, as well as the development of effective treatment programs for families already involved in the child welfare system. The involvement of stakeholders should be consistent with the CQI principles regarding data analysis, dissemination, feedback and adjustment. In addition, CB Regional Offices (ROs) will participate in joint planning with the state in each step of the 2020- 2024 CFSP development and implementation process (45 CFR 1357.15(d) and (l)).
- *Use the 2015-2019 CFSP, CFSR Final Report, and the CFSR PIP to continue to improve title IV-B and Chafee programs and services to children and families over the period of the next five year plan* (45 CFR 1357.16(e and f)). The development of the 2020-2024 CFSP and subsequent APSRs should build upon the goals of the state's PIP to continue the improvements to the child welfare system in the state (45 CFR 1355.35(f)). The process of monitoring implementation and assessing effectiveness of PIP strategies must be ongoing. Plans to make adjustments and scale up strategies should be addressed in the 2020- 2024 CFSP.
- *Consider how development of the 2020- 2024 CFSP can complement implementation of the Family First Prevention Services Act of 2018 (FFPSA) by providing opportunities to expand prevention services and support the overall improvement of child welfare practice.* While changes made by FFPSA to title IV-B and Chafee are reflected in this program instruction, FFPSA strengthens overall prevention program and services to prevent the unnecessary removal of children from their families and placement into foster care, to strengthen kinship supports, and to support the use of family-based foster care when children must be removed from home. FFPSA requires that the state coordinate prevention programs and services with other child and family services provided under the state title IV-B plan. States should consider how FFPSA implementation efforts align with core activities of the development of the 2015- 2019 Final Report and 2020- 2024 CFSP.

CB will continue to provide technical assistance to states throughout the 2020- 2024 CFSP development and implementation process. CB ROs are available to provide guidance in this process.

#### *Additional Resources*

In order to assist states in completing the items required under the 2015- 2019 Final Report and the 2020- 2024 CFSP, CB, in cooperation with the Capacity Building Center for States and the Child Welfare Information Gateway, has compiled a list of resources. Instead of including these resources within the PI, we have developed a [webpage](#) for states to utilize.

# PART 2

## Section C. 2015- 2019 Final Report Requirements

The federal requirements outlined below for the 2015-2019 Final Report provide a foundation for each state agency to convene partners to assess progress made over the past five years and to see where communities can come together to implement broader systemic change, consistent with the state's vision for child welfare services.

In preparing the 2015- 2019 Final Report, each state must conduct a review of the progress made toward accomplishing the goals and objectives in the 2015-2019 CFSP and subsequent APSRs based on updated information and current data. In accordance with 45 CFR 1355.52 (b) and (c), states with a Comprehensive Child Welfare Information System (CCWIS) must utilize the data in these case management systems in assessing progress, citing the source as such.

### 1. General Information

#### *Collaboration*

As required by federal regulations at 45 CFR 1357.16, when conducting the final review, the state must engage the agencies, organizations, and individuals who are part of the ongoing CFSP-related consultation and coordination process, including families, children, and youth and other partners (e.g., the state's legal and judicial community, including the Court Improvement Program, tribes, frontline workers, the Community-Based Child Abuse Prevention (CBCAP) lead agency and other prevention partners, the Children's Justice Act grantee, providers, and faith-based and community organizations).

- Provide an update on how the state has engaged in substantial, ongoing and meaningful collaboration in the accomplishment of the 2015- 2019 CFSP goals and objectives and the development of the 2015-2019 Final Report.

### 2. Update on Assessment of Performance, the Plan for Improvement and Progress to Improve Outcomes

- **Assessment of Performance.** States must review and update the data and information provided in their 2015-2019 CFSP and subsequent APSRs to determine final state performance. The state must use its most recent data profile or contextual information provided on the state's performance on the CFSP Round 3 statewide data indicators, its case review data, relevant data or information for each Round 3 systemic factor item and any other relevant data to provide the final assessment.

The assessment of performance for the 2015-2019 Final Report should be focused on reporting out on the progress made over the last five years to accomplish the goals of the 2015- 2019 CFSP and the progress to achieve the outcomes of the CFSR child and family outcomes and the systemic factors identified in the last five years. If the assessment of performance supports the continuation of the goal in the 2020- 2024 CFSP, states should summarize the information in the 2015- 2019 Final Report and provide more in-depth information in the 2020- 2024 CFSP (see section D).

- **Plan for Improvement.** In the 2015-2019 CFSP and subsequent APSRs, states were asked to identify the plan for improving its program, services, and outcomes for children and families over the next five years. In the 2015-2019 Final Report, provide the final update to that plan for improvement.
- **Progress Made to Improve Outcomes.** The state must report on the final progress made 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)).

*Progress Measures:* States must cite relevant state and local data supporting the state's assessment of the progress toward meeting each goal and objective of the 2015-2019 CFSP and subsequent APSRs.

*Progress Benchmarks:* For each objective/intervention identified in the 2015-2019 CFSP and subsequent APSRs the state must report on the progress it made in meeting its timeframes and benchmarks for implementing the intervention. Benchmarks may be stated in terms of implementation milestones, such as key activities completed or process measures.

*Feedback loops:* In monitoring and reporting on progress, the state should also continually consult with families, children, youth and other partners including; tribes; the legal and judicial community; and other stakeholders; who are involved in implementing the intervention or who are impacted by the intervention for information/data about effectiveness. If available, provide information obtained using feedback loops to support progress made to improve outcomes. (For instance, provide information on who the state engaged in providing feedback related to a particular objective or intervention, how those partners were engaged and the nature of the feedback provided.)

- If the state did not make progress as expected on the goals and objectives in the 2015-2019 CFSP and subsequent APSRs, describe in the 2015- 2019 Final Report the reasons for the lack of progress and accomplishment.

### 3. Update on Service Description

States are required to provide a final report on the services provided through each of the programs/service areas identified below:

- The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
  - Services provided in the four areas under the Promoting Safe and Stable Families Program (title IV-B, subpart 2):
    - Family Preservation;
    - Family Support<sup>5</sup>;
    - Family Reunification<sup>6</sup>; and
    - Adoption Promotion and Support Services;
  - Monthly Caseworker Visit Formula Grants; and
  - Chafee and ETV.
- For each program, briefly describe the services provided during FYs 2015- 2019 highlighting any changes or additions in services or program design and how the services assisted in achieving program goals (45 CFR 1357.16(a)(4)).

#### *Additional Information Required*

- *Services for Children Adopted from Other Countries (section 422(b)(11) of the Act)*  
In the 2015-2019 CFSP, states were required to describe the activities, including provision of adoption and post-adoption supports that support the families of children adopted from other countries. In the 2015-2019 Final Report, provide a final update on the state's efforts to provide support to the families of children adopted from other countries.
- *Services for Children Under the Age of Five (section 422(b)(18) of the Act)*  
FFPSA amended the state plan requirement relating to services for children under the age of five which previously required states to describe the activities undertaken to reduce the length of time that young children under age five are in foster care without a permanent family and the activities to address the developmental needs of children under five who

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

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

are in foster care. As amended, the provision expands the requirement to address the services and activities being provided to address the developmental needs of all vulnerable children under age five, including children in foster care, as well as those being served in-home or in a community-based setting. The amendment became effective on February 9, 2018.

In the 2015-2019 Final Report, provide an update on the activities the state has undertaken over the past five years to reduce the length of time young children under the age of five are in foster care without a permanent family, and the activities the state undertook in the past year to address the developmental needs of all vulnerable children under five years of age.

- *Populations at Greatest Risk of Maltreatment (section 432(a)(10) of the Act)*  
In the 2015-2019 CFSP, states were required to identify and describe which populations are at the greatest risk of maltreatment, how the state identifies these populations and how services would be targeted to those populations. In the 2015-2019 Final Report, provide a final update on the state's efforts to identify these populations and how services were targeted to those populations over the last five years.
- *FY 2018 Kinship Navigator Funding (title IV-B, subpart 2)*  
To assist title IV-E agencies in preparing to participate in the new title IV-E Kinship Navigator program, the Congress, through the Consolidated Appropriations Act of 2018, set aside funding appropriated under title IV-B, subpart 2 to make grants to states to develop, enhance or evaluate kinship navigator programs. States had the opportunity to apply for these funds in July 2018 and awards were made in September 2018. In the 2015- 2019 Final Report, provide an update on how the state has used these funds to support or evaluate kinship navigator programs in the state. (States that did not apply for the FY 2019 funding do not need to address this item.)

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

- *Child Welfare Waiver Demonstration Activities (applicable states only)*  
If the state has an approved child welfare waiver demonstration project under section 1130 of the Act, describe how it coordinated efforts to integrate the activities under the demonstration with the goals and objectives of the 2015-2019 CFSP. Describe how programs and activities funded by the flexible use of title IV-E dollars were coordinated with programs funded by title IV-B.
- *Adoption and Legal Guardianship Incentive Payments (section 473A of the Act)*  
States were required to specify in the 2015-2019 CFSP the services they expected to provide to children and families using Adoption and Legal Guardianship Incentive

payments and the state's plans for timely expenditure of the funds. In the 2015- 2019 Final Report, provide a final summary of how the state spent Adoption Incentive and Legal Guardianship Incentive payments received during FYs 2015 - 2019.

#### 4. Program Support

In the 2015- 2019 Final Report, states must:

- Summarize the state's training and technical assistance provided to counties and other local or regional entities that operate state programs and its impact on the achievement of 2015-2019 CFSP goals and objectives (45 CFR 1357.16(a)(5)).
- Describe the technical assistance and capacity building efforts that the state received in FY 2015-2019 in support of the CFSP/APSR goals and objectives. Describe how capacity building services from partnering organizations or consultants assisted in achieving the identified goals and objectives (45 CFR 1357.16(a)(5)).
- Summarize how the state's activities undertaken in FYs 2015-2019 in child and family services-related research, evaluation, management information systems, and/or quality assurance systems informed service delivery and contributed to achieving the goals and objectives of the 2015-2019 CFSP (45 CFR 1357.16(a)(5)).

#### 5. Consultation and Coordination Between States and Tribes

As referenced throughout this PI, states are expected to consult, collaborate and coordinate with all federally recognized tribes within their jurisdiction on all aspects of the development and oversight of the 2015-2019 CFSP and subsequent APSRs. States without federally-recognized tribes within their borders should still consult with tribal representatives and document such consultations.

In the 2015- 2019 Final Report, states must:

- Describe the process used to gather input from tribes since the submission of the 2019 APSR and during the last five years, including the steps taken by the state to reach out to all federally recognized tribes in the state. (See 45 CFR 1357.15(l) and 45 CFR 1357.16(a)).
- Provide a final update, developed after consultation with tribes, on the specific measures taken by the state to comply with ICWA since submission of the 2015- 2019 CFSP.

## 6. Child Abuse Prevention and Treatment Act (CAPTA) State Plan Requirements and Update

States submitted a plan for the CAPTA State Grant on June 30, 2011.<sup>7</sup> Once approved by CB, the CAPTA State Plan remains in effect for the duration of the state's participation in the CAPTA State Grant program. However, section 108(e) of CAPTA requires states receiving a CAPTA State Grant to submit an annual report describing its use of the grant. In addition, states must address new requirements enacted into law.

To facilitate coordination between the CAPTA State Plan and the title IV-B plan, as required by section 106(b)(2)(A) of CAPTA, CB requires that the annual report describing use of CAPTA funds be submitted with the APSRs. In addition, CB encourages states to use CAPTA State Grant funds in a manner that aligns with and supports their overall goals for the delivery and improvement of child welfare services, as they continue to develop and implement their 2020-2024 CFSP and subsequent APSR goals.

### *New Legislation: Victims of Child Abuse Act Reauthorization Act of 2018*

On January 7, 2019, the President signed the Victims of Child Abuse Act Reauthorization Act of 2018 (P.L. 115-424) that included an amendment to CAPTA. The amendment expands the scope of the assurance found at section 106(b)(2)(B)(vii) of CAPTA related to legal immunity for good faith reports of child abuse and neglect, to include professionals who are called upon to consult in a child abuse case, or provide a medical diagnosis.<sup>8</sup> The assurance, as amended, is shown below (with deleted text shown in strike out and added text in italics)

“(vii) provisions for immunity from ~~prosecution~~ *civil or criminal liability* under State and local laws and regulations for individuals making good faith reports of suspected or known instances of child abuse or neglect, *or who otherwise provide information or assistance, including medical evaluations or consultations, in connection with a report, investigation, or legal intervention pursuant to a good faith report of child abuse or neglect;*”.

The amendment to CAPTA became effective upon enactment. Therefore, to comply with eligibility requirements of the CAPTA State Grant, all states must submit an assurance signed by the Governor that the state has in place laws and regulations reflecting the expanded requirement. It is important to note that this provision of CAPTA is one of several CAPTA assurances that must be embodied in state law, rather than just policy. Therefore, if state law is not currently consistent with this CAPTA requirement, as amended, the state must pass legislation to come into compliance. By June 30, 2019, each state is required to submit either a

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<sup>7</sup> In some cases, a state may have submitted a new CAPTA State Plan at a later date.

<sup>8</sup> Section 3(b) of P.L. 115-424 also provides Federal immunity from civil liability or criminal prosecution for any individual making a good faith report, or who provides information or assistance in connection with a report or investigation of child abuse or neglect; there shall also be a presumption that the person acted in good faith; and if the defendant prevails in a federal civil action, the court may award costs and reasonable attorney's fees incurred by the defendant.

signed Governor's Assurance Statement or a CAPTA Program Improvement Plan (PIP) detailing the steps the state is taking to come into compliance.

In the State's 2020 Annual CAPTA Report:

- Describe substantive changes, if any, to state law or regulations, including laws and regulations relating to the prevention of child abuse and neglect, that could affect the state's eligibility for the CAPTA State Grant (section 106(b)(1)(C)(i) of CAPTA). The state must also include an explanation from the State Attorney General as to why the change would, or would not, affect eligibility. (Note: States do not have to notify ACF of statutory changes or submit them for review if they are not substantive and would not affect eligibility.)
- Describe any significant changes from the state's previously approved CAPTA plan in how the state proposes to use funds to support the 14 program areas enumerated in section 106(a) of CAPTA. (See section 106(b)(1)(C)(ii) of CAPTA).
- Describe how CAPTA State Grant funds were used, alone or in combination with other federal funds, in support of the state's approved CAPTA plan to meet the purposes of the program since the state submitted its last update on June 30, 2018 (section 108(e) of CAPTA).
- Submit a copy of annual citizen review panel report(s). Include a copy of the state agency's most recent written responses to the panel(s) that describes whether or how the state will incorporate the recommendations of the panel(s) (as appropriate) to improve the child protection system. (See section 106(c)(6) of CAPTA.)
- Provide an update on the state's continued efforts to support and address the needs of infants born and identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder (see section 106(b)(2)(B)(ii) - (iii) of CAPTA), including information on:
  - Any changes made to implementation and/or lessons learned from implementation.
  - Any multi-disciplinary outreach, consultation or coordination the state has taken to support implementation (e.g., among the state CPS agency, the state Substance Abuse Treatment Authority, hospitals, health care professionals, home visiting programs and Public Health or Maternal and Child Health Programs).
  - Monitoring of plans of safe care to determine whether and in what manner local entities are providing referrals to and delivery of appropriate services for substance-exposed infants and affected family members and caregivers.
  - Technical assistance needs the state has determined are needed to receive to support effective implementation of these provisions.

- Submit the signed Governor’s Assurance Statement (see Attachment C) that the state is compliance with the provisions of section 106(b)(2)(B)(vii), as amended by Victims of Child Abuse Act Reauthorization Act of 2018 (P.L. 115-424). If unable to provide the assurance, the state must coordinate with the CB RO to develop a PIP. The PIP must address the specific steps the state will take to come into compliance with the provision by no later than June 30, 2020. The state must submit the PIP for approval by CB with the Annual CAPTA Report.

Finally, to facilitate ongoing communication between CB and states on issues relating to CAPTA and child abuse and neglect, please submit the name, address, and email for the state CAPTA coordinator (also known as the State Liaison Officer) or where this information can be found on the state’s website.

States must include all required information indicated above in their 2020 CAPTA Annual Report to be submitted as part of the 2015-2019 Final Report (and final APSR). Missing or incomplete information will result in the withholding of CAPTA funds until such time as approval can be granted by CB. Please note that compliance with the eligibility requirements for a CAPTA State Grant program is a prerequisite for eligibility to receive funding under the Children’s Justice Act State Grant Program, authorized by section 107(a) of CAPTA.

#### 7. Statistical and Supporting Information

*The following must be reported in the 2015-2019 Final Report:*

##### a. CAPTA Annual State Data Report Items:

Each state receiving the CAPTA State Grant must annually provide, to the maximum extent practicable, an Annual State Data Report. The complete list of data elements to be included in the report can be found in section 106(d) of CAPTA. Most information for this report is collected through state participation in the National Child Abuse and Neglect Data System (NCANDS). The following items are to be included in the 2015-2019 Final Report.

*Information on Child Protective Service Workforce:* For child protective service personnel responsible for intake, screening, assessment, and investigation of child abuse and neglect reports in the state, report available information or data on the following:

- information on the education, qualifications, and training requirements established by the state for child protective service professionals, including requirements for entry and advancement in the profession, including advancement to supervisory positions;
- data on the education, qualifications, and training of such personnel;
- demographic information of the child protective service personnel; and
- information on caseload or workload requirements for such personnel, including

requirements for average number and maximum number of cases per child protective service worker and supervisor (section 106(d)(10) of CAPTA).

If the state was unable last year and continues to be unable this year to provide all of the requested information relating to the child protective service workforce, please provide an explanation as to why that information is not currently available, and describe steps the state will take to be able to report the information in the future.

*Juvenile Justice Transfers:* Report the number of children under the care of the state child protection system who were transferred into the custody of the state juvenile justice system in FY 2018 (specify if another time period is used). Describe the source of this information, how the state defines the reporting population, and any other relevant contextual information about the data. (See section 106(d)(14) of CAPTA.)

- b. Education and Training Vouchers: Identify the number of youth (unduplicated count) who received ETV awards from July 1, 2017 through June 30, 2018 (the 2017-2018 school year) and July 1, 2018 through June 30, 2019 (the 2018-2019 school year). States may estimate a total if they do not have the total number for the 2018-2019 school year. Report the number of youth who were new voucher recipients in each of the school years.

To facilitate more consistent reporting, please use Attachment E to report information on the ETVs awarded.

- c. Inter-Country Adoptions: Report the number of children who were adopted from other countries and who entered into state custody in FY 2018 as a result of the disruption of a placement for adoption or the dissolution of an adoption, the agencies who handled the placement or the adoption, the plans for the child, and the reasons for the disruption or dissolution. (See section 422(b)(12) of the Act.)

- d. Monthly Caseworker Visit Data: States are required to collect and report data on monthly caseworker visits with children in foster care (section 424(f) of the Act). Data for FY 2018 is to be reported separately from the 2015- 2019 Final Report and will be due for submission to CB by **December 16, 2019**. The statute established the following performance standards for caseworker visits in FY 2015 and afterwards:

- The total number of visits made by caseworkers on a monthly basis to children in foster care during a fiscal year must not be less **than 95 percent** of the total number of such visits that would occur if each child were visited once every month while in care.
- At least 50 percent of the total number of monthly visits made by caseworkers to children in foster care during a fiscal year must occur in the child's residence.

Additional information on the requirement was provided in [ACYF-CB-PI-12-01](#).

# PART 3

## Section D. 2020-2024 CFSP Requirements

The new 2020- 2024 CFSP represents a critical opportunity to articulate and integrate the shared vision across the broader child welfare system to strengthen families, prevent child maltreatment and unnecessary family separation and to outline the concrete steps that implements that vision over the next five years.<sup>9</sup> While there are requirements that must be addressed in the 2020- 2024 CFSP, it should not be viewed as only a document to meet compliance. Rather, it should serve as a vehicle to convene partners, promote program planning and improvement efforts, and determine the services and supports that will further the state's vision and lead to improvements in the outcomes of safety, permanency, and well-being.

The **service principles** found in federal regulations at 45 CFR 1355.25 support the development of this vision:

- *The safety and well-being of children and of all family members is paramount. When safety can be assured, strengthening and preserving families is seen as the best way to promote the healthy development of children. One important way to keep children safe is to stop violence in the family including violence against their mothers.*
- *Services are focused on the family as a whole; service providers work with families as partners in identifying and meeting individual and family needs; family strengths are identified, enhanced, respected, and mobilized to help families solve the problems which compromise their functioning and well-being.*
- *Services promote the healthy development of children and youth, promote permanency for all children and help prepare youth emancipating from the foster care system for self-sufficiency and independent living.*
- *Services may focus on prevention, protection, or other short or long-term interventions to meet the needs of the family and the best interests and need of the individual(s) who may be placed in out-of-home care.*
- *Services are timely, flexible, coordinated, and accessible to families and individuals, principally delivered in the home or the community, and are delivered in a manner that is respectful of and builds on the strengths of the community and cultural groups.*
- *Services are organized as a continuum, designed to achieve measurable outcomes, and are linked to a wide variety of supports and services which can be crucial to meeting families' and children's needs, for example, housing, substance abuse*

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<sup>9</sup> See, for instance, Information Memorandum [ACYF-CB-IM-18-05](#).

*treatment, mental health, health, education, job training, child care, and informal support networks.*

- *Most child and family services are community-based, involve community organizations, parents and residents in their design and delivery, and are accountable to the community and the client's needs.*
- *Services are intensive enough and of sufficient duration to keep children safe and meet family needs. The actual level of intensity and length of time needed to ensure safety and assist the family may vary greatly between preventive (family support) and crisis intervention services (family preservation), based on the changing needs of children and families at various times in their lives. A family or an individual does not need to be in crisis in order to receive services.*

The process of coordination and collaboration implemented during the previous plan development, and continued annually for the APSR, should be continued and strengthened in the development of the 2020-2024 CFSP. The state should use information and data gathered through the 2015-2019 CFSP, subsequent APSRs and Final Report, the CFSR Final Report and PIP, data profiles, and case reviews to inform the development of the 2020-2024 CFSP vision, goals, objectives, funding, and service decisions (45 CFR 1357.16(f)).

States should use the 2015- 2019 Final Report as a basis to develop and establish the goals and objectives for the 2020- 2024 CFSP. However, as noted earlier in this PI, we ask states to submit two separate documents, the 2015-2019 Final Report and the 2020- 2024 CFSP, summarizing where appropriate. While goals selected by the state may be new, a state may also determine it is appropriate to retain a goal previously included in the previous five-year CFSP.

The following programs are coordinated by the submission of the 2020-2024 CFSP:

- The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
- Services provided in the four areas under the Promoting Safe and Stable Families Program (title IV-B, subpart 2):
  - Family Preservation;
  - Family Support;
  - Family Reunification; and
  - Adoption Promotion and Support Services;
- Monthly Caseworker Visit Funds;
- Child Welfare Waiver Demonstrations approved under section 1130 of the Act, as appropriate;
- Adoption and Legal Guardianship Incentive Payment Funds;
- Adoption Savings;
- Chafee and ETV; and
- Training activities in support of the CFSP goals and objectives, including training funded by titles IV-B and IV-E.

Please note that while there is no requirement to submit a new five-year plan for the CAPTA state grant, federal law requires states, to the maximum extent practicable, to coordinate their CAPTA state grant plan with their title IV-B plans (section 106(b)(2)(A) of CAPTA). Therefore, in developing the 2020-2024 CFSP, states should consider how activities funded by the CAPTA state grant support the achievement of the state's 2020- 2024 CFSP goals and objectives and incorporate reference to these activities, as appropriate.

**The 2020-2024 CFSP must contain all of the information described below.**

### 1. Collaboration and Vision

#### *State agency administering the programs*

Identify the name of the state agency that will administer the title IV-B programs under the plan. Describe the organization, its function, and the organizational unit(s) responsible for the plan and include organizational charts. Except as provided by statute, the same agency is required to administer or supervise the administration of all programs under titles IV-B, IV-E, and XX of the Act (45 CFR 1357.15(e)(1) and (2)).

#### *Collaboration*

To create a shared vision across the broader child welfare system to support prevention and better outcomes for children and families, child welfare must coordinate and collaborate. A meaningful shared vision creates the conditions for community partners to see their organization and services as part of the vision and to align resources and supports to support the outcomes desired.

Describe how the state agency has engaged and will continue to engage in substantial, ongoing and meaningful consultation and collaboration with families, children, youth and other partners in the development and implementation of the 2020-2024 CFSP and, if applicable, any state CFSR PIP or title IV-E PIP. Examples of partners and other stakeholders include: the state's legal and judicial community, including the Court Improvement Program; tribes, frontline workers, the Community-Based Child Abuse Prevention (CBCAP) lead agency and other prevention partners, such as Children's Trust Funds; the Children's Justice Act grantee, service providers, faith-based and community organizations; and representatives of state and local agencies administering other federal or federally assisted programs serving children and families, such as Head Start, child care, the Temporary Assistance for Needy Families (TANF) and state and local education agencies.

Meaningful collaboration means that the state agency and families, children, youth and other partners 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(l)). States are encouraged to use a variety of approaches and activities to continue the collaboration and consultation. For example, the agency might gather information by holding focus groups, conducting surveys, holding joint planning forums, or developing other community-based strategies for linking the CFSP with the CFSR review process.

Specify how families, children, youth; tribes, courts and other partners were involved in key aspects of the 2020-2024 CFSP development such as: 1) the review of current performance data, 2) assessment of agency strengths and areas needing improvement, and 3) the selection of goals and objectives for improvement in the 2020-2024 CFSP five-year strategic plan. The description must also specify how families, children, and youth; tribes, courts and other partners; will be involved throughout the five year period in the implementation of the goals and objectives and in the monitoring and reporting of progress (45 CFR 1357.15(l)(4)).

### *Vision Statement*

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

In developing the vision statement, CB strongly encourages state child welfare agencies, in collaboration with stakeholders, to consider how they can chart a course to reorient their child welfare systems toward greater emphasis on prevention. The CB believes we must work together to reverse harmful trends of increased entries of children into the child protection and foster care programs, family separations, and trauma to children and their parents. Reaching children and families sooner through prevention is the key to avoiding unnecessary trauma, disrupting intergenerational cycles of maltreatment, and achieving better outcomes for children and families.

### 2. Assessment of Current Performance in Improving Outcomes

Collecting, sharing and effectively using data is essential to guiding the development of strategies to address the needs of children and families currently involved with the child welfare system, as well as strategies to prevent child maltreatment and unnecessary family separation, consistent with the agency's vision for child welfare services.

The state's last CFSR provided important data about the functioning of the child welfare system. As states develop and complete their CFSR PIP, the activities outlined in the PIP should be seen as an important tool for helping a state to bring their vision to life and should be consistent with and to the greatest extent possible integrated with the CFSP. To assist states in using data to inform their vision, a state is expected to complete or update an assessment of current performance on CFSR outcomes and systemic factors.

This section is to provide information on the current assessment of the state's performance to support the selection and development of goals and objectives, measures, and outcomes for the next five years (see section D3). In order to assess state performance on child and family outcomes and agency systemic factors, the state must provide relevant and reliable data on its performance on each of the seven CFSR child and family outcomes and each of the seven CFSR systemic factors. (See 45 CFR 1355.34(b) for the seven CFSR outcomes and 1355.34(c) for the seven CFSR systemic factors.)

The state must use the 2015- 2019 Final Report, its most recent data on outcomes and systemic factors, its case record review data and other relevant data for this assessment. States are

encouraged to include data that shows performance over time and must indicate the sources and time period(s) for the data provided. States with a Comprehensive Child Welfare Information System (CCWIS) are expected to identify and utilize the data in these case management systems in assessing progress, citing the source as such (45 CFR 1355.52 (b) and (c)).

The state must identify strengths and concerns related to the state's performance on each outcome and each systemic factor. States are encouraged to include an analysis of data regarding significant areas of concern with particular focus on those areas that may inform state decisions about goals, objectives, interventions and target populations. For each outcome and systemic factor, states must provide a brief description of any current or planned activities targeted at improving performance or addressing significant areas of concern identified in their assessment.

Children's Bureau Regional Office staff will consult with states to determine how to align and report on an update to the outcomes and systemic factors, considering the state's situation with respect to the timing of the CFSR and CFSR PIP development.

#### Child And Family Outcomes

##### *Safety Outcomes 1 and 2 (1355.34 (b)(1)(i))*

Safety Outcomes include: (A) children are first and foremost, protected from abuse and neglect; and (B) children are safely maintained in their own homes whenever possible and appropriate.

- For each of the two Safety Outcomes, the state must include in the 2020-2024 CFSP available data demonstrating the state's current performance. Data must include state performance on the two federal safety measures, relevant case record review data, and key available data from the state information system (such as data on timeliness of investigation).
- Based on these data and input from families, children, and youth; tribes, courts and other partners; the state must include in the 2020-2024 CFSP a brief update on the progress to date to achieve or maintain substantial conformity with Safety Outcomes 1 and 2.
- Provide a brief description of any current or planned activities targeted at improving performance or addressing significant areas of concern identified by the assessment and ways to strengthen outcomes, consistent with the agency's vision. If the area of concern is being addressed in the CFSR PIP or in the Goals and/or Objectives in 2020- 2024 CFSP (section D3) indicate where to avoid duplication.

##### *Permanency Outcomes 1 and 2 (1355.34 (b)(1)(ii))*

Permanency Outcomes include: (A) children have permanency and stability in their living situations; and (B) the continuity of family relationships is preserved for children.

- For each of the two Permanency Outcomes, the state must include in the 2020-2024 CFSP available data demonstrating the state's current performance. Data must include state performance on the federal permanency measures and relevant available case record review data.

- Based on these data and input from families, children, and youth; tribes, courts and other partners; the state must include in the 2020-2024 CFSP a brief assessment on the progress to date to achieve or maintain substantial conformity with Permanency Outcomes 1 and 2.
- Provide a brief description of any current or planned activities targeted at improving performance or addressing significant areas of concern identified by the assessment and ways to strengthen outcomes, consistent with the agency's vision. If the area of concern is being addressed in the CFSR PIP or in the Goals and/or Objectives in 2020- 2024 CFSP (section D3) indicate where to avoid duplication.

*Well-being Outcomes 1, 2 and 3 (1355.34(b)(1)(iii))*

Well-being Outcomes include: (A) families have enhanced capacity to provide for their children's needs; (B) children receive appropriate services to meet their educational needs; and (C) children receive adequate services to meet their physical and mental health needs.

- For each of the three Well-being Outcomes, the state must include in the 2020-2024 CFSP available data demonstrating the state's current performance. Data must include relevant available case record review data and relevant data from the state information system (such as information on caseworker visits with parents and children).
- Based on these data and input from families, children, and youth; tribes, courts and other partners; the state must include in the 2020-2024 CFSP a brief assessment on the progress to date to achieve or maintain substantial conformity with Well-being Outcomes 1, 2, and 3.
- Provide a brief description of any current or planned activities targeted at improving performance or addressing significant areas of concern identified by the assessment and ways to strengthen outcomes, consistent with the agency's vision. If the area of concern is being addressed in the CFSR PIP or in the Goals and/or Objectives in 2020- 2024 CFSP (section D3) indicate where to avoid duplication.

Systemic Factors

*Information System (45 CFR 1355.34(c)(1))*

The 2020-2024 CFSP must include:

- Available data and information that demonstrates the current functioning of the state's operational information system that readily identifies the status, demographic characteristics, location, and goals for the placement of every child who is (or within the immediately preceding 12 months, has been) in foster care.
- Based on these data and input from families, children, and youth; tribes, courts and other partners; the state must include in the 2020-2024 CFSP a brief assessment on the progress to date to achieve or maintain substantial conformity with this systemic factor.
- Provide a brief description of any current or planned activities targeted at improving performance or addressing significant areas of concern identified by the assessment and ways to strengthen outcomes, consistent with the agency's vision. If the area of

concern is being addressed in the CFSR PIP or in the Goals and/or Objectives in 2020- 2024 CFSP (section D3) indicate where to avoid duplication.

*Case Review System (45 CFR 1355.34(c)(2))*

The 2020-2024 CFSP must include:

- Available data and information that demonstrates the current functioning of the case review systemic factor.
- Based on these data and input from families, children, and youth; tribes, courts and other partners; the state must include in the 2020-2024 CFSP a brief assessment on the progress to date to achieve or maintain substantial conformity with this systemic factor.
- Provide a brief description of any current or planned activities targeted at improving performance or addressing significant areas of concern identified by the assessment and ways to strengthen outcomes, consistent with the agency's vision. If the area of concern is being addressed in the CFSR PIP or in the Goals and/or Objectives in 2020- 2024 CFSP (section D3) indicate where to avoid duplication.

*Quality Assurance System (45 CFR 1355.34(c)(3))*

As part of the 2015- 2019 CFSP and CFSR, states were required to assess their current QA/CQI system based upon the information shared in [ACYF-CB-IM-12-07](#). In the IM, CB advised states to focus on the following:

- Foundational administrative structure;
- Quality data collection;
- Case record review data and process;
- Analysis and dissemination of quality data; and
- Feedback to stakeholders and decision makers and adjustment of programs and process.

For the 2020-2024 CFSP, the state should provide an assessment of the state's current QA/CQI system. The state must provide an updated assessment that describes the state's ability to review, monitor, and provide oversight through the QA/CQI system and planned enhancements to the QA/CQI system to support progress. States should provide information on how CFSR PIP feedback loops were utilized in the development of the 2020- 2024 CFSP goals and objectives. States should also address how feedback loops take into consideration the different types of informations that families, children, and youth; tribes, courts and other partners; will find useful to assist the state in their system improvement efforts.

States are urged to review the capacity of their QA/CQI against the requirements outlined in the CB resource "[Criteria for Using State Case Review Process for CFSR Purposes](#)" to determine the state's ability to move towards or sustain the ability to conduct a State Case Review Process for CFSR Purposes. States who participated in a traditional CFSR during Round 3 should address the steps needed to move towards a state conducted CFSR in the future.

*Staff Training (45 CFR 1355.34 (c)(4))*

The CFSR systemic factor of staff training relates directly to CB's priority of supporting a strong and healthy workforce. Training is just one of the components needed to ensure that child welfare professionals are knowledgeable about the expected approach to case work practice based on the state's vision of child welfare.

To the extent not addressed in Plan for Improvement (in section D3) and the Training Plan (in section D7) the 2020-2024 CFSP must include:

- Available data and information that demonstrates the current functioning of the systemic factor regarding staff training.
- Based on these data and input from families, children, and youth; tribes, courts and other partners; the state must include in the 2020-2024 CFSP a brief assessment on the progress to date to achieve or maintain substantial conformity with this systemic factor.
- Provide a brief description of any current or planned activities targeted at improving performance or addressing significant areas of concern identified by the assessment and ways to strengthen outcomes, consistent with the agency's vision. If the area of concern is being addressed in the CFSR PIP or in the Goals and/or Objectives in 2020- 2024 CFSP (section D3) indicate where to avoid duplication.

*Service Array (45 CFR 1355.34(c)(5))*

Throughout this PI, CB's vision has outlined the importance of community-based services. While the CFSR system factor of Service Array primarily focuses on services for families already involved with child welfare, information from this systemic factors should be utilized as a the basis for conversations about families' needs in the larger community.

To the extent not already addressed in Service Description (in section D4), the 2020-2024 CFSP must include:

- Available data and information that demonstrates the current functioning of the service array systemic factor.
- Based on these data and input from families, children, and youth; tribes, courts and other partners; the state must include in the 2020-2024 CFSP a brief assessment on the progress to date to achieve or maintain substantial conformity with this systemic factor. States should consider how information from families and youth on service needs should drive the approach to strengthen the services and support available.
- Provide a brief description of any current or planned activities targeted at improving performance or addressing significant areas of concern identified by the assessment and ways to strengthen outcomes, consistent with the agency's vision. If the area of concern is being addressed in the CFSR PIP or in the Goals and/or Objectives in 2020- 2024 CFSP (section D3) indicate where to avoid duplication.

*Agency Responsiveness to the Community (45 CFR 1355(c)(6))*

CB's priorities are asking child welfare agencies to take a greater role in convening community partners to prevent child abuse and neglect. Review of performance under this systemic factor should include additional information that can be used to understand how the child welfare agency and community partners can develop a mutually beneficial relationship to support and strengthen families.

To the extent not already covered in Collaboration (in section D1) and Service Coordination (in section D4), the 2020-2024 CFSP must include:

- Available data and information that demonstrates the current functioning of the systemic factor regarding agency responsiveness to the community.
- Based on these data and input from families, children, and youth; tribes, courts and other partners; the state must include in the 2020-2024 CFSP a brief assessment on the progress to date to achieve or maintain substantial conformity with this systemic factor.
- Provide a brief description of any current or planned activities targeted at improving performance or addressing significant areas of concern identified by the assessment and ways to strengthen outcomes, consistent with the agency's vision. If the area of concern is being addressed in the CFSP PIP or in the Goals and/or Objectives in 2020- 2024 CFSP (section D3) indicate where to avoid duplication.

*Foster and Adoptive Parent Licensing, Recruitment, and Retention (45 CFR 1355.34 (c)(7))*

This systemic factor directly relates to CB's vision as foster care as a support to families, not as a substitute. Foster and adoptive parents who are well-trained and supported are able to negotiate this complex relationship to achieve the well-being of children, youth, and families. Review of this systemic factor should related to the state's vision as informed by this CB priority.

To the extent not already addressed in the Foster and Adoptive Parent Diligent Recruitment Plan in section D7, the 2020- 2024 CFSP must include:

- Available data and information that demonstrates the current functioning of the licensing and recruitment systemic factor.
- Based on these data and input from families, children, and youth; tribes, courts and other partners; the state must include in the 2020-2024 CFSP a brief assessment on the progress to date to achieve or maintain substantial conformity with this systemic factor. States should also consider how the Foster and Adoption Parent Diligent Requirement Plan can be used to enhance performance in this area. (See section D7 of this PI for additional information.)
- Provide a brief description of any current or planned activities targeted at improving performance or addressing significant areas of concern identified by the assessment and ways to strengthen outcomes, consistent with the agency's vision. If the area of

concern is being addressed in the CFSR PIP or in the Goals and/or Objectives in 2020- 2024 CFSP (section D3) indicate where to avoid duplication.

### 3. Plan for Enacting the State's Vision

States are required to articulate goals, objectives, measures of progress, staff training, and implementation supports as part of their CFSP. However, states are encouraged to consider how implementation science can inform the development of the Plan for Enacting the State's Vision, including the use of identifying root causes of issues, developing a theory of change, and conceptualizing a logic model as a more efficient way of conceptualizing and articulating the items required under the State's Plan to work towards ultimately achieving the goals of the CFSP.

Starting with the state's vision informed by CB's priorities and developed in coordination with families, children, and youth; tribes, courts and other partners; states should examine data from the CFSR and other sources to understand and identify the underlying causes that prevent achieving outcomes. States are encouraged to identify 3-4 key areas related to the underlying causes that prevent the state from achieving outcomes for children and families (see "Goals" below). States are then encouraged to conceptualize what actions are needed to achieve the goals. In working with states on the development of their CFSP PIPs, CB has found it helpful to work with states in conceptualizing their vision, then developing their overarching goals and activities as the frame before deciding what strategies should be implemented to achieve CFSR outcomes.

The 2020-2024 CFSP must address the state's plan for improving its program, services, and outcomes for children and families over the five year period. Building on the items outlined in the state's CFSR PIP, the state must identify:

#### *Goals (45 CFR 1357.15(h))*

- Specify the goals that the state child welfare agency seeks to accomplish to achieve their vision during the five-year period of the 2020- 2024 CFSP.
- The goals are to be based on the vision statement; an assessment of underlying causes; the assessment of CFSR outcomes and systemic factors (in section D2) and other reported data (refer to section C2); discussion with families, children, youth, and other partners including tribes and courts; and joint planning with CB.
- Identify several broad goals that address priority concerns and focus on a few significant areas of improvement to be addressed during the five-year period. We encourage states to include one or more goals focused on primary prevention of child abuse and neglect.
- Include a goal for continued improvement of its CQI system if the child welfare agency does not have a comprehensive CQI system as described in [ACYF-CB-IM 12-07](#), or does not have accurate and complete information to assess its performance on outcomes consistent with the requirements outlined in the CB resource "[Criteria for Using State Case Review Process for CFSR Purposes](#)," or systemic factors. States should refer to their assessment of capacity of their QA/CQI system to inform logical goals to strengthen their system of review and oversight (refer to section D2).

- Express goals in terms of improved outcomes for safety, permanency, and well-being of children and families, improved systemic capacity and in terms of a more comprehensive, coordinated, and effective child and family service delivery system.
- Include a rationale for the selection of each goal, including data and analysis that supports the decision and indicate how the goal is supported by the CFSR PIP.

*Objectives (45 CFR 1357.15(i))*

Once the state has determined the concrete goals to be achieved based on their articulated vision, the state should identify the objectives. Objectives may also be conceptualized as strategies.

- Identify realistic, specific, quantifiable, and measurable objectives/ strategies that will be undertaken to achieve each goal. Each objective must describe the strategies or interventions to be implemented to accomplish the goal.
- For each objective/ strategy, identify the outcomes for children, youth, and/or their families or elements of service delivery such as systemic capacity expected to be improved by implementing the selected strategy or intervention.
- Include a rationale for selection of each of the strategies or interventions, including the data and analysis that supports the decision and the evidence, research or experience that shows that the intervention is likely to achieve the identified goals.
- Ensure that the objectives/ strategies selected are designed to make progress in expanding and strengthening the range of existing services, developing new types of services, covering additional political subdivisions, and reaching additional children in need of services.

*Measures of progress (45 CFR 1357.15(j))*

- For each goal, identify the measures to be used and the amount of progress to be made over the next five years. Include information on current measures in the CFSR PIP to align the progress in the CFSR PIP to the five-year planning. Examples of measures include improvements stated in terms of data indicators for safety and permanency, case record review items, or other available data identified through joint planning. Data used to measure progress must be valid and reliable.
- For each objective, include both interim benchmarks and a timetable for achieving the objective during the CFSR PIP (as appropriate) and over the five-year period. These benchmarks should contain sufficient detail to support reporting in subsequent APSRs on the progress the state is making in implementing the improvements. Benchmarks may be stated in terms of implementation milestones, such as key activities completed or process measures. The state is encouraged to identify interim targets for improvement of outcome measures.

*Staff Training, Technical Assistance and Evaluation (45 CFR 1357.15(t))*

- As detailed in section D7 (Training Plan), the 2020-2024 CFSP must include a staff development and training plan in support of the goals and objectives of the CFSP. Explain how the training activities identified in the training plan are designed to support the goals and objectives in the plan.

- Describe the state’s technical assistance activities that will be provided to counties and other local or regional entities that operate state programs and its impact on the achievement of the goals and objectives of the plan.
- Describe the technical assistance and capacity building needs that the state anticipates in FY 2020 - 2024 in support of the CFSR PIP and CFSP goals and objectives. Describe how capacity building services from all partnering organizations or consultants will assist in achieving the identified goals and objectives. (See 45 CFR 1357.16(a)(5).)
- Describe any evaluation and research activities underway or planned with which the state agency is involved or participating and how they support and are related to the goals and objectives in the plan.

### *Implementation Supports*

To promote successful implementation of its goals and objectives, all states are encouraged to: 1) align implementation support across the CFSR PIP and CFSP; 2) identify the additional supports needed to implement, achieve and sustain each goal and objective; and 3) plan a timeline for ensuring the supports are or will be put in place. Examples of implementation supports include: staffing, training and coaching, financing, data systems, policies, physical space, equipment, and memoranda of understanding with tribes, other agencies and organizations.

## 4. Services

Once a state has articulated its shared vision, defined goals, objectives, and measures of progress, the state should determine the services needed by children and families to achieve the vision. Service descriptions should not merely address what is to be provided but instead how the service helps to achieve the outcomes identified by the state’s vision. State planning should focus on integrating the vision and goals into the concrete services available, based on identified needs and areas of opportunity for service array integration and improvement. While there are certain requirements highlighted below that directly linked to CB’s priorities, states are encouraged to view all requirements as an opportunity to implement their vision.

### *Child and Family Services Continuum (45 CFR 1357.15(n))*

Describe the publicly funded child and family services continuum, including child abuse and neglect prevention, intervention, and treatment services and foster care; family preservation services; family support services; and services to support reunification, adoption, kinship care, independent living, and services for other permanent living arrangements.

### *Service Coordination (45 CFR 1357.15(m))*

- Considering the prevention vision articulated by CB, explain how the services will be linked to, coordinated with, or integrated into other services in the child and family services continuum and how services under the plan will be coordinated over the five-year period with services or benefits under other federal or federally assisted programs serving the same populations to achieve the goals and objectives in the plan.
- Describe who participates in the coordination process and provide examples of how the process led or will lead to additional coordination of services.
- Discuss the approach to include, and the involvement of, other federally funded programs (e.g., Temporary Assistance for Needy Families, Medicaid, Child Care, Head

Start, Supplemental Nutrition Assistance Program, etc.); and state, local, tribal and community-based public and private providers for programs such as substance abuse domestic violence, behavioral health, schools, developmental disability, private child welfare services, etc.

- Discuss the approach to engage and meaningfully involve representatives of the following Children’s Bureau grant programs in service coordination and support of mutual goals and strategies to prevent children abuse, protect children and improve the safety, permanency and well-being of children and families involved in the child welfare system. Include information on:
  - Community-Based Child Abuse Prevention (CBCAP);
  - Children’s Justice Act (CJA); and
  - Court Improvement Project (CIP).

*Service Description (45 CFR 1357.15(o))*

- Provide an assessment of the strengths and gaps in service, including mismatches between available services and family needs as identified through interviews and consultations with families, children, and youth; analysis of available data, including the CFSR results, and consultation with other partners. The state may cross-reference Service Array (in section D2) rather than including data and an analysis of strengths and concerns in this section.

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

- To the extent not already addressed in Service Array (in section D2) or Service Description (in section D4), the 2020-2024 CFSP must include a description of services to be offered under title IV-B, subpart 1.
- *Services for Children Adopted from Other Countries (section 422(b)(11) of the Act)*  
Describe the activities that the state plans to take over the next five years to support children adopted from other countries, including the provision of adoption and post-adoption supports.
- *Services for Children Under the Age of Five (section 422(b)(18) of the Act)*  
Most states and communities already have initiatives that address the developmental needs of children under the age of five, recognizing it as a critical developmental period. Because child abuse and neglect has a profound effect on children under the age of five, states are encouraged to utilize this requirement to increase stakeholder and other community buy-in to support the shared vision across the broader child welfare system.

Describe the activities the state plans to undertake over the next five years to reduce the length of time young children under the age of five are in foster care without a permanent family, and to address the developmental needs of all vulnerable children under five years of age.

- *Efforts to Track and Prevent Child Maltreatment Deaths*

FFPSA amended requirements at section 422(b)(19) of the Act relating to information about child maltreatment deaths.<sup>10</sup> Prior to the amendment, the law required states to describe the sources of information relating to child maltreatment fatalities they use to report data to the National Child and Abuse and Neglect Data System (NCANDS) and to describe the steps they are taking to track and compile complete information on child maltreatment deaths from specified sources. As amended, states will need to document steps taken to track and prevent child maltreatment deaths.

The following information must be submitted as part of the 2020-2024 CFSP. In developing the steps the state is taking to compile and complete information on child maltreatment deaths, states are encouraged to review information historically reported as part of the APSRs. Information submitted must include:

- A description of the steps the state is taking to compile complete and accurate information on child maltreatment deaths to be reported to NCANDS, including gathering relevant information on the deaths from the relevant organizations in the state including entities such as state vital statistics department, child death review teams, law enforcement agencies, or offices of medical examiners, or coroners; and
- A description of the steps the state is taking to develop and implement a comprehensive, statewide plan to prevent child maltreatment fatalities that involves and engages relevant public and private agency partners, including those in public health, law enforcement, and the courts. Provide a copy or link to any comprehensive plan that has been developed.

*Promoting Safe and Stable Families (PSSF) (title IV-B, subpart 2)*

- To the extent not already addressed in Service Array (in section D2) or Service Description (in section D4), describe the services the state offers under each category in title IV-B, subpart 2: family preservation, family support, family reunification, and adoption promotion and support services. The description must address services currently available to families and children; the extent to which each service is available and being provided in different geographic areas and to different types of families.
- *Service Decision-Making process for Family Support Services (45 CFR 1357.15(r))*  
The Family Support Services component of the PSSF program represents an important source of funding to support community-based prevention efforts. The statute requires that these services be community-based (section 431(a)(2)(A)). As outlined in CB's

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<sup>10</sup> The amendment to section 422(b)(19) of the Act was effective October 1, 2018, unless the state has received CB's approval for a later effective date for this provision. States that have been approved for a delayed effective date later than June 30, 2019 should note that fact in the 2020- 2024 CFSP and then do not need to provide the information until the first APSR after the state's effective date.

priorities the most effective services are located in communities where families live, where they are easily accessible, and culturally responsive.

In developing the CFSP and planning for use of funds in collaboration with families, children, and youth; tribes, courts and other partners, CB encourages states to consider carefully how they target and distribute funds for family support services.. In the 2020-2024 CFSP, explain how agencies and organizations were selected for funding to provide family support services and how these agencies meet the requirement that family support services be community-based.

- Indicate the specific percentages of title IV-B, subpart 2 funds the state will expend on actual service delivery of family preservation, community-based family support, family reunification and adoption promotion and support services, and on planning and service coordination, with a rationale for the decision. The state must provide an especially strong rationale if the percentage provided for any one of the four service categories is below 20 percent. The amount allocated to each of the service categories should include only funds for service delivery. Report separately the amount to be allocated to planning and service coordination. Provide the estimated expenditures for the described services on the CFS-101.
- *Populations at Greatest Risk of Maltreatment (section 432(a)(10) of the Act)*  
Identify and describe which populations are at the greatest risk of maltreatment, how the state identifies these populations and how services will be targeted to those populations over the next five years.

This requirement represents a critical opportunity for states to convene communities and other collaborators to understand where and what services and supports are needed to prevent maltreatment. As outlined in CB's priorities, easily accessible services located within communities are critical to preventing maltreatment.

#### *Monthly Caseworker Visit Formula Grants and Standards for Caseworker Visits*

Monthly Caseworker Visit Grants are provided to states to improve the quality of caseworker visits with an emphasis on improving caseworker decision-making on the safety, permanency, and well-being of foster children and caseworker recruitment, retention and training (section 436(b)(4)(B)(i) of the Act).

Since FY 2015 states have been required to ensure the total number of monthly caseworker visits is not less than 95 percent of the total visits that would be made if each child were visited once per month. In addition, at least 50 percent of the total number of monthly visits made by caseworkers to children in foster care must occur in the child's residence (section 424(f) of the Act).

In the 2020-2024 CFSP:

- Describe the state's standards for the content and frequency of caseworker visits for children who are in foster care under the responsibility of the state, which, at a

minimum, ensure that the children are visited on a monthly basis and that caseworker visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the safety, permanency and well-being of the children (section 422(b)(17) of the Act).

- Describe how the state plans to use the Monthly Caseworker Visit Grant over the next five years to improve the quality of caseworker visits, to continue to meet state and federal standards for caseworker visits, and to improve caseworker decision-making on the safety, permanency, and well-being of foster children, and to improve caseworker recruitment, retention and training. Note that Monthly Caseworker Visit Grant funds may not be used to supplant funding provided to the state under the title IV-E program (section 436(b)(4)(B)(ii) of the Act).

See [ACYF-CB-PI-12-01](#) for more information on monthly caseworker visit performance standards and data requirements.

Also refer to information in section C7 of this PI, “Statistical and Supporting Information,” for instructions on submitting FY 2019 caseworker visit data.

#### *Additional Services Information*

- *Child Welfare Waiver Demonstration Activities (applicable States only)*. If the state has an approved child welfare waiver demonstration project under section 1130 of the Act, describe, if applicable, how lessons learned through the demonstration informed development of the goals and objectives of the 2020-2024 CFSP. As part of the 2020-2024 CFSP, describe the state’s plans to sustain successful waiver interventions once the waiver authority terminates on September 30, 2019.
- *Adoption and Legal Guardianship Incentive Payments (section 473A of the Act)*  
The Adoption and Legal Guardianship Incentive Payments program recognizes improved performance in helping children and youth in foster care find permanent homes through adoption and legal guardianship. On July 8, 2015, CB issued [ACYF-CB-PI-15-08](#)<sup>11</sup> to inform title IV-E agencies of the steps they must take to qualify for payments under the Adoption and Legal Guardianship Incentive Payments program and the procedures that ACF will use in calculating payments for eligible title IV-E agencies. States receiving adoption and legal guardianship incentive awards must spend the funds for services (including post-adoption services) and activities allowable under titles IV-B and title IV-E of the Act.

As a part of its CFSP and subsequent APSRs, states must describe planned and actual services provided to children and families through use of the adoption and guardianship incentive awards and any challenges encountered in spending the funds.

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<sup>11</sup> The Family First Prevention Services Act reauthorized the program through FY 2021, but made no changes in program requirements.

In the 2020-2024 CFSP, states must describe:

- The services the state expects to provide to children and families using the Adoption and Legal Guardianship Incentive funds.
  - The plan for timely expenditure of the funds within the 36 month expenditure period.
- *Adoption Savings (section 473(a)(8) of the Act)*  
Adoption savings are financial savings that state and tribal title IV-E agencies achieve with respect to their own funds due to the expansion of eligibility under the federal title IV-E Adoption Assistance program. Because these funds represent a potentially significant source of resources to be spent on child welfare activities, CB is asking states to incorporate information about Adoption Savings into the 2020-2024 CFSP.

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

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

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

percent, of calculated savings is spent on post-adoption and post-guardianship services, the difference between the actual percentage and 30 percent must be spent on services to support positive permanent outcomes for children at risk of entering foster care.<sup>12</sup>)

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

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

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

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

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

Adoption Savings Expenditures: Based on information reported for FYs 2015-2017, title IV-E agencies reported calculating nearly \$333 million in Adoption Savings, of which about \$178 million had been spent, leaving approximately \$155 million available for expenditure. Some states reported spending little or no of their accumulated Adoption Savings. While the law does not specify a time period within which savings must be spent, the Children’s Bureau encourages title IV-E agencies to consider how use of these funds can support achievement of CFSP goals. To encourage coordinated planning for use of funds, the CB is requiring states to address their planned and actual use of Adoption Savings in the 2020-2024 CFSP and subsequent APSRs.

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

In the 2020- 2024 CFSP:

- Describe the services the state expects to provide to children and families using the Adoption Savings over the next five years.
- Provide an estimated timetable for spending unused savings calculated for previous years.
- Discuss any challenges in accessing and spending the funds.
- If needed, complete the Adoption Savings Methodology form at Attachment E and return it with the 2020- 2024 CFSP.

### 5. Consultation and Coordination Between States and Tribes

As referenced throughout this PI, states are expected to consult, collaborate and coordinate with all federally recognized tribes within their jurisdiction on all aspects of the development and oversight of the 2020-2024 CFSP. Federal law and regulations also separately identify several key child welfare issues about which the state must consult and coordinate with tribes. States must then report on the outcomes of these discussions. These issues include state compliance with ICWA; the arrangements for providing services in relation to permanency planning for tribal children, whether in the care of the state or tribe; and the provision of independent living services under the Chafee program. States without federally-recognized tribes within their borders should still consult with tribal representatives and document such consultations.

In the 2020-2024 CFSP, states must address the following:

- Describe the process used to gather input from tribes for the development of the 2020-2024 CFSP, including the steps taken by the state to reach out to all federally recognized tribes in the state. Provide specific information on the name of tribes and tribal representatives with whom the state has consulted. Please provide information on the outcomes or results of these consultations. States may meet with tribes as a group or individually. (See 45 CFR 1357.15(l) and 45 CFR 1357.16(a)).
- Provide a description of the state's plan for ongoing coordination and collaboration with tribes in the implementation and assessment of the 2020- 2024 CFSP. Describe any barriers to this coordination and the state's plans to address these barriers.
- Provide a description on the arrangements made with tribes as to who is responsible for providing the child welfare services and protections for tribal children delineated in section 422(b)(8) of the Act, whether the children are under state or tribal jurisdiction. These services and protections include operation of a case review system (as defined in section 475(5) of the Act) for children in foster care; a preplacement preventive services program for children at risk of entering foster care to remain safely with their families; 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 subject to additional

requirements outlined in section 475(5)(c) and 475A(a) of the Act. (See 45 CFR 1357.15(q).)

- Provide a description, developed after consultation with tribes, of the specific measures taken by the state to comply with ICWA. (See section 422(b)(9) of the Act.)
- Provide information regarding discussions with Indian tribes in the state specifically as it relates to the Chafee program. This instruction is further delineated in section D6 of this PI. States may provide this information either in this section or in the Chafee section of the 2020- 2024 CFSP, but are requested to indicate clearly where the information is provided.
- State agencies and tribes must also exchange copies of their 2020-2024 CFSP and their APSRs (45 CFR 1357.15(v)). Describe in detail how the state will meet this requirement for the 2020-2024 CFSP and the plan for exchanging future APSRs.

In carrying out continued collaborations and coordination with tribes on child welfare programs, states should be aware that section 479B of the Act allows federally-recognized tribes, tribal consortia, and tribal organizations to apply to ACF to receive, at tribal option, title IV-E funds directly for foster care, adoption assistance, and for guardianship assistance programs. A tribe may also seek to enter into an agreement with the state to administer all or part of the title IV-E program on behalf of Indian children under the authority of the tribe. States are reminded that section 471(a)(32) requires states to negotiate in good faith with any federally recognized tribe, tribal organization or tribal consortium in the state that requests to develop a IV-E agreement with the state. In addition, section 477(j) of the Act creates an option for tribes, with an approved title IV-E plan or a title IV-E tribal/state agreement, to receive directly from ACF a portion of the state's Chafee and/or ETV allotments to provide services to tribal youth in foster care or formerly in foster care.

The opportunity to operate a title IV-E, Chafee, and/or ETV program is not time limited. A tribe has the discretion to determine whether or when it wants to develop its own title IV-E, Chafee, and/or ETV programs. States remain responsible for serving resident Indian children who are not otherwise being served by an Indian tribe under an agreement with the state or under a direct title IV-E, Chafee, and/or ETV plan (section 301(d)(2) of P.L. 110-351).

## 6. John H. Chafee Foster Care Program for Successful Transition to Adulthood (the Chafee Program)<sup>13</sup>

The call to action emphasizing primary prevention and reduced reliance on foster care has important implications for the well-being of older youth. Data continues to support that youth who enter foster care at age 14 or older, or who turn age 14 while in foster care, are unlikely to exit to permanency. Youth, ages 14 – 17 represent almost one quarter (22 percent) of all children and youth in foster care. Effective prevention efforts to support families can prevent these youth from ever entering foster care and prevent them from aging out of foster care without having achieved permanency.

The data from the CFSR child and family outcomes and systemic factors can help states determine what is known about how and why youth ages 14 and older are coming into and staying in foster care. It is important to look at the lifetime experience of youth to determine what services and supports could have been provided to the family to prevent the trauma the youth has experienced (or will experience upon entry into foster care). Together with community partners, the state can determine what services families need so that youth may remain safely in their own homes and foster care does not become the means for families to seek services for youth.

CB staff regularly meet with groups of youth currently or formerly in foster care when conducting National Youth in Transition Database (NYTD) reviews, CFSRs and other site visits. Youth report varied opinions about the successes and failures of the child welfare system in helping them to achieve permanency, involving them in their case planning, and assisting them in navigating services and supports. Of note is the importance youth placed on their relationship with both their foster parents and their caseworker. Youth acknowledged that having a constant caseworker who is open, honest, responsive, and knowledgeable about services was helpful to them. Not surprisingly, youth identified frequent turnover in caseworkers as a barrier to establishing a positive relationship with the worker and receiving the services they need. Similarly, youth highlight the importance of having a positive and stable relationship with foster parents as they navigate the transition to adulthood.

When developing the Chafee plan, states are urged to look at how quality youth services and supports represent a form of prevention services to help youth exit quickly to permanency and with the capacity and resources needed to make a successful transition to adulthood.

### *Integration of Chafee with CFSP/ CFSR*

While the services offered to older youth in foster care and young adults formerly in foster care under the Chafee Program are to be reported in a separate section within the 2020- 2024 CFSP, states must align their vision, services, and supports for the Chafee program with the overall goals and objectives of IV-B/ IV-E programs. States should carefully review where the service

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<sup>13</sup> FFPSA amended section 477 of the Act by changing the name of the John H. Chafee Foster Care Independence Program (CFCIP) to the John H. Chafee Foster Care Program for Successful Transitions to Adulthood (the Chafee program).

needs of older youth can be incorporated into or supported by the overarching goals of the 2020-2024 CFSP and the CFSR PIP.

### *Program Purposes*

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

1. To support all youth who have experienced foster care at age 14 or older in their transition to adulthood through transitional services such as assistance in obtaining a high school diploma and post-secondary education, career exploration, vocational training, job placement and retention, training and opportunities to practice daily living skills (such as financial literacy training and driving instruction), substance abuse prevention, and preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention);
2. To help children who have experienced foster care at age 14 or older achieve meaningful, permanent connections with a caring adult;
3. To help children who have experienced foster care at age 14 or older engage in age or developmentally appropriate activities, positive youth development, and experiential learning that reflects what their peers in intact families experience;
4. To provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age (or 23 years of age, in the case of a state with a certification under subsection 477(b)(3)(A)(ii)<sup>14</sup> to provide assistance and services to youths who have aged out of foster care and have not attained such age, in accordance with such subsection) to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition from adolescence to adulthood;
5. To make available vouchers for education and training, including postsecondary training and education, to youths who have aged out of foster care;
6. To provide the services referred to in this subsection to children who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption; and
7. To ensure children who are likely to remain in foster care until 18 years of age have regular, on-going opportunities to engage in age or developmentally-appropriate activities (as those terms are defined in section 475(11) of the Act.

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<sup>14</sup> This citation refers to the certification that a state can submit to elect to offer Chafee services up to age 23, if the state administers a state or federal foster care program for youth up to age 21.

### *Additional Information*

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

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

### *Considerations in Designing Youth Services*

Throughout this PI, CB has stressed the importance of using data to inform stakeholders, understand the needs of families and youth, and to determine program effectiveness using a CQI/QA process. States collect important service and outcome data under the [National Youth in Transition Database](#) (NYTD) and these data should be a critical part of the development of the 2020- 2024 CFSP, including informing stakeholders about the outcomes of youth transitioning out of foster care.

In developing the Chafee section of the 2020- 2024 CFSP, states should consider:

- *Continued Flexibility.* FFPSA continues to provide states with flexibility in how they offer Chafee services. States should involve families, children, and youth; tribes, courts and other partners; in ongoing discussions on eligibility for services and the types of services and supports offered under Chafee and ETV. In particular, it is important for states to consider how to engage youth in system improvement efforts.
- *Positive Youth Development (PYD).* As highlighted in Chafee program purpose 3, PYD should be a critical principle guiding all activities and services. PYD is an intentional, prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people’s strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths. For more information on PYD, please see: <https://youth.gov/youth-topics/positive-youth-development>.
- *Adolescent Brain Development.* In the last ten years, information about how the adolescent brain develops has been critical to understanding the opportunity that child welfare agencies have to influence outcomes for teens, including promoting positive risk-taking and shaping behaviors and habits that can support a successful transition to adulthood. It is particularly important for agencies to involve youth and young adults in all aspects of case planning to help them develop “future orientation,” i.e., the capacity to

think about the future, anticipate consequences of actions, and plan ahead before acting. When they reach adolescence, young people are involved in the developmental task of seeing themselves outside of the family context and within their schools and communities. As part of normative development, youth should be given the opportunity to participate in activities, including leadership, both in their schools and in other communities. Participation in such activities helps youth develop a sense of responsibility, build concrete skills and learn accountability. As teens begin to see themselves as part of a larger community, it is important to provide youth opportunities to have new experiences that challenge them, including those that can help youth see themselves as a contributing member of a community (e.g. service-learning and volunteering).

- *Peer-to-peer relationships.* During adolescence, teens seek to build relationships with peers. Teens naturally look to other teens for advice and as a source of support, especially in times of crisis. For teens in foster care, other teens who have experienced or are experiencing foster care can be a significant source of support. States should partner with youth/ young adults to create opportunities to develop positive peer-to-peer relationships between youth and young adults with lived experience, including foster care alumni/alumnae organizations.
- *Innovation.* The needs of youth will always continue to change and evolve. States should be committed to funding innovative services that are flexible enough to meet the needs of youth as they change.
- *Targeting and Tailoring Services.* Effective services must be able to support the diversity of the characteristics and traits of youth and young adults. Furthermore, a critical task of adolescence is identity exploration and formation. As teens begin to see themselves within their community and society, child welfare should be prepared to support these tasks. Of note is the number of youth and young adults who are pregnant or parenting in foster care. These young families need concrete resources and supports to prepare them for adulthood.
- *Role of Adults.* While adolescents are naturally drawn to their peers, positive relationships with adults remain critical to their development. Using positive relationships with adults to empower and support youth in transition is a method to assist in the successful transition to adulthood.<sup>15</sup> Caring adults can help youth and young adults weather difficult situations and provide a safety net to youth.
- *Transparency.* Across the nation in youth focus groups, transparency is often identified as an area of concern for youth. As states consider changes made to Chafee and ETV by FFPSA, it is important to provide public facing information for youth and supportive adults in their lives that clearly outlines services and supports available and how to apply for them.

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<sup>15</sup> ACF's Office of Planning, Research & Evaluation conducted a research project on [Toxic Stress and Self-Regulation](#) covering all ages and stages of development from birth to early adulthood.

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

In the 2020-2024 CFSP, states are required to address each of the following. To the extent that items have been addressed in other portions of the 2020-2024 CFSP, the state may cross-reference to those sections.

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

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

### *Description of Program Design and Delivery*

- Describe how the state designed and intends to deliver and strengthen programs to achieve the purposes of the Chafee program over the next five years (section 477(b)(2)(A) of the Act). Indicate how these activities and any identified goals align with the state's vision and support those developed as part of the CFSP/CFSR PIP.
- Describe how the state has involved youth/young adults in the development of the Chafee plan. Provide the name(s) of the youth organization(s), advisory boards, leadership councils, how they were consulted, and information on any support (financial or other) the state provides to the group or organization.
- Describe how the state is incorporating principles of Positive Youth Development (PYD) in its Chafee program.
- Describe the state's process for sharing the results of NYTD data collection with families, children, and youth; tribes, courts and other partners; Independent Living coordinators; service providers and the public. Describe how the state, in consultation with youth and other stakeholders, is using these data and any other available data to improve service delivery.
- Provide information on the state's plan to strengthen the collection of high-quality data through NYTD over the next five years.

### *Serving Youth Across the State*

- Describe how the state has ensured and will continue to ensure that all political subdivisions in the state are served by the Chafee program, though not necessarily in a uniform manner (section 477(b)(2)(B) of the Act).
- Provide relevant data from NYTD or other sources that addresses how services vary by region or county.

### *Serving Youth of Various Ages and Stages of Achieving Independence (section 477(b)(2)(C) of the Act)*

- Describe how youth of various ages and at various stages of achieving independence are to be served.
  - For states that extended or plan to extend title IV-E foster care assistance to young people 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. The state must provide available data on

participation and discuss how it affects or may drive continuous quality improvement in the delivery of Chafee services.

- For states that have elected or plan to extend Chafee services to age 23, provide a description of the services offered or to be offered to youth ages 21 – 22 (up through 23<sup>rd</sup> birthday) and how the expansion of the program will be implemented, including how youth, service providers, and community partners were or will be informed of the change.<sup>16</sup>
- Identify any assessments or other tools the state uses to determine the individualized needs of youth and to evaluate young peoples' stage of development and how these assessments inform the provision of services. If the state is in the process of developing or creating new assessments, please provide additional information on this process.

*Collaboration with Other Private and Public Agencies (section 477(b)(2)(D) of the Act)*

- Discuss how the state involves the public and private sectors in helping youth in foster care achieve independence.

*Determining Eligibility for Benefits and Services (section 477(b)(2)(E) of the Act)*

- Address how the state uses objective criteria to determine eligibility for benefits and services under the programs, and for ensuring fair and equitable treatment of benefit recipients.

Please Note: States may not deny eligibility for independent living services to a youth who otherwise meets the eligibility criteria but who is temporarily residing out of state, and states may not terminate ongoing independent living assistance solely due to the fact that a youth is temporarily residing out of state.

*Cooperation in National Evaluations (section 477(b)(2)(F) of the Act)*

- Provide a statement that indicates that the state agency will cooperate in any national evaluations of the effects of the programs in achieving the purposes of Chafee.

CB partners with ACF's Office of Planning, Research & Evaluation to coordinate efforts to evaluate programs designed to serve youth in transition from foster care ([Planning a Next Generation Evaluation Agenda for the Chafee Program](#)). The program is in the second stage of the work after conducting the first wave of evaluations under the project. Currently, the project has conducted a national search of programs that are of interest under the topics of employment, education, financial literacy, housing, and specialized case management. In addition to stating that the agency will cooperate in any national evaluation, the CB encourages states to provide information on programs they currently offer that they believe are promising practices or are ready to be evaluated.

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<sup>16</sup> The ability to exercise the option to offer Chafee-funded services up to age 23 is not time-limited. A state may choose to participate at any time by submitting information on the services to be provided and a copy of the signed certification (see Attachment C for more information).

### *Chafee Training*

States must provide information on specific training planned for FYs 2020 - 2024 in support of the goals and objectives of the Chafee plan. Chafee training may be incorporated into the training information discussed in the Training Plan (see section D7) for the 2020-2024 CFSP, but should be identified as pertaining to Chafee.

Please also note that states are required to certify that they will use training funds provided under the title IV-E foster care and adoption assistance programs to provide training, including training on youth development, to help foster parents, adoptive parents, workers in group homes, and case managers understand and address the issues confronting youth preparing for a successful transition to adulthood and making a permanent connection with a caring adult (section 477(b)(3)(D)).

### ***Education and Training Vouchers (ETV) Program (section 477(i) of the Act)***

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

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

Additionally:

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

In the 2020-2024 CFSP, states must:

- Describe the methods the state uses to operate the ETV program efficiently.
- Describe the methods the state will use to: (1) ensure that the total amount of educational assistance to a youth under this and any other federal assistance program does not exceed the total cost of attendance (as defined in section 472 of the Higher Education Act of 1965); and (2) to avoid duplication of benefits under this and any other federal or federally assisted benefit program. (See sections 477(b)(3)(J) and (i)(5) of the Act, and Attachment C of this PI.)
- Describe how the program is coordinated with other appropriate education and training programs, including any state tuition waiver program, state scholarship programs, or

[College Success Programs](#)<sup>17</sup> available in the state at colleges, universities, community colleges, or other post-secondary institutions, if applicable (section 477(i)(6) of the Act).

To improve and strengthen the ETV program, CB encourages states to use the development of the 2020-2024 CFSP to meet with various constituents and stakeholders specific to ETV, to review available data and to establish goals and outcomes for the ETV program, in combination with other state resources (e.g. tuition waivers), and determine how those goals are to be measured.

In order to support the ability to provide a national picture of the use of ETVs, the 2020-2024 CFSP should contain information on the methodology to provide to CB an unduplicated number of ETVs awarded each school year (July 1<sup>st</sup> to June 30<sup>th</sup>). If the state is currently unable to provide this number as requested, outline the steps the state will take to be able to report the data in the future. Please request technical assistance through the Regional Office, if needed. (Please see Attachment F on how states will continue to report this information).

### ***Consultation with Tribes (section 477(b)(3)(G))***

States must consult with and coordinate with each Indian tribe in the state and ensure that benefits and services under the program will be available to Indian children in the state on the same basis as to other children in the state.

In carrying out tribal consultation, states should note that tribes with an approved title IV-E plan or a title IV-E tribal/state agreement have the option to receive directly from ACF a portion of the state's Chafee and/or ETV allotments to provide services to tribal foster/ former foster youth (section 477(j) of the Act).

Section 477(b)(3)(G) of the Act also requires states to certify that the state will negotiate in good faith with any tribe that does not receive a Chafee and/or ETV allotment directly from ACF for a fiscal year and requests to develop an agreement to administer, supervise, or oversee the Chafee or an ETV program with respect to eligible Indian children and receive an appropriate portion of the state's allotment for such administration or supervision.

If not already addressed in Section D5 of the PI:

- Describe the results of the state's consultation with Indian tribes as it relates to determining eligibility for Chafee/ETV benefits and services and ensuring fair and equitable treatment for Indian youth in care. Specifically:

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<sup>17</sup> In general a "College Success Program" is at a post-secondary institution and is specific to youth in foster care or formerly in foster care. These programs offer services such as: additional orientation activities; assistance with financial aid and enrollment services; more intensive technical advising; deliberate faculty-student interaction; more intensive housing assistance; mentoring; summer bridge services; supplemental instruction; social events; and learning communities. The goal of these programs are to facilitate and support young people attending, persisting, and graduating from the institution.

1. Describe how each Indian tribe in the state has been consulted about the programs to be carried out under the Chafee.
2. Describe the efforts to coordinate the programs with such tribes.
3. Discuss how the state ensures that benefits and services under the programs are made available to Indian children in the state on the same basis as to other children in the state.
4. Report the Chafee benefits and services currently available and provided for Indian children and youth.
5. Report on whether any tribe requested to develop an agreement to administer, supervise, or oversee the Chafee or an ETV program with respect to eligible Indian children and to receive an appropriate portion of the state's allotment for such administration or supervision. Describe the outcome of that negotiation and provide an explanation if the state and tribe were unable to come to an agreement.

#### 7. Targeted Plans within the 2020- 2024 CFSP

States are required to submit the following, each as a separate document to their 2020-2024 CFSP:

- Foster and Adoptive Parent Diligent Recruitment Plan;
- Health Care Oversight and Coordination Plan;
- Disaster Plan; and
- Training Plan.

States should review the effectiveness of the plans developed for the 2015- 2019 CFSP and use that review as the basis for the development and revision to the 2020 -2024 CFSP. In future APSRs, states will be expected to review and update the plans, as appropriate.

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

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

In developing the plan, the state should consider its assessment of performance on the CFSR Systemic Factor Foster and Adoptive Parent Licensing, Recruitment, and Retention and ensure that the plan will support improved performance in this area. (Please see section D2 of this PI for information on this item as a systemic factor under the CFSR.)

CB expects that a comprehensive recruitment plan will include:

- A description of the characteristics of children for whom foster and adoptive homes are needed;
- Specific strategies to reach out to all parts of the community;
- Diverse methods of disseminating both general information about being a foster/adoptive parent and child specific information;
- Strategies for assuring that all prospective foster/ adoptive parents have access to agencies that license/approve foster/adoptive parents, including location and hours of services so that the agencies can be accessed by all members of the community;
- Strategies for training staff to work with diverse communities including cultural, racial, and socio-economic variations;
- Strategies for dealing with linguistic barriers;
- Non-discriminatory fee structures; and
- Procedures for a timely search for prospective parents for a child needing an adoptive placement, including the use of exchanges and other interagency efforts, provided that such procedures ensure that placement of a child in an appropriate household is not delayed by the search for a same race or ethnic placement.

#### *Health Care Oversight and Coordination Plan*

Section 422(b)(15)(A) of the Act requires states to develop a plan for the ongoing oversight and coordination of health care services for children in foster care (Health Care Oversight and Coordination Plan). States must develop the plan in coordination with the state title XIX (Medicaid) agency, and in consultation with pediatricians and other experts in health care, and experts in and recipients of child welfare services.

The FFPSA added a requirement to ensure that children in foster care are not inappropriately diagnosed in order to place children in settings that are not foster family homes.<sup>18</sup> Including the FFPSA amendment (which appears in italics below), the Health Care Oversight and Coordination Plan must include an outline of all of the items listed below, enumerated in statute at section 422(b)(15)(A)(i)- (viii) of the Act:

- A schedule for initial and follow-up health screenings that meet reasonable standards of medical practice;
- How health needs identified through screenings will be monitored and treated, including emotional trauma associated with a child's maltreatment and removal from home;
- How medical information for children in care will be updated and appropriately shared, which may include developing and implementing an electronic health record;

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

- Steps to ensure continuity of health care services, which may include establishing a medical home for every child in care;
- The oversight of prescription medicines, including protocols for the appropriate use and monitoring of psychotropic medications;
- How the state actively consults with and involves physicians or other appropriate medical or non-medical professionals in assessing the health and well-being of children in foster care and in determining appropriate medical treatment for the children;
- *The procedures and protocols the State has established to ensure that children in foster care placements are not inappropriately diagnosed with mental illness, other emotional or behavioral disorders, medically fragile conditions, or developmental disabilities, and placed in settings that are not foster family homes as a result of the inappropriate diagnoses; and*
- Steps to ensure that the components of the transition plan development process required under section 475(5)(H) of the Act that relate to the health care needs of youth aging out of foster care, including the requirements to include options for health insurance, information about a health care power of attorney, health care proxy, or other similar document recognized under state law, and to provide the child with the option to execute such a document, are met.

For the 2020-2024 CFSP submission, states must provide a new Health Care Oversight and Coordination Plan. The new plan should reflect lessons learned since development of the prior plan and continue to strengthen activities to improve the health care and oversight of children and youth in foster care over the next five years. States are strongly encouraged to outline data and other measures to determine how the state can document compliance with state policies and procedures.

In developing their Health Care Coordination and Oversight Plans and in developing health services for children and youth in foster care, we particularly encourage states to continue to review and strengthen protocols for the appropriate use and monitoring of psychotropic medications for children and youth in foster care. ACF previously issued guidance in April 2012, through [ACYF-CB-PI-12-05](#), that informed states of the elements that must be included in their protocols for monitoring the appropriate use of psychotropic medications for children and youth in the foster care system:

- Comprehensive and coordinated screening, assessment, and treatment planning mechanisms to identify children’s mental health and trauma-treatment needs (including a psychiatric evaluation, as necessary, to identify needs for psychotropic medication);
- Informed and shared decision-making (consent and assent) and methods for ongoing communication between the prescriber, the child, his/her caregivers, other healthcare providers, the child welfare worker, and other key stakeholders;
- Effective medication monitoring at both the client and agency level;
- Availability of mental health expertise and consultation regarding both consent and monitoring issues by a board-certified or board-eligible Child and Adolescent Psychiatrist (at both the agency and individual case level); and

- Mechanisms for sharing accurate and up-to-date information related to psychotropic medications to clinicians, child welfare staff, and consumers, including both data sharing mechanisms (e.g., integrated information systems) and methods for sharing educational materials.<sup>19</sup>

A 2018 report from the HHS Office of Inspector General, however, found that state protocols did not always include all elements or the elements did not operate as intended for all children in foster care. The office of the HHS Inspector General report found that in the states reviewed:

- One in three children in foster care who were treated with psychotropic medications did not receive required treatment planning or medication monitoring; and
- State requirements for psychotropic medication oversight did not always incorporate suggested professional practice guidelines for treatment planning and medication monitoring.

We encourage states to review the complete findings of the report:

- [“Treatment Planning and Medication Monitoring Were Lacking for Children in Foster Care Receiving Psychotropic Medication,”](#) Report OEI-07-15-00380, issued September 2018 by the U.S. Department of Health and Human Services Office of Inspector General (OIG).

States are also reminded to review the indicators of performance on CFSR Well-Being Outcomes 3 and determine how information from the state’s CFSR can inform the review and development of the new Health Care Coordination and Oversight Plan. Additionally, revisions to the Health Care Coordination and Oversight Plan may be beneficial in advancing the CFSP PIP.

#### *Disaster Plan*

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

- Identify, locate, and continue availability of services for children under state 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.

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<sup>19</sup> States may also wish to review [ACYF-CB-IM-12-03](#) which provided additional information on the appropriate use and monitoring of psychotropic medications.

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

### *Training Plan*

The 2020-2024 CFSP must include a staff development and training plan in support of the goals and objectives in the 2020-2024 CFSP that addresses both of the title IV-B programs covered by the plan. While states address Staff Training in sections D3 and D7, this training plan must include all training activities and costs funded under title IV-E programs as required by 45 CFR 1356.60(b)(2) and 1357.15(t). 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 and CFSR PIP activities.

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

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

In addition, each title IV-E state agency seeking to provide allowable training to individuals in the new trainee groups must also review its approved Public Assistance Cost Allocation Plan (PACAP) and any training contracts to assure that the costs of such training are properly identified, measured and allocated. To the extent that changes are necessary, a PACAP amendment must be submitted to HHS Division of Cost Allocation before filing such title IV-E claims.

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

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

## **Section E. Financial Information**

### **1. Payment Limitations**

#### **A. Title IV-B, Subpart 1**

- States may not spend more title IV-B, subpart 1 funds for child care, foster care maintenance and adoption assistance payments in any fiscal year than the state expended for those purposes in FY 2005 (section 424(c) of the Act). The CFSP submission must include information on the amount of FY 2005 title IV-B, subpart 1 funds that the state expended for child care, foster care maintenance, and adoption assistance payments for comparison purposes. States are also advised to retain this

information in their files for comparison with expenditure amounts in future fiscal years.

- The amount of state expenditures of non-federal funds for foster care maintenance payments that may be used as match for any fiscal year for the title IV-B, subpart 1 program may not exceed the amount of such non-federal expenditures applied as state match for title IV-B, subpart 1 for the FY 2005 grant (section 424(d) of the Act). The CFSP submission must include information on the amount of non-federal funds that were expended by the state for foster care maintenance payments and used as part of the title IV-B, subpart 1 state match for FY 2005. States are also advised to retain this information in their files for comparison with expenditure amounts in future fiscal years.
- States may spend no more than ten percent of title IV-B, subpart 1 federal funds for administrative costs (section 424(e) of the Act). States 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.

#### **B. Title IV-B, Subpart 2**

- States are required to spend a significant portion of their title IV-B, subpart 2 PSSF grant for each of the four service categories of PSSF: family preservation, family support, family reunification, and adoption promotion and support services.

For each service category with a percentage of funds that does not approximate 20 percent of the grant total, the state must provide in the narrative portion of the CFSP a rationale for the disproportion. The amount allocated to each of the service categories should only include funds for service delivery. States should report separately the amount to be allocated to planning and service coordination.

States must provide the estimated expenditures for the described services on the CFS-101, Parts I and II.

- States may spend no more than ten percent of federal funds under title IV-B, subpart 2 for administrative costs (section 434(d) of the Act). This limitation applies to both the PSSF program and the Monthly Caseworker Visit grant. States must provide the estimated expenditures for administrative costs, if any, on the CFS-101, Parts I and II and actual expenditures for the most recent completed grant year on the CFS-101, Part III.
- Each state may budget to send a maximum of five representatives to attend an annual grantee meeting in Washington, D.C., as directed by the Children's Bureau.
- States must provide the FY 2017 state and local share expenditure amounts for the purposes of title IV-B, subpart 2 for comparison with the state's 1992 base year

amount, as required to meet the non-supplantation requirements in section 432(a)(7)(A) of the Act.

### **C. Chafee Program**

States are required to certify (by signing the Certification in Attachment C) that no more than 30 percent of their allotment of federal Chafee funds will be expended for room and board for youth who left foster care after the age of 18 years of age and have not yet attained age 21. For states that operate an extended foster care program and that choose to exercise the Chafee option to serve youth up to age 23, the limitation applies to providing room and board to youth who left foster care after attaining ages 18 and have not yet attained age 23.

## **2. Current Year Funding—FY 2019 Reallotments, Requests for Additional Funding and Submitting a Revised CFS-101 Budget Request**

### **A. Reallotments:**

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

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

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

- If the state has received an allotment for FY 2019 and wishes to receive more funding than previously requested on the countersigned CFS-101 for FY 2019 for any of the applicable programs (subject to the availability of funds through the re-allotment), complete Item 13 of the CFS-101, Part I and indicate the amounts the state is requesting for the applicable programs (see form instructions for more detail). The submission type “Reallotment” must be checked. (See Attachment B.)

**Note:** FFPSA made changes to the process of reallocation of funds under the Chafee and ETV programs. Before FFPSA, a state or tribe had to release funds during the first year of the two-year expenditure period for ACF to reallocate funds. As amended by FFPSA, Chafee and ETV funds that remain unexpended at the end of the two-year expenditure period can also be reallocated to states and tribes (section 477(d) (5) of the Act)<sup>20</sup>. If ACF identifies funds available following the close-out of a grant year, these funds will be added to any funds released by states or tribes for the current grant year and reallocated to states or tribes requesting funds through the process described above.

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

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

**3. FY 2020 Budget Request—CFS-101, Parts I and II**

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

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

Complete Part II of the CFS-101 workbook to show how funds are planned to be spent in each program area by source. Also identify the estimated number of individuals and families to be served, and the geographic service area within which the services are to be provided.

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<sup>20</sup> The amount to be redistributed is based on the state’s foster care ratio.

Demographic and geographic information is only required on the CFS- 101, Part II if the information is not provided in the APSR narrative.

#### **4. FY 2017 Title IV-B Expenditure Report—CFS-101, Part III**

Complete Part III of the CFS-101 workbook to report the original planned spending and actual amount of FY 2017<sup>21</sup> funds expended in each program area of title IV-B funding by source. Identify the number of individuals and families served, and the geographic service area within which the services were provided.

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

In addition, if the state's expenditure of FY 2017 IV-B, subpart 2 PSSF grant did not approximate 20 percent of the grant total for any of the four PSSF service categories, provide information in the narrative on: 1) whether the disproportion was requested when the state submitted its estimated expenditures for FY 2017; and 2) the rationale for the disproportion in the actual expenditure of FY 2017 grant funds.

#### **5. 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, CAPTA, Chafee, ETV and the Adoption and Legal Guardianship Incentives Payment Program on the SF-425 Federal Financial Report. The state 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, CAPTA, Chafee and ETV programs. For awards issued for FY 2016 or later, states are required to submit an electronic SF-425 for the programs listed above through the Payment Management System (PMS). Therefore, the state should not submit paper copies of the report. For more information on gaining access to and using the PMS system, please contact the PMS Help Desk at 1- 877- 614-5533. The tables on the following pages list the expenditure periods and SF-425 submission requirements for each program addressed in this PI.

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<sup>21</sup> Federal funds for these programs are awarded to states on a yearly basis, but may be spent over a two-year period. The FY 2017 grant had an expenditure period from October 1, 2016 to September 30, 2018. Therefore, states must have obligated any fiscal year 2017 funds during that two-year period of time and subsequently report expenditures on the CFS-101 form, Part III.

**Financial Expenditure and Reporting Requirements:**

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

<b>Program Name:</b>	<b>Title IV-B, subpart 1</b>	<b>Title IV-B, subpart 2 – Promoting Safe and Stable Families (PSSF)</b>	<b>Title IV-B, subpart 2 – Monthly Caseworker Visits (MCV)</b>	<b>Title IV-B, subpart 2 – Kinship Navigator <i>(FY 2018 funding)</i></b>
<b>Spending Period:</b>	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)
<b>Obligate Funds By: Liquidate Funds By:</b>	September 30, 2021 December 30, 2021	September 30, 2021 December 30, 2021	September 30, 2021 December 30, 2021	September 30, 2019 December 30, 2019
<b>SF-425 Periodicity:</b>	Interim report at end of FY 2020  Comprehensive final report at end of FY 2021	Interim report at end of FY 2020  Comprehensive final report at end of FY 2021	Interim report at end of FY 2020  Comprehensive final report at end of FY 2021	Interim report was due by December 2018.  Comprehensive final report at end of FY 2019
<b>SF-425 Due Date:</b>	90 days after FY end (December 30)	90 days after FY end (December 30)	90 days after FY end (December 30)	90 days after FY end (December 30)
<b>Required Match:</b>	25% - must be met with submission of the final financial report	25% - must be met with submission of the final financial report	25% - must be met with submission of the final financial report	No match required
<b>Reported:</b>	On interim and final reports	On interim and final reports	On interim and final reports	N/A
<b>Additional Information:</b>	A state that has been notified of the need for a higher percentage of match for a specific fiscal year, due to state failure to meet MCV performance standards must report that higher match on the final financial form (Section 424(f)(1)(B) and 424(f)(2)(B) of the Act.	The state may expend discretionary and mandatory funds under PSSF for the same purposes. The state 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.	The SF-425 for MCV is a separate report from the SF-425 for PSSF.	The SF-425 report for Kinship Navigator is a separate report from the SF-425 reports for PSSF and MCV.

<b>Program Name:</b>	<b>Chafee</b>	<b>Education and Training Vouchers (ETV)</b>	<b>Adoption and Legal Guardianship Incentive (FY 2018 funding)</b>	<b>CAPTA</b>
<b>Spending Period:</b>	End of the fiscal year following grant award year (2 years spending)	End of the fiscal year following grant award year (2 years spending)	Payments to a State under this section in a fiscal year shall remain available for use by the State for the 36-month period beginning with the month in which the payments are made.	End of the fourth fiscal year following grant award year (5 years spending)
<b>Obligate Funds By: Liquidate Funds By:</b>	September 30, 2021 December 30, 2021	September 30, 2021 December 30, 2021	September 30, 2021 December 30, 2021	September 30, 2024 December 30, 2024
<b>SF-425 Periodicity:</b>	Interim report at end of FY 2020  Comprehensive final report at end of FY 2021	Interim report at end of FY 2020  Comprehensive final report at end of FY 2021	Annually, at the end of the each FY.  No comprehensive report is required.	Interim reports at the end of each FY  Comprehensive final report at end of FY 2024
<b>SF-425 Due Date:</b>	90 days after FY end (December 30)	90 days after FY end (December 30)	90 days after FY end (December 30)	90 days after FY end (December 30)
<b>Required Match:</b>	20% - must be met with submission of final financial report	20% - must be met with submission of final financial report	No match required	No match required
<b>Reported:</b>	On interim and final reports	On interim and final reports	N/A	N/A
<b>Additional Information:</b>	At the end of the two-year grant cycle, any unexpended funds will be redistributed to states requesting reallotments, per FFPSA.	At the end of the two-year grant cycle, any unexpended funds will be redistributed to states requesting reallotments, per FFPSA.	Funds may not be used to supplant federal or non-federal funds for services under title IV-B or IV-E.	

## **Section F. Instructions for the Submission of the 2015-2019 Final Report and the 2020-2024 Child and Family Services Plan for States, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States**

ACF requests that grantees submit plans and applications electronically to the ROs in the format of a Word document or as a PDF created in Word and saved as a PDF (no scanned documents). Please do not embed scanned PDF files or documents in the submissions. Clearly indicate the name of the state/ territory and content of each document submitted.

### **By June 30, 2019:**

- Submit the 2015-2019 Final Report (which includes the CAPTA State grant annual update) and the 2020-2024 CFSP as two separate electronic documents.
- Submit the following, each as a separate document:
  - Foster and Adoptive Parent Diligent Recruitment Plan;
  - Health Care Oversight and Coordination Plan;
  - Disaster Plan; and
  - Training Plan.
- Submit a copy of the following assurances and certifications necessary for plan approval for each program. The required assurance and certifications found at Attachment C of this PI include:
  - Title IV-B, subparts 1 and 2;
  - Amended CAPTA assurance related to immunity from civil and criminal liability in good faith reports of child abuse and neglect; and
  - Chafee and ETV.
- Please also include a link to the location of where the 2015- 2019 Final Report, the 2020- 2024 CFSP and other plans are located on the state’s websites.<sup>22</sup> Please provide a name, email, and telephone number of the state contact for the documents.<sup>23</sup>

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<sup>22</sup> States are reminded that under 45 CFR 1357.16(d), they must make available for public review and inspection their CFSP/PSRs. If the state does not make available the CFSP/PSRs on their website, please outline how the state is meeting this requirement. To ensure the confidentiality of children and families, please ensure that publicly posted reports do not include the names of individual children, youth or families served by the agency.

<sup>23</sup> In prior years, the CB has provided an electronic copy of state plan and other items associated with the CFSP on the CB website. Going forward CB will provide a link to where the items are located on the state’s website or the contact information for the state contact for the documents on CB’s website.

- Submit the CFS-101 forms as follows:
  - Use the CFS-101s provided as an attachment (Attachment B) to this PI. The correct forms are labeled ‘2020 APSR’ in the lower right corner of the form.

Submit the completed Excel workbook:

- CFS-101, Part I for FY 2020;
- CFS-101, Part II with planned expenditures for the use of FY 2020 funds; and,
- CFS-101, Part III with estimated and actual expenditures of FY 2017 grants for the title IV-B, and, at state option, the Chafee and ETV programs.

Submit the workbook in PDF format:

- CFS 101, Part I for FY 2020 **signed, titled, and dated** by the appropriate official;
- CFS-101, Part II with planned expenditures for the use of FY 2020 funds; and,
- CFS-101, Part III **signed, titled, and dated** by the appropriate official.

Save both the Excel and PDF files named: “State/territory/insular area name FY 2020 CFS-101s” so that the name of the state/territory/insular area submitting the file is clearly identified.

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

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

## **Section G. Submittal Rule for Insular Areas**

The Virgin Islands of the United States, Guam, American Samoa, and the Northern Mariana Islands may each submit consolidated grant applications in accordance with 45 CFR Part 97. These jurisdictions do not need to submit a CFSP as described in this PI if they choose to have their title IV-B, subparts 1 and/or 2 (including the monthly caseworker visit funds) and/or CAPTA allotments included in a consolidated grant, and may expend these funds under authority of another program that is available for consolidation. If an Insular Area chooses to

consolidate its application for title IV-B, subparts 1 and/or 2, and/or CAPTA, it must notify its CB RO in writing of its intent by June 30, 2019.

An insular area that chooses to submit a CFSP in lieu of receiving a consolidated grant may do so and must follow the guidance included under Section F. The plan must be submitted by June 30, 2019.

**Paperwork Reduction Act:**

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

**Inquiries To:** CB Regional Program Managers

/s/

Jerry Milner  
Acting Commissioner  
Administration on Children, Youth and  
Families

**Attachments**

Attachment A:

Fiscal Year 2018 Allotment Title IV-B Subpart 1 Stephanie Tubbs Jones Child Welfare Services  
Fiscal Year 2018 Allotment Title IV-B Subpart 2 Promoting Safe and Stable Families  
Fiscal Year 2018 Allotment for Title IV-B, Subpart 2 Monthly Caseworker Visit Funds  
Fiscal Year 2018 Allotment for CAPTA  
Fiscal Year 2018 Allotment for Chafee Foster Care Program for Successful Transition to Adulthood  
Fiscal Year 2018 Allotment for Education and Training Vouchers

Attachment B:

CFS-101 Instructions, Part I, II, and III  
Introduction  
Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, Chafee, and ETV Instructions  
Part II: Annual Estimated Expenditure Summary of Child and Family Services Instructions  
Part III: Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence (Chafee) and Education and Training Voucher (ETV) Programs Instructions

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

CFS-101 Forms Part I

CFS-101 Forms Part II

CFS-101 Forms Part III

Attachment C:

Assurances and Certifications

Title IV-B, subparts 1 and 2

CAPTA Assurance

Chafee

ETV

Attachment D:

CB Regional Program Managers

Attachment E:

Notification of Adoption Savings Calculation Method

Attachment F:

Annual Reporting of Education and Training Vouchers Awarded