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| <h1>ACF</h1> Administration for Children and Families | U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families | |
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| | 3. Originating Office: Children’s Bureau | |
| | 4. Key Words: 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); Organizations 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, 2023, submission of: (1) the fourth Annual Progress and Services Report (APSR) to the 2020-2024 Child and Family Services Plan (CFSP) for the Stephanie Tubbs Jones Child Welfare Services (CWS), the MaryLee Allen Promoting Safe and Stable Families (PSSF) and Monthly Caseworker Visit Grant programs; the John H. Chafee Foster Care Program for Successful Transition to Adulthood (Chafee) and the Education and Training Vouchers (ETV) Program; (2) the Child Abuse Prevention and Treatment Act (CAPTA) State Plan update; 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 Comprehensive Addiction and Recovery Act of 2016 (CARA) (Public Law (P.L.) 114-198); the Indian Child Welfare Act (ICWA) of 1978 (P.L. 95-608); 45 CFR Parts 1355 and 1357; the Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351); the Family First Prevention Services Act (FFPSA) within Division E, Title VII of the Bipartisan Budget Act of 2018 (P.L. 115-123); P.L. 116-20; the Further Consolidated Appropriations Act, 2020 (P.L. 116-94), including the Family First Transition Act within Section 602, Subtitle F, Title I, Division N; P.L. 116-136; Division X (the Supporting Foster Youth and

Families through the Pandemic Act), enacted as part of P.L. 116-260, the Consolidated Appropriations Act, 2021; Executive Order 13985, [Advancing Racial Equity and Support for Underserved Community Through the Federal Government](#), issued January 20, 2021; and Executive Order 14075, [Advancing Equality for Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex Individuals](#), issued June 15, 2022.

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)¹ 2024 (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 (1) the fourth APSR update to the 2020-2024 CFSP, (2) the CAPTA State Plan update, 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 H and I for more information).

It is important that APSR submissions address all requirements outlined in this PI. Missing or incomplete information will result in the withholding of funds for the program(s) affected until such time as the information is complete and approval can be granted by the Children’s Bureau (CB). The CB Regional Office (RO) staff will engage with state child welfare agencies in joint planning in preparing the APSR. Requests for assistance or questions encountered in preparing the APSR should be directed to the appropriate CB RO.

INFORMATION: Organization of the Program Instruction

- Section A. The Children’s Bureau’s Priorities for Creating an Equitable Child Welfare System
 - Section B. Overview of the Child and Family Services Plan (CFSP)/ Annual Progress and Services Report (APSR) and the Child and Family Services Review (CFSR)
 - Section C. Requirements for the 2024 APSR (due June 30, 2023)
 - Section D. CAPTA State Plan Requirements and Updates
 - Section E. Updates to Targeted Plans within the 2020-2024 CFSP
 - Section F. Statistical and Supporting Information
 - Section G. Financial Information
 - Section H. Instructions for the Submission of the 2024 APSR for States, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States
 - Section I. Submittal Rule for Insular Areas
- Attachments

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

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

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

Agencies across the federal government, including the Administration for Children and Families (ACF) and CB, are committed to advancing equity through our work at the federal level and with states, territories, Tribes, and all other grantees. On February 2, 2022, ACF issued [Information Memorandum \(IM\) ACF-IOAS-22-01 on Equity in Action: Prioritizing and Advancing Racial Equity and Support for Underserved Communities](#).² This IM expresses ACF’s unequivocal commitment to advancing racial equity for all and calls for transformational leadership at all levels to ensure that Americans of all racial and ethnic backgrounds can reach their full potential. ACF strongly encourages its grantees to assess and address how its programs and policies may perpetuate systemic barriers for children and families of color.

On June 15, 2022, President Biden also signed Executive Order 14075 entitled, “[Advancing Equality for Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex Individuals](#) (LGBTQI+).”³ The purpose of the Executive Order is to outline specific actions each federal agency is to take to combat unlawful discrimination and eliminate disparities that harm LGBTQI+ individuals and their families, defend their rights and safety, and pursue a comprehensive approach to delivering the full promise of equality for LGBTQI+ individuals. The Executive Order directed CB to partner with state child welfare agencies to help address and eliminate disparities in the child welfare system experienced by LGBTQI+ children, parents, and caregivers, including: the over-representation of LGBTQI+ youth in the child welfare system, and in congregate placements; disproportionately high rates of abuse, and placements in unsupportive or hostile environments faced by LGBTQI+ youth in foster care; disproportionately

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

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

³ The term “LGBTQI+” is used to be inclusive of individuals who have non-conforming gender identity or expression.

high rates of homelessness faced by LGBTQI+ youth who exit foster care; and discrimination faced by LGBTQI+ parents, kin, and foster and adoptive families.

Both Executive Orders provide a challenge and framework to thoughtfully identify and address opportunities to advance equity in child welfare policy and practice. Throughout this PI, CB has highlighted areas where we ask states to examine and address disparities and inequities in child welfare services and outcomes. As you prepare your APSR, we urge you to analyze and disaggregate data to identify equity issues, examine how equity considerations inform planned use of funding, and consider outreach strategies and efforts to reach underserved populations. Undertaking this work together, we can start to understand and address persistent inequities in child welfare services and chart a course to improve the lives of the children, youth, and families that we serve.

The Children's Bureau has four priority goals that are designed to improve the lives of the children and families that we serve, and to improve the professional lives of the child welfare workforce. All of these goals are grounded in sound child welfare practice and equity principles consistent with the President's Executive Orders.

Prevent Children from Coming into Foster Care

We know child and family poverty represents a key source of family vulnerability. However, too often, poverty and neglect are conflated leading to unnecessary child welfare involvement and separation of children from their families. It is critical that we examine both legal definitions and frontline practice to disentangle poverty from neglect, so we can provide meaningful support to strengthen families, keep children safe, and prevent children from coming into foster care unnecessarily.

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

Support Kinship Caregivers

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

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

CB is committed to strengthening support for kinship caregivers by working with states to ensure equitable access to licensure for relative foster care providers and by expanding kinship

navigator programs to support all kinship caregivers in learning about and gaining access to financial support, legal assistance and support groups.

Ensure Youth Leave Care with Strengthened Relationships, Holistic Supports, and Opportunities

We must support young adults in having a successful transition to adulthood. Youth have repeatedly shared they need secure connections to loving adults who can guide them into adulthood after foster care. They also tell us they need strong financial resources, as well as opportunities to develop skills and access support to allow them to further their education, training, and chart their life course. We can support young people by promoting legal and relational permanency and providing robust services and supports, including services to promote physical and mental health and well-being. We must also ensure that youth in foster care are able to participate fully in activities that are a normal part of the transition to adulthood, including activities at school and in their communities.

Invest in the Child Welfare Workforce

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

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

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

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

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

Child and Family Services Plan (CFSP)

States are required to develop a CFSP, a five-year strategic plan that sets forth the vision and 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 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 young adults in or 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 all of the separate plan requirements for the title IV-B and Chafee/ETV programs into one five-year strategic plan, 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.

Since the CFSP process began in 1994, there have been five complete five-year cycles. The most recent CFSP submission, covering FYs 2020-2024, was due June 30, 2019. Please see [ACYF-CB-PI-19-02](#).

The next CFSP for FYs 2025 – 2029 will be due June 30, 2024. The Children's Bureau encourages states to begin planning now for the next CFSP. The June 30, 2024 submission will include: the 5th APSR/Final Report for the 2020- 2024 CFSP period, and the new CFSP for FYs 2025-2029.

Annual Progress and Services Report (APSR)

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

- 2021 APSR. On June 30, 2020, states submitted the first APSR, referred to as the "2021 APSR," covering the activities completed between the submission of the 2020-2024 CFSP and June 2020 and addressing planned activities for FY 2021.
- 2022 APSR. On June 30, 2021, states submitted the second APSR, referred to as the "2022 APSR" covering the activities completed between the submission of the 2021 APSR and June 2021 and the prospective activities for FY 2022.
- 2023 APSR. On June 30, 2022, states submitted the third APSR, referred to as the "2023 APSR" covering the activities completed since the last APSR submission and the prospective activities for FY 2023.

- **2024 APSR.** On June 30, 2023, states will submit their fourth APSR, referred to as the “2024 APSR.” The 2024 APSR is to cover the activities completed since the last APSR submission and the prospective activities for FY 2024.

Child and Family Services Review (CFSR)

The CFSR process is designed to meet statutory and regulatory requirements to provide oversight of states’ compliance with requirements in titles IV-B and IV-E of the Act. The CFSR process enables CB to (1) ensure conformity with federal child welfare requirements; (2) determine what is 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 reviews are structured to help states identify strengths and areas needing improvement within their agencies and programs, in order to improve services and strengthen the functioning of the system.

The CFSR assesses state performance on seven outcomes and seven systemic factors. Outcome performance is examined in the domains of safety, permanency, and well-being. The systemic factors refer to seven systemic processes operating within a child welfare system that have the capacity, when well-functioning, to promote positive child safety, permanency, and well-being outcomes.

CFSRs are a joint effort between federal and state staff and involve a multi-stage process. The CFSR begins with the statewide assessment that provides an opportunity for a state to gather and analyze quantitative and qualitative data evidence (e.g., state administrative data, information management system reports, case record reviews, interviews with case participants and key partners) to evaluate its child welfare system. The statewide assessment is to be developed in collaboration with system partners and individuals with a vested interest in the child welfare system, including a diverse set of individuals who work in and have lived experience with the system.

Following the statewide assessment is the onsite review which includes case reviews and interviews with key case participants to inform performance on the outcomes, and interviews with child welfare system partners to assess systemic factor functioning.

After the onsite review, a CFSR Final Report is issued to the state by CB. States determined not to be in substantial conformity with one or more of the seven outcomes and seven systemic factors are required to develop a Program Improvement Plan (PIP) to address all areas of nonconformity. Partners, youth, young adults and parents served by the child welfare system should be involved in improvement planning efforts. The PIP provides an opportunity for the state child welfare agency and system partners to use information from the statewide assessment and the onsite review to develop, implement, and monitor a state-specific plan to strengthen the routine functioning of the systemic factors and improve outcomes for the children and families served.

The fourth round of CFSRs (Round 4) began in FY 2022 with the distribution of state data profiles to Year 1 states for use in completing the statewide assessment. The CFSR schedule for Year 1 and Year 2 is located [here](#). Regardless of the year a state is scheduled, CB encourages states to maintain their continuous quality improvement (CQI) efforts and continue implementing and evaluating Round 3 PIP strategies as they begin to prepare for their next CFSR.

CFSR Round 4 is guided by the following principles:

- Core commitment to make the CFSR process consistent with state efforts to implement and enhance CQI.
- Deliberate integration of data metrics into measurement of state performance and system functioning.
- Adherence to sound measurement principles in analysis of system performance using a wide range of evidence to understand, assess, and characterize performance; identify strengths and areas needing improvement; uncover root causes and contributing factors; and arrive at defensible solutions and strategies/interventions.
- Intentional engagements specifically with Tribes as well as the legal and judicial communities throughout the stages of the CFSR, signaling their importance to consideration of a jurisdiction's child welfare system
- Meaningful, authentic, ongoing engagement of families and young people with lived experience, as well as other system partners⁴ and individuals with a vested interest in the child welfare system.
- Commitment to identify and understand variation in the experiences and outcomes of different populations, including a consideration of potential evidence of disparities in decision-making, programs, and policies that contribute to inequity in services and outcomes for historically underserved and marginalized populations, and using that information to inform system improvement.

To assist states in operationalizing these guiding principles, CB has released the following documents:

- [Child and Family Services Reviews: Guiding Principles, Framework, and Tools for the Statewide Assessment Process](#),
- [Assessing Systemic Factor Functioning: Using Data and Evidence](#),
- [Advancing Equity and Inclusion Through the Child and Family Services Reviews](#),
and
- [Engaging Young People With Lived Experience in the CFSRs: Key Considerations, Roles, and Recommendations](#).

⁴ System partners include, and are not limited to Tribes, judicial and legal communities, agency caseworkers and supervisors, resource families, private agencies, service providers, federal partners, and communities.

Continued Integration of CFSP/APSRs Process and the CFSR

Over the last three CFSP submissions, CB has intentionally integrated the CFSP/APSR process with the CFSR. These federal planning, reporting and monitoring processes require a state's assessment of the effectiveness of the child welfare system to achieve positive outcomes in the domains of safety, permanency, and well-being, as well as the statewide routine functioning of seven systemic factors that support positive outcomes for children and families served. The CFSP/APSR and CFSR processes both provide opportunities for state child welfare agencies and system partners to advance equity and inclusion within the child welfare system by identifying disproportionality and disparities and making system improvements to address contributors to those challenges.

The CFSP and CFSR PIP specify the state's goals, objectives, key activities, and strategies/interventions to improve practice and strengthen systemic functioning to achieve positive outcomes for children and families, as well as establish measures and benchmarks to gauge progress throughout the evaluation and monitoring periods.

These ongoing federal monitoring processes are best viewed as being part of, and integral to, the state's CQI change and implementation cycle. They are intended to build on work states are already doing to identify system strengths and areas needing improvement, prioritize areas of focus, and make improvements through development, implementation, monitoring, and adjustments of federal and state program improvement plans.

CB expects states to develop and implement a well-coordinated and integrated approach to executing federal requirements across federal improvement plans and programs. This helps states build on and strengthen existing processes, findings, plans, and lessons learned. States, in consultation with CB, will need to determine whether existing elements of the Round 3 CFSR PIP will be rolled into and monitored through the CFSP/APSR process. Extending the strategies developed during the CFSR PIP into the longer time frame of the CFSP can support integrating better practice into the culture of the agency. By building supporting goals and objectives in the CFSP that extend the efforts begun in the PIP, a state can continue to focus on addressing implementation challenges and monitoring improvement efforts in order to achieve anticipated outcomes.

Cornerstones of the CFSP/APSR and CFSR/PIP federal planning, reporting and monitoring processes are:

- Reliance on a wide range of quality and relevant data and use of evidence to evaluate and demonstrate performance and systemic factor functioning, including equity in the programs administered, families served, practices, and child and family outcomes.
- Broad and meaningful engagement of persons with lived experience, child welfare system partners, Tribes, and others with a vested interest in the child welfare system, including persons of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequity in the child welfare system.

As described in [Technical Bulletin 12](#), CFSR Round 4 emphasizes the use of Statewide Data Indicator metrics and other evidence in a systematic inquiry and review framework that is grounded in sound measurement and integrates the principles of CQI in both the CFSR and PIP processes. The reviews will continue to support states' capacity to self-monitor for outcomes and system functioning and will require meaningful engagement and participation of families and young persons, Tribes, legal and judicial communities, caseworkers and supervisors, and service providers.

In preparation for the next APSR submission, completion of the CFSR Round 3 PIP, and a smooth transition to CFSR Round 4, states should continue tracking and reporting on system performance, child and family outcomes, and the quality of practice across all domains. States should consider the quality and relevancy of the data evidence being developed, collected, and analyzed for the APSR, including its ability to be used to complete the next CFSR Statewide Assessment and to inform current CQI change and implementation activities. Analysis of a wide range of quantitative and qualitative data evidence, including and not limited to CFSR statewide data indicators, supplemental context data, agency and court data, and CQI case reviews, will help states:

- Make accurate observations about performance on child and family outcomes and systemic factor functioning;
- Identify and address disproportionality and potential evidence of disparities in decision-making, programs, and policies that contribute to inequity in services and outcomes for historically underserved and marginalized populations;
- Uncover causes and contributing factors; and
- Arrive at defensible solutions and effective improvement strategies/interventions.

Section C. Requirements for the 2024 APSR (due June 30, 2023)

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

The process of coordination and collaboration implemented during the development of the 2020-2024 CFSP and subsequent APSRs should be continued and strengthened in the development of the 2024 APSR. As required by federal regulations at 45 CFR 1357.16, when conducting the annual review in preparation for submission of the APSR, the state must engage the agencies, organizations, and individuals who are part of the ongoing CFSP-related consultation and coordination process, e.g., the state's Court Improvement Program (CIP), Tribes, youth, families,

the Community-Based Child Abuse Prevention (CBCAP) lead agency, the Children’s Justice Act (CJA) grantee, service providers, and faith-based and community organizations.

In preparing the 2024 APSR, each state must conduct an interim review of the progress made since submitting the 2020-2024 CFSP and subsequent APSRs towards accomplishing the goals and objectives in the CFSP based on updated information and current data.⁵ As mentioned above, proper use of a wide range of data evidence is necessary to make accurate observations about performance on the outcomes and systemic factor functioning, uncover causes and contributing factors, and arrive at defensible solutions and strategies/interventions.

In accordance with 45 CFR 1355.52(b) and (c), states with a Comprehensive Child Welfare Information System (CCWIS) are expected to utilize the data in these case management systems in assessing progress in the APSR, citing the source. As states continue to develop their CCWIS, there are important opportunities to improve the collection and use of data to inform and improve practice.

When addressing services and programs under this APSR, states must also integrate the findings of federal reviews, including the CFRS Final Reports and PIP, the title IV-E Foster Care Eligibility Review, an Adoption and Foster Care Analysis and Reporting System (AFCARS) Assessment Review, a National Youth in Transition Database (NYTD) Review and other relevant CB reviews, as well as planned activities identified in any PIPs. CCWIS data quality plans may also help identify areas to be integrated across program improvement activities.

The following programs are coordinated by the submission of the 2024 APSR:

- The Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1);
- Services provided in the four areas of the MaryLee Allen Promoting Safe and Stable Families Program (title IV-B, subpart 2):
 - Family Preservation;
 - Family Support;
 - Family Reunification; and
 - Adoption Promotion and Support Services;
- Title IV-B, subpart 2 Kinship Navigator Funds
- Monthly Caseworker Visit Funds;
- Adoption and Legal Guardianship Incentive Payment Funds;
- Adoption Savings;
- Family First Prevention Services Act Transition Grants;
- Family First Transition Act Funding Certainty Grants (applicable states only);
- Chafee and ETV; and

⁵ New data resources with information from the National Youth in Transition Database (NYTD), including a national profile and state-specific “snapshots,” are now available on the CB website [here](#). This information may assist states in assessing and updating progress relating to goals and objectives for youth in transition from the foster care system.

- Training activities in support of the CFSP goals and objectives, including training funded by titles IV-B and IV-E.

In addition, states are required to provide an annual update on their use of funds under the CAPTA State Grant (see Section D).

The 2024 APSR must contain all of the information described below.

1. Collaboration

The 2020-2024 CFSP asked states to create a shared vision across the broader child welfare system to support prevention and better outcomes for children and families. In order to create a more equitable child welfare system, a diverse group of individuals and perspectives should be engaged to understand the impact of disproportionality and address potential disparities in services and outcomes. To assist states with meaningful and authentic engagement of a diverse group of individuals and perspectives, CB has developed a new resource [page](#). The publication “[Engaging Young People With Lived Experience in the CFSRs: Key Considerations, Roles, and Recommendations](#)” also provides useful information and tips.

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

CB encourages states to provide support and activities that set the foundation for meaningful and authentic engagement, such as creating and facilitating training for child welfare partners and other activities that support shared decision-making. The process used for the current CFSP/APSR can be a foundation as states plan for the upcoming new CFSP for FYs 2025-2029, due June 30, 2024, and as states move into Round 4 CFSR, including development of the next CFSR PIP.

CB recognizes that the COVID-19 pandemic and national public health emergency may have prevented states from convening in-person meetings, but also prompted thoughtful use of virtual convenings. Moving forward, CB encourages states to consider how best to structure meaningful engagement and collaboration, including in-person meetings, supplemented by virtual convenings, to ensure that a wide range of people are able to provide meaningful input in a safe and constructive manner.

In the 2024 APSR:

- Provide an update on how the state agency has engaged in substantial, ongoing and meaningful consultation and collaboration with families, children, youth, Tribes, and

other system partners in the implementation of the 2020-2024 CFSP and subsequent APSRs (45 CFR 1357.16(a)). Provide information on how the agency ensured that the engaged communities represented the racial diversity of the families and youth/young adults being served and how the state included those who have been historically underserved or marginalized, and those adversely affected by persistent poverty and inequality in the child welfare system.

Examples of system partners include: frontline workers, the CBCAP lead agency and other prevention partners, such as Children’s Trust Funds; the CJA grantee, service providers, faith-based and community organizations; kinship navigator programs; and representatives of state and local agencies administering other federal or federally assisted programs serving children and families, such as Head Start, child care, Temporary Assistance for Needy Families (TANF) and state and local education agencies.

- Provide an update on how the state agency has demonstrated substantial, meaningful and ongoing collaboration with state courts and members of the legal and judicial communities, including the CIP, in the development and implementation of the CFSP/APSR and, if applicable, any active state CFSR PIP or title IV-E PIP (section 422(b)(13) of the Act).⁶ The state and CIP may share a common goal to improve the diversity and inclusion of the community and the workforce. CB encourages states to engage in conversations with the CIP to determine if there are opportunities to collaborate. Resources to support states in strengthening collaboration and improving outcomes for children and families include the [Technical Bulletin on Independent Legal Representation](#) and the Judicial, Court, and Attorney Measures of Performance (JCAMP) project [set of measures and suite of tools](#).
- As outlined in [ACYF-CB-IM-19-03](#), parent, family, and youth/young adult voice is critical to understanding how well the child welfare system is achieving its goals. In support of this goal, in the 2024 APSR, specify how families, children, youth, and young adults; Tribes; courts; and other system partners were involved in:
 - assessment of agency strengths and areas needing improvement including those identified from the Statewide Data Indicators and Supplemental Context Data in the “Update to the Assessment of Current Performance in Improving Outcomes,” Section C2;
 - review and modification of the Goals, Objectives, and Interventions in the “Update to the Plan for Enacting the State’s Vision,” Section C3, based on available data and information; and
 - monitoring of CFSP progress including the “Update on Progress Made to Enact the State’s Vision,” Section C3.

⁶ To promote collaboration and integration of child welfare agency and Court Improvement Program (CIP) planning in support of child welfare improvement efforts, annual CIP self-assessments and strategic plan updates are now due at the same time as state CFSP/APSR submissions on June 30 each year.

2. Update to the Assessment of Current Performance in Improving Outcomes

Collecting, sharing, and effectively using quality data is essential to making accurate observations about performance, contributing factors, root causes, and solutions. Proper analysis of a wide range of data evidence is needed for guiding the development of strategies; addressing 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; and ensuring permanency, consistent with the agency's vision for child welfare services. As a reminder the new CFSR documents will be helpful to the understanding and presenting the update on the current performance in relation to the CFSR R4:

- [Child and Family Services Reviews: Guiding Principles, Framework, and Tools for the Statewide Assessment Process](#),
- [Advancing Equity and Inclusion Through the Child and Family Services Reviews](#), and
- [Engaging Young People With Lived Experience in the CFSRs: Key Considerations, Roles, and Recommendations](#).

In developing the 2020-2024 CFSP, each state was to review and analyze its performance on CFSR child and family outcomes and agency systemic factors and conduct an assessment to support the selection and development of goals and objectives, measures, and outcomes for the next five years.

In the 2024 APSR the state must review and update the data and information provided in their 2020-2024 CFSP and subsequent APSRs. The state must identify strengths and concerns related to performance on each outcome and systemic factor, including evidence of disproportionality and disparities in services and outcomes. States are encouraged to include an analysis of data regarding significant areas of concern, with particular focus on those areas that may impact current goals, objectives, interventions and target populations. For each outcome and systemic factor, states must provide a brief update on any current or planned activities targeted at improving performance or addressing areas of concern identified.

In developing these updates, states are encouraged to supplement use of the Statewide Data Indicators and supplemental context data, with additional current administrative data (CCWIS and other sources), as appropriate. Those administrative data resources should be combined with case record review data and other quantitative and qualitative data for this assessment to provide relevant and reliable performance data 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.)

In developing updates specific to the systemic factors, states are also encouraged to review CFSR [Technical Bulletin 12](#) which describes CB's intention to emphasize reliance on rigorous evidence to assess systemic factor functioning. As noted in Technical Bulletin 12, in CFSR Round 4, CB will continue to rely on quantitative and qualitative information to assess whether systemic factors are functioning statewide, and a stronger emphasis will be placed on generating empirical evidence that demonstrates functionality. As with prior CFSR rounds, when empirical evidence is unavailable or insufficient to illustrate performance on a systemic factor, qualitative

data can be used (e.g., emerging themes from focus groups with those with lived experience and community partners). CB encourages states to use the 2024 APSR to identify and use evidence to demonstrate the state’s ability to assess and routinely monitor statewide functioning of systemic factors. If this evidence is not currently available, states will want to put processes in place to develop and implement data collection and measurement.

In “[Assessing Systemic Factor Functioning: Using Data and Evidence](#)” published September 2022, CB included a section entitled “Getting Curious: Moving Beyond Federal Requirements, and Areas for Future Consideration.” The sections in the guide break down each of the systemic factors with additional probing questions that suggest sources of relevant information and data that child welfare agencies and their partners can investigate to explore the systemic factor federal requirement in their efforts to improve the system. Approaching the APSR with a similar emphasis on data, evidence, and meaningful engagement provides a way to better understand the functioning of the child welfare system.

3. Update to the Plan for Enacting the State’s Vision and Progress Made to Improve Outcomes

In the 2020-2024 CFSP, states were asked to identify their “Plan for Enacting the State’s Vision” over the next five years. This section is to provide the update to that plan and the progress toward achieving those outcomes.

Update to the Plan for Enacting the State’s Vision

Revisions to Goals, Objectives, and Interventions

The state must review, update and revise, as necessary, the goals, objectives, and interventions identified in the 2020-2024 CFSP and subsequent APSRs to ensure that they are consistent with their CFSR PIP or to sustain improvements for successfully completed PIPs. States must also incorporate any additional areas needing improvement that were identified in a title IV-E, AFCARS, NYTD, or other program improvement plan or in the “Update on Assessment of Current Performance,” Section C2 identified above (45 CFR 1357.16(a)(2)). States should include information on how the state CQI/QA system was utilized to identify and inform revisions needed to the goals, objectives, and interventions.

If the state’s 2020-2024 CFSP or subsequent APSRs did not have a goal, objective, or intervention that addresses key areas needing improvement as identified through the “Update on Assessment of Current Performance” and in joint planning with CB, the associated goal, objective, intervention and measures of progress must be revised or added to the 2024 APSR.

Implementation & Program Supports

- To promote successful implementation of its current or revised 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 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. In the 2024 APSR, states are encouraged to provide an update to implementation supports as needed.

- Describe 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 CFSP/CFSR goals and objectives since the submission of the 2020-2024 CFSP and subsequent APSRs. Describe training and technical assistance that will be provided by the state in the upcoming fiscal year (see 45 CFR 1357.16(a)(5)).
- Describe the technical assistance and capacity building needs that the state anticipates in FY 2024 in support of the CFSP/CFSR goals and objectives. Describe how capacity building services from partnering organizations or consultants will assist in achieving the identified goals and objectives. (See 45 CFR 1357.16(a)(5).) States that have engaged with the Capacity Building Center for States, the Capacity Building Center for Courts, and/or the Capacity Building Center for Tribes are encouraged to reference needs and planned activities that were documented during assessment and work planning.
- Provide information on activities carried out since submission of the CFSP/APSR or planned for the upcoming fiscal year in the areas of research, evaluation, or management information systems in support of the goals and objectives in the CFSP. This may include activities carried out under discretionary grants awarded by the Children’s Bureau. (See 45 CFR 1357.16(a)(5).)

Update on Progress Made to Improve Outcomes

The state must report on the amount of progress made since the 2020-2024 CFSP/previous APSR submission 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 2020-2024 CFSP and subsequent APSRs. States should include information on how the state’s CQI/QA system was utilized in determining and measuring progress (see Section C4).

States using the OMS (Online Monitoring System) for case reviews are asked to describe the extent to which they use the range of reports available to assist in analysis of case review results to understand case practice strengths and areas needing improvement, factors contributing to performance, and to monitor progress of improvement plans.

Measures of progress may be stated in terms of improved performance on the CFSR statewide data indicators for safety and permanency, case review items, or other available data, and may reference data provided in the “Update on Assessment of Current Performance,” Section C2 of the 2024 APSR. Because the state will be reporting on the

fourth year of the five-year plan, the objectives and interventions associated with the goals should be fully implemented and the state should be measuring the improvements. States are encouraged to assess and report in the 2024 APSR on the amount of progress made in any geographic areas or populations that have experienced the intervention during the past year, including evidence of disparities in services and outcomes for historically underserved and marginalized populations.

In reviewing the measure of progress, states are urged to identify questions that may assist in understanding how disparities are impacting progress. For instance, are there differences across racial and ethnic groups for *entry and reentry rates? Permanency in 12 months? 24 months? Placement stability? Maltreatment in care? Recurrence of maltreatment? If so, how has the state explored the differences and what steps have been taken to address?*

States whose PIPs are focused on particular geographic areas of the state may want to consider reporting on progress toward PIP measures in those particular sites. In doing so, states may point to areas of strength and improvement, as well as to areas where there has been less progress. In those cases, states may consider if further analyses are needed to identify underlying reasons for lack of progress and ways to adjust strategies in the APSR and/or PIP as necessary.

Progress Benchmarks: For each objective/intervention identified in the 2020-2024 CFSP and subsequent APSRs, the state must report on the progress it is making 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.

If the state is not making progress as indicated by its measures or benchmarks, the state should indicate in the 2024 APSR the reasons for the lack of progress, including whether sufficient implementation supports are in place and whether the intervention is being implemented as intended. The state should report any adjustments to the intervention or implementation to increase effectiveness.

Feedback loops: In monitoring and reporting on progress, the state should also continually consult with families, children, youth/young adults, and other partners (including Tribes; the legal and judicial communities; kinship navigation programs; and the prevention community) 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.)

4. Quality Assurance System

Continuous Quality Improvement (CQI)/ Quality Assurance (QA) systems are foundational to a well-designed child welfare system. A high-functioning CQI/QA system provides states a structure to support the activities and behaviors required for the systematic process of:

- Collecting and analyzing data about the child welfare system and how it is meeting the needs of children, youth, young adults, and families served, including persons of color and other populations who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality in the child welfare system;
- Making accurate observations grounded in evidence about performance on the outcomes and systemic factor functioning;
- Identifying, describing, and analyzing strengths and improvement needs, including disproportionality and potential evidence of disparities in services and outcomes;
- Uncovering causes and contributing factors to observed performance challenges;
- Testing, implementing, learning from, and revising defensible solutions and strategies/interventions intended to improve performance;
- Integrating CCWIS data quality initiatives and automation to support data collection and alignment of technology support with program assessment/service delivery;
- Measuring progress and change over time; and
- Providing feedback to system partners (including Tribes; the legal and judicial communities; kinship navigation programs; and the prevention community) and to individuals engaged in system change and improvement activities, including children, youth, young adults, resource parents, and families served.

State CQI/QA processes help produce evidence to drive clinical and administrative decisions about how to improve outcomes for children, youth, young adults, and families. The collection and analysis of data and the decision-making process should involve families and youth/young adults with lived experience, as well as other system partners and individuals with a vested interest in the child welfare system. The individuals and families involved should reflect the diversity of persons served by the system. This principle is grounded in the knowledge that a child welfare system is most effective in achieving its vision and goals when all partners who have a role in it contribute to its design and operation. States are encouraged to review Chapter 4 of the CFSR resource, “[Assessing Systemic Factors Functioning: Using Data and Evidence.](#)”

Federal regulations at 45 CFR 1357.15(u) require states to describe in their CFSP the Quality Assurance (QA) system they use to regularly assess the quality of services under the CFSP and assure that there are steps taken to address identified problems. Assessment of the CQI/QA system is also a systemic factor for the CFSR with five required elements including an assessment of how well the system: (1) is operating in the jurisdictions where the services included in the Child and Family Services Plan are provided; (2) has standards to evaluate the quality of services (including standards to ensure that children in foster care are provided quality services that protect their health and safety); (3) identifies strengths and needs of the service delivery system; (4) provides relevant reports; and (5) evaluates implemented program improvement measures (45 CFR 1355.34(c)(3)).

To assist states in focusing their CQI/QA system efforts, CB issued Information Memorandum [ACYF-CB-IM-12-07](#) on establishing and maintaining Continuous Quality Improvement (CQI) systems. The following principles were outlined in the IM:

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

CB also issued [CCWIS Technical Bulletin 6: Data Quality Plan](#) guidance to assist states with ensuring technology automation is integrated into the agency's ongoing CQI activities. States are also encouraged to utilize the CCWIS Data Quality Self-Assessment tool to ensure program, policy and technology initiatives are coordinated to support ongoing CQI work. Agencies may also wish to review and utilize CCWIS Self-Assessment tools in [CCWIS Technical Bulletin #7](#) to understand and continually assess agency data needs.

As states progress toward the goals outlined in the 2020-2024 CFSP/APSRs and build on outcomes achieved under their Round 3 CFSR PIPs, the continued implementation and strengthening of the CQI/ QA system is crucial. This will support the investment states have made to-date and the further development of capacity to generate and analyze a wide range of evidence to monitor system performance, assess strengths and opportunities, and make improvements in systemic factor functioning and outcomes in the domains of safety, permanency, and well-being.

CB will continue to support states in building and sustaining capacity to review the programs, processes, practices, and the services provided to children and families, and system outcomes. The state's process for reviewing cases is an important part of the overall CQI/QA system, and CB Regional Offices will continue to provide consultation and technical assistance to states on the development and enhancement of a well-functioning case review process. This will also be important as states prepare for CFSR Round 4.

Building on information provided in the 2020-2024 CFSP and subsequent APSRs, address the following in the 2024 APSR:

- Assess the progress in making planned enhancements in capacity to the state's current CQI/QA system. Include information on training or other supports to enhance the capacity of CQI/QA staff to develop analytic questions, generate appropriate measures, understand how to evaluate outcomes during the phases of implementation, and account for variation in populations that impact the ability to observe improvements over time.
- Provide any relevant updates on how CCWIS enhancements or updates have or will be used to support CQI/QA and how the agency ensures coordination of CCWIS Data Quality Plan and Biennial Review strategies with ongoing CQI/QA activities.

- If not already addressed in the “Update to the Plan for Enacting the State’s Vision and Progress Made to Improve Outcomes” in Section C3, describe how the CQI/QA system was used to revise goals, objectives, and interventions.
- If not already addressed in “Progress Made to Improve Outcomes” in Section C3, describe how information generated or acquired as part the CQI/QA system or for specific projects was used to measure progress on achieving goals, objectives, and interventions.
- If not already described in “Collaboration” in Section C1, describe how feedback loops are being utilized as part of the CQI/QA process to provide information that parents, families, youth, young adults and other system partners will find useful to assist the state in system improvement efforts.
- Describe the state’s current case review instrument and the extent to which the state is using the data collected through federal Onsite Review Instrument (OSRI), and made available in OMS reports or data extracts, as part of the state's ongoing QA/CQI process.
- Provide an update on the state’s efforts to move towards or sustain the ability to conduct a State-Led Review Process for future rounds of CFSRs and to inform ongoing CQI/QA processes. ([Appendix A of Technical Bulletin 12](#) for more information.)

5. Update on the Service Descriptions

In the 2020-2024 CFSP the state articulated its shared vision; defined goals, objectives, and measures of progress; and determined the services needed by children and families to achieve their vision.

In the following section, states will provide an update on the services provided to support the vision and goals since the submission of the 2020-2024 CFSP and subsequent APSRs and how the services will continue to assist in achieving program goals.

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

In providing updates on the provision of services under the programs addressed in the APSR, CB urges states to use their data to examine disparities in services and outcomes to understand how families who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality in the child welfare system fare. This may include families of color, non-English-speaking families, immigrant families, LGBTQI+ youth/ young adults and parents, families and children with disabilities, and families living in rural areas. It is important to examine the characteristics of families for whom services were developed, who is benefitting and the outcomes they are achieving. It is also essential to take a careful look at the families the agency has *not* been successful in engaging in services to determine program improvement efforts to meet the needs of underserved populations.

Finally, as plans for funding services are developed it is important to use the data collected to inform the development of culturally relevant, inclusive and accessible services. For instance, the state may consider the degree to which service providers reflect the racial, ethnic and social diversity of the families served, and whether community-based organizations located in the communities where families have opportunities to receive funding and deliver services the service array and the services available. As states start planning for the submission of the next CFSP for FYs 2025-2029, it is important to engage partners to provide input on steps the state can take to expand the array of culturally relevant and inclusive services.

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

- Briefly describe the services provided since the submission of the 2023 APSR, highlighting any changes or additions in services or program design for FY 2024 and how the services assisted or will assist in achieving program goals (45 CFR 1357.16(a)(4)).

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

- *Services for Children Adopted from Other Countries (section 422(b)(11) of the Act)*
Describe the activities, including provision of adoption and post-adoption supports, that the state has undertaken since the submission of the 2023 APSR to support the families of children adopted from other countries and any changes to the activities the state plans to take to support children adopted from other countries.
- *Services for Children Under the Age of Five (section 422(b)(18) of the Act)*
 - Describe the activities the state has undertaken since the submission of the 2023 APSR to reduce the length of time children under the age of five are in foster care without a permanent family.
 - Describe the activities the state undertook in the past year to address the developmental needs of all vulnerable children under five years of age, including children in foster care, as well as those served in-home or in a community-based setting.
- *Efforts to Track and Prevent Child Maltreatment Deaths (section 422(b)(19) of the Act)*
 - Provide an update on the steps the state has taken or will take to compile complete and accurate information on child maltreatment deaths to be reported to National Child and Abuse and Neglect Data System (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

- Provide an update on 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.

The [National Center for Fatality Review and Prevention](#), funded by the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau (MCHB), produces resources and information on how to strengthen the child death review process. One resource, [Child Maltreatment Fatality Reviews: Learning Together to Improve Systems That Protect Children and Prevent Maltreatment](#), can help strengthen the multi-disciplinary review process to prevent other deaths and serious injuries of children.

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

The MaryLee Allen Promoting Safe and Stable Families (PSSF) program provides flexible funding for community-based family support, family preservation, family reunification and adoption promotion and support services. Federal regulations applicable to the program at 45 CFR 1357.10(c) define the term “families” broadly: “families include, but is not limited to, biological, adoptive, foster, and extended families.” As states review their current use of PSSF funds and plan for the next CFSP that will be due June 30, 2024, CB encourages states to consider how funds are being used to support all families, including those who may have been underserved in the past, such as families headed by kinship caregivers, and families caring for LGBTQI+ children and youth.

As outlined in CB’s priority goals, kin caregivers play a critical role in caring for children either in or at risk for foster care placement, but often have significant unmet service needs. PSSF funding can be an important source of funding to help meet these needs by providing support to kin caregivers in terms of resources and participation in interventions that increase the protective factors of families.

Studies demonstrate that children and youth who are LGBTQI+ are over-represented in the child welfare system, often as a result of familial conflict, neglect, exploitation, or hostility about their sexual orientation, gender identity, or gender expression. One study, for instance, found that LGBTQI+ youth are 1.5 to 2 times more likely than their peers to be living in foster care.⁷ Executive Order 14075, [Advancing Equality for Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex Individuals](#), issued June 15, 2022, highlights the importance of family counseling and support programs to prevent or reduce behaviors associated with family rejection of LGBTQI+ youth. There is growing evidence that education, behavioral interventions, and

⁷ Cooper, K., Katsinas, A., Nezhad, S., & Wilson, B. (2014, August). *Sexual and gender minority youth in foster care: Assessing disproportionality and disparities in Los Angeles*, p. 37. Retrieved from <https://williamsinstitute.law.ucla.edu/publications/sgm-youth-la-foster-care/>.

supportive services to families promotes affirming and safe environments for LGBTQI+ children and youth. Interventions and concrete supports can prevent entry into foster care, enhance protective factors, and decrease mental health issues associated with experiencing rejecting behaviors of LGBTQI+ identities. PSSF funds may be used to support these family-level interventions and services.

- Briefly describe the services provided since the submission of the 2023 APSR. Highlight any changes or additions in services or program design for FY 2024 and how the services assisted or will assist in achieving program goals, including efforts to target services to previously underserved populations. Provide an update to 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 (45 CFR 1357.16(a)(4)).

For each service report: the estimated number of individuals and families to be served (the number of individuals and families to be served by service/activity with the total estimated funding indicated); the population(s) to be served (the population that has been targeted for the designated services); and the geographic areas where the services will be available. This information may be provided on the CFS-101 forms (Attachment B).

- The CFS-101 Part I calculates the percentage of FY 2024 title IV-B, subpart 2 funds the state will plan to spend 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 (section 432(a)(4) of the Act). 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, Part 1.

Division X Supplemental Funding from the Supporting Foster Youth and Families Through the Pandemic Act.

In addition to the regular FY 2021 allotment, Division X of the Consolidated Appropriations Act, 2021 appropriated an additional \$72,450,000 for states and territories in FY 2021 emergency supplemental PSSF funding.

- Provide a final update about how the FY 2021 supplemental funding from Division X was used to strengthen the services provided by the state under the PSSF program. Describe any challenges or barriers the state faced in being able to use these funds. The supplemental funding, like regular appropriations, is subject to a requirement that a significant portion be spent on each PSSF service area: family preservation, family support, family reunification, and adoption promotion and support services (section 432(a)(4) of the Act). If the amount of supplemental funding used for each service

category did not approximate 20 percent of the supplemental grant total, provide an explanation for the disproportion used in any of the service areas.

- *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 for community-based prevention efforts. The statute specifically requires that these services be community-based (section 431(a)(2)(A)). CB also reminds states that Family Support Services may include offering information and referral services to afford families access to other community services, including legal services to help families prevent evictions, loss of benefits or other issues that may make them vulnerable to entry into the child welfare system.

In developing the 2020-2024 CFSP and planning for use of funds in collaboration with families, children, youth and young adults; Tribes, courts and other system partners, CB encouraged states to consider carefully how they target and distribute funds for family support services. In the 2024 APSR, provide an update on the agencies and organizations selected for funding to provide family support services and how these agencies meet the requirement that family support services be community-based. CB urges states to examine where family support services are located in communities and the degree to which they are or could be made more accessible to traditionally underserved populations.

- *Populations at Greatest Risk of Maltreatment (section 432(a)(10) of the Act)*
In the 2020-2024 CFSP and subsequent APSRs, 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 will be targeted to those populations. In the 2024 APSR, provide an update noting any changes or emerging trends in the populations the state has identified as at greatest risk of maltreatment and how services will be targeted to these populations during the coming year.

This requirement represents a critical opportunity for states to convene community partners to determine how and where to target family support and child abuse prevention resources to ensure that services are easily accessible to underserved populations of children and families at risk. It is also an opportunity to determine how conditions of poverty contribute to the reporting of families to the child welfare agency and actions the agency can take to ensure that poverty is not equated with neglect.

Kinship Navigator Funding (title IV-B, subpart 2)

The Family First Prevention Services Act established the title IV-E Kinship Navigator Program, allowing title IV-E agencies to receive funding for kinship navigator programs that meet certain criteria. Under the program, title IV-E agencies may receive 50 percent Federal Financial Participation (FFP) to operate kinship navigator programs rated as promising, supported or well-supported by the [title IV-E Prevention Services Clearinghouse](#). To date, the Clearinghouse has rated three kinship navigator program models as meeting the criteria, Ohio's Kinship

Supports/Protect Ohio, Arizona Kinship Support Services and Colorado Kinconnected Kinship Navigator Program.

To assist title IV-E agencies in preparing to participate in the title IV-E Kinship Navigator program, Congress, in each of FYs 2018-2022, set aside funding appropriated under title IV-B, subpart 2 to make grants to title IV-E agencies to develop, enhance or evaluate kinship navigator programs. See [ACYF-CB-PI-22-06](#) for more information.

In the 2024 APSR provide an update on:

- How the kinship navigator program is being implemented (directly or under contract to a third party).
- How the state has used FY 2022 funds to implement or evaluate its kinship navigator program.
- How kinship caregivers are made aware of kinship navigator programs and resources (e.g., through a kinship navigator hotline and/or resource website); and
- The accomplishments achieved with use of the funds appropriated in fiscal FYs 2018 – 2022 to develop, enhance, expand or evaluate kinship navigator programs in the state, including, if available, any estimate of families served in the previous year.
- Information on the state’s plans for participating in the title IV-E kinship navigator program.

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).⁸

⁸ In response to the COVID-19 pandemic and national public health emergency CB has issued letters and guidance providing child welfare agencies flexibilities in meeting certain federal requirements, including requirements relating to caseworker visits. The flexibilities offered include providing child welfare agencies with flexibility to conduct required caseworker visits with children in foster care via videoconferencing, when necessary to assure the safety of workers and children, and to count these visits for purposes of meeting performance requirements for monthly caseworker visits in the child’s residence. Please see Dear Child Welfare Leader letters dated [March 18, 2020](#) and [April 15, 2020](#) posted on the CB Website and [Child Welfare Policy Manual section 7.3. Q/A#8](#).

In the 2020-2024 CFSP and subsequent APSRs states described the standards for the content and frequency of caseworker visits for children who are in foster care and described how the state plans to use the Monthly Caseworker Visit Grant over the next five years to improve the quality of caseworker visits.

In the 2024 APSR, describe:

- How the Monthly Caseworker Visit Grant has been used in the past year to improve the quality of caseworker visits; and
- Continued action steps to ensure that statutory performance standards are met. If the state has missed previous performance standards, describe the reasons the state's performance has fallen short and the steps the agency will take to ensure compliance.
- As applicable, information on policies, procedures, or training to support quality virtual caseworker visits to ensure children and youth's privacy and safety when in-person visits are not able to be safely conducted.

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

Also refer to information in Section F4 of this PI, "Statistical and Supporting Information," for instructions on submitting FY 2023 caseworker visit data.

Additional Services Information

- *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](#) 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.

In the 2024 APSR, describe:

- How Adoption and Legal Guardianship Incentive Payment funds received by the state have been used in the past year and the services the state expects to provide to children and families using the Adoption and Legal Guardianship Incentive funds in FY 2024.

- Any changes, issues, or challenges the state has encountered to the plan outlined in the 2020-2024 CFSP and subsequent APSRs 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 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 asked states to incorporate information about Adoption Savings into the 2020-2024 CFSP. (Please see [ACYF-CB-PI-19-02](#) for more information on the history and expectations for adoption savings.)

Adoption Savings Expenditures:

Based on information reported for FYs 2015 - 2021, title IV-E agencies reported calculating over \$1.696 billion in Adoption Savings, of which about \$1.068 billion had been spent, leaving approximately \$628 million available for expenditure. Although most states have reported spending all or a significant portion of their accumulated Adoption Savings, three states have not reported any expenditure of these funds through FY 2021. (For information on each state's reported Adoption Savings and use of Adoption Savings funds, please see: <https://www.acf.hhs.gov/cb/report/adoption-savings-data>.)

While the law does not specify a time period within which savings must be spent, it does require that at least 20 percent of each year's calculated savings must be spent on post-adoption and post-guardianship services and that such expenditures plus amounts spent on services to support positive permanent outcomes for children at risk of entering foster care must equal at least 30 percent of each year's calculated Adoption Savings. CB thus encourages title IV-E agencies to carefully track how Adoption Savings are being expended and to consider how use of these funds can meet statutory requirements and also support achievement of CFSP/APSR goals, including efforts to promote community-based prevention, prevent entries into foster care, improve support to kinship caregivers, ensure timely permanency for children and youth in foster care, and promote more equitable outcomes for children and families served by the child welfare system. To encourage coordinated planning for use of funds, the CB requires states to address their planned and actual use of Adoption Savings in the 2020-2024 CFSP and subsequent APSRs.

In the 2024 APSR:

- Provide an update to the services the state provided to children and families using Adoption Savings since the submission of the 2023 APSR.
- Provide an update to the services the state expects to provide to children and families using Adoption Savings over the next year.
- Provide an estimated timetable for spending unused savings calculated for previous years.
- Discuss any challenges in accessing and spending the funds.

- All title IV-E agencies previously notified CB of the methodology they are using to calculate Adoption Savings. If the state wishes to make changes in its Adoption Savings methodology, complete and submit the Adoption Savings Methodology form at [ACYF-CB-PI-19-02 Attachment E](#) and return it with the 2024 APSR.
- *Family First Prevention Services Act Transition Grants*
The Family First Prevention Services Act (FFPSA), was enacted on February 9, 2018, as part of P.L. 115-123. The law supports the use of evidence-based practices to promote the well-being of children, youth and families and to prevent unnecessary foster care placements. For children who do need to enter foster care, the law encourages use of family-based care, and places limits on the availability of title IV-E foster care funding for congregate care placements, unless they meet specific requirements. To support implementation of FFPSA and further its goals, Congress passed the Family First Transition Act (henceforth, “Transition Act”) as part of P.L. 116-94, signed into law on December 20, 2019.

Among other provisions, the Transition Act authorized \$500,000,000 for FFPSA Transition Grants. FFPSA Transition Grants may be used for any purpose specified in title IV-B of the Act, the portions of the Act authorizing the Stephanie Tubbs Jones Child Welfare Services Program (title IV-B, subpart 1) and the MaryLee Allen Promoting Safe and Stable Families Program (title IV-B, subpart 2). Funds may also be used for activities directly associated with implementation of FFPSA.

In addition, for jurisdictions that previously operated title IV-E child welfare waiver demonstration projects under the authority of section 1130 of the Act, the FFPSA Transition Grants may be used for activities previously funded under such projects to reduce any adverse fiscal impacts associated with the end of the waiver demonstration projects and the transitioning of project activities to other funding sources. The FFPSA Transition Grants were awarded to all states and territories in FY 2020, but will remain available to grantees for expenditure through the end of FY 2025. Section 602(d)(1) of the Transition Act requires agencies receiving FFPSA Transition Grants to report on the use of these funds.⁹ See [ACYF-CB-PI-20-04](#) for more information on Family First Prevention Services Act Transition Grants.

In the 2024 APSR, each state must report the following information on its use of FFPSA Transition Grants:

- If applicable, how FFPSA Transition Grant funds have been used to implement each part of FFPSA, with a separate statement with respect to each such part;
- All programs, services, and operational costs for which the grant has been used;
- The characteristics of the families and children served;

⁹ Per the authorizing laws, the reporting requirements for the Family First Prevention Services Act Transition Grants and the Family First Transition Act Funding Certainty Grants are the same.

- For states that previously operated a title IV-E waiver demonstration under the authority of section 1130 of the Act, the amounts, if any, the agency has used to continue activities previously funded under a waiver, and
 - the agency’s plan to transition the activities so that needed activities can be provided under the agency’s title IV-E plan; or,
 - if expenditures for the activities would not be eligible for payment under title IV-E the reason for it not being eligible and the funding sources the agency plans to use to cover the costs of needed activities.

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

- *Family First Transition Act Funding Certainty Grants (applicable states only)*

In addition to FFPSA Transition Grants, the Transition Act authorized “Funding Certainty Grants.” The grants are available only to title IV-E agencies that operated a title IV-E child welfare waiver demonstration project through the end of the waiver authority on September 30, 2019.

Funding Certainty Grants are intended to replace any shortfall in title IV-E Foster Care program federal financial participation (FFP) that may be identified for FYs 2020 and 2021 as compared to specified funding available through the former demonstration project. The amounts of Funding Certainty Grants are to be determined based on title IV-E Foster Care program FFP provided for FFYs 2020 and 2021. To be considered for the grants, former waiver jurisdictions must complete required financial reporting of post-demonstration costs on Form CB-496, the Title IV-E Programs Quarterly Financial Report. (See [ACYF-CB-PI-20-09](#) for detailed instructions.)

Funding Certainty Grants may be used for the same purposes as the FFPSA Transition Grants (see above) and are subject to the same reporting requirements.

See also [ACYF-CB-PI-20-08](#) and [ACYF-CB-PI-21-04, Section E and Attachment G](#), for more information on Family First Transition Act Funding Certainty Grants.

In the 2024 APSR, each state receiving a Funding Certainty Grant must report on:

- If applicable, how Funding Certainty Grant funds have been used to implement each part of FFPSA, with a separate statement with respect to each such part;
- All programs, services, and operational costs for which the grant has been used;
- The characteristics of the families and children served;
- For states that previously operated a title IV-E waiver demonstration under the authority of section 1130 of the Act, the amounts, if any, the agency has used to continue activities previously funded under a waiver and
 - the agency’s plan to transition the activities so that needed activities can be provided under the agency’s title IV-E plan; or,

- if expenditures for the activities would not be eligible for payment under title IV-E the reason for it not being eligible and the funding sources the agency plans to use to cover the costs of needed activities.

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

John H. Chafee Foster Care Program for Successful Transition to Adulthood (the Chafee Program) (section 477 of the Act)

The Chafee Foster Care Program for Successful Transition to Adulthood, including the Education and Training Voucher (ETV) Program, provides flexible funding to promote and support youth who have experienced foster care at age 14 or older in their transition to adulthood. The program is an important resource to help ensure that youth leave care with strengthened relationships, holistic supports, and opportunities as outlined in CB's priority goals. The Chafee program allows states and Tribes to provide critical resources to help youth participate in age-appropriate, normative activities while in foster care, and to assist young people as they transition out of foster care.¹⁰ Promoting normalcy for young people in care encourages positive social and emotional development, supports well-being and helps young people to heal from trauma.

In the wake of the COVID-19 pandemic and other challenges, many youth and young adults in or formerly in foster care are experiencing increased mental health challenges. In 2021, U.S. Surgeon General Dr. Vivek Murthy issued a [Surgeon General's Advisory](#) to highlight the urgent need to address the nation's mental health crisis affecting many children and youth, an issue that child welfare professionals continue to witness firsthand. CB urges every child welfare agency to take active steps to identify and support the well-being and mental health needs of youth/young adults, including through services and supports provided through the Chafee program.

In reviewing and updating the state's use of Chafee funding, CB also encourages states to consider carefully how funds may be used to meet the specific needs of LGBTQI+ young people. As outlined in Executive Order 14075, [Advancing Equality for Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex Individuals](#), ACF is responsible for partnering with state child welfare agencies to help address and eliminate disparities in the child welfare system experienced by LGBTQI+ children, parents, and caregivers, including: the over-representation of LGBTQI+ youth in the child welfare system and over-representation in congregate placements; and disproportionately high rates of abuse, and placements in unsupportive or hostile environments faced by LGBTQI+ youth in foster care.

Chafee funding may be used to help implement the goals of this Executive Order, for example, to facilitate a young person's participation in a community-based support group for LGBTQI+

¹⁰ In general, Chafee services are now available to youth who experienced foster care at age 14 or older. However, Chafee program purpose 7 allows children "who are likely to remain in foster care until age 18" to 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.

youth and may also be used to purchase items related to supporting a youth's expression of their gender identity and/or sexual orientation. Use of funding for these purposes is consistent with the purposes of the Chafee program to provide age-appropriate, normative activities and support for youth/young adults. CB is aware of several examples of child welfare agencies contracting with community-based organizations to offer support groups to LGBTQI+ youth. Participation in such support groups can have a profound impact on the self-esteem, well-being, and self-advocacy skills of LGBTQI+ youth/young adults and allows youth to raise issues related to unsupportive or hostile foster care placements. Finally, CB notes that agencies, facilities and caregivers should not condition or restrict access to support groups or provision of gender identity-affirming items as part of a reward and punishment system for LGBTQI+ youth/young adults. Removing or denying access to such activities and personal items as a form of punishment can negatively affect their mental health, safety, and well-being.

In reviewing accomplishments and planning for improvements in the Chafee/ETV program in FY 2024, CB urges all states to engage a diverse group of youth to share their experiences and ideas. To ensure meaningful and effective engagement and input, it is important for the agency to provide the young people a supportive environment in which to share their thoughts. In addition, CB recommends that all young people be compensated for their time providing input to the agency. (Chafee funding may be used to pay for this.) As of January 2022, most CB ROs have a Lived Experience Engagement Specialist (LEES) (formerly the Division X Consultant) who works alongside CB RO Specialists to provide technical assistance to support state agencies to strengthen youth/young adult engagement and to support lived expertise in child welfare.

As in other service areas, CB also urges states to use their quantitative data and qualitative input from young people to examine potential evidence of disparities in decision-making, programs, and policies that contribute to inequity in services and outcomes to understand how youth/young adults of color, LGBTQI+ youth, pregnant or parenting youth/young adults, youth with disabilities and others who have been historically underserved or marginalized are faring. It is important to examine the populations of youth/young adults for whom independent living services were developed, who is benefitting and the outcomes they are achieving. It is also essential to take a careful look at the populations of youth/young adults the agency has *not* been successful in engaging in services to determine program improvement efforts to meet the needs of underserved populations. To assist states with meaningful and authentic engagement of a diverse group of individuals and perspectives, CB has developed a new resource [page](#).

Please note that in FY 2023, ACF will be redistributing unexpended Chafee and ETV funds that were originally awarded in FY 2021, including the additional funds originally awarded under Division X. Therefore, it is likely that ACF will have more funds to redistribute than in past years. Please see Section G2 for more information on the procedures to apply for additional Chafee/ ETV funding.

In the 2024 APSR:

- Provide an update on the state's activities to collaborate with and solicit feedback from diverse groups of youth and young adults about their service needs and desired outcomes

for the Chafee programs (both on the individual and system level). Include information learned from Youth Advisory Boards, town halls, virtual forums, and other state activities. Provide an overview of how the information collected was used to inform service delivery and how the agency has provided feedback to participating youth/young adults on the impact of their input.

- Briefly describe the services provided since the submission of the 2023 APSR, highlighting any changes or additions in services or program design for FY 2023 and how the services assisted or will assist in achieving program goals (45 CFR1357.16(a)(4)).¹¹ Indicate how these activities have been integrated into the state’s continuum of services and align with the state’s vision.
- *Division X Additional Funding from the Supporting Foster Youth and Families Through the Pandemic Act.*
 - Provide the final update on how the agency used the additional funding provided by Division X.
 - Describe accomplishments in using this supplemental funding to assist young people, including available quantitative information on the numbers of youth/young adults assisted, the amount of funding provided for direct assistance to young people, and available information on the characteristics and demographics of youth assisted.
 - Describe any challenges or barriers the state has experienced in being able to use the additional Chafee funds.
 - Describe any lessons learned that may inform future provision of services under the Chafee program.
- Provide an update on the state’s actions and plans to strengthen the collection of high-quality data through NYTD and integrate these efforts into the state’s quality assurance system. CB has released annual “snapshots” using NYTD data by state and a national profile [here](#). To the extent not addressed in “Collaboration” in Section C1 or “Quality Assurance” in Section C4, provide an update to the state’s process for sharing the results of NYTD data collection with families and youth; Tribes; the legal and judicial community; Independent Living coordinators; service providers and the public. Describe how the state, in consultation with youth/ young adults and other partners, is using the state’s quality assurance system, NYTD data and any other available data to improve service delivery and refine program goals. Describe efforts to improve the awareness of NYTD and cross-system collaborations to improve reporting of NYTD data.
- Provide an update on how the state involves the public and private sectors in helping youth in foster care achieve independence (section 477(b)(2)(D) of the Act). Provide

¹¹ Changes to the statute made by FFPSA allows states with extended foster care to age 21 to provide Chafee services to age 23. To opt-in to providing Chafee services to age 23, states can submit an updated [Chafee Assurance](#) to their CB Regional Office at any time indicating their election of the option.

examples of cross-system collaborations and the use of culturally-specific service providers. Provide information on assessments that indicate where gaps exist in engagement of the public and private sector, including potential partner organizations identified by youth/young adults.

- Provide information on the services to support LGBTQI+ youth/young adults. Include information on appropriate activities and activities specific to the needs of individual youth in care. Include information on partnerships with community organizations or resources to support resources to LGBTQI+ youth and young adults.
- Provide an update on coordinating services with “other federal and state programs for youth (especially transitional living programs funded under Part B of Title III of the Juvenile Justice and Delinquency Prevention Act of 1974), abstinence education programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies” in accordance with section 477(b)(3)(F) of the Act.
 - Provide information on the actions taken to address the housing needs of young adults in transition from foster care. Outline the federal, state, local, and public/private resources utilized to support a range of safe, affordable, and age-appropriate housing options for young people.

Note: In July 2019, the U.S. Department of Housing & Urban Development announced the “[Foster Youth to Independence](#)” (FYI) Voucher Program. On October 6, 2020, [a notice from HUD](#) was released updating the program requirements for new funding under the initiative. The FYI Voucher Program provides eligible young adults with a housing voucher to assist in the prevention of homelessness among young adults with foster care histories. In order to receive a voucher, the child welfare agency must ensure the provision of supportive services for the duration of the voucher.¹² While the FYI Voucher Program operates in most states at the community level, it is important that state child welfare agencies support and facilitate conversations to assist in implementation of this initiative. As part of the update on the coordination of Chafee services with other federal and state programs, provide information on the state’s efforts to support and facilitate the coordination of child welfare agencies and Public Housing Authorities (PHAs) to utilize FYI vouchers, including

¹² Supportive services are voluntary for the youth and may be provided by other agencies on behalf of the child welfare agency. Voucher assistance is provided for 36 months. We note that funding under the Chafee program may not be available to support the services provided to youth participating in the FYI Voucher Program due to Chafee program eligibility and age of the youth. However, to provide services as required, child welfare agencies have developed partnerships with housing providers, foundations, Family and Youth Services Bureau (FYSB) [Runaway and Homeless Youth \(RHY\)](#) providers, and other community resources to secure the services needed to ensure youth are successful in obtaining and maintaining the voucher for the 36 months.

any relevant data. Identify any barriers or challenges in working with the PHA to utilize FYI vouchers in their state.

- Provide an update on how the state is supporting and reaching out to youth and young adults in or formerly in foster care to promote wellness and proactively address mental health needs.
- *Access to Medicaid for Former Foster Youth:* Section 1002 of the Substance Use Disorder Prevention that Promotes Opioid Recovery and Treatment for Patients and Communities Act (“the SUPPORT Act”) made changes to the requirements related to the Affordable Care Act and the “former foster care children group” or “FFCC” group of young adults receiving Medicaid.¹³ As of January 1, 2023, state Medicaid agencies must now cover eligible youth who age out of foster care in one state and then move to a new state. This applies only to youth who reach age 18 on or after January 1, 2023. The Centers for Medicare & Medicaid Services (CMS) issued a [State Health Official Letter](#) to Medicaid agencies on December 16, 2022. It is essential for state child welfare agencies to coordinate carefully with the state Medicaid agency to ensure effective implementation of this provision. CB shares CMS’s commitment to advancing health equity by addressing the disparities in access to the health care system. Creating a simplified process to cover FFCC who move to a new state is one concrete action states can take to improve access to health care and address health disparities. Therefore, in the 2024 APSR:
 - Provide information on the title IV-B/IV-E agency’s efforts to coordinate with the state Medicaid agency to support the state’s implementation of requirements to offer Medicaid to eligible young adults formerly in foster care who move to a new state after January 1, 2023. (See [State Health Official Letter.](#))
 - Discuss efforts to provide youth formerly in foster care in your state with information and resources to support their enrollment in Medicaid in the case that they move to another state. This could include providing to youth/young adults access to documents, websites, contact information or other resources to facilitate enrollment. Effective outreach efforts also include marketing information to supportive adults and providers who work with eligible young people.

In addition, CB/CMS recently released a [Toolkit](#) that may be helpful to assist states in sharing data across federal programs.

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

In the 2024 APSR, states must:

- Briefly describe the services provided since the submission of the 2023 APSR, highlighting any changes or additions in services or program design for FY 2024 and how

¹³ The “former foster care children” group has also been referred to as “former foster youth” or “FFY” category.

the services assisted or will assist in establishing, expanding, or strengthening program goals (45 CFR 1357.16(a)(4)).

- Provide an update on the state's efforts to engage or re-engage students whose post-secondary education has been disrupted by the COVID-19 pandemic and national public health emergency.
- Describe any collaborative efforts with college campus support programs designed to increase student enrollment, retention and graduation.
- *Division X Additional Funding from the Supporting Foster Youth and Families Through the Pandemic Act.*
 - Provide the final update information on how the agency used the additional funding provided by Division X.
 - Describe accomplishments to date in using this supplemental funding to assist young people, including available quantitative information on the numbers of youth/young adult assisted and available information on the characteristics and demographics of youth assisted.
 - Describe any challenges or barriers the state has experienced in being able to use the additional ETV funds.
- If applicable, address any change in how the ETV program is administered, whether by the state child welfare agency in collaboration with another state agency or another contracted ETV provider.
- Provide to CB an unduplicated count of the number of ETVs awarded each school year. For this reporting, states may count the combined number of ETVs awarded from both the regular and additional Division X funding. (July 1st to June 30th). (Please see Section F2 and Attachment C).

Chafee Training

In the 2020-2024 CFSP, states provided information on specific training planned for FYs 2020-2024 in support of the goals and objectives of the Chafee plan. If needed, provide an update on the specific training needed in support of the goals and objectives of the states' Chafee plan and to help foster parents, relative guardians, adoptive parents, workers in group homes, and case managers understand their opportunity to promote and assist youth in the transition to adulthood, consistent with section 477(b)(3)(D) of the Act. Please note that such training should be incorporated into the title IV-E/IV-B training plan, but identified as pertaining to Chafee, with costs allocated appropriately.

States are encouraged to incorporate principles of Positive Youth Development (PYD) and Adolescent Brain Development in their Chafee training in support of the program. In addition, agencies may include training for foster parents, adoptive parents, workers in group homes and case managers to support and affirm LGBTQI+ youth/ young adults and/or address the needs of LGBTQI+ youth. Such training may be allocated to the title IV-E foster care program or the Chafee program, as appropriate. (See [Child Welfare Policy Manual Section 8.1H](#), Question 8 and 21 for examples of training allowed under the title IV-E foster care program.)

Consultation with Tribes (section 477(b)(3)(G) of the Act)

States are required to consult with each Indian Tribe located in the state as it relates to determining eligibility for Chafee/ETV benefits and services and ensuring fair and equitable treatment for Indian youth in care. The required information is outlined in the following Section C6, “Consultation and Coordination Between States and Tribes.” States may address these requirements separately in the update to Chafee/ ETV services or as part of their overall update for Section C6, but are requested to indicate clearly where the information is provided.

6. Consultation and Coordination Between States and Tribes

The United States has a unique, legally affirmed Nation-to-Nation relationship with American Indian and Alaska Native Tribal Nations, which is recognized under the Constitution of the United States, treaties, statutes, Executive Orders, and court decisions. CB acknowledges that past government policies and activities had a particularly devastating impact on Tribal communities. From the 1870s through the 1930s, hundreds of thousands of Indian children were removed from their homes, families, and Tribes and placed in boarding schools, often at a great distance from their homes. The boarding school policy of assimilation left them without access to family and unable to speak their native language or participate in their culture. In addition, children were frequently taken from their homes without any investigation of maltreatment or well-being, and without notice being provided to their families or Tribes, which compounded the trauma of the American Indian and Alaskan Native populations. Tribal children, families and communities continue to be affected by historic and intergenerational trauma. Too often, the child welfare system has contributed to that trauma through the unnecessary separation of Native children from their families and cultures. CB is committed to addressing the disparities faced by Native children in child welfare systems and to keeping children connected to their families, communities and cultures. State child welfare agencies and courts play critical roles in this work and ACF is committed to supporting strong collaborations among state agencies and courts and federally recognized Tribes to support improved child welfare practice and outcomes for American Indian and Alaska Native children and families.

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 and subsequent APSRs. 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 Indian Child Welfare Act (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 2024 APSR, states must update the following:

- Describe the process used to gather input from Tribes since the submission of the 2023 APSR, 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 CFSP/APSR. Describe any barriers to this coordination and the state’s plans to address these barriers. (See 45 CFR 1357.15(l) and 45 CFR 1357.16(a)).
- Provide an update, since the submission of the 2023 APSR, 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.)
- Describe the results of the state’s consultation with each Indian Tribe in the state as it relates to determining eligibility for Chafee/ETV benefits and services and ensuring fair and equitable treatment for Indian youth in care (section 477(b)(3)(G) of the Act). Specifically:
 - Describe how each Indian Tribe in the state has been consulted about the programs to be carried out under the Chafee program.
 - Describe the efforts to coordinate the programs with such Tribes.
 - 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.
 - Describe the Chafee benefits and services currently available and provided for Indian children and youth.
 - 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.

States may provide this information either in this section or in the Chafee Section of the 2024 APSR but are requested to indicate clearly where the information is provided.

- State agencies and Tribes must also exchange copies of their APSRs (45 CFR 1357.15(v) and 1357.16(d)). Describe how the state will meet this requirement for the 2024 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 reimbursement directly for foster care, adoption assistance, and for guardianship assistance programs. (Tribes approved to operate the title IV-E foster care and adoption assistance programs may also submit a plan to participate in the optional title IV-E Prevention Services and title IV-E Kinship Navigator 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) of the Act 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 title 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 eligible 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).

Section D. CAPTA State Plan Requirements and Updates

States were last required to submit a complete plan for the CAPTA State Grant program on June 30, 2011.¹⁴ 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

¹⁴ In some cases, a state may have chosen to submit a new CAPTA State Plan at a later date.

CAPTA funds be submitted with the APSRs. 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 equitable child welfare services, as they continue to develop and implement their 2020-2024 CFSP and subsequent APSR goals.

Plans of Safe Care for Substance-Exposed Infants: In planning for use of CAPTA funds, it is also important to note that Congress has focused particular attention on provisions of CAPTA amended by the Comprehensive Addiction and Recovery Act of 2016 (CARA) which address states' response to infants born and identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder.

Since FY 2018, Congress has directed that \$60 million of the annual appropriation for the program be prioritized to help states improve their response to infants affected by substance use disorders and their families. In FY 2023, Congress appropriated \$105.09 million for the CAPTA State Grant and in accompanying committee report language directed that \$60 million be used to help states continue to develop and implement plans of safe care as required by section 106(b)(2)(B)(iii) of CAPTA.

Therefore, CB encourages states to continue using a substantial portion of their annual grant to strengthen procedures for the development, implementation and monitoring of plans of safe care for substance-exposed infants. CB also encourages grantees to review the many technical assistance resources available through [the National Center on Substance Abuse and Child Welfare \(NCSACW\)](https://www.ncsacw.org/) to support them in their implementation efforts. Resources include examples of different states' strategies for implementing plans of safe care, such as use of multisystem collaboration, providing notification pathways distinct from child abuse and neglect reporting procedures for health care providers to refer infants and families in need of plans of safe care, and improving engagement of families with substance use disorders by decreasing stigma. Please see: <https://ncsacw.acf.hhs.gov/topics/plans-of-safe-care.aspx>.

In the state's 2024 Annual CAPTA Report Update:

- 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, 2022 (see section 108(e) of CAPTA).
 - As part of that description, provide information on whether and how CAPTA funds have been used, alone or in combination with other funds, such as title IV-E Foster Care administrative claiming, to improve legal preparation and representation including provisions for the appointment of an individual appointed to represent a child in judicial proceedings (section 106(a)(2)(B)(ii)).

CB reminds states that all states receiving the CAPTA State grant have provided an assurance that the state has “provisions and procedures requiring that in every case involving a victim of child abuse or neglect which results in a judicial proceeding, a guardian ad litem who has received training appropriate to the role, including training in early childhood, child, and adolescent development, and who may be an attorney or a court appointed special advocate who has received training appropriate to that role (or both), shall be appointed to represent the child in such proceedings— to obtain first-hand, a clear understanding of the situation and needs of the child; and to make recommendations to the court concerning the best interests of the child” (section 106(b)(2)(B)(xxiii)).

- 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:
 - How the state is using CAPTA State Grant funding to support the development, implementation and monitoring of plans of safe care for substance-exposed infants.
 - Any changes made to policy or practice and/or lessons learned from implementation of plans of safe care.
 - 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; non-profits, philanthropic organizations; and private providers).
 - The current monitoring processes 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. Describe the process for the ongoing monitoring of the plans of safe care.

- Any challenges identified in implementing the provisions and any technical assistance the state has determined is needed to support effective implementation of these provisions.
- If the state has previously participated in a CB site visit relating to development of plans of safe care for infants born and identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder, please describe any follow up actions the state has taken to address issues identified or discussed through the site visit.

American Rescue Plan Act Funding Reminder: In addition to regular appropriations in FY 2021, the CAPTA State Grant and the CBCAP program both received supplemental appropriations through the American Rescue Plan Act (ARPA) of 2021 (P.L 117-2). ARPA included \$250 million in supplemental funding for the CBCAP grant program and \$100 million in supplemental funding for the CAPTA that remain available for expenditure through September 30, 2025. As of January 2023, states had drawn down less than 8 percent of the CAPTA State Grant funds available. Therefore, CB urges state agencies to be proactive in ensuring that these funds will be able to be used in a timely and effective manner.

CB provided guidance on the supplemental funding provided by ARPA in [ACYF-CB-PI-21-07](#) and [ACYF-CB-IM-22-03](#). As discussed in that guidance, the ARPA supplemental funding for the CAPTA State grant may be used to improve the child protective services system of the state in a manner consistent with any of the 14 program purposes of CAPTA outlined in section 106 of CAPTA. CB strongly encourages states to use the funds in ways that advance racial equity and provide support for those who have been historically underserved or marginalized by child welfare systems, while ensuring the safety and well-being of all family members. We also urge states to examine their legal definitions of neglect and frontline practice to disentangle poverty from neglect.

As part of the state's 2024 Annual CAPTA Report Update:

- Provide an update on the state's use to date and planned use of the supplemental funding provided through ARPA.
- Describe how the state has engaged with families, community-based agencies or other partners to plan for the use of funds and how issues of equity are informing the planned use of the funds.
- Describe any barriers or challenges the state has experienced in being able to access or use the supplemental funds.

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 2024 CAPTA Annual Report to be submitted as part of the 2024 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.

Section E. Updates to Targeted Plans within the 2020-2024 CFSP

States were required to submit the following four plans as discrete sections of their 2020-2024 CFSP:

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

In the 2024 APSR, states must provide updates to the plans as described below.

If there are changes to the plan, please submit that change as a separate document that can be considered an Attachment or Appendix to the original plan. States may also submit an updated plan, inclusive of any changes.

As state agencies review the plans, CB encourages states to begin preparing for the development of updated plans that must be submitted as part of the CFSP for FYs 2025-2029 and to begin to prepare a diverse set of partners to be part of the plan development process to set the stage for successful implementation and accomplishment of plan objectives.

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.

The Foster and Adoptive Parent Recruitment Plan submitted with the 2020-2024 CFSP reflected the activities to be conducted over that five-year period 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 the 2024 APSR:

- Describe the progress and accomplishments in implementing the state’s Foster and Adoptive Parent Diligent Recruitment Plan.

- Indicate in the 2024 APSR if the state has made changes or additions to the plan. If so, provide information on the change or update to the Foster and Adoptive Parent Diligent Recruitment Plan in a separate document.

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. 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.

As outlined in the Chafee section of the PI (C5), the coordination around the *Access to Medicaid for Former Foster Youth*, Section 1002 of the Substance Use Disorder Prevention that Promotes Opioid Recovery and Treatment for Patients and Communities Act (“the SUPPORT Act”), is an important opportunity for child welfare agencies to collaborate with the Medicaid agency. As changes are made to implement the Affordable Care Act and the “former foster care children” or “FFCC” group of young adults receiving Medicaid, child welfare agencies are critical partners to create an enrollment system that is supportive of the needs of young people. As of January 1, 2023, state Medicaid agencies must now cover eligible “former foster care children” group who age out of foster care in one state and then move to a new state. This change in eligibility applies only to youth who reach age 18 on or after January 1, 2023.

In addition, the Center for Medicaid and CHIP Services (CMCS) issued a [CMCS Informational Bulletin \(CIB\) to remind State Medicaid Agencies of the federal requirements for the Early and Periodic Screening, Diagnostic and Treatment \(EPSDT\) benefit](#). This CIB also provides State Medicaid Agencies and others with relevant existing federal guidance and examples on ways that Medicaid and Children’s Health Insurance Program (CHIP) funding, alone or in tandem with funding from other federal programs of the Department of Health and Human Services (HHS), can be used in the provision of high-quality behavioral health services to children and youth. Since the majority of children/youth in foster care are on Medicaid, the potential benefits outlined under the EPDST may provide services to alleviate the growing mental health challenges of children and youth in foster care.

In the 2024 APSR:

- Describe the progress and accomplishments in implementing the state’s Health Care Oversight and Coordination Plan, including the impact protocols for the appropriate use and monitoring of psychotropic medications have had on the prescription and use of these medications among children and youth in foster care.
- Indicate in the 2024 APSR if there are any changes or additions needed to the plan, including any changes informed by the state’s experience during the public health emergency. In a separate document, provide information on the change or update to the Health Care Oversight and Coordination Plan, if any.

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. A statewide Disaster Plan was submitted as part of the 2020-2024 CFSP.

Disasters disproportionately impact and widen disparities for marginalized groups, including people of diverse racial and ethnic backgrounds. Disasters are also resource intensive, and they can overwhelm child welfare systems, including the workforce, making it difficult for agencies to implement equitable practices when disasters hit. As the frequency and severity of disasters increase it is critical for child welfare agencies to build equitable approaches into their disaster preparedness and response (DPR) initiatives.

In December 2021, the Gateway released an additional factsheet designed to help child welfare agencies address disproportionately in disasters preparedness and response, entitled [Embedding Equity Into Disaster Preparedness Efforts in Child Welfare](#). This resource builds on the updated guide by the Capacity Building Center for States and partners entitled, [Coping With Disasters and Strengthening Systems Guide](#), to help child welfare agencies prepare for and respond to a natural disaster. The Guide builds foundational knowledge about disaster planning, response, and recovery; provides examples of real-life strategies from jurisdictions around the country; and shows how to begin the process of planning to effectively respond to any disaster. It highlights how involvement of children, youth, and families in the development of disaster planning is critical and focuses on addressing disproportionate impact.

In the 2024 APSR:

- Specify whether the state was affected by a natural disaster since submission of the 2023 APSR, and, if so, describe how the Disaster Plan was used and assess its effectiveness.
- Describe how the lessons learned from the COVID-19 pandemic and national public health emergency have been incorporated into the disaster plan.
- Indicate in the 2024 APSR if the state has made changes or additions to the plan, including any needed updates to maintain contact with families and ensure uninterrupted essential agency operations during a public health emergency. In a separate Word document, provide information on the change or update to the Disaster Plan, if any.
- Provide information on how the state's current Disaster Plan addresses disparities for marginalized groups, including people of diverse racial and ethnic backgrounds. If not currently addressed, discuss steps the state will take to address this issue in the updated Disaster Plan that will be submitted as part of the CFSP for FYs 2025-2029.

Training Plan

The 2020-2024 CFSP included a staff development and training plan in support of the goals and objectives in the CFSP that addresses both of the title IV-B programs covered by the plan. This training plan also must include all training activities and costs funded under title IV-E programs as required by 45 CFR 1356.60(b)(2), 1357.15(t), and 1357.16(a)(5). 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.

In reviewing the training plan, CB encourages states to ensure that training provided to staff, foster and adoptive parents, kinship caregivers and professional partners prepares them to support the diverse children, youth and families served by the child welfare system in a culturally competent manner. As a reminder, [Child Welfare Policy Manual 8.1H Question 21](#), addresses allowable title IV-E training topics related to protective factors including: evidence-based practice, screening and assessment, protective factors, resilience, relational competence, child social and emotional development and well-being, trauma, and cultural competence. In particular, training on cultural competence may address how to assess and serve the needs of children without bias and ensure their safety, including information related to the sexual orientation, gender identity and/or gender expression of children and youth.

States must provide updated information on training plan requirements, including:

- As needed, update the Training Plan. Any training activities to be paid for with title IV-E funds that were not included in the Training Plan must be included in an updated Training Plan. The Training Plan can be updated by submitting a separate document that will serve as an appendix to the 2020-2024 Training Plan.
- For any new training not previously described, the state must address the following in its updated Training Plan:
 - A brief, one-paragraph syllabus of the training activity;
 - Indication of the specifically allowable title IV-E administrative functions the training activity addresses;
 - Description of the setting/venue for the training activity;
 - Indication of the duration category of the training activity (i.e., short-term, long-term, part-time, full-time);
 - Description of the proposed provider of the training activity;
 - Specification of the approximate number of days/hours of the training activity;
 - Description of the audience to receive the training;
 - Description of estimated total cost; and
 - Cost allocation methodology applied to training costs.

(See [ACYF-CB-PI-19-02](#) for further guidance on information that must be included in the training plan.)

Section F. Statistical and Supporting Information

The following must be reported in the 2024 APSR:

1. 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 2024 APSR.

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:

- i. 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;
- ii. data on the education, qualifications, and training of such personnel;
- iii. demographic information of the child protective service personnel; and
- iv. 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 2022 (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.)

- ### 2. Education and Training Vouchers: Identify the number of youth/young adults (unduplicated count) who received ETV awards from July 1, 2021 through June 30, 2022 (the 2021-2022 school year) and July 1, 2022 through June 30, 2023 (the 2022-2023 school year). For this reporting, states may count the combined number of ETVs awarded from both the regular and additional Division X funding. States may estimate a total if they do not have the total number for the 2022-2023 school year.

Report the number of youth/young adults who were new voucher recipients in each of the school years. To facilitate more consistent reporting, please use Attachment C to report information on the ETVs awarded.

3. Inter-Country Adoptions: Report the number of children who were adopted from other countries and who entered into state custody in FY 2022 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.)

4. 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). 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.

Data for FY 2023 needed to determine whether states met these performance standards must be reported separately from the 2024 APSR and will be due for submission to the state's CB Regional Office by **December 15, 2023**. States must submit the following:

- The aggregate number of children in the data reporting population. (Please see Program Instruction [ACYF-CB-PI-12-01](#) for detailed information on the reporting population for monthly caseworker visit data.)
- The total number of monthly caseworker visits made to children in the reporting population. If multiple visits were made to a child during the calendar month, the state must count them as one monthly visit. During the COVID-19 declared emergency period or where a child's or a caseworker's severe health condition warrants limiting person-to-person contact only, a visit conducted by means of video conferencing with the child may be counted as a monthly caseworker visit.
- The total number of complete calendar months children in the reporting population spent in care.
- The total number of monthly visits made to children in the reporting population

that occurred in the child's residence. During the COVID-19 declared emergency period only, a caseworker visit conducted by means of video conferencing in which the child participated from his or her residence may be counted as a visit in the child's residence. If multiple visits were made to a child during the month, either in person or via qualifying videoconferencing, and at least one of those visits occurred in the child's residence, the State should count and report that one monthly visit occurred in the residence of the child.

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

AFCARS (AFCARS 2020) includes reporting of case-level data on caseworker visits beginning in FY 2023. However, states must continue to submit the FY 2023 aggregated information in the manner described above to ensure that the necessary information is available to assess state compliance with the monthly caseworker visit standards.

Section G. Financial Information

The section below contains important financial information about the mandatory (formula) grant programs coordinated by the CFSP/APSR. Additional information on the financial requirements applicable to each program is contained in the ACF Mandatory Grant General Terms and Conditions and in program specific terms and conditions, available on the ACF website [here](#).

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 APSR 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 APSR 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 10 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 (Attachment B of this PI).

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 (Attachment B of this PI).

- States must limit administrative costs to no more than 10 percent of the total expenditures (federal funds and required state match combined) as noted in 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 annual grantee meetings in Washington, D.C., as directed by the Children's Bureau.
- States must provide the FY 2021 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 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 18 years of age and have not yet attained age 21 (section 477(b)(3)(B) of the Act). 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. Please see information in Chafee reporting section of the APSR (Section C5) on how to make the election to serve youth up to age 23.

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

Each state may budget to send a maximum of five representatives to attend annual grantee meetings in Washington, D.C., as directed by the Children’s Bureau.

2. Reallotment of FY 2023 (Current Year) Funding

The reallotment process serves two purposes for grantees: 1) to identify allotted funds which will not be needed or used during the grant award period; and 2) to request additional grant funding. Generally, in order to receive additional requested funds, funds must be released by other grantees. See the “note” below for information on the Chafee Program. Any 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 a multi-use form used for reallotment requests in addition to future year funding requests. The form is formatted to provide a section specifically for adjustments to current year (i.e., FY 2023) grant amounts.

- For any reallotment request, using the latest set of CFS-101 forms, make a copy of the CFS-101, Part I as a separate worksheet and complete only Items 1-5, 12 and/or 13, and 14. Mark the submission type as “Reallotment” and save and name the file “state/Tribe name FY 2023 Reallotment.”
- If the state intends to release FY 2023 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 CFS-101 instructions for more detail). The submission type “Reallotment” must be checked on the Part I.

- If the state has received an allotment for FY 2023 and wishes to receive additional funding (subject to the availability of funds released by other grantees through the reallocation process), complete Item 13 of the CFS-101, Part I and indicate the amounts the state is requesting for the applicable programs (see CFS-101 instructions for more detail). The submission type “Reallotment” must be checked. ACF will reallocate the funds in accordance with the prescribed formulas prior to the end of the fiscal year.
- A state may identify funds to release for one or more programs and request funds for other programs on a single CFS-101, Part I Reallotment.
- Reallotment requests must be submitted to the ROs as a stand-alone file. Submit only the signed PDF of the reallocation request. The Excel version is not required.
- Reallotment requests can be submitted separately from the CFSP/APSR submission. **However, the request must be received no later than June 30, 2023 to be considered for the FY 2023 reallocation process.**

Note: Chafee and ETV funds that remain unexpended at the end of the two-year expenditure period can be redistributed to states and Tribes (section 477(d)(5) of the Act).¹⁵ If ACF identifies unused funds following the close-out of a grant year, these funds will be added to any funds released by states or Tribes for the current grant year and reallocated to states or participating Tribes that request funds through the process described above.

Please note that in FY 2023, ACF will be redistributing unexpended Chafee and ETV that were originally awarded in FY 2021, including the additional funds awarded under Division X. Therefore, it is likely that ACF will have more funds to redistribute than in prior years.

3. FY 2024 Budget Request—CFS-101, Parts I and II

To request funding for FY 2024, states must complete Parts I and II of the CFS-101. Please use the version of the forms attached to this PI (“APSR 2024” in the footer). The Part I accommodates both the request of funds for the upcoming fiscal year (FY 2024) and, as noted above, the adjustment of current year (FY 2023) funding. However, separate copies must be submitted for each purpose.

To request FY 2024 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. States may use prior year allotments (Attachment A, FY 2022 Allotment Tables) as the basis for FY 2024 budget requests. The annual budget request demonstrates a grantee’s

¹⁵ The amount to be redistributed is based on the state’s foster care ratio.

application for funding under each program and provides estimates on the planned use of funds. Final allotments will be determined by formula and may be higher or lower than prior year allotments. (CB no longer requires grantees to submit a revised CFS-101, Part I if final allotments determined by formula are higher than the originally submitted CFS-101 form.) Fiscal staff should review and ensure the EIN and Unique Entity Identifier (UEI) are correct. The 12-digit UEI replaces the DUNS requirement as of April 4, 2022. The number can be found in the grantee's SAM.gov account. The suffix and prefix for the EIN can be found in the Payment Management System (PMS).

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, a description of the population served, and the geographic service area within which the services are to be provided. Demographic and geographic information is only required on the CFS- 101, Part II if the information is not provided in the APSR narrative.

4. FY 2021 Title IV-B Expenditure Report—CFS-101, Part III

Complete Part III of the CFS-101 workbook to report the amount of FY 2021¹⁶ funds expended in each program area of title IV-B funding by source. Identify the number of individuals and families served, a description of the population served, and the geographic service area within which the services were provided. *Demographic and geographic information must be reported on the Part III.* Reporting on the CFS-101 Part III is for the regular grants only, not any of the supplemental funds.

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 2021 SF-425 was due on December 30, 2022. Therefore, states must now report FY 2021 information for the title IV-B programs on the form CFS-101, Part III. At state option, complete this form to show actual FY 2021 expenditures for the Chafee and ETV programs, as well. As noted above under 1(C) Chafee Program, Division X of the Consolidated Appropriations Act, 2021 allowed grantees to use more than 30 percent of their Chafee allotment for room and board during the time period from April 1, 2020 through September 30, 2021. This flexibility applied to both regular grant funding and additional funding provided under Division X. Therefore, grantees may have exceeded the normally applicable 30 percent limitation in spending their regular FY 2020 and FY 2021 grants, as well as Division X funding. Amounts reported on the CFS-101 Part III for Chafee should reflect the actual amount of the regular FY 2021 grant spent for room and board.

¹⁶ Federal funds for these programs are awarded to states on a yearly basis, but may be spent over a two-year period. The FY 2021 grant had an expenditure period from October 1, 2020 to September 30, 2022. Therefore, states must have obligated any fiscal year 2021 funds during that two-year period of time and subsequently report expenditures on the CFS-101 form, Part III.

In addition, if the state's expenditure of FY 2021 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 APSR narrative on: 1) whether the disproportion was requested when the state submitted its estimated expenditures for FY 2021; and 2) the rationale for the disproportion in the actual expenditure of FY 2021 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, the Adoption and Legal Guardianship Incentives Payment Program, and the Family First Transition Act 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. States are required to submit an electronic SF-425 for the programs listed above through the Payment Management System (PMS). For more information on gaining access to and using the PMS system, please contact the PMS Help Desk at 1- 877-614-5533. The tables on the following pages list the expenditure periods and SF-425 submission requirements for each program addressed in this PI.

Financial Expenditure and Reporting Requirements:

Note: All grant periods are for FY 2024 funding, unless otherwise indicated.

Title IV-B Grants:

| Program Name: | Title IV-B, subpart 1 Child Welfare Services | Title IV-B, subpart 2 – Promoting Safe and Stable Families (PSSF) | Title IV-B, subpart 2 – Monthly Caseworker Visits (MCV) | Title IV-B, subpart 2 – Kinship Navigator <i>(FY 2022 funding)</i> |
|---|--|---|--|--|
| Spending Period: | End of the fiscal year following grant award year (2 years spending) | End of the fiscal year following grant award year (2 years spending) | End of the fiscal year following grant award year (2 years spending) | End of the fiscal year following grant award year (2 years spending) |
| Obligate Funds By: Liquidate Funds By: | September 30, 2025 December 30, 2025 | September 30, 2025 December 30, 2025 | September 30, 2025 December 30, 2025 | September 30, 2023 December 30, 2023 |
| SF-425 Periodicity: | Interim report at end of FY 2024 Comprehensive final report at end of FY 2025 | Interim report at end of FY 2024 Comprehensive final report at end of FY 2025 | Interim report at end of FY 2024 Comprehensive final report at end of FY 2025 | Interim report at end of FY 2022 Comprehensive final report at end of FY 2023 |
| SF-425 Due Date: | 90 days after FY end (December 30) | 90 days after FY end (December 30) | 90 days after FY end (December 30) | 90 days after FY end (December 30) |
| Required Match: | 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 |
| Reported: | On interim and final reports | On interim and final reports | On interim and final reports | N/A |
| Administrative Cost Limitations: | No more than 10% of federal funds may be used for administrative costs. | States may spend no more than 10 percent of total expenditures (federal share and non-federal match) under title IV-B, subpart 2 for administrative costs (section 434(d) of the Act) | States may spend no more than 10 percent of total expenditures (federal share and non-federal match) for administrative costs under MCV. | N/A |

| Program Name: | Title IV-B, subpart 1 Child Welfare Services | Title IV-B, subpart 2 – Promoting Safe and Stable Families (PSSF) | Title IV-B, subpart 2 – Monthly Caseworker Visits (MCV) | Title IV-B, subpart 2 – Kinship Navigator <i>(FY 2022 funding)</i> |
|--------------------------------|--|---|---|--|
| Additional Information: | A state that has been notified of the need for a higher percentage of match for a specific fiscal year, due to state not meeting MCV performance standards, must report that higher match on the final financial form (sections 424(f)(1)(B) and 424(f)(2)(B) of the Act). | PSSF grants are funded through a combination of mandatory and discretionary appropriations. 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 and Kinship Navigator. | The SF-425 report for Kinship Navigator is a separate report from the SF-425 reports for PSSF and MCV. |

Title IV-E Related Grants:

| Program Name: | Chafee | Education and Training Vouchers (ETV) | Adoption and Legal Guardianship Incentive (FY 2021 funding) |
|---|--|--|--|
| Spending Period: | End of the fiscal year following grant award year (2 years spending) | End of the fiscal year following grant award year (2 years spending) | 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. |
| Obligate Funds By: Liquidate Funds By: | September 30, 2025 December 30, 2025 | September 30, 2025 December 30, 2025 | September 30, 2025 December 30, 2025 |
| SF-425 Periodicity: | Interim report at end of FY 2024 Comprehensive final report at end of FY 2025 | Interim report at end of FY 2024 Comprehensive final report at end of FY 2025 | Interim reports at the end of each FY. Comprehensive final report at end of FY 2025 |
| SF-425 Due Date: | 90 days after FY end (December 30) | 90 days after FY end (December 30) | 90 days after FY end (December 30) |
| Required Match: | 20% - must be met with submission of final financial report On interim and final reports | 20% - must be met with submission of final financial report On interim and final reports | No match required |
| Reported: | | | N/A |
| Administrative Cost Limitations: | N/A | N/A | N/A |
| Additional Information: | At the end of the two-year grant cycle, any unexpended funds will be redistributed to states requesting reallocations (section 477(5) of the Act). | At the end of the two-year grant cycle, any unexpended funds will be redistributed to states requesting reallocations (section 477(5) of the Act). | Funds may not be used to supplant federal or non-federal funds for services under title IV-B or IV-E (section 473A(f) of the Act). |

CAPTA and Family First Transition Act Grants:

| Program Name: | CAPTA | CAPTA American Rescue Plan Act (FY 2021 Funding) | Family First Prevention Services Act Transition Grants (FY 2020 funding) | Family First Transition Act Funding Certainty Grants (FY 2020 and 2021 funding) |
|---|---|---|---|--|
| Spending Period: | End of the fourth fiscal year following grant award year (5 years spending) | October 1, 2020 through September 30, 2025 | Five years following grant award year (6 years spending) | <p>The Funding Certainty Grant funds are available for expenditure starting in the FY for which the award is made and continuing through FY 2026. Any revisions to these awards made after the initial award will not change the project period.</p> <p>The Funding Certainty Grant project periods are as follows:</p> <ul style="list-style-type: none"> • Funding Certainty Grant for FFY 2020: October 1, 2019 – September 30, 2026 • Funding Certainty Grant for FFY 2021: October 1, 2020 – September 30, 2026 |
| Obligate Funds By: Liquidate Funds By: | September 30, 2028 December 30, 2028 | September 30, 2025 December 30, 2025 | September 30, 2025 December 30, 2025 | September 30, 2026 December 30, 2026 |

| Program Name: | CAPTA | CAPTA American Rescue Plan Act (FY 2021 Funding) | Family First Prevention Services Act Transition Grants (FY 2020 funding) | Family First Transition Act Funding Certainty Grants (FY 2020 and 2021 funding) |
|---|---|---|--|--|
| SF-425 Periodicity: | Interim reports at the end of each FY Comprehensive final report at end of FY 2028 | Interim report at end of each FY Comprehensive final report at end of FY 2025 | Interim reports at end of each FY Comprehensive final report at end of FY 2025. | Separate interim reports at end of each FY for each grant (if awarded funds for both FY 20 and FY 21). Comprehensive final reports at end of FY 2026. |
| SF-425 Due Date: | 90 days after FY end (December 30) | 90 days after FY end (December 30 of each year) | 90 days after FY end (December 30) | 90 days after FY end (December 30) |
| Required Match: Reported: | No match required N/A | No match requirements for the American Rescue Plan Act funds. These are 100% federal funds. N/A | No match required N/A | No match required N/A |
| Administrative Cost Limitations: | N/A | N/A | N/A | N/A |
| Additional Information: | | The SF-425 report for the ARPA funding is a separate report from the SF-425 report for the regular CAPTA grant. | FFPSA Transition Grants may not be used to match Federal funds under any other program (section 602(c)(3)(B) of the Transition Act). | Funding Certainty Grants may not be used to match Federal funds under any other program (section 602(c)(3)(B) of the Transition Act). |

Section H. Instructions for the Submission of the 2024 APSR for States, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States

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

ACF requests that grantees submit plans and applications electronically to the ROs in the format of a Word document or created in Word and saved as a PDF. Clearly indicate the name of the state/territory and content of each document submitted.

By June 30, 2023:

- Submit the 2024 APSR (which includes the CAPTA State grant annual update).
- Submit changes, if any, to the Foster and Adoptive Parent Diligent Recruitment Plan, the Health Care Oversight and Coordination Plan, the Disaster Plan, and the Training Plan, each as a separate document. These attachments will be considered as an Appendix or Attachment to the plan. States may also submit an entirely new plan.
- Please also include a link to the location of where the 2024 APSR is or will be located on the state's websites.¹⁷ Please provide a name, email, and telephone number of the state contact for the documents.¹⁸
- 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 '2024 APSR' in the lower right corner of the form.

Submit the completed Excel workbook:

- CFS-101, Part I for FY 2024;
- CFS-101, Part II with planned expenditures for the use of FY 2024 funds; and,
- CFS-101, Part III with actual expenditures of FY 2021 grants for the title IV-B, and, at state option, the Chafee and ETV programs.

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

¹⁷ States are reminded that under 45 CFR 1357.16(d), they must make available for public review and inspection their CFSP/APSRs. If the state does not make available the CFSP/APSRs 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.

¹⁸ To assist the public in locating copies of state CFSPs and APSRs, CB has created a page on the CB website that links to state websites where these plans and reports are posted. See: <https://www.acf.hhs.gov/cb/cfsp-apsr-state-reports>.

- CFS 101, Part I for FY 2024 **signed, titled, and dated** by the appropriate official;
- CFS-101, Part II with planned expenditures for the use of FY 2024 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 2024 CFS-101s” so that the name of the state/territory/insular area submitting the file is clearly identified.

NOTE: If a state wishes to modify its previously approved funding request for the FY 2023 grants, either by releasing funds for reallocation or by requesting reallocated funds, then a request for reallocation must be submitted on a separate FY 2024 CFS-101 Part I, saved and submitted as a separate PDF file. Refer to Section G of this PI for instruction. This file can be submitted to the RO separate from and earlier than the APSR, but no later than June 30, 2023.

The RO will review the documents and contact the state with any questions or to request corrections, 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 the APSR submissions address all requirements outlined in this PI. Missing or incomplete information will result in the withholding of funds for the program(s) affected until such time as the information is complete and approval can be granted by CB. Requests for assistance or questions encountered in preparing any of the documents should be directed to the appropriate CB RO.

Section I. 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 an APSR 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, 2023.

An insular area that chooses to submit a CFSP/APSR in lieu of receiving a consolidated grant may do so and must follow the guidance included under Section H. The plan must be submitted by June 30, 2023.

Paperwork Reduction Act:

Under the Paperwork Reduction Act of 1995 (P.L. 104-13), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The Control Number for this OMB approved information collection is 0970-0426, approved through September 30, 2023.

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

/s/

Rebecca Jones Gaston, MSW (she|her|hers)
Commissioner
Administration on Children, Youth and Families

Disclaimer Language

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

Attachments

Attachment A:

Allotment Tables

FY 2022 Allotment for Title IV-B, Subpart 1 Stephanie Tubbs Jones Child Welfare Services Grants
FY 2022 Allotment for Title IV-B, Subpart 2 Promoting Safe and Stable Families Grants
FY 2022 Allotment for Title IV-B, Subpart 2 Monthly Caseworker Visit Grants
FY 2022 Allotment for Title IV-B, Subpart 2 Kinship Navigator Grants
FY 2022 Allotment for Chafee Foster Care Program for Successful Transition to Adulthood Grants
FY 2022 Allotment for Education and Training Vouchers Grants
FY 2022 Allotment for CAPTA State Grants
FY 2021 ARPA Supplemental Allotment for CAPTA State Grants
FY 2020 Allotment for Family First Prevention Services Act Transition Grants

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 Program for Successful Transition to Adulthood (Chafee) and Education and Training Voucher (ETV) Programs Instructions

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

CFS-101 Forms Part I

CFS-101 Forms Part II

CFS-101 Forms Part III

Attachment C:

Annual Reporting of Education and Training Vouchers Awarded