

**State Checklist for Child and Family Services Plan (CFSP)  
(Based on ACYF-CB- PI-09-06)**

**Applications are due JUNE 30, 2009; no exceptions.** By this date, please:

- E-mail your CFSP (in Word) to the Regional Office Program Manager (*or mail a copy on a disk*).
- E-mail your signed CFS-101s (in .pdf format) to the Regional Office Program Manager).
- E-mail your signed Certifications and Assurances (in .pdf format) to the Regional Office Program Manager.

The CFSP must include all of the following items. Missing or incomplete information will result in the withholding of funds for the programs affected, until such time as approval can be granted by the Administration for Children and Families. Please note that items on the checklist have been shortened. Please see the Program Instruction for complete instructions.

√	REQUIREMENT	PI Location	Comments/Location (Page #) in State Final Report/CFSP:
<b>Final Report for CFSP for FYs 2005-2009</b>			
Must address title IV-B, subparts 1 and 2, CAPTA, CFCIP, and the ETV Program			
	Describe the specific accomplishments and progress made toward meeting each goal and objective in the CFSP, including information on outcomes for children and families and a more comprehensive, coordinated, effective child and family services continuum. Accomplishments should incorporate baseline data and information, data gathered in the CFSR, and the APSR annual reviews into the description.	Pg. 6	
	Address how the CFSR results and PIP affected the achievement of CFSP goals and objectives and any barriers or unexpected events that have had an impact on the accomplishment of the CFSP's goals and objectives.	Pg. 6	
	Describe the progress made in the areas of training, technical assistance, research evaluation, or management information systems in support of goals and objectives.	Pg. 6	
	Describe the progress and accomplishments made with regard to the diligent recruitment of potential foster and adoptive families that reflects the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed.	Pg. 6	
	Describe the State's activities as a result of receiving adoption incentive payments (if applicable).	Pg. 6	
	Describe activities that the State has undertaken for children adopted from other countries, including the provision of adoption and post-adoption services.	Pg. 6	

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<b>Final Report for CFSP for FYs 2005-2009 (continued)</b> Must address title IV-B, subparts 1 and 2, CAPTA State Grants, CFCIP, and ETVs.			
	Describe the activities implemented by the State, to date, to make yearly progress to meet the monthly caseworker visit mandate.	Pg. 6	
	Describe the progress and accomplishments made with regard to compliance with the Indian Child Welfare Act and the coordination of the permanency provisions afforded to Indian children.	Pg. 6	
	Provide accomplishments under the CAPTA portion of the consolidated CFSP.	Pg. 6	
	Provide a copy of the most recent annual report(s) from the State's citizen review panel(s) and a copy of the State agency's most recent response(s) to the panel(s). Reports should include a summary of the panel's activities and recommendations, and information on progress State is making in implementing panel recommendations.	Pg. 6	
	If applicable, describe the accomplishments and progress in the State's Section 1130 child welfare waiver demonstration project as they relate to the goals and objectives in the CFSP.	Pg. 6	
	Describe the specific accomplishments and progress made toward meeting purposes 1 through 6 of Section 477(a) of the Act related to the CFCIP.	Pg. 7	

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<b>CFSP for FYs 2010-2014</b>			
Must address title IV-B, subparts 1 and 2, CAPTA State Grants, CFCIP, and the ETV Program			
	Name of the <b>State agency that will administer the title IV-B programs</b> under the plan and a description of the organization, its function, and the organizational unit responsible for the plan.	Pg. 7	
	<b><u>Vision Statement:</u></b> The State’s philosophy in providing child and family services and developing or improving a coordinated service delivery system.	Pg. 7	
	<b><u>Specify the Goals:</u></b> Goals must be expressed in terms of improved outcomes for the safety, permanency and well-being of children and families, and in terms of a more comprehensive, coordinated, and effective child and family service delivery system.	Pg. 8	
	<b><u>Objectives:</u></b> Objectives should focus on outcomes for children, youth and/or families or on elements of service delivery that are linked to outcomes in important ways, and include interim and long-term benchmarks. Objectives should be realistic, specific, quantifiable and measurable.	Pg. 8	
	<b><u>Measures of progress:</u></b> Methods to be used in measuring the results, accomplishments, and annual progress toward meeting the goals and objectives, especially the outcomes for children, youth and families. The data and information must be capable of determining whether or not the interim benchmarks and multi-year timetable for accomplishing CFSP goal and objectives are being met.	Pg. 8	
	<b><u>Consultation &amp; Coordination:</u></b> Discuss the approach to include, and the involvement of, a broad range of stakeholders.	Pg. 8	
	<b><u>Child &amp; Family Services Continuum:</u></b> Describe the publicly funded child and family services continuum. Explain how State services will be linked to, coordinated with, or integrated into other services in the child and family services continuum.	Pg. 8	
	<b><u>Service Description:</u></b> Describe the services offered under each category in title IV-B, subpart 2. States must indicate the specific percentages of title IV-B, subpart 2 funds that will be expended on each program area. Provide rationale if the percentage is under 20 % for any of the four service areas (family preservation, family support, time-limited reunification, and adoption promotion and support).	Pgs. 8 & 9	

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<b>CFSP for FYs 2010-2014 (continued)</b> Must address title IV-B, subparts 1 and 2, CAPTA State Grants, CFCIP, and ETVs.			
	<b><u>Decision making process:</u></b> Explain how agencies and organizations were selected for funding to provide family support services and how these agencies are community-based.	Pg. 9	
	<b><u>Coordination with Tribes:</u></b> Provide a description, developed in consultation with Indian Tribes in the State, of the specific measures the State uses to comply with the Indian Child Welfare Act (ICWA). Also describe arrangements for provision of child welfare services and protections in Section 422(b)(8) of the Act to Indian children under both State and Tribal jurisdiction. States must include Tribes in their collaboration/coordination activities.	Pgs. 9 & 10	
	<b><u>Health Care Services Plan:</u></b> Describe how the State will ensure a coordinated strategy to identify and respond to the health care needs of children in foster care placements, including mental health and dental health needs. Submit a copy of the Health Care Services Plan with the CFSP.	Pgs. 10 & 11	
	<b><u>Disaster plans:</u></b> Review and update State disaster plans for programs assisted under title IV-B, subparts 1 and 2, or title IV-E in the event of a disaster. Submit a copy of the Disaster Plan.	Pg. 11	
	<b><u>Child welfare waiver demonstration activities (for applicable States only):</u></b> Describe the State's coordination efforts to integrate the activities under the CFSP with the goals and objectives of the child welfare waiver demonstration.	Pg. 11	
	<b><u>Monthly Caseworker Visits:</u></b> Describe the action steps, including changes subsequent to the submittal of the APSR for FY 09, the State plans to take to ensure that, by October 1, 2011, 90% of children in foster care are visited by their workers on a monthly basis, and that the majority of the visits occur in the residence of the child.	Pg. 11	
	<b><u>Adoption incentive payments:</u></b> Specify the services the State expects to provide to children and families with adoption incentive funds, if the State anticipates such an award, and its plans for ensuring timely expenditure of the funds.	Pgs. 11 & 12	
	<b><u>Training:</u></b> Include a staff development and training plan in support of the State's stated goals and objectives under IV-B subparts 1 and 2. The Training Plan must be combined with the training plan under title IV-E. (See PI for required elements of IVE training plans)	Pgs. 12 & 13	

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	<b><u>Evaluation and Technical Assistance:</u></b> Describe any evaluation, research and/or technical assistance activities underway or planned with which the State agency is involved or participating and which are related to the goals and objectives in the plan.	Pg. 13	
	<b><u>Quality Assurance System:</u></b> Include a description of the QA system to regularly assess the quality of services under the CFSP and assure that there will be steps taken to address identified problems.	Pg. 13	
	<b><u>Assurances and Certifications:</u></b> Submit the assurances and certifications necessary for plan approval for each program. (Attachment C)	Pg. 14	
<b>CAPTA</b> States must develop a five-year strategic plan with goals and objectives for a continuum of care to improve their child protective system and consolidate it with their CFSP in order to be eligible to receive a grant under section 106 of CAPTA. The CFSP must incorporate the following information:			
	Address program areas selected for improvement from the 14 areas of CAPTA.	Pg. 14	
	Outline the activities the State intends to carry out using CAPTA State Grant Funds.	Pg. 14	
	Describe the services and training to be provided under the CAPTA grant.	Pg. 14	
	Complete and sign assurances form (Attachment C).	Pg. 14	
	Provide notification of substantive changes in State law, if any, that could affect the State's eligibility for the CAPTA State grant.	Pg. 14	
	Explain any changes to the State's provisions and procedures for criminal background checks for prospective foster and adoptive parents, and other adults residing in the household.	Pg. 14	
	Submit a request for FY 2010 funds in the CFS-101, Part I and an estimate of expenditures in CFS-101, Part II (Attachment D.)	Pg. 14	

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√	REQUIREMENT	PI location	Comments/Location (Page #) in State Final Report/CFSP:
<b>Chafee Foster Care Independence Program (CFCIP) &amp; ETV</b>			
A description of the Chafee and ETV services to be provided during the five-year CFSP period.			
	Identify the State agency or agencies that will administer, supervise or oversee the programs and provide a statement that indicates that the State agency will cooperate in national evaluations of the effects of the programs in achieving the purposes of CFCIP.	Pg. 15	
	<b><u>Description of Program Design and Delivery:</u></b> Address how the State will design, conduct and/or strengthen programs to achieve the purposes of section 477(a)(1-7) of the Act.	Pg. 15	
	<b><u>Serving Youth Across the State:</u></b> Ensure that all political subdivisions in the State are appropriately served by the program.	Pg. 15	
	<b><u>Serving Youth of Various Ages and States of Achieving Independence:</u></b> Describe how youth of various ages and at various states of achieving independence are to be served. Describe how the State is serving specific age groups. Identify any State statutory or administrative barriers which need to be eliminated or amended to allow the State to serve a broader range of eligible youth.	Pgs. 15 & 16	
	<b><u>Room and Board:</u></b> States are required to certify that no more than 30 percent of their allotment of Federal funds will be expended for room and board for youth who left foster care because they attained 18 years of age but have not yet attained 21 years of age. The State must have developed a reasonable definition of “room and board” and provide the definition in the CFSP. Also include a description of the approach(es) being used to make room and board available to youth ages 18 through 20.		
	<b><u>Medicaid Coverage:</u></b> Describe how the State has used, or is coordinating efforts to use, the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care. If the State does not choose to provide Medicaid to all young people under the age of 21 who were in foster care under the State’s responsibility on their eighteenth birthday, the State should describe what “reasonable categories” of children it has chosen to provide Medicaid services to, if any.		
	<b><u>Trust Funds:</u></b> Describe the design of the State’s trust fund program for youth, if applicable.	Pg. 16	

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<b>Chafee Foster Care Independence Program (CFCIP) &amp; ETV (continued)</b>			
A description of the Chafee and ETV services to be provided during the five-year CFSP period.			
	<b><u>Education and Training Vouchers program:</u></b> Describe the State’s methods of operating the voucher program efficiently and provide assurance that the State will comply with the specified conditions.	Pg. 16	
	<b><u>Consultation and Collaboration with Tribes:</u></b> Describe how the State consulted and coordinated with a wide range of stakeholders, including youth, other Federal and State programs for youth, and Tribes. Specifically describe how the State consulted and coordinated with each Indian tribe in the State to ensure that benefits and services under Chafee will be available to Indian children on the same basis as to other children. Address each specific area identified in the PI about which States are to consult and coordinate.	Pgs. 16 - 18	
	<b><u>Determining Eligibility for Benefits and Services:</u></b> Address how the State will use objective criteria to determine eligibility benefits and services, and for ensuring fair and equitable treatment of benefit recipients.	Pg. 18	
	<b><u>Training:</u></b> Provide information on specific training planned for FY 2010 – 2014 in support of the goals and objectives of the State’s CFCIP. This information may be incorporated into the training plan section of the CFSP, and noted as CFCIP training.	Pg. 18	
	<b><u>Preparation to Implement National Youth in Transition Database (NYTD):</u></b> Describe the steps the State has taken and plans to take in preparation for NYTD implementation.	Pg. 18	
<b>Statistical and Supporting Information</b>			
	<b><u>Juvenile Justice Transfers:</u></b> Provide the number of children under the care of the State child protection system who are transferred into the custody of the State juvenile justice system.	Pgs. 18 & 19	
	<b><u>Intercountry Adoptions:</u></b> Report the number of children who were adopted from other countries and who entered into State custody in FY 2008.	Pg. 19	
	<b><u>Education and Training Vouchers:</u></b> Provide the number of youth who received ETV awards in FY 2008 and year-to-date for FY 2009. Break out numbers of recipients receiving ongoing vouchers and those receiving new vouchers.	Pg. 21	

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<b>Statistical and Supporting Information (continued)</b>			
	<b><u>Timely Home Studies Reporting &amp; Data:</u></b> Provide FY 2007 and FY 2008 data regarding the State's compliance with home study timelines set forth in The Safe and Timely Interstate Placement of Foster Children Act of 2006.	Pg. 22	
<b>Financial Information</b>			
	Submit CFS-101 Parts I, II, and III for FY 2010 (title IV-B, subparts 1 & 2, CFCIP, ETV, and CAPTA). (Submit a .pdf via e-mail)	Pg. 24 & Attachment D	
	If needed, submit revised CFS-101 Parts I and II for FFY 2009 (to relinquish funds or request reallocated funds).	Pg. 24 & Attachment D	
	<b><u>Payment Limitation: Title IV-B, Subpart 1:</u></b> For comparison purposes, submit the amount of title IV-B, subpart 1 funds that the State expended for child care, foster care maintenance and adoption assistance payments in FY 2005.	Pg. 23	
	<b><u>Payment Limitation: Title IV-B, Subpart 1:</u></b> For comparison purposes, submit the amount of non-Federal funds the state expended for foster care maintenance payments and applied as match for the title IV-B, subpart 1 program in FY 2005.	Pg. 23	
	<b><u>Payment Limitation: Title IV-B, Subpart 2:</u></b> Provide State and local expenditure amounts for title IV-B, Subpart 2 for FY 2007 for comparison with the State's 1992 base year amount, as required to meet non-supplantation requirements.	Pg.23	

\*\*\*Please note: This checklist was developed to help States ensure their CFSP submission includes all required elements. **States may wish to use this checklist as a guide in writing the CFSP.** Items on the checklist have been shortened; see the Program Instruction for a complete description.\*\*\*