



ADMINISTRATION FOR
CHILDREN & FAMILIES

MEMORANDUM

DATE: XX/XX/2019

TO: State Child Access and Visitation Program Coordinators

CC: State Child Support Enforcement Directors and OCSE Regional Program Managers

FROM: Scott Lekan, Commissioner, Office of Child Support Enforcement

SUBJECT: Grants to States for Access and Visitation: Application for FYs 2020 - 2022

I am pleased to announce OCSE's continuation of the three year AV grant application process for AV funding and the release of the FY 2020 – 2022 AV Grant Application form. The attached application remains consistent with the application requirements from FY 2017 – 2019 application and maintains OCSE's emphasis on program efficiency, coordination of services, and increased attention to family safety. The application covers three fiscal years (FYs 2020 – 2022) and any change during that time period to the AV activities described in your application will require **prior approval** by the federal Office of Child Support Enforcement (OCSE).

The deadline for submission of your application to OCSE is [**DATE**].

While the AV program legislation and regulations remain unchanged (for reference visit these links: [program legislation](#) and [program regulations](#)), OCSE encourages states to review the guidance found in [Public Law 113-183](#) (Section 303. Sense of the Congress Regarding Offering of Voluntary Parenting Time Arrangements - see appendix) when determining AV grant program priorities.

Services can be provided directly by the state agency administering the grant or through grants or contracts with courts, state/local public agencies, and/or nonprofit entities such as community- and faith-based organizations. Note: for-profit entities may not receive AV grant funds. Non-AV-related services, such as job training or placement or other services not specified in law, are not allowable under this federal grant program. This is a formula grant program and state/territory participation remains optional.

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To apply for funds the state must submit a cover letter, and also complete an application that addresses all the elements listed in the attached application document. Requirements for the cover letter and application submission are as follows.

Cover Letter Requirements: The senior level official in the state agency that administers the AV program will need to submit a signed cover letter. The cover letter should come from a senior level official in the state agency administering the grant funds, or their designee. The letter must include:

- How the state will comply with its minimum 10 percent share (exception: Guam and the Virgin Islands are not required to contribute a share). Federal funds must constitute no more than 90 percent of total program expenditures. The remaining 10 percent share of program expenditures must be derived from non-federal sources, including state funds, local funds or cash or in-kind contributions. [Note: To comply, the grantee must provide 10 percent of the total program funds, not a 10 percent match. For example, if the federal grant amount is \$100,000, then the state share is \$11,111 for a total of \$111,111 (here is the formula: $\$100,000 / .90 = \$11,111$)].
- A statement that expenditure of the AV program dollars will be used for services to increase and facilitate noncustodial parents' (NCPs') access to and visitation of their children.
- A statement of how the direct and in-direct services planned by the state relate to the parenting time policy goals included in PL113-183 (see appendix).
- Assurance that the designated state agency will monitor the program.
- Notation that the agency will submit its annual survey data by December 30.

Submission Instructions:

Send an electronic copy of the signed cover letter and accompanying application to: michael.hayes@acf.hhs.gov with a copy to john.langrock@acf.hhs.gov . If you have questions regarding this application or the requirements of the AV grant, please contact Michael Hayes via email.

Attachments (2): Grant Award Terms and Conditions and AV Application File

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