

**Child and Family Services Plan, Annual Progress
and Services Report, and Annual Budget
Expenses Request and Estimated Expenditures
(CFS-101s)**

**OMB Information Collection Request
0970 - 0426**

**Supporting Statement Part A -
Justification**

July 2026

Submitted By:
Children's Bureau
Administration for Children and Families

1. Circumstances Making the Collection of Information Necessary

This supporting statement is for the Child and Family Services Plan (CFSP), Annual Progress and Services Report (APSR), and the CFS-101, Parts I, II and III. This information collection requirement incorporates many reporting requirements established by various statutes, as discussed below. Federal regulations implementing the CFSP, APSR, and CFS-101 are codified at 45 CFR 1357.15.

States, territories, and tribes are required to submit the CFSP, APSR, and CFS-101's in order to receive funding under title IV-B, subparts 1 and/or 2 (section 422 of title IV-B, subpart 1 [42 U.S.C. 622] and section 432 of title IV-B, subpart 2 [42 U.S.C. 629b] of the Social Security Act (the Act) respectively.)

States and tribes, as applicable, that receive funding through the Child Abuse Prevention and Treatment Act (CAPTA), Chafee Foster Care Program for Successful Transition to Adulthood (the Chafee Program), and/or the Chafee Education and Training Vouchers (ETV) have additional reporting requirements that are incorporated into the CFSP, APSR, and CFS-101's to ease the collection burden on grantees. Tribes are not eligible to receive funding under CAPTA and, therefore, do not have to meet its reporting requirements.

CAPTA requires states to submit a CAPTA State Grant Program Plan that remains in effect for the duration of the state's participation in the grant program. The CAPTA plan is to be coordinated "to the maximum extent practicable" with the title IV-B state plan (section 106(b)(2)(A) of the CAPTA, as amended). States are also required to prepare and submit an annual update describing how the funds provided under CAPTA were used to address the purpose and achieve the objectives of the grant program (section 108(e)).

In addition, section 477 of title IV-E of the Social Security Act [42 U.S.C. 677], authorizing the Chafee and ETV programs, requires the submission of a state/tribal program plan every five years describing how the state/tribe intends to "design and deliver programs to achieve the purposes of the section" (section 477(b) of the Act).

In order to help states and tribes plan comprehensively for the full array of child welfare services and minimize the collection burden, applicants (states and tribes, as applicable) are required to report updates on the progress in achieving stated goals and service delivery under title IV-B, CAPTA, Chafee, and ETV in the CFSP and APSR (45 CFR 1357.15(a)). The CFSP and the CAPTA plans were consolidated in FY 2000 and the Chafee Foster Care Independence Program (Chafee) was incorporated in the CFSP beginning in FY 2001. ETV was added in FY 2004.

The current request includes the following updates:

- Minor revisions to the CFS-101 forms to streamline data entry and to update fields.

- Creation of a stand-alone CFS-101 Part I for a reallocation request, in response to feedback.
- Adjustments to the way narrative information in the APSR is updated, to streamline reporting and reduce burden.
- Removed caseworker visit data collection because this data is available through the Adoption and Foster Care Analysis and Reporting System (AFCARS).¹

2. Purpose and Use of the Information Collection

The CFSP and APSR are designed to guide the improvement of states' and tribes' child welfare services, as well as to provide a single reporting mechanism for the many federal program areas. States and tribes submit a CFSP once every five years and the APSR in each of the interim years. The CFS-101's are submitted every year, as required. The CFSP contains the goals and objectives that states and tribes intend to achieve during the five years and a strategic plan with tasks for each year. The CFSP also provides an update on the current year and acts as a final report for the previous five-year period. The APSR provides critical updates on the progress the state or tribe is making in meeting its goals and objectives and details any necessary changes to the plan for the next fiscal year.

States and tribes must submit a CFSP/APSR with all applicable requirements met in order to receive funding under title IV-B, subparts 1 and/or 2. In addition, states' CFSP/APSR must include CAPTA, Chafee, and ETV reporting requirements or updates in order to receive funding under those program areas. Eligible tribes must also submit information on the Chafee and ETV programs if they would like to receive funding. However, funding for one program area is not impacted by the approval or disapproval of the plan for the other programs.

The CFSP and APSR are also used by agencies, organizations, and others with whom the state and the tribes coordinate services to achieve goals and objectives in the plan.

The Administration for Children and Families (ACF) grants management office uses the CFS-101's to track and allocate funding to states and tribes. The CFS-101, Part I is the annual budget request for all program areas. Previously, states and tribes used the CFS-101, Part I form to request additional funds or to return unneeded portions of its allocation, which is then re-allocated to other grantees. However, due to feedback, a separate CFS-101 Part I for a re-allocation request was created and is included with this request. The CFS-101, Part II is a summary of the estimated expenditures from each program area for each service or activity, as well as the projected number, population, and geographical areas to be served with the upcoming year's budget request. The CFS-101, Part III is an annual summary of the actual expenditures for the most recently completed fiscal year, as well as information on the geographic areas and number of individuals and families served. Part III includes actual expenditures by program area, numbers of families and individuals served by program area, and the geographic areas served for the last complete fiscal year. States submit all three parts

¹ AFCARS is approved under OMB #0970-0422.

of the CFS-101 and as needed, the CFS-101 Part I for reallocation. Tribes submit the CFS-101 Part I and as needed, the CFS-101 Part I for reallocation; the CFS-101 Part II and CFS-101 Part III are optional.

CB submits an annual report to Congress on child welfare expenditures (required by section 432(c) of the Act). CB also responds to requests for information from the Government Accountability Office, Congress, and other entities on the types of services states and Tribes are providing, the amount of funds they are expending in various areas, and on the type of initiatives they are implemented using title IV-B, CAPTA, Chafee, and ETV funds.

3. Use of Improved Information Technology and Burden Reduction

CB allows the states and tribes to submit the CFSP/APSR in Word or PDF format. The CFS-101 portion of the submission requires an electronic PDF copy with signature and an unsigned Excel worksheet (states only). Overall, there is no automated collection technique possible as the majority of the information collected in the CFSP/APSR is narrative text. CB is exploring the use of an optional electronic interface or system to submit the CFS-101s.

4. Efforts to Identify Duplication and Use of Similar Information

The CFSP/APSR consolidates the reporting requirements of title IV-B, subparts 1 and 2, CAPTA, Chafee, ETV, into one document and one reporting cycle, reducing the duplication of data collection efforts. Family First Transition Grants and Funding Certainty Grants reporting were included in the CFSP/APSR, but the grants have expired and therefore reporting has been discontinued.

The AFCARS² began including reporting of case-level data on caseworker visits beginning in FY 2023. Therefore, this data collection was discontinued as part of the CFSP/APSR reporting.

In addition, CB has streamlined the reporting of information in APSRs requiring only significant changes to be addressed. This framework reduces the duplication of reporting the same information every year and instead focuses on significant changes that impact the implementation of the programs.

5. Impact on Small Businesses or Other Small Entities

The collection of information is restricted to states and tribes as only states and tribes are eligible to apply for federal funds under these program areas. This information collection requirement has been held to the absolute minimum required to meet the statutory and regulatory requirements to receive funding under title IV-B, CAPTA, Chafee, and ETV.

In addition, for information collection from tribes, ACF has waived certain requirements and reduced the scope of other title IV-B reporting requirements in order to minimize the burden (section 428(b) of the Act).

² AFCARS is approved under OMB #0970-0422.

6. Consequences of Collecting the Information Less Frequently

The submission of the CFSP, APSR, and CFS-101's are required prior to awarding federal funding as mandated by statute and regulation. If the collection is not conducted or conducted less frequently, the consequence to federal program or policy activities is that funds would not be able to be awarded to states and tribes. Without funds, states and tribes would not be able to provide needed services to the populations, as required by law. This collection burden can only be eliminated as a result of a legislative change.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

There are no special circumstances required in the collection of this information in a manner other than required by OMB.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection activity. This notice was published on May 13, 2026 (91 FR 27053) and provided a sixty-day period for public comment. During the notice and comment period, we did not receive comments.

9. Explanation of Any Payment or Gift to Respondents

No payment or gifts will be provided to any respondents.

10. Assurance of Confidentiality Provided to Respondents

Data and information in the applications are not confidential. States and tribes are to make public both the CFSP and APSR (45 CFR 1357.15(v)). The CFS-101s are required to be included in reports to Congress (section 432(c) of the Act).

11. Justification for Sensitive Questions

There are no questions of a sensitive nature in the application requirements.

12. Estimates of Annualized Burden Hours and Costs

Estimated Burden Hours

There are approximately 180 tribal entities that currently receive IV-B funding. There are 53 states (including the Commonwealth of Puerto Rico, the District of Columbia, and the Virgin Islands) that must complete the CFSP, APSR, and CFS-101. States submit the CFSP once every 5 years and the burden table below reflects that as an annual burden.

Caseworker data collection was removed because it is now captured by AFCARS and that burden was removed.

No additional burden was added to the CFS-101 forms. Prior to the creation of the stand-alone CFS-101 to request a reallocation, states used the CFS-101 Part I to request a reallocation completing certain sections and submitting a total of 4 forms (CFS-101 Part I, II, and III, and a CFS-101 Part I requesting a reallocation). Going forward to request a reallocation states will use the stand-alone CFS-101 Reallocation form and still submit 4 forms if requesting a reallocation.

There have been changes in how the information required to be submitted is provided in the APSR, therefore the average burden hour has changed to reflect the reduced burden. Therefore, the burden has been decreased to reflect the streamline reporting process to prevent duplicative reporting.

For the CFSP, the annual average burden was also reduced to reflect the intent to streamline the CFSP process and the final report that is also submitted with the CFSP.

There have not been comments on the burden estimate in past information collections.

Information Collection Title	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
APSR	233	3	50	34,950	11,650	\$46	\$535,900
CFSP	47	1	90	4,230	1,410	\$46	\$64,860
CFS-101, Part I, II, and III	233	3	5	3,495	1,165	\$46	\$53,590
Estimated Annual Burden Total:					14,225	Estimated Annual Cost Total:	\$654,350

Estimated Costs

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social and Human Services Assistants [21-1093] and wage data from May 2025, which is \$22.93 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is \$45.86 and rounded to \$46 for the purpose of the average hourly wage.

<https://www.bls.gov/oes/current/oes211093.htm>

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

There is no annual cost burden associated with these information collection instruments.

14. Annualized Cost to the Federal Government

	Staff Time (Hours)	Total Cost
Update and Development of the CFSP, APSR, and CFS-101	80	\$7,424
Review of documents submitted by states and tribes APSR CFSP CFS-101	2,320 765 1,864	\$459,267
TOTALS	5,029	\$466,691

The estimate of the annual cost to the Federal government was based on \$46.40 per hour for a GS-11 step 5. To account for fringe benefits and overhead the average hourly wage is multiplied by two which is \$92.80. We estimated 80 total staff hours for updates and development of the CFSP, APSR, and CFS-101 documents. For the annual review and approval of the documents submitted by the state and tribes, we estimated 4,949 hours of CB staff time (both at the Regional and Central Office).

15. Explanation for Program Changes or Adjustments

Burden adjustments are discussed in section A12. There are minor changes proposed to the CFS-101 forms, but these do not impact the annual burden estimates. Due to the removal of Caseworker Visits, the burden hours associated with the review has been removed. The “average hourly wage” was increased from \$36 per hour to \$46 to reflect the current information published by the Bureau of Labor Statistics.

16. Plans for Tabulation and Publication and Project Time Schedule

Most information collected is not published by the federal government. ACF is required to submit an annual report to Congress on Child Welfare Expenditures using data submitted by states on the CFS-101 forms.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

The Department will display the expiration date on the Program Instruction to the states and tribes describing the information collection requirements. The expiration date will also appear on the CFS-101 forms.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification statement.