

Title IV-B Reporting Requirements for States and Tribes - (IV-B-1 and IV-B-2)

Report	What is it?	For Period	Due Date
<p style="text-align: center;">Child and Family Service Plan (CFSP)</p>	<p><i>A narrative plan, which describes your vision, goals and objectives (steps to meet your goals). Includes all information as required by the Program Instruction</i></p>	<p style="text-align: center;"><i>FY 2025 – FY 2029</i></p>	<p style="text-align: center;">June 30th, 2024</p> <p style="text-align: center;"><i>(One CFSP is due for each 5-year cycle)</i></p>
<p style="text-align: center;">Annual Progress and Services Report (APSR)</p>	<p><i>A narrative report on progress made towards meeting each goal and objective; A report on any changes in your goals and objectives; A narrative description of the services to be provided in the upcoming year; and All other program information as required by the annual Program Instruction</i></p>	<p style="text-align: center;">October 1 - September 30 <i>(Federal Fiscal Year)</i></p>	<p style="text-align: center;">June 30th</p> <p style="text-align: center;"><i>(An APSR is due each year subsequent to the CFSP submission within the current 5-year cycle)</i></p>
<p style="text-align: center;">CFS-101 Annual Budget Request, Parts I, II and III</p>	<p><i>A 3-page set of fiscal forms used to request Title IV-B funds, and to show actual and projected expenditures (these forms are submitted with the CFSP or APSR).</i></p> <p style="text-align: center;"><i>Part I and II reports estimated expenditures; Part III reports actual expenditures for the most recent 2-year grant period for which data is available.</i></p>	<p style="text-align: center;">October 1 - September 30 <i>(Federal Fiscal Year)</i></p>	<p style="text-align: center;">June 30th</p> <p style="text-align: center;"><i>(Due annually with the CFSP/APSR submission)</i></p>
<p style="text-align: center;">Financial Status Report –SF 425</p>	<p><i>A fiscal form used to report grant expenditures An SF 425 must be submitted covering the first 12-month budget period (the “interim report”), and the entire grant period (the “final report”).</i></p>	<p style="text-align: center;">October 1 - September 30 <i>(Federal Fiscal Year)</i></p>	<p style="text-align: center;">December 29th</p> <p style="text-align: center;">Interim report is due no later than 90-days after the end of the first year of the two-year expenditure period.</p> <p style="text-align: center;">January 28th</p> <p style="text-align: center;">Final report is due no later than 120-days after the end of the two-year expenditure period</p>