

ACF

Administration
for Children
and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration on Children, Youth and Families

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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); Organization 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, 2026, submission of the second Annual Progress and Services Report (APSR) and the CFS-101s.

LEGAL AND RELATED REFERENCES: Title IV-B, subparts 1 and 2 of the Act, sections 421-425, 428, 430-438, section 477 of the Act; sections 106 and 108 of CAPTA (42 U.S.C. 5106a. and 5106d.); the Indian Child Welfare Act (ICWA) of 1978 (25 U.S.C. 1901 et seq.); 45 CFR Parts 1355 and 1357; Executive Orders 14151, 14168, and 14192; and the Supporting America’s Children and Families Act (Public Law (Pub. L.) 118-258).

PURPOSE: This Program Instruction (PI) provides guidance to states, territories, and insular areas¹ (“states”) on the streamlined reporting requirements to receive Federal Fiscal Year (FY)² 2027 allotments (subject to the availability of appropriations) under the formula grant programs authorized by title IV-B, subparts 1 and 2 (including Kinship Navigator and Monthly Caseworker Visit), section 106 of CAPTA, the Chafee and ETV programs, Adoption Savings, Family First Transition Act Funding Certainty Grants (applicable states only), and the Training Plan activities in support of the CFSP/APSR goals and objectives, including training funded by titles IV-B and IV-E.

¹ A separate PI addresses requirements for tribes, tribal consortia, and tribal organizations applying for funding under these programs.

² Unless otherwise noted, “FY” refers to federal fiscal year (October 1 – September 30).

INFORMATION: Organization of the Program Instruction

Section A. Requirements for the 2027 APSR and Application for Funding (due June 30, 2026)

Section B. Financial Information

Section C. Instructions for the Submission of the 2027 APSR for States, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States

Section D. Instructions for Insular Areas

Section A. Requirements for the 2027 APSR and Application for Funding (due June 30, 2026)

The current administration has prioritized burden reduction and is committed to significantly streamlining reporting requirements. In compliance with the directives of Executive Order 14192, “Unleashing Prosperity Through Deregulation,” dated January 31, 2025, and Pub. L. 118–258 (which requires that HHS reduce the burden of administering the title IV–B program by at least 15 percent), to apply for funding for the upcoming 2027 fiscal year, CB is requiring states to **only** report brief information on areas that have changed since the submission of the Child and Family Services Plan (CFSP) or due to Pub. L. 118-258.

The Children’s Bureau’s (CB) expectation is that the APSR submission should not exceed five (5) pages. This represents a change from prior practice and is intended to improve the utility, clarity, and transparency of state-reported information. A recent review found that APSRs previously averaged 256 pages, with an estimated average reading time of 7.18 hours. Much of this material consisted of recycled content from prior years, with duplication rates ranging from 41 percent to 78 percent depending on the section. As a result, APSRs often functioned primarily as compliance documents rather than as concise reports useful for monitoring progress and improving child welfare outcomes.

Consistent with the statutory purpose of annual progress reporting, ACF requests that jurisdictions succinctly summarize major changes, progress, and accomplishments related to their Child and Family Services Plan (CFSP). Submissions should focus on substantial updates since the prior APSR, including notable advancements, revisions to strategies, and priority areas for the coming year. Jurisdictions should exercise discretion in determining which developments constitute critical updates and highlight the most meaningful information needed to inform the public about the status and direction of their child welfare programs. If additional guidance is needed, jurisdictions should contact their Children’s Bureau (CB) Regional Office (RO).

Definition of Critical Updates

For purposes of the APSR, “critical updates” are defined as information necessary to satisfy the applicable annual progress reporting requirements in 45 C.F.R. §1357.16, limited to material changes, progress, or accomplishments since the prior APSR submission.

Consistent with the regulatory requirements for annual progress reporting, critical updates should provide concise descriptions of:

- Specific accomplishments achieved during the reporting period related to CFSP goals and objectives;
- Progress made toward achieving planned improvements or outcomes;
- Revisions or adjustments, where necessary, to goals, strategies, services, or activities described in the approved CFSP; and
- Any other material updates necessary to address the reporting elements in 45 C.F.R. §1357.16(a)(1)–(8).

Statement of Incorporation by Reference

To streamline APSR submissions while ensuring compliance with **45 C.F.R. §1357.16**, jurisdictions should include a Statement of Incorporation by Reference that incorporates the information contained in the prior year’s APSR.

When this statement is used, the previously submitted APSR serves as the baseline report, and the current APSR submission should include only the critical updates described above.

The APSR submission should begin with the following statement (Incorporation by Reference):

*In accordance with this Program Instruction and its definition of “critical updates,” the state/territory/insular area incorporates by reference the information and data contained in its prior year APSR as if fully set forth herein. Accordingly, this submission provides only critical updates since the prior year APSR, consistent with the reporting requirements of **45 C.F.R. §1357.16**.*

When a Statement of Incorporation by Reference is used, the Children’s Bureau will review the prior APSR together with the current submission to determine compliance with 45 C.F.R. §1357.16. Jurisdictions should ensure that any updates reflecting changes in goals, strategies, program activities, or relevant data are clearly identified.

Following this statement, jurisdictions may provide **up to five (5) pages of critical updates** describing significant accomplishments, progress made, or revisions since the previous reporting period. States, territories, and insular areas retain discretion to determine the level of detail needed to summarize these updates within **five pages**. If the jurisdiction determines it needs to submit more than five pages or determines it should not use the Incorporation by Reference, the jurisdiction must provide a justification for this determination along with its corresponding submission.

Section B. Financial Information

Information on the financial requirements applicable to each program is contained in the ACF Standard Terms and Conditions and in program specific terms and conditions, available on the [ACF website](#).

Section C. Instructions for the Submission of the 2027 APSR for States, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States

By **June 30, 2026**, grant recipients must submit to the appropriate [CB RO resource email box](#):

- Up to 5 pages, providing only critical updates (and, if more than 5 pages, a brief justification for exceeding this standard).
- The CFS-101, Part I, II, and III forms. See [CFSP/APSR State Toolkit](#) for instructions.

NOTE: If a state wishes to modify its previously approved funding request for the FY 2026 grants, either by releasing funds for reallocation or by requesting reallocated funds, refer to the instructions on the CB website.

CB will review the document and contact the state with any questions or request corrections, if needed, prior to final approval.

Section D. Instructions 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. An insular area must notify its CB RO in writing of its intent to consolidate these grants by June 30, 2026. An insular area that chooses to submit an APSR in lieu of receiving a consolidated grant must follow the guidance in Section A.

Paperwork Reduction Act:

The Control Number for this OMB approved information collection is 0970-0426, approved through July 31, 2026.

Inquiries and/or Assistance Please Contact: [CB Regional Program Managers](#) via CB RO Resource email boxes.

/s/

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Commissioner (delegated)
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.