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| **Contractor Name** |  | **Request Date** |  | **Contract #** |  |

Type of Contract:

County Child Welfare  County Legal  University  Other (Identify)

**Training for staff funded in the Title IV-E contracts *may* *be* reimbursable under provisions noted below.**

**ALLOWABLE TRAINING TOPICS**

The United States (US) Department of Health and Human Services (DHHS) Departmental Appeals Board (DAB) decision 1530, issued in August 1995, specifically states that for training to be claimable under the IV-E training program, the topic of the training must be one of the activities cited at 45 CFR 1356.60(c)(1) and (2) as allowable administrative activities under the IV-E program or at least closely related to one of the activities. **Refer to Attachment A, Title IV-E Allowable Training Activities for descriptions.**

**UNALLOWABLE TRAINING TOPICS**

**45 CFR 1356.60(c)(3) states that:**

“Allowable administrative costs do not include the costs of social services provided to the child, the child’s family or foster family which provides counseling or treatment to ameliorate or remedy personal problems, behaviors or home conditions.”

**Based on this citation,** the US DHHS DAB has determined that the following types of training ***are not allowable*** for IV-E reimbursement (**Refer to Attachment A, Title IV-E Unallowable Training Activities for additional information)**:

* Training directed at the development of the skills to provide social services as described in 45 CFR 1356.60(c)(3) above;
* Training to develop skills necessary to perform and document the child abuse and neglect investigation process;
* Criminal justice topics; and
* Training directed at teaching the trainee how to directly provide services.

**In general, the training topics *must be* related to the placement of children in out-of-home care.**

**ALLOWABLE TRAINING AUDIENCES**

**45 CFR 1356.60(b) states that allowable training audiences include:**

* Training personnel employed or preparing for employment by the State or local agency administering the plan, and;
* Providing short-term training (including travel and per diem expenses) to current or prospective foster or adoptive parents and the members of the state licensed or approved child care institutions providing care to foster and adopted children receiving title IV-E assistance;

**OR** those additional audiences made eligible for training by the Fostering Connections to Success and Increasing Adoptions Act of 2008:

* CASA volunteers,
* contracted child placement providers,
* members of the staff of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, and other court-appointed special advocates representing children in court proceedings.

**OR** if recognized in the state Title IV-B plan as an “approved Child Welfare Agency for the purposes of IV-E training:

* staff of Mental Health, Public Health, School social workers & private family service staff.

I. List the number (1–38) corresponding to the allowable training topic(s) to be addressed at the conference or training to be attended (refer to **Attachment A, Title IV-E Allowable Training Activities**).

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II. Provide a written description of the conference or training, including the training name, objectives and the topical nature of the training **related to the categories indicated on Attachment A for children in out-of-home care**. (Attach a copy of the conference brochure or provide the website address, if available.)

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III. Provide the name(s), title(s), and organizational affiliation(s) of training/conference attendee(s). Please refer to allowable training audiences above.

If any of your attendees will be providing training or presenting at the conference, you must attach the Registration Form to the request for reimbursement that reflects allowable trainees in keeping with 45 CFR 1356.60(b). Trainers’ or Presenters’ expenses will not be reimbursed without the above information. Any honorarium received for training or presenting must be used to offset expenses in accordance with OMB Circular A-21, and such offset of expenses must be reported to DFPS with any request for reimbursement of training expenses.

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IV. What are the specific duties of attendee(s) with regard to the training categories named above?

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V. If DFPS staff, please attach the signed authorization documentation along with an explanation as to how these costs are relevant to the contract deliverables. *\*Note DFPS staff training is not reimbursable without Federal Funds prior approval.*

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**Title IV-E Allowable Training Activities**

**Foster Care Assistance Program**

**Under Section 474(3)(A) of the Social Security Act and 45 CFR 1356.60**

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| Allowable activities for which a 75% match rate may be claimed under  45 CFR Part 1356.60 | |
| 1 | Eligibility determinations and re-determinations |
| 2 | Fair hearings and appeals |
| 3 | Rate setting |
| 4 | Referral to services |
| 5 | Preparation for and participation in judicial determinations |
| 6 | Placement of the child |
| 7 | Development of the case plan |
| 8 | Case reviews |
| 9 | Case management and supervision |
| 10 | Recruitment and licensing of foster homes and institutions |

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| Closely related activities for which a 75% match rate may be claimed under  45 CFR 1356.60 | |
| 11 | Social work practice, such as a family centered practice and social work methods, including interviewing and assessment |
| 12 | Cultural competency related to children and families |
| 13 | Title IV-E policies and procedures |
| 14 | Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations, if the training is not related to how to conduct an investigation of child abuse and neglect |
| 15 | Permanency planning, including using kinship care as a resource for children involved with the child welfare system |
| 16 | General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services |
| 17 | Effects of separation, grief and loss, child development, and visitation |
| 18 | Communication skills required to work with children and families |
| 19 | Activities designed to preserve, strengthen, and reunify a family, if the training is not related to providing treatment or services |
| 20 | Assessments to determine whether a situation requires a child’s removal from the home, if the training is not related directly to conducting a child abuse and neglect investigation. Training on how to conduct specialized assessments, such as psychiatric, medical, or educational assessments, are not permitted |
| 21 | Ethics training associated with a Title IV-E state plan requirement, such as the confidentiality requirements in [§471(a)(8)](http://www.ssa.gov/OP_Home/ssact/title04/0471.htm) of the Social Security Act |
| 22 | Contract negotiation, monitoring, or voucher processing related to the Title IV-E program |
| 23 | The Adoption and Foster Care Analysis and Reporting System (AFCARS), the Statewide Automated Child Welfare Information System (SACWIS), or other child welfare automated system functionality that is closely related to allowable administrative activities in accordance with [45 CFR §1356.60(d)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=f50c18f1b18c46c0d68daee19fa11c51&rgn=div5&view=text&node=45:4.1.2.7.18&idno=45#45:4.1.2.7.18.0.1.9) that the State of Arizona has chosen to claim as Title IV-E training, rather than as SACWIS developmental or operational costs (see AT-ACF-OISM-001) |
| 24 | Independent living and the issues confronting adolescents preparing for independent living consistent with [§477(b)(3)(D)](http://www.ssa.gov/OP_Home/ssact/title04/0477.htm) of the Social Security Act and the Child Welfare Policy Manual (CWPM), Section 3.1H, Q/A #1 |
| 25 | Foster care candidate determinations and pre-placement activities directed toward reasonable efforts in 471(a)(15) of the Social Security Act, if the training is not related to providing a service |
| 26 | Training on referrals to services, not how to perform the service |
| 27 | Grievance procedures |
| 28 | Negotiation and review of adoption assistance agreements |
| 29 | Post-placement management of subsidy payments |
| 30 | Home studies |
| 31 | A proportionate share of the development and use of adoption exchanges |

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| Activities for which a 50 % match rate may be claimed under 45 CFR 1356.60  Must be allocated proportionally across all benefiting programs  (May include Title IV-E Foster Care and Adoption Assistance, Title IV-B, Subparts 1 and 2) | |
| 32 | State agency personnel policies and procedures: acquiring additional knowledge and skill to meet changes such as enactment of new legislation, development of new policies, or shift in program emphasis (see 45 CFR 235.61(b)) |
| 33 | Job performance enhancement skills (for example, writing, basic computer skills, time management): enabling employees to reinforce their basic knowledge and develop the required skills for the performance of specific functions. |
| 34 | First aid, CPR, or facility security training |
| 35 | General supervisory skills or other generic skills needed to perform specific jobs training |
| 36 | Ethics unrelated to the Title IV-E state plan |
| 37 | Team building and stress management training |
| 38 | Safe driving |

**Title IV-E Unallowable Training Activities**

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| Training topics *not* claimable at a Title IV-E match rate  Topics that are not claimable must be included in the Title IV-B state plan, but must not be included in state university contracts. (General Revenue, Title XX, Title IV-B, Subparts 1 and 2, TANF or Other) | | |
| If the training covers . . . | | the training is *not* claimable because . . . |
| 39 | how to address or treat problematic behaviors or other issues related to the child or family | it supports the delivery of social services rather than the administration of the Title IV-E state plan |
| 40 | conducting child abuse and neglect investigations | the specialized skills taught in such a training are required for staff activities that occur before a child enters foster care or adoption, and even before a child becomes a candidate for foster care |
| 41 | child welfare or social services that are not related directly to Title IV-E programs or the administration of the Title IV-E state plan | it supports the delivery of social services or otherwise does not relate directly to Title IV-E programs or the administration of the Title IV-E state plan |
| 42 | worker retention and worker safety | it does not relate directly to Title IV-E programs or the administration of the Title IV-E state plan |