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| <h1>ACF</h1> <p>Administration<br/>for Children<br/>and Families</p> | U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES<br>Administration on Children, Youth and Families   |  |
|  | <b>1. Log No:</b> ACYF-CB-PI-19-06   | <b>2. Issuance Date:</b> July 18, 2019 |
|  | <b>3. Originating Office:</b> Children's Bureau  |  |
|  | <b>4. Key Words:</b> Family First Prevention Services Act, State Title IV-E Prevention and Family Services and Programs, Title IV-E Prevention Program |  |

**PROGRAM INSTRUCTION**

**TO:** State Agencies Administering or Supervising the Administration of Titles IV-B and IV-E of the Social Security Act

**SUBJECT:** Transitional Payments for the Title IV-E Prevention and Family Services and Programs

**LEGAL AND RELATED REFERENCES:** 471(e)(4)(C) of the Social Security Act (the Act); ACYF-CB-PI-18-09

**PURPOSE:** To instruct states on the procedures for transitional payments for title IV-E prevention services and programs.

**BACKGROUND:** Section 474(e)(4)(C) of the Act requires that title IV-E prevention services must be rated through an independent systematic review of evidence as promising, supported, or well-supported in accordance with Department of Health and Human Services (HHS) criteria and be approved by HHS, and that HHS establish a public clearinghouse of rated practices. In ACYF-CB-PI-18-09 (State Requirements for Electing Title IV-E Prevention and Family Services and Programs), we indicated that the Title IV-E Prevention Services Clearinghouse (the Clearinghouse) would conduct this review and issue ratings. We are issuing this PI to provide instruction that allows a state to claim transitional payments for services and associated costs under the title IV-E prevention program until the Clearinghouse can review and rate a program or service, if a state submits sufficient documentation as outlined in this PI by October 1, 2021. States must conduct independent systematic reviews of prevention services and programs to complete this documentation. The Clearinghouse will make the final determination about whether a program or service is assigned a promising, supported, or well-supported rating. We intend that this process for transitional payments will support ACF’s goal to review programs and services as quickly as possible in the early years of implementation of the title IV-E prevention program.

**INSTRUCTION:** A state must complete and submit the checklist in Attachment B, with all required documentation, to request transitional payments for a title IV-E prevention program or service which has not yet been rated by the Clearinghouse. The state must submit this checklist as part of the five-year plan, or as an amendment to an approved five-year plan by October 1, 2021. The checklist documents that, in determining the state’s designation(s) of promising, supported, or well-supported, for HHS consideration, the state: 1) conducted the independent systematic review; and 2) met the criteria outlined in section 471(e)(4)(C) of the Act and Attachment C to ACYF-CB-PI-18-09.

Once a state’s program(s) or service(s) is approved as part of the five-year plan, any other state may submit a five-year plan for approval of a transitional payment for those same programs or services, but must submit the plan or amendment by October 1, 2021 (see section 471(e)(5) of the Act; section B.1 of the state title IV-E prevention program five-year plan pre-print).

All other requirements for the title IV-E prevention program outlined in ACYF-CB-PI-18-09 remain in effect for transitional payments. This includes, for example, the title IV-E plan approval requirements, maintenance of effort requirement, financial reporting on the Form CB-496, trauma-informed service delivery, and the requirement that at least 50 percent of the amounts expended by the state for a fiscal year for the title IV-E prevention program must be for services that meet the well-supported practice criteria. However, HHS will not approve a waiver of the evaluation requirement in section 471(e)(5)(C)(ii) of the Act, unless the Clearinghouse has rated the program as well-supported (and the state has submitted documentation assuring that the evidence of the effectiveness of the practice is compelling and the state meets the continuous quality improvement requirements included in section 471(e)(5)(B)(iii)(II) of the Act).

We strongly encourage states to follow the procedures in the *Title IV-E Prevention Services Clearinghouse Handbook of Standards and Procedures* (the Handbook), which was developed specifically to meet the independent systematic review, practice, and other requirements of section 471(e)(4)(C) of the Act. A state may use standards and procedures other than those described in the Handbook to demonstrate that the criteria in section 471(e)(4)(C) of the Act and Attachment C to ACYF-CB-PI-18-09 were met as outlined in section II of Attachment B. Regardless of the procedures the state uses for the independent systematic review, the Clearinghouse will use the Handbook procedures to make the final determination of the rating for the program or service.

The following applies to title IV-E transitional payment claims for prevention services and associated costs upon the Clearinghouse assigning a rating:

- Once the Clearinghouse rates a program or service with the same or higher designation as the designation approved as part of the state title IV-E plan, the Clearinghouse rating becomes effective and the state may continue to claim title IV-E prevention services and associated costs.
- If the Clearinghouse does not rate a program or service as meeting the promising, supported, or well-supported criteria, HHS will make *transitional payments* for such

services (and associated costs) provided only through the end of the Federal fiscal quarter following the Federal fiscal quarter in which the Clearinghouse rating was assigned.

- If the Clearinghouse rates a program or service with a lower designation than the designation approved as part of the state title IV-E plan, the transitional payments designation will remain in effect through the end of the Federal fiscal quarter following the Federal fiscal quarter in which the Clearinghouse rating was assigned.

**PAPERWORK REDUCTION ACT:** Under the Paperwork Reduction Act of 1995 (Public Law 104-13), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number of the Title IV-E Plan Pre-Print is 0970-0433, approved through April 30, 2022. Attachment B is labeled draft as it is under review by OMB.

**INQUIRIES TO:** Children’s Bureau Regional Program Managers

/s/

Jerry Milner  
Acting Commissioner,  
Administration on Children, Youth and  
Families

Attachments:

- A. Children’s Bureau Regional Program Managers
- B. Checklist for Program or Service Designation for HHS Consideration