



Talking Points

Purpose: tribal child support program directors may use this information on the budget process to educate council or fiscal staff.

- The child support grant funding (also known as IV-D) is the federal dollars we receive from the Administration for Children and Families (ACF) to operate our child support program. ACF is a division of the Department of Health and Human Services. The Office of Child Support Enforcement (OCSE) is an agency within ACF that oversees the IV-D grant program. OCSE partners with federal, state, tribal and local governments and others to promote parental responsibility so that children receive support from both parents even when they live in separate households.
- We may only use these funds for authorized child support activities. The federal regulations at 45 CFR Parts 309 and 310, along with the other applicable regulations and OCSE guidance, provide information on authorized IV-D activities. Tribal child support expenditures must be allowable, allocable and reasonable. Generally, these funds support the salaries and benefits of staff, office supplies, certain equipment purchases, travel, training, and operating costs for the administration of the tribe's IV-D plan.
- During the first three years of operating a comprehensive tribal child support program, we will receive 90 percent federal funding from ACF. The tribe must contribute 10 percent of the operating budget. Beginning the fourth year of operation and thereafter, the child support program will receive 80 percent federal funding and the tribe must contribute a 20 percent of the operating budget.
- The non-federal share of program expenditures may either be cash or a third-party (in-kind) donation. Both types of program expenditures must meet the guidelines for allowable costs and be reasonable and allocable to the child support program.
- We are required to submit an annual budget packet to the ACF Office of Grants Management (OGM) by August 1 of each year pursuant to 45 CFR 309.130(b)(2). A budget packet includes: the signed SF-424, SF-424A, indirect cost rate, budget justification narrative, and supporting documentation (such as copies of contracts and leases).



- The annual budget is only an estimate. We are not required to spend the entire amount in the budget estimate. Not spending the full budgeted amount does not negatively affect the amount of funds we can request in future years. If there are unexpected expenses during the funding period, we can submit a budget modification for additional funding.
- OGM will issue a Notice of Award (NOA) letter in early October (generally on October 1) unless they require additional information. The NOA is available in [GrantSolutions](#). If we are not using GrantSolutions, OCSE will send a soft copy to the tribal child support director. The NOA establishes the amount of the award and the fiscal year for which the award may be spent. The letter includes a list of budget categories indicating how much money we requested for each line item in our proposed budget and how much was approved and awarded.
- The NOA references the Terms and Conditions of our grant award with a link to the document. The Terms and Conditions document contains important information, such as a list of regulations and policies that pertain to the grant and how and when to report financial data.
- While not mandated, we may want to consider submitting our annual budget through [GrantSolutions](#). We can use this automated tool to upload and submit our annual budgets. One advantage of submitting the budget in this manner is that we can see the status of our application. We can also access the NOA as soon as OGM issues it. If we submit our annual budget by mail, OGM will upload the information into GrantSolutions for processing by ACF staff.
- Tribal child support programs with grants of less than \$1 million per annual funding period will receive a single annual award pursuant to 45 CFR 309.130(a)(2). Programs with grants of \$1 million or more per funding period may receive allotments quarterly. OGM deposits grant funds into our Payment Management System (PMS) account, allowing the tribal fiscal office to draw down funds to cover expenses through the end of the quarter.
- The funding period is the 12-month federal fiscal year (October 1 – September 30). The child support program must obligate (commit) the funds it will use no later than the last day of the funding period. The funds then must be liquidated (spent) by the last day of the following fiscal year (the second year). We must return any funds we do not obligate or liquidate by these dates to ACF.





- There may be times during the funding period when we have to make changes to our budget. We are required to submit either a budget revision or a budget modification to request the additional funds.
- The child support program is required to submit reports throughout the year (due quarterly or annually). If we do not submit our required reports timely, we are at risk of having our federal funds suspended. It is important that program and fiscal staff work together to submit required reports on time. OCSE uses our reported data for the Annual Report to Congress, which highlights the significant work we do to support the families in our program.

