

focus on and achieve ACF and HHS goals and priorities.

The Office takes action to approve certain state plans and submits recommendations to the Assistant Secretary for Children and Families concerning state plan disapproval. The Office contributes to the development of national policy based on regional perspectives on all ACF programs.

The Office provides policy guidance to state, county, city or town and tribal governments and public and private organizations to assure consistent and uniform adherence to federal requirements governing ACF programs. The Office provides technical assistance to entities responsible for administering ACF programs to resolve identified problems, ensures that appropriate procedures and practices are adopted, works with appropriate state and local officials to develop and implement outcome-based performance measures and monitors the programs to ensure their efficiency and effectiveness. It ensures that these entities conform to federal laws, regulations, policies and procedures governing the programs, and exercises all delegated authorities and responsibilities for oversight of the programs. The Office also reviews cost estimates and reports for ACF grant programs and recommends funding levels. The Office performs systematic fiscal reviews and makes recommendations to the Regional Administrator to approve or disallow costs under ACF grant programs and to approve, defer or disallow claims for federal financial participation in ACF formula and entitlement grant programs. As applicable, recommendations are made on the clearance and closure of audits of state and local grantee programs, paying particular attention to financial management deficiencies that decrease the efficiency and effectiveness of the ACF programs and taking steps to monitor the resolution of such deficiencies. The Office issues certain grant awards based on a review of project objectives, budget projections, and proposed funding levels. The Office establishes regional financial management priorities and reviews cost allocation plans, and assists in the review of office automation systems in the region and state systems projects for ACF programs.

The Office provides leadership in forming results-oriented, customer-focused partnerships with administrators of ACF programs. The Office is also responsible for providing administration and management support for the Regional Office. The Office is responsible for day-to-day operational management of regional

administrative functions, including budget, performance management, procurement, property management, employee relations, human resource development activities and communications.

The Office represents ACF at the regional level in executive communications within ACF, with the HHS Regional Director, other HHS operating divisions, other Federal agencies, and public or private local organizations representing children and families.

III. Region II, New York Office of ACF

A. Delete KD2.10 Organization in its entirety and replace with the following:

KD2.10 Organization. The Administration for Children and Families, Region II, New York Office is organized as follows:

Office of the Regional Administrator (KD2A)

Office of Management and Data Services (KD2B)

Office of State and Youth Programs (KD2C)

Office of Early Childhood Programs (KD2D)

B. Delete KD2.20 Functions, Paragraph A, in its entirety and replace with the following:

KD2.20 Functions. A. The Regional Office is headed by a Regional Administrator who reports to the Assistant Secretary for Children and Families through the Director, Office of Regional Operations. The Office is responsible for the Administration for Children and Families' key national goals and priorities. It represents ACF's regional interests, concerns, and relationships within the Department and among other Federal agencies and focuses on state agency culture change, more effective partnerships, and improved customer service. The Office provides executive leadership and direction to state, county, city, territorial and tribal governments, as well as public and private local grantees to ensure effective and efficient program and financial management. It ensures that these entities conform to federal laws, regulations, policies and procedures governing the programs, and exercises all delegated authorities and responsibilities for oversight of the programs. The Office takes action to approve certain state plans and submits its recommendations to the Assistant Secretary for Children and Families concerning state plan disapproval. The Office contributes to the development of national policy based on regional perspectives for all ACF programs. It oversees ACF operations and the

management of ACF regional staff; coordinates activities across regional programs; and assures that goals and objectives are carried out. The Office alerts the Assistant Secretary for Children and Families to problems and issues that may have significant regional or national impact. It represents ACF at the regional level in executive communications within ACF, with the HHS Regional Director, other HHS operating divisions, other Federal agencies, and public or private local organizations representing children and families.

Within the Office of the Regional Administrator, an administrative staff directs the development of regional work plans related to the overall ACF strategic plan; tracks, monitors and reports on regional progress in the attainment of ACF national goals and objectives; and manages special and sensitive projects. It serves as the focal point for public affairs and contacts with the media, public awareness activities, information dissemination and education campaigns in accordance with the ACF Office of Public Affairs and in conjunction with the HHS Regional Director; and assists the Regional Administrator in the management of cross-cutting initiatives and activities among the regional components.

C. Delete KD2.20 Functions, Paragraph B in its entirety and replace with the following:

B. The Office of Management and Data Services is headed by an Assistant Regional Administrator for Operations who reports to the Regional Administrator. The Office provides day-to-day support for regional administrative and grants management functions, and provides data management and statistical analysis support to all Regional Office components. Administrative functions include budget planning and execution, facility management, employee relations, and human resources development. The Assistant Regional Administrator, acting in the capacity of Financial/Grants Management Officer, and staff provide expertise in business and other non-programmatic areas of grants administration and help ensure that grantees fulfill requirements of laws, regulations, and administrative policies. The Office establishes regional financial management priorities; reviews cost allocation plans; and makes recommendations to the Regional Administrator to (1) approve, defer or disallow claims for federal financial participation in ACF formula and entitlement programs and (2) approve or disallow costs under ACF discretionary