

grant programs. As applicable, it makes recommendations on the clearance and closure of audits of state and grantee programs, paying particular attention to deficiencies that decrease the efficiency and effectiveness of ACF programs and taking steps to resolve such deficiencies.

The Office represents the Regional Administrator on administrative and grants management matters with ACF central office, states, contractors and grantees. It alerts the Regional Administrator to problems or issues that have significant implications for functional areas under its jurisdiction.

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

C. The Office of State and Youth Programs is headed by an Assistant Regional Administrator who reports to the Regional Administrator and consists of: Child Support Enforcement Division; Self-Sufficiency Programs Division; and Youth and Family Services Division.

The Office is responsible for providing centralized program, financial management and technical administration of certain ACF formula, entitlement, block and discretionary programs, such as Temporary Assistance to Needy Families (TANF), Child Care Development Fund, Child Support Enforcement, Child Welfare Services, Family Preservation and Support, Foster Care and Adoption Assistance, Child Abuse and Neglect, and Runaway and Homeless Youth.

The Office represents the Regional Administrator in dealing with ACF central office, states and grantees on all program and financial management policy matters for programs under its jurisdiction. It alerts the Regional Administrator to problems or issues that have significant implications for the programs.

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

D. The Office of Early Childhood Programs is headed by an Assistant Regional Administrator who reports to the Regional Administrator and consists of: New Jersey and Caribbean Division; and New York State Division.

The Office is responsible for providing a centralized program, financial management and technical administration of certain ACF formula, entitlement, and discretionary programs, such as Head Start and Early Head Start Programs, and Developmental Disabilities.

The Office represents the Regional Administrator in dealing with ACF central office, states and grantees on all program and financial management policy matters for programs under its

jurisdiction. It alerts the Regional Administrator to problems or issues that have significant implications for the programs.

IV. Region III, Philadelphia Office of ACF

A. Delete KD3.10 Organization in its entirety and replace with the following:

KD3.10 Organization. The Administration for Children and Families, Region III, Philadelphia Office, is organized as follows:

Office of the Regional Administrator (KD3A)

Office of Program and Administrative Support (KD3B)

Office of Family Services (KD3C)

Office of Child Development and Developmental Disabilities (KD3D)

B. Delete KD3.20 Functions, Paragraph A, in its entirety and replace with the following:

KD3.20 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 provides executive leadership and directives 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, through its Grants Officer, establishes regional financial management priorities. The Office provides cost allocation and financial support to the Office of Family Services and the Office of Child Development and Developmental Disabilities. The Office takes action to approve certain state plans and submits recommendations to the Assistant Secretary for Children and Families concerning state plan disapproval, where applicable. The Office contributes to the development of national policy based on regional perspectives on 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 met and departmental and agency initiatives 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. The Office provides executive representation for ACF in

regional external communications and serves as ACF liaison with the HHS Regional Director, other HHS operating divisions, other federal agencies, and public or private local organizations representing children and families.

C. Delete KD3.20 Functions, Paragraph B, in its entirety and replace with the following:

B. The Office of Program and Administrative Support is headed by an Assistant Regional Administrator who reports to the Regional Administrator. The Office assists the Regional Administrator in providing day-to-day support for regional administrative functions, including budget, performance management, procurement, property management, financial management, external and internal systems, statistical analyses, employee relations and human resource development activities.

The Office oversees the management and coordination of automated systems in the region, and provides data management and statistical analysis support to all Regional Office components. Data management responsibilities include the development of automated system applications to support and enhance program, fiscal, administrative and quality control operations, and the compilation and analysis of data on demographic and service trends that assist in monitoring and oversight responsibilities. Statistical analysis functions include the review of state and federal sampling procedures. The Office is also responsible for the development and maintenance of internal software applications to support the operation of the region's other components and provides backup to the OIS on-site Systems Administrator. The Office represents the Regional Administrator on administrative matters and on internal and state systems matters with ACF central office, states, contractors and grantees. It alerts the Regional Administrator to problems or issues that have significant implications for functional areas under its jurisdiction.

D. Delete KD3.20 Functions, Paragraph C, in its entirety and replace with the following:

C. The Office of Family Services is headed by an Assistant Regional Administrator who reports to the Regional Administrator.

The Office is responsible for providing centralized management, financial management services, and technical administration of ACF formula, block and entitlement programs such as TANF (Temporary Assistance to Needy Families), Child