

and improved customer service. The Office provides executive leadership and direction to state, county, city, 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 and coordinates the regional continuity of operations plan (COOP) in conjunction with the Regional Director, Regional Health Administrator and GSA. Also, the Office coordinates activities across regional programs; coordinates regional initiatives and operations; 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. The Deputy Regional Administrator serves as the full deputy or "alter ego" to the Regional Administrator, Administration for Children and Families. The Deputy assists the Regional Administrator with responsibility for providing executive direction, leadership and coordination to all ACF programs, financial operations and related activities in the Region. The Deputy has primary responsibility for managing the day-to-day operations. In the absence of the Regional Administrator, the Deputy acts on all matters within the jurisdiction of the Regional Administrator with full authority. Within the Office of the Regional Administrator, are the Management and Administration, and Fiscal Integrity Teams along with the Grants Officer. The Deputy supervises and directs the activities of these teams, focusing on regional administrative functions, including budget planning and execution, procurement, facility and property management, financial management, employee relations, human resources development,

performance management, media inquiries and public affairs activities.

1. The Management and Administration Team directs and facilitates 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 coordinates and manages special and sensitive projects. Additionally it manages administrative functions, budget planning and execution and human resource development. It serves as the focal point for public affairs, 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 regional components.

2. The Fiscal Integrity Team is responsible for providing centralized financial management and technical administration of certain ACF formula, discretionary, entitlement and block grant programs. These programs include Temporary Assistance to Needy Families, Child Support, Child Welfare Services, Foster Care and Adoption Assistance, Child Abuse and Neglect, Developmental Disabilities and Runaway and Homeless Youth. It provides expert grants management technical support to the Office of Family Self-Sufficiency and the Office of Family and Child Development to resolve complex problems in such areas as cost allocation, accounting principles, audit, deferrals and disallowances. It provides data management support to all Regional Office components.

3. The Grants Officer, functioning independently of all program offices, provides program staff with expertise in the technical and other non-programmatic areas of grants administration, and provides appropriate internal controls and checks and balances to ensure financial discretionary grants integrity in all phases of the grants process. The Grants Officer, in conjunction with the Fiscal Integrity Team, provides guidance to program offices on more complex financial management issues. The Grants Officer approves and signs all discretionary grants.

C. Delete KD5.20 Functions, Paragraph B, in its entirety and replace with the following:

B. The Office of Family Self-Sufficiency Programs is headed by a Director who reports to the Deputy Regional Administrator. The Office of Family Self-Sufficiency 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 provides guidance and direction to States and grantees to improve the efficiency and effectiveness of ACF programs. It alerts the Deputy Regional Administrator to problems or issues that have significant implications for the programs. The Office consists of two branches operating collaboratively within a Tri-State team environment to administer Child Support Enforcement, Child Welfare Services, Foster Care and Adoption Assistance, Child Abuse and Neglect, Temporary Assistance to Needy Families and Runaway and Homeless Youth Programs for assigned states. The two branches provide policy guidance to states to assure consistent and uniform adherence to federal requirements governing formula, entitlement, block and discretionary grant programs. The two Branches are the Illinois, Indiana, Michigan Branch and the Minnesota, Ohio, Wisconsin Branch. The Office also consists of the Program Integration and Collaboration Team. The Program Integration and Collaboration Team provides administrative support, training, and facilitation of cross-cutting program initiatives and projects.

D. Delete KD5.20 Functions, Paragraph C, in its entirety and replace with the following:

C. The Office of Family and Child Development is headed by a Director who reports to the Deputy Regional Administrator. The Office is responsible for providing centralized program, financial management and technical administration of certain ACF discretionary, formula and block grant programs, such as Head Start, Early Head Start, Developmental Disabilities and the Child Care and Development Fund. The Office of Family and Child Development 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 Deputy Regional Administrator to problems or issues that have significant implications for the programs.

The Office consists of three branches operating collaboratively within a Bi-State team environment to administer Head Start, Early Head Start and Child Care programs and a Program Integration and Collaboration Team. The Program Integration and Collaboration Team provides administrative support, training and facilitation of cross-cutting program initiatives and projects in addition to administering the