



**CBCAP  
New State Lead  
Orientation  
Manual**

*April 2019*



**FRIENDS National Center for Community-Based Child Abuse Prevention Programs**

800 Eastowne Drive, Suite 105, Chapel Hill, NC 27514, (919) 490-5577, [www.friendsnrc.org](http://www.friendsnrc.org)

*A service of the Children's Bureau*



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# FRIENDS National Center for Community-Based Child Abuse Prevention

*A service of the Children's Bureau*

Dear CBCAP New State Lead,

Congratulations on your new position with your State's Community-Based Child Abuse Prevention Program (CBCAP). FRIENDS National Center is funded by the Children's Bureau, the same office that funds your CBCAP program. FRIENDS is designed to support CBCAP grantees in carrying out their responsibilities under Title II of the Child Abuse Prevention and Treatment Act (CAPTA).

We look forward to supporting you by providing training and technical assistance (TTA) and helping you identify successful practices in other states that might help your program implementation. Some examples of the types of TTA that FRIENDS provides include: monthly CBCAP peer learning calls, FRIENDS website, online learning center, CBCAP listserv, and onsite trainings on topics such as selecting and implementing evidence-based programs and practices, conducting outcome evaluations and promoting and supporting parent leadership. On a quarterly basis, at a minimum, we will contact you to update you on current developments and see how we might be of help. If you have not already been contacted by your FRIENDS Technical Assistance Coordinator, you will be shortly.

Enclosed is an overview of information regarding FRIENDS and CBCAP. You may already have located some of these resources on the FRIENDS website at [www.friendsnrc.org](http://www.friendsnrc.org), but we've found it useful to provide a concise packet in order to give new CBCAP State Leads a better understanding of the legislation and resources available to you. We look forward to talking with you soon.

Sincerely,

A handwritten signature in black ink that reads "Valerie Spiva Collins".

Valerie Spiva Collins  
Director, FRIENDS  
Phone: 919-388-2266  
Email: [vscollins@friendsnrc.org](mailto:vscollins@friendsnrc.org)

cc. Julie Fliss  
Federal Project Officer, Office on Child Abuse and Neglect  
Phone: 202-205-8879  
Email: [Julie.Fliss@acf.hhs.gov](mailto:Julie.Fliss@acf.hhs.gov)

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# Community-Based Child Abuse Prevention (CBCAP) Programs

## Overview of CBCAP

CBCAP programs were established by Title II of the Child Abuse Prevention and Treatment Act (CAPTA) Amendments of 1996 and most recently reauthorized in December of 2010 by the CAPTA Reauthorization Act of 2010 (P.L. 111-320). The purpose of the CBCAP program is:

1. to support community-based efforts to develop, operate, expand, enhance, and coordinate initiatives, programs, and activities to prevent child abuse and neglect and to support the coordination of resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect; and
2. to foster understanding, appreciation and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect.

The CAPTA legislation has a rich history, beginning with the Child Abuse Prevention Federal Challenge Grants Act in 1984 — the first law to direct Federal funds specifically to assist State efforts in preventing child abuse and neglect. Amendments to the law in 1992 and 1994 broadened the earlier legislation to include the provision of community-based child abuse prevention activities and family resource services. The 1996 amendments, provided States with additional incentives to create statewide networks for ensuring the safety of children in their families and neighborhoods, and to support activities designed to prevent the occurrence, as well as the reoccurrence, of child maltreatment.

The Community-Based Family Resource and Support (CBFRS) program legislation, Title II of the Child Abuse Prevention and Treatment Act (CAPTA), reauthorized on June 25, 2003, as part of the Keeping Children and Families Safe Act 2003, presented a unique opportunity to build upon the strong foundation of the program developed by the States over the last several years. During the reauthorization, the CBFRS program was renamed “Community-Based Grants for the Prevention of Child Abuse and Neglect.” For our administrative convenience, this Title II program is now referred to as the Community-Based Child Abuse Prevention (CBCAP) program.

The changes in 2003 placed an emphasis on supporting community-based efforts to develop, operate, expand, enhance, and where appropriate to network, initiatives aimed at the prevention of child abuse and neglect, and to support networks of coordinated resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect. There was also a strong emphasis on demonstrating a meaningful commitment to parent leadership, including parents of children with disabilities, parents with disabilities, racial and ethnic minorities, and members of other underrepresented or underserved groups. The legislation built upon many of the core provisions of the CBFRS program, while emphasizing some additional elements to strengthen and support the health and well-being of families and to build the capacity of the State lead agencies. The 2003 legislation included

provisions requiring that lead agencies have the capacity to support community-based and prevention-focused programs and activities that: (1) are based on State and community interagency partnerships; and (2) are implemented through an interdisciplinary, collaborative public-private structure that includes parents as full partners. Another prevailing theme of the 2003 legislation is that lead agencies were required to seek innovative approaches to coordinating funding streams and leveraging additional resources to augment the Federal funds.

To learn more about the CBCAP program, visit <http://friendsnrc.org/what-is-cbcap>.

The CAPTA Reauthorization Act of 2010; Title II of the Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5116 et seq.), as amended by P.L. 111-320, enacted on December 20, 2010, include new purposes for CBCAP grantees such as:

- developing a continuum of prevention services for unaccompanied homeless youth;
- involving parents in the planning, implementation, planning and improvement of community-based child abuse prevention programs that build on the strengths of families; and
- inclusion of substance abuse treatment services and domestic violence services as types of prevention services that can be funded under CBCAP.

In addition, the Act amends and added to the allowable uses of grants, under the local program requirements, the development of a comprehensive strategy to provide services to parents who are adult former victims of domestic violence or child abuse or neglect; provided for core child abuse and neglect prevention services to include respite care services; and added to optional services the inclusion of domestic violence service programs for children and their non-abusing caregivers.

## What are the intended outcomes of CBCAP?

A long-term outcome for CBCAP is to decrease the rate of children who are first-time victims of child maltreatment. A second outcome is to decrease the rate of first-time perpetrators of child abuse. Both outcomes are measured using data from the National Child Abuse and Neglect Data System (NCANDS). NCANDS data is submitted annually by each of the 50 states, the District of Columbia and the Commonwealth of Puerto Rico.

Outcome Measure	Annual Target
To reduce the rate of first time victims of maltreatment per 1,000 children.	0.20 annual reduction from previous FFY
To reduce the rate of first time perpetrators of child abuse.	No annual target

Another goal is to increase the percentage of total CBCAP funding that supports evidence-based and evidence-informed (EB/EI) child abuse prevention programs and practices. States are encouraged to explore and consider implementing EB/EI programs and practices that have been shown to effectively address the unmet needs of their population based on the outcomes of their needs assessments. CBCAP leads are required to include information on EB/EI that have been implemented as part of their CBCAP programs. For more information, visit <http://friendsnrc.org/evidence-based-practice-in-CBCAP>.

Efficiency Measure	Annual Target
To increase the percentage of CBCAP total funding that supports evidence-based and evidence-informed child abuse prevention programs and practices.	3 percentage points increase over previous FFY

## What activities are authorized under CBCAP?

CBCAP programs are authorized to fund child abuse prevention programs in their service area that provide a multitude of services and supports. These services and programs can:

- Provide comprehensive support for parents.
- Promote the development of parenting skills.
- Increase family stability.
- Improve family access to formal and informal resources; including access for unaccompanied homeless youth.
- Support needs of families with children with disabilities through respite or other activities.
- Provide referrals for early health and development services.

- Demonstrate a commitment to parent involvement in the planning and program implementation of the lead agency and local programs funded under CBCAP.

Programs can also:

- Foster the development of a continuum of preventive services for children and families, including unaccompanied homeless youth, through State and community-based collaborations and partnerships, both public and private.
- Finance the start-up, maintenance, expansion or re-design of specific family resource and support community-based child abuse and neglect prevention program services identified by the inventory of unmet needs and integrated with the network of programs.
- Maximize funding through the leveraging of funds for the financing, planning, community mobilization, collaboration, assessment, information and referral, start-up, training and technical assistance, information management and reporting, and evaluation costs for prevention focused programs and activities.
- Finance public information activities that focus on healthy positive development of parents and children and promotion of child abuse prevention activities.
- Coordinate or participate in, and the network's role in the promotion and observance of Child Abuse Prevention Month.
- Design an evaluation plan and approach which includes the results of evaluation, or the outcomes of monitoring, conducted under the State program to demonstrate the effectiveness of activities. States are strongly encouraged to develop evaluation plans which incorporate a continuum of evaluation approaches including quantitative and qualitative data collection methods. This evaluation plan can include a peer review process. For more information, visit <http://friendsnrc.org/evaluation-toolkit>.

## What is the target population for CBCAP programs?

SLAs are encouraged to identify and work with their funded providers to engage special populations that they find are particularly vulnerable based on the unique needs of their states and communities. States are also encouraged to tailor services to the needs of their specific communities. These families include:

- Parents (all, new, teens, etc.)
- Parents and/or children with disabilities
- Racial and ethnic minorities
- Members of underserved or underrepresented groups
- Fathers
- Homeless families and those at risk of homelessness
- Unaccompanied homeless youth
- Adult former victims of domestic violence or child abuse or neglect
- Incarcerated parents re-entering the community
- Refugee or immigrant populations
- Tribal communities and others

CBCAP programs should have some activities available to the general population such as public awareness and education about preventing child abuse and neglect. For more information on what other states are funding, visit <http://friendsnrc.org/state-resources>.

## What requirements are present for CBCAP State Leads?

### Annual Report

Each State's annual program report should include: (1) the State's activities conducted during the grant award in the previous year, and (2) specific information to demonstrate compliance with the requirements for these funds.

Once the reports are submitted, FRIENDS compiles the information and captures the current trends and areas of focused programming. To read these summaries, visit <https://friendsnrc.org/state-resources/state-report-highlights> or to view the CBCAP Digital Summary, visit <https://friendsnrc.org/2017-cbcap-state-reports-summary>.

### CBCAP Annual Grantee Meeting

Each State must allocate sufficient funds to provide for at least one representative from the state to attend an annual 2-5 day federally initiated CBCAP grantees conference. Attendance at this meeting is a grant requirement. For information on the CBCAP Grantee Meeting, visit <https://friendsnrc.org/cbcap-events/grantees-meeting>.

## How much is the funding allotment for each state or program?

The appropriation for FFY 2018 was \$39,764,000. Of that allotment, 1% is set aside to fund Indian tribes/tribal organizations and migrant programs. For more information on the Tribal and Migrant program visit: <https://friendsnrc.org/tribal-and-migrant-grantees>.

The remainder of the funds are distributed to states and territories under a formula grant. This process allows that:

- Seventy percent (70%) of the funds will be allotted proportionately among the states based on the number of children under age 18 residing in each state, except that no state shall receive less than \$175,000. Given the increase in the FFY 2005 appropriation, a decision was made to set the minimum grant for this 70% portion to \$200,000 so that all States may benefit from the increase.
- Thirty percent (30%) of the funds will be allotted proportionately among the states based on the amount of private, State or other non-Federal funds leveraged and directed through the currently designated state lead agency in the preceding fiscal year.

The funding allotments are estimations each year based on the variables present in determining funding amounts. Each state must provide cash match of 20% in non-Federal funding of the total allotment. The match funds may come from state or private funding.

Estimated funding allotments for each fiscal year can be found in the Program Instruction.

## How do states apply for funding?

The Governor in each state designates a lead entity to administer the funds for the implementation of community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect. Once designated, State lead agencies must then submit an application for funding annually. The instructions for this application are included in a Program Instruction (PI) that is released in the spring of each year.

The Program Instruction for the current fiscal year can be found at: <http://friendsnrc.org/current-cbcap-program-instruction>.

## Who manages the CBCAP program at the Federal Level?

The Office on Child Abuse and Neglect (OCAN) at the Children's Bureau, Administration for Children and Families, U.S. Department of Health and Human Services is responsible for overseeing and managing the CBCAP program. OCAN provides support to the CBCAP grantees through many avenues which include the provision of funds to the National Center on CBCAP or FRIENDS which is available to provide training and technical assistance to lead agencies on the requirements of the program. In addition, OCAN staff work closely with the ACF Regional Office staff who also provide a secondary review of the State applications and reports.

The Children's Bureau (CB) partners with federal, state, tribal and local agencies to improve the overall health and well-being of our nation's children and families. With an annual budget of almost \$8 billion, the Children's Bureau provides support and guidance to programs that focus on:

- **Strengthening families** and preventing child abuse and neglect
- **Protecting children** when abuse or neglect has occurred
- Ensuring that every child and youth has **a permanent family** or family connection

The Children's Bureau seeks to improve outcomes in the following key areas:

- **Safety**—Preventing and responding to maltreatment of children
- **Permanency**—Stabilizing children's living situations and preserving family relationships and connections
- **Well-Being**—Enhancing families' capacity to meet their children's physical, mental health and educational needs

For more information, visit <http://www.acf.hhs.gov/programs/cb>

# How to Request On-Site Training and Technical Assistance (T/TA)

## Guidelines

To ensure fair distribution of limited resources, the following guidelines have been developed. FRIENDS will make every effort to remain flexible and to respond to as many requests for T/TA as possible. Requests for on-site training and technical assistance must come from the CBCAP State Lead Agency.

1. One request from each State for an on-site training and technical assistance (T/TA) visit of up to three days will be considered during the first six months of each Federal fiscal year (October 1 - March 31).
2. If travel funds are still available, an additional request for on-site T/TA will be considered from each State during the second half of each federal fiscal year (April 1 - September 30).

## Process

1. Requesting on-site training and technical assistance begins with a call to your FRIENDS T/TA Coordinator to discuss your request.
2. Your T/TA Coordinator will complete an on-site intake form and send it to the interested parties for review within one week.
3. Once the on-site form is reviewed and approved, FRIENDS staff will identify the provider best suited to performing the requested T/TA.
4. Once a provider is selected, the T/TA Coordinator will submit a copy of the on-site form to the CBCAP Federal Project Officer, Julie Fliss or Sharon McKinley, and the appropriate ACF regional contact for the receiving state.
5. Following the on-site T/TA visit, another letter or e-mail message describing the assistance received (including dates, location, participants and satisfaction regarding whether intended outcomes were met) should be sent by the state on-site contact to Alicia Luckie, FRIENDS T/TA Supervisor at [aluckie@friendsnrc.org](mailto:aluckie@friendsnrc.org) with courtesy copies sent to your ACF regional office contact and Julie Fliss at [Julie.Fliss@acf.hhs.gov](mailto:Julie.Fliss@acf.hhs.gov) or Sharon McKinley at [Sharon.McKinley@acf.hhs.gov](mailto:Sharon.McKinley@acf.hhs.gov).

If you have any questions about the FRIENDS on-site T/TA request process, please feel free to contact your State T/TA Coordinator. To find out your State T/TA Coordinator, visit <http://friendsnrc.org/state-assignments>.

# FRIENDS National Center for CBCAP

## What does FRIENDS stand for?

FRIENDS is an acronym for Family Resource Information, Education, and Network Development Service.

## What is FRIENDS National Center for Community-Based Child Abuse Prevention (CBCAP)?

FRIENDS National Center for Community-Based Child Abuse Prevention (CBCAP) is a service of the U.S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau. We are a federally mandated Training and Technical Assistance Provider for CBCAP grantees.

## Who is FRIENDS?

Chapel Hill Training Outreach Project, Inc. (CHTOP), the lead agency for FRIENDS, provides a team of qualified staff and consultant experts in the field of child abuse and neglect prevention that offer T/TA to CBCAP grantees in order to build their capacity to meet the requirements of Title II of the Child Abuse Prevention and Treatment Act (CAPTA) as amended in 2010.

## What does FRIENDS provide?

We provide our service through a coordinated effort with other national organizations and initiatives with the aim of preventing child abuse and neglect and supporting families. Our consultants and partners allow us to offer cutting edge services from leaders in the prevention field. FRIENDS provides specialized training and assistance in:

- Designing and conducting needs assessments and strategic planning
- Program planning and implementation
- Program self-assessment and continuous quality improvement
- Outcome accountability and evaluation
- CBCAP applications and annual program performance reports
- Outreach to diverse populations
- Coordination and collaboration
- Parent leadership and involvement

The following graphic represents FRIENDS training opportunities include three tiers of training and technical assistance: Universal Capacity Building, Targeted and Specialized, and Tailored and Intensive Capacity Building.

# Tiers of Training and Technical Assistance (TTA)

<p><b>Tier1 Universal Capacity Building</b></p> <p><u>For Everyone</u></p> <ul style="list-style-type: none"><li>• Website Resources</li><li>• Online Learning Center</li><li>• FRIENDS Listserv</li></ul>	<p><b>Tier 2 Targeted and Specialized</b></p> <p><u>For CBCAP Leads and their Grantees</u></p> <ul style="list-style-type: none"><li>• All Tier 1 and Tier 2 TTA</li><li>• Onsite TTA</li><li>• Peer Learning Calls</li><li>• CBCAP Listserv</li><li>• TA offered by teleconference, webinar, or email</li></ul>	<p><b>Tier 3 Tailored and Intensive Capacity Building</b></p> <p><u>Partnership between FRIENDS and CBCAP Leads</u></p> <ul style="list-style-type: none"><li>• Pre-determined amount of time</li><li>• Desired systems change and implementation</li><li>• All tiers of TTA</li><li>• Ongoing regular coaching</li><li>• Consultation and resource sharing</li></ul>
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# **FRIENDS Contractor Organizations**

## **University of Kansas, Center for Public Partnerships and Research**

The Center for Public Partnerships and Research (CPPR) at the University of Kansas is a multi-disciplinary team who work to optimize the well-being of at risk children, youth, and families by generating responsive solutions that improve practice, inform policy, and advance knowledge. In partnership with FRIENDS, CPPR will provide technical assistance and training in two areas—Collective Impact and Cost Analysis. For more information, visit <https://cpr.ku.edu/>.

## **Educational Training, Evaluation, Assessment & Measurement (E-TEAM) Department at the University of Oklahoma**

E-TEAM is an independent department within the University of Oklahoma that provides research and evaluation services. E-TEAM is a full-service department with decades of experience in evaluation and assessment, database design, interface development, and all phases of research data processing. E-TEAM is made up of senior research associates, data analysts, technical writers, database developers and managers, and a pool of research assistants.

### **Evaluating Training and Technical Assistance (T/TA) delivered to all constituents**

The E-TEAM department at the University of Oklahoma specializes in developing and implementing comprehensive evaluation plans. Evaluation is an integral component of the continuous quality improvement (CQI) process by providing feedback to FRIENDS T/TA staff and administrators. Through this process, E-TEAM will conduct a needs assessment of CBCAP grantees, evaluate customer and consumer satisfaction of all forms of T/TA, and provide ongoing support to FRIENDS staff to help improve the T/TA process. For more information, visit <http://eteam.ou.edu>.

# FRIENDS Parent Advisory Council

The FRIENDS Parent Advisory Council (PAC) provides overall program direction and guidance to the activities of the FRIENDS National Center for CBCAP and the CBCAP lead agencies. Members of the Parent Advisory Council (PAC) share their experience and expertise in parent leadership through their active participation in FRIENDS training and technical assistance activities. The PAC consists of parent leaders representing a diversity of geography, gender and culture. FRIENDS extends a call for nominations for the PAC when seeking members with knowledge to address or expand a specific area of focus in the CBCAP community. PAC members are nominated by CBCAP State Leads.

The PAC supports the work of FRIENDS and CBCAP through numerous roles and opportunities including:

- Publish and disseminate 4 editions of the Parents and Practitioners Newsletter annually
- Identify Parent Leadership Month Resources for CBCAP
- Serve on FRIENDS and Partner workgroups and committees as requested
- Participate in activities held at the state level: annual calls, new state lead orientations, on-site training and technical assistance
- Serve on FRIENDS National Advisory Council (NAC). For more information, visit <https://friendsnrc.org/national-advisory-council>.
- Participate in meaningful roles during CBCAP annual Grantees Meeting
- Assist with planning and implementation of CBCAP Peer Learning Calls and Webinars
- Review e-learning courses, website content and new trainings
- Assist states in identifying mechanisms to create, support or enhance meaningful parent input and leadership

For more information on the FRIENDS Parent Advisory Council, visit <http://friendsnrc.org/parent-advisory-council>.

# FRIENDS National Center Resources

Resources related to CBCAP are available on the FRIENDS Website. The resources include publications, fact sheets, webinars, state summaries, annual reports and applications, web portal, State Lead Agency and Tribal and Migrant programs contact information and links to other prevention resources and a listing of available services from FRIENDS, visit <http://www.friendsnrc.org>.

FRIENDS National Center maintains a listserv for the CBCAP community. We provide useful information to the field and timely updates on funding and other events. To sign up for the listserv, visit <http://friendsnrc.org/resources/listserve>.

The Online Learning Center is designed to meet the demands of providing high quality, subject specific training free of charge for CBCAP State Lead Agencies and Tribal and Migrant programs and their grantees and others. The Online Learning Center is designed to offer accessible continuing education and professional development opportunities that are available at any time. FRIENDS currently has courses on Protective Factors, Logic Models, Data Management, Maximizing Fiscal Resources, Continuous Quality Improvement, Creating Effective Parent-Practitioner Partnerships, Parent Leadership, CBCAP 101, Engaging Tribes, Evidence-Based 101, Qualitative Data, Implementation Science, and Financial Decision Making for Practitioners and Parents. Visit the Online Learning Center: <http://friendsnrcelearning.org/>

# FRIENDS National Center for Community-Based Child Abuse Prevention

## Staff List

**Valerie Spiva Collins, Director**

(919) 388-2266

Email: vscollins@friendsnrc.org

**Mary Jo Alimena Caruso, T/TA Coordinator**

(724) 591-5448

Email: mjcaruso@friendsnrc.org

**Region 2: New Jersey, Puerto Rico**

**Region 3: Delaware, District of Columbia,**

**Maryland, Pennsylvania, Virginia, West Virginia**

**Region 5: Michigan, Minnesota, Ohio, Wisconsin**

**Carolyn Abdullah, T/TA Coordinator**

(336) 997-9856

cabdullah@friendsnrc.org

**Region 1: Connecticut, Maine, Massachusetts,**

**New Hampshire Rhode Island, Vermont**

**Region 2: New York**

**Region 4: Kentucky, North Carolina, Mississippi,**

**South Carolina, Tennessee**

**Region 5: Illinois, Indiana**

**Casandra Firman, T/TA Coordinator**

(360) 769-7167

Email: cfirman@friendsnrc.org

**Region 8: Montana, North Dakota, South**

**Dakota, Utah**

**Region 9: Arizona, California, Hawaii**

**Region 10: Alaska, Idaho, Oregon, Washington**

**Tribal and Migrant Grantees**

**Alicia Luckie, T/TA Supervisor**

(850) 279-4914

Email: aluckie@friendsnrc.org

**Region 4: Alabama, Florida, Georgia**

**Yvette Layden, Associate Director of Administrative  
Services**

(919) 490-5577, ext. 222

Email: ylayden@friendsnrc.org

**Emily Turner, Administrative Assistant**

(919) 490-5577, ext. 224

Email: eturner@friendsnrc.org

**Edi Winkle, T/TA Coordinator**

(918) 279-6682

Email: ewinkle@friendsnrc.org

**Region 6: Arkansas, Louisiana, New Mexico,  
Oklahoma, Texas**

**Region 7: Iowa, Kansas, Missouri, Nebraska**

**Region 8: Colorado, Wyoming**

**Region 9: Nevada**

## **Federal Staff Assigned to CBCAP**

### **Julie Fliss**

Office on Child Abuse and Neglect Children's

Bureau, ACYF, ACF, HHS

330 C Street, SW

3rd Floor (3419B)

Washington, DC 20201

Phone: 202-205-8879

Email: [Julie.Fliss@acf.hhs.gov](mailto:Julie.Fliss@acf.hhs.gov)

### **Sharon McKinley**

Office on Child Abuse and Neglect

Children's Bureau, ACYF, ACF, HHS

330 C Street, SW

3rd Floor (3419B)

Washington, DC 20201

Phone: 202-475-2465

Email: [Sharon.McKinley@acf.hhs.gov](mailto:Sharon.McKinley@acf.hhs.gov)

# Regional Program Managers

## Region I

Bob Cavanaugh

JFK Federal Building, Room 2000

Boston, MA 02203

Phone: 617-565-2449

bob.cavanaugh@acf.hhs.gov

**States:** Connecticut, Maine, Massachusetts, Rhode Island, Vermont, New Hampshire

## Region II

Alfonso Nicholas

26 Federal Plaza; Room 4114

New York, NY 10278

Phone: 212-264-2890, ext. 145 Email:

alfonso.nicholas@acf.hhs.gov

**States:** New Jersey, New York, Puerto Rico, Virgin Islands

## Region III

Lisa Pearson

150 S. Independence Mall West, Suite 864

Philadelphia, PA 19106

Phone: 215-861-4030

Email: lisa.pearson@acf.hhs.gov

**States:** Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

## Region IV

Shalonda Cawthon

61 Forsyth Street, SW Suite 4M60

Atlanta, GA 30303

Phone: 404-562-2242

Email: shalonda.cawthon@acf.hhs.gov

**States:** Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

## Region V

Kendall Darling

233 N. Michigan Avenue, Suite 400

Chicago, IL 60601

Phone: 312-353-9672

Email: kendall.darling@acf.hhs.gov

**States:** Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

## Region VI

Janis Brown

1301 Young Street; Room 945

Dallas, TX 75202-5433

Phone: 214-767-8466

Email: janis.brown@acf.hhs.gov

**States:** Arkansas, Louisiana, New Mexico, Oklahoma, Texas

## Region VII

Deborah Smith

601 E. 12th Street; Room 276

Kansas City, MO 64106

Phone: 816-426-2262

Email: deborah.smith@acf.hhs.gov

**States:** Iowa, Kansas, Missouri, Nebraska

## Region VIII

Marilyn Kennerson

999 18th Street, South Terrace, 4th Floor

Denver, CO 80202

Phone: 303-844-1163

Email: marilyn.kennerson@acf.hhs.gov

**States:** Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

**Region IX**

Debra Samples

ACF-Department of Health and Human Services

90 7th Street- 9th floor

San Francisco, CA 94103

Phone: 415-437-8626

Email: [debra.samples@acf.hhs.gov](mailto:debra.samples@acf.hhs.gov)

**States:** Arizona, California, Hawaii, Nevada

**Region X**

Paula Bentz

Administration for Children and Families Department  
of Health and Human Services Blanchard Plaza

2201 Sixth Avenue; Suite 300, MS070

Seattle, WA 98121

Phone: 206-615-3662

Email: [paula.bentz@acf.hhs.gov](mailto:paula.bentz@acf.hhs.gov)

**States:** Alaska, Idaho, Oregon, Washington



