



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

May 6, 2013

ALL-COUNTY INFORMATION NOTICE NO. I-20-13

TO: ALL COUNTY WELFARE DIRECTORS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: ANNUAL COUNTY TRAINING PLAN - FISCAL YEAR (FY) 2013-14

The reimbursement of your county's staff development expenditures is subject to completion of an Annual County Training Plan. Please complete your Annual County Training Plan by **August 1, 2013**, to comply with the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP), Division 14, Staff Development Regulations requirements for FY 2013-14.

The Annual Training Plan Form (GEN 1031) is available on the CDSS internet [GEN 1031](#). Please contact the CDSS County Systems & Policy Unit at (916) 651-5107 if you would like a paper copy mailed to you.

Complete the GEN 1031 form, print it, and keep it on file at your office. After completing the GEN 1031, please sign the certification statement (page 10), and mail or fax only the certification, no later than August 1, 2013 to:

CDSS
Fiscal System & Accounting Branch
744 P Street, MS 9-05-03
Sacramento, CA 95814
Attn: Jeff Himalaya
or
Fax (916) 654-1056

In the GEN 1031, the fiscal years are referred to as "Previous Fiscal Year", "Current Fiscal Year", and "Next Fiscal Year." For clarification, in this year's report, "Previous" is FY 2011-12, "Current" is FY 2012-13, and "Next" is FY 2013-14.

INSTRUCTIONS FOR THE ANNUAL COUNTY TRAINING PLAN

PART I: DEMOGRAPHIC INFORMATION

This section contains basic demographic information about your county as well as the staff development function. Please list in items A and B the person(s) responsible for the staff development function.

As a reminder, salaries and benefits of trainers, first-line supervisors of trainers, training coordinators, and administrative and clerical support staff may be charged to the staff development cost pool only if the staff people are assigned to the Staff Development Officer and the charges cover training activities. For those counties that do not have budgeted Staff Development Officers, your County Welfare Director may be considered the full-time Staff Development Officer. The county staff must perform or support the staff development activities identified in the Annual County Training Plan.

For staff assigned to perform staff development training on a part-time basis, the appropriate portion of salaries and benefits may be charged to the staff development cost pool if the staff people are included in the Annual County Training Plan.

For more information, please refer to the [Staff Development and Training Regulations](#), MPP, Division 14, (Chapter 14-400) and the Staff Development Program Code Descriptions.

PART II: PROGRAM STATEMENT

This section contains your accomplishments, goals and objectives. Please include any additional information that would provide a better sense of staff development in your county.

PART III: CHILD WELFARE SERVICES TRAINING PROJECTIONS

This section asks you to estimate the amount of training you provided in Child Welfare Services during the current fiscal year and the training you need in the next fiscal year.

Part III will be administered as an online survey. The survey address is shown on page 4 of the attached GEN 1031 document. Please logon and complete the survey online.

Any questions concerning use of the survey or Part III should be directed to:
CWSTrainingQuestions@dss.ca.gov .

PART IV: TRAINING RECAP

This section provides statistics on county training activities for the current fiscal year.

Section A: "INSERVICE TRAINING" requires information on training developed, coordinated, and conducted by the county welfare department or by a contracted instructor or training agency to meet the sole and specific needs of the welfare department. Please do not include university or college training arranged for your staff (report that in Section C). "Number of Classroom-Workshop Hours" refers to the length of the workshop.

For example, if ten participants (item 1) attend a four-hour workshop (item 2), the number of participant hours (item 3) is 40.

Section C: "UNIVERSITY/COLLEGE TRAINING" requires information on training arranged by contract with a university/college to provide training to your county's social services staff. This arrangement is similar to university training contracts focused on eligibility (Title IV-A university training contracts).

If you do not have statistics for Section D: "FOSTER PARENT TRAINING", you may either provide an estimate or leave the section blank. If you provide an estimate, please indicate "Estimate" on the form.

The last section "Certification of Regulation Mandated Training." contains the regulatory sections regarding mandated training. Please note: A signature is required to affirm certification.

For further information and any questions regarding this year's plan, please contact Jeff Himalaya, Fiscal Systems Bureau at (916) 651-5107 or via e-mail at Jeff.Himalaya@dss.ca.gov.

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO, Chief
Fiscal Systems & Accounting Branch