



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 10, 2016

ALL COUNTY LETTER (ACL) NO. 16-40

TO: ALL COUNTY WELFARE DIRECTORS
ALL ADOPTION REGIONAL AND FIELD OFFICES
ALL COUNTY PROBATION DEPARTMENTS

SUBJECT: ANNUAL CHILD WELFARE SERVICES (CWS) DISASTER
RESPONSE PLAN UPDATE

REFERENCE: CHILD AND FAMILY SERVICES IMPROVEMENT ACT OF 2006
PUBLIC LAW (PL) 109-288, WELFARE AND INSTITUTIONS CODE
(WIC) SECTION 16500.1(c)(1)

This letter is being sent to all 58 county Child Welfare Services (CWS) and Probation Departments to request an annual update to the CWS Disaster Response Plan previously submitted to the California Department of Social Services (CDSS) in 2015.

The Governor declared a State of Emergency for 21 counties in 2015. The CDSS sent the Disaster Questionnaire (DQ), which is used as an offset to the CWS Disaster Plan Template for an immediate status of counties affected when a disaster occurs. The CDSS reviewed the DQ's and verbal responses from the counties and learned that many counties were concerned about the efficiency of their county's tools used to locate dependent, probation, and non-minor children during a disaster. As a result, the CDSS conducted a survey of all the counties to identify the problematic areas and Criteria A on the 2016 CWS Disaster Plan Template was updated to reflect these concerns. All other criteria on the CWS Disaster Plan Template remain the same.

Pursuant to the Child and Family Services Improvement Act of 2006, PL 109-288, Section 6 (16); Part B Section 422 of Title IV of the Social Security Act; and Senate Bill 703, Chapter 583, Section 29 (c) Statutes of 2007; and the WIC Section 16500.1(c)(1); the CDSS as the single state agency is mandated to oversee CWS Disaster Response Plans for California. It is in this capacity that the CDSS is requesting each county

REASON FOR THIS TRANSMITTAL

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

update current changes, as indicated below, of the CWS Disaster Response Plan by using the template attached to this letter.

Disaster response plans must include procedures describing how the county will do the following:

- A. Identify, locate, and continue availability of services for CWS children, Probation children, non-minor dependents, including non-minor dependents residing in foster care, out-of-county placements, children placed in or out of California through the Interstate Compact on the Placement of Children (ICPC), and out-of-state non-minor dependents under county care or supervision who are displaced or adversely affected by a disaster;
- B. Respond, as appropriate, to new CWS cases in areas adversely affected by a disaster and provide services in those cases;
- C. Address and provide care for unaccompanied minors;
- D. Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster;
- E. Preserve essential program records; and
- F. Coordinate services and share information with other states and counties. Include a description of the process utilized by the county to ensure that information regarding children placed pursuant to the ICPC occurs with both the sending state and the CDSS.

The CWS Disaster Response Plan's Criteria A has been revised. The revision includes updates for Probation children, non-minor dependents residing in foster care, and out-of-county placement. The ICPC updates were added in 2014. The ICPC is federal and state law which governs the placement of children out-of-state.

Probation children in CWS care receiving Title IV-E foster care are to be included in the plan. In order to identify, locate, and continue availability of services for these children, the plan requires that local Probation Departments have an Interagency Agreement and a Memorandum of Understanding in place that permits the sharing of specific information regarding probation children during a disaster. Counties are requested to provide a copy of their updated CWS Disaster Response Plans to the CDSS by July 6, 2016.

All County Letter No. 16-40

Page Three

Copies should be sent to:

California Department of Social Services
Attention: Stephanie Reed
Adoptions Services Bureau
744 P Street, MS 8-12-31
Sacramento, CA 95814

If you have any questions regarding the submission of the CWS Disaster Response Plan, please contact Stephanie Reed, Associate Governmental Program Analyst, at (916) 651-8170 or by e-mail at Stephanie.reed@dss.ca.gov for an electronic copy of the template. You may access the CWS Disaster Response Plan Templates on the Departments website at www.childsworld.ca.gov.

Sincerely,

Original Document Signed By:

GREGORY E. ROSE
Deputy Director
Children and Family Services Division

Attachment

c: County Welfare Directors Association of California
Chief Probation Officers of California

Essential Function:	1. Identification and location process of CWS children, Probation children, non-minor dependents, including those in probation residing in foster care, out-of-county placements, ICPC children, and out-of-state non-minor dependents who may be displaced.
Process Description:	
Essential Function:	2. Communication process with child care providers
Process Description:	
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	
Essential Function:	5. Identification of shelters
Process Description:	
Essential Function:	6. Parental notification procedures
Process Description:	
Essential Function:	7. Alternative processes for providing continued services
Process Description:	
Essential Function:	8. Staff assignment process
Process Description:	
Essential Function:	9. Workload planning
Process Description:	

Essential Function:	10. Alternative locations for operations
Process Description:	
Essential Function:	11. Orientation and ongoing training
Process Description:	
CWS Disaster Response Criteria B:	Respond, as appropriate, to new CWS cases in areas adversely affected by a disaster, and provide services in those cases:
Essential Function:	1. Investigation process
Process Description:	
Essential Function:	2. Determine circumstances surrounding the child's potential entrance
Process Description:	
Essential Function:	3. Implementation process for providing new services
Process Description:	
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	
CWS Disaster Response Criteria C:	Address and provide care for unaccompanied minors:
Essential Function:	1. Structure – CWS personnel
Process Description:	
Essential Function:	2. Address language barriers to communicate quickly and effectively

Process Description:	
Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	
Essential Description:	4. Assess and make a determination within 30 days
Process Description:	
CWS Disaster Response Criteria D:	Remain in communication with caseworkers and other essential CWS personnel who are displaced because of a disaster:
Essential Function:	1. Communication structure – staff
Process Description:	
Essential Function:	2. Communication structure – CWS personnel (phone tree)
Process Description:	
Essential Function:	3. Communication structure – contracted services
Process Description:	
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	
Essential Function:	5. Communication frequency
Process Description:	
Essential Function:	6. Communication with media
Process Description:	

Essential Function:	7. Communication with volunteers
Process Description:	
Essential Function:	8. Establishment of a toll-free number prior to disaster including Telecommunication Device for the Deaf (TDD)
Process Description:	
CWS Disaster Response Criteria E:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	
Essential Function:	2. Use of off-site back-up system
Process Description:	
CWS Disaster Response Criteria F:	Coordinate services and share information with other states and counties; include a description of the process utilized by the county to ensure that information regarding children placed pursuant to the ICPC occurs with both the sending state and CDSS:
Essential Function:	1. ICPC reporting process must include a process that disseminates information to both the sending state and CDSS
Process Description:	
Essential Function:	2. Mental health providers
Process Description:	
Essential Function:	3. Courts
Process Description:	

Essential Function:	4. Federal partners
Process Description:	
Essential Function:	5. CDSS
Process Description:	
Essential Function:	6. Tribes
Process Description:	
Essential Function:	7. Volunteers
Process Description:	