

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



November 13, 2000

ALL COUNTY LETTER NO. 00-76

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL INDEPENDENT LIVING PROGRAM COORDINATORS

SUBJECT: INDEPENDENT LIVING PROGRAM ANNUAL NARRATIVE REPORT FOR
FEDERAL FISCAL YEAR 1999-2000

The purpose of this All-County Letter is to remind you that it is again time to complete and return the *Independent Living Program (ILP) Annual Narrative Report for Federal Fiscal Year 1999-2000* (Report). This Report (required in accordance with provisions specified in the Administration on Children, Youth and Families Policy Interpretation [ACYF-PI] 93-16) requests details associated with your county's ILP for federal Fiscal Year 1999-2000.

January 15, 2001 is the due date for the California Department of Social Services to receive your county's Report at either of the following two addresses:

California Department of Social Services
Foster Care Services Bureau
Placement Resources Unit, Attn: Steve Smalley
744 P Street, M.S. 19-70
Sacramento, California 95814
or
ssmalley@dss.ca.gov

The format of the Report has been amended from last year's version in order to collect information regarding how counties are incorporating the provisions of the recent federal legislation, H.R. 3443, The Foster Care Independence Act of 1999, which included The John H. Chafee Foster Care Independence Program.

The Chafee Independence Program included several amendments to Title IV-E, Section 477, of the Social Security Act. The purpose of these amendments is to make more services available to young people transitioning from foster care as indicated by the increased federal ILP funding nationwide; allowing room and board assistance for young people ages 18 to 21; and expanding the opportunity for states to offer Medicaid to young people transitioning from foster care.

In addition, Section 477(e)(1) was added to the Social Security Act to require increased State accountability regarding foster youth data collection and performance measurements as follows:

(e) Penalties

(1) Use of Grant in Violation of this Part.-If the Secretary is made aware, by an audit conducted under chapter 75 of title 31, United States Code, or from any other means, that a program receiving funds from an allotment made to a State under subsection (c) has been operated in a manner that is inconsistent with, or not disclosed in the State application approved under subsection (b), the Secretary shall assess a penalty against the state in an amount equal to not less than 1 percent and not more than 5 percent of the amount of the allotment.

It is CDSS' belief that the Report's revised format makes it much less complicated for a county to report the statistical data and brief narrative responses that are needed for CDSS to know the numbers of youth being served, the activities conducted, and the services provided by your county. Therefore, because the Report is easier for counties to complete and return, the possibility of CDSS being in violation of Section 477(e)(1) of the Social Security Act Section 477(e)(1) is minimized.

A copy of the Report is enclosed with this ACL for your use. An electronic copy of the Report is also available upon request from ssmalley@dss.ca.gov if that would be an easier process for your county to use to complete the Report. Once again, the due date for CDSS to receive your county's Report for Fiscal Year 1999-2000 is **January 15, 2001**.

Thank you for your cooperation in completing this Report. If you have any questions regarding this letter, please contact Steve Smalley, Foster Care Services Bureau at (916) 327-4639.

Sincerely,

SYLVIA PIZZINI
Deputy Director
Children and Family Services

c: California Welfare Directors Association

Enclosure

County: _____

INDEPENDENT LIVING PROGRAM - ANNUAL NARRATIVE REPORT

FEDERAL FISCAL YEAR 1999-2000

PLEASE PRINT

Date: _____

Person completing this Report:

Name: _____

Title: _____

Address: _____

E-mail address: _____

Phone No.: _____

INSTRUCTIONS FOR COMPLETING THE REPORT:

1. Please answer all the questions using the space provided. This is intentional to keep responses consistent statewide.
2. Please write N/A (for "not applicable") in the space if you do not have an answer to a question.
3. Please make every effort to provide the statistical data requested. As a State, this data will be reported in an evaluation of ILPs nationwide.
4. Please return your completed Report **on or before January 15, 2001** to either of the following addresses:

California Department of Social Services
Foster Care Services Bureau
Placement Resources Unit, Attn: Steve Smalley
744 P Street, M.S. 19-70
Sacramento, California 95814
or
ssmalley@dss.ca.gov

3. Transitional Independent Living Plan (TILP). Describe how your county relates TILP and ILP.

4. Education. Describe the specific ILP services eligible foster youth are provided that enable them to:

a) Obtain their high school diploma or educational equivalency.

b) Continue with their postsecondary education.

c) Receive the education and training to obtain a vocational certificate.

5. Employment. Describe the specific ILP services eligible foster youth are provided that are related to:

a) Career and employment development.

b) Vocational training.

c) Job placement and retention.

6. Daily Living Skills. Describe the specific ILP services eligible foster youth are provided that are related to:

a) Development of daily living skills.

b) Substance abuse prevention.

c) Preventive health and safety activities (including smoking avoidance, nutrition education, and pregnancy prevention).

d) Housing and household management.

e) Consumer and resource use.

f) Interpersonal/social and self-development skills.

g) Survival skills.

h) Computer/Internet skills.

7. Outreach for ILP Participants.

a) Describe your county's process.

b) How are youth that previously refused ILP being encouraged to participate?

8. Mentors for Youth. Describe the ILP services that provide personal and emotional support to youth through mentors.

9. Equitable Treatment. Describe how your county ensures equitable access to ILP services for all ILP participants.

10. Collaborative Efforts for ILP. Describe the collaborative efforts your county has entered into with:

a) Other county organizations:

b) Private nonprofit organizations:

c) Foundations:

d) Associations:

e) Other State of California departments:

f) Community based organizations:

g) Private employers:

h) Community colleges and/or universities:

11. ILP Aftercare. Describe your county's process.

12. Transitional Housing Placement Program (THPP).

- a) Does your county have a THPP? Yes_____No_____
- b) If Yes, Describe your THPP, including successes. Then proceed to d) - j)

c) If No, please explain why not: After answering, please proceed to 13.

- d) The current number of licensed providers: _____
- e) The total number of youth placed in THPP during FFY 1999-00: _____
- 1) The total number of the youth in e) that are still in THPP: _____
and are: 17 years of age: _____ / 18 years of age: _____
- 2) The total number of the youth in e) that are currently employed: _____
and are: 17 years of age: _____ / 18 years of age: _____
- 3) The total number of the youth in e) that have completed high school: _____
and are: 17 years of age: _____ / 18 years of age: _____
- 4) The total number of the youth in e) that have obtained their GED: _____
and are: 17 years of age: _____ / 18 years of age: _____
- f) The total number of youth that aged out of THPP during FFY 1999-00: _____
- 1) The number of the youth in f) that are currently employed: _____
- 2) The number of the youth in f) that completed high school: _____
- 3) The number of the youth in f) that obtained their GED: _____
- 4) The number of the youth in f) that are teen parents: _____
- 5) The number of the youth in f) that are in safe living situations: _____
- g) The number of youth that dropped out of THPP during FFY 1999-00: _____
and are: 17 years of age: _____ / 18 years of age: _____
- h) Describe your THHP outreach efforts:

i) Describe your efforts to link THHP participants with mentors:

j) Describe any THPP challenges or unresolved issues:

13. Statistical Data. Please write in the number of youth that answers each question. If the question does not apply then indicate N/A.

Total number of youth offered ILP	
Total number of youth participating in ILP	
Youth that received ILP services a) Youth who are single b) Youth who are married	
Youth that are parents & received ILP services a) Youth who are teen fathers b) Youth who are teen mothers	
Youth who received ILP services & have special needs (educational, mental and/or physical)	
Youth who have received ILP services, are now emancipated and are: 16 years of age 17 years of age 18 years of age	
Youth who received ILP services during the six month period following exit from foster care	
Youth in Probation Dep'ts that received ILP services	
Youth in County Welfare Departments that received ILP services	
Youth who completed ILP services or a component of services	
Youth who are continuing to receive ILP services	

Youth continuing and/or currently enrolled in High school/GED or adult education	
Youth who completed vocational or on-the-job training	
Youth continuing and/or currently enrolled in vocational or on-the-job training	
Youth enlisted in military, Job Corps, or California Conservation Corps	
Youth actively seeking employment	
Youth determined to be unemployable, SSI eligible, other special category	
Youth who were appropriate for and were denied transitional housing placement services	
Youth who obtained employment a) Full-time employment b) Part-time employment	
Youth who completed high school/GED or adult education	
Youth who are enrolled in college a) Community college b) Four-year University	
Youth who are living independently of agency maintenance program	
Youth who obtained subsidized housing	
Youth who transitioned into other governmental services	

Youth who once were in ILP but are now incarcerated	
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Youth for whom no information could be obtained	
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Specific ILP Services. Please describe the service provided and the number of youth that received each service:

Age and Level of Care	Age Appropriate Services Provided for this Group	No. of Youth Receiving Each Service
16 years of age and Still in foster care		

Age and Level of Care	Age Appropriate Services Provided for this Group	No. of Youth Receiving Each Service
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<p>17 years of age and Still in foster care</p>		
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Age and Level of Care	Age Appropriate Services Provided for this Group	No. of Youth Receiving Each Service
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<p>17 years of age and Emancipated</p>		
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Age and Level of Care	Age Appropriate Services Provided for this Group	No. of Youth Receiving Each Service
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<p>18 years of age and Still in foster care</p>		
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Age and Level of Care	Age Appropriate Services Provided for this Group	No. of Youth Receiving Each Service
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<p>18-21 years of age and Emancipated</p>		
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14. ILP Budget Expenditures. Please use the following definitions in completing the ILP Budget Expenditures that follow.

Definitions

Transportation Assistance is to be used to capture any and/or all transportation costs associated with ILP. Costs commonly reported include transporting children to and from court proceedings, medical appointments/services, sibling visitation, or costs directly related to work, training, or education. It can be used to record related travel expenses (i.e. food, lodging and mileage).

Incentive Payments is to be used to capture the costs associated with incentive payments made to ILP participants. These incentives are given based upon the participant's successful completion of various elements of the TILP.

Work Activities/Expense Non-Assistances to be used to capture the costs associated with work and training related costs incurred by the ILP participants.

Costs commonly reported include work uniforms, training, tools, and parental travel cost for under age participants attending training.

Contracted Services is to be used to capture the costs associated with any and/or all contracted services performed in support of the ILP (i.e. case management services.)

Health is to be used to capture any and/or all costs associated with providing health-related activities/services/classes for youth in ILP or emancipated youth receiving aftercare. Health-related activities/services/classes include health insurance, medical emergencies, home health and safety management, nutrition, family planning, parenting skills, sexuality and sexual behavior, drug/alcohol/smoking use, prenatal drug/alcohol exposure, eating disorders, hygiene and personal care, and any other activities/services/classes directly related to the health of the youth.

Housing Assistance The following two sources of funds can be used for housing assistance - a county's ILP allotment and a county's State General Fund Extended ILP. However, a county's expenses for Housing Assistance cannot exceed 30% of their county's ILP allotment or 30% of their State General Fund Extended ILP. The intended use of Housing Assistance is to capture any and/or all costs associated with providing housing assistance services for emancipated youth who are at least 18 years old of age and who have not yet attained 21 years of age. Housing assistance includes food, infrequent monthly rent, rental or utility deposits, infrequent monthly utility charges, emergency assistance, and any other activity/service directly related to housing assistance for the youth. Claims cannot be made prior to December 14, 1999, as there was no federal authorization.

Transitional Housing Placement Program (THPP) is to be used to capture any and/or all costs associated with providing support services, including emergency assistance for those youth that are at least 17 years old but no more than 18 years of age and are participating in their county's THPP.

Aftercare is to be used to capture any and/or all costs associated with providing aftercare support services for emancipated youth that have not yet attained 21 years of age. Aftercare includes education assistance and counseling, job placement and retention training, vocational training, crisis counseling, legal assistance, housing assistance, emergency assistance, and any other service/activity directly related to aftercare for the youth.

Total ILP Allocation: \$ _____

Case Management (CDSS Program Code 182)

	Budgeted	Actual Costs
Salaries		
Operating Costs		
Subcontractors		
Totals:		

ILP Services (CDSS Program Code 184)

	Budgeted	Actual Costs
Transportation Assistance		
Incentive Payments		
Work Activities/Expense Non-Assistance		
Contracted Services		
Health		
Housing Assistance		
THPP		
Aftercare		
Totals:		