



CDSS

WILL LIGHTBOURNE
DIRECTOR

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

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EDMUND G. BROWN JR.
GOVERNOR

March 6, 2015

ALL COUNTY LETTER NO. 15-30

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL INDEPENDENT LIVING PROGRAM COORDINATORS
TRANSITIONAL HOUSING PROGRAM (THP) COORDINATORS
COUNTY WELFARE DIRECTORS ASSOCIATION
ALL COUNTY WELFARE FISCAL OFFICERS

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: THE INDEPENDENT LIVING PROGRAM (ILP) ANNUAL NARRATIVE REPORT FOR FEDERAL FISCAL YEAR (FFY) 2014

REFERENCE: ALL COUNTY LETTER NO. 14-31

The purpose of this All County Letter (ACL) is to provide the updated requirements for the ILP Annual Narrative Report (hereinafter referred to as ILP Report) for FFY 2014 (October 1, 2013 through September 30, 2014) for completion by counties. The information requested in this report is required by the Federal Department of Health and Human Services, Administration on Children, Youth and Families (ACYF), consistent with provisions specified in Program Instructions (PI) ACYF-CB-PI-414-04, which requests details associated with each county's ILP and THP. The California Department of Social Services (CDSS), in consultation with the counties, has used the federal PI to compile the questions listed in the Report¹. If additional information is needed, CDSS will contact counties directly to obtain the information. **All report components are due to the ILP Policy Unit no later than April 6, 2015.**

The county information will be used to complete California's Federal Annual Progress and Services Report (APSR) and the 2014 Federal Children and Family Services Plan, which is required under Title IV-B of the Social Security Act. The ILP information can be found in the sections on the Chafee Foster Care Independence Program and the Education and Training Vouchers Program in the APSR, which is posted annually on the CDSS website at <http://www.childsworld.ca.gov/PG1995.htm>. The information collected through the ILP Annual Narrative may be shared with other counties and stakeholders for the purpose of identifying promising practices.

¹ These reporting requirements were developed in compliance with Welfare and Institutions Code (W&IC) section 10609.4.

New for this year, the entire report will be submitted to CDSS electronically via Survey Monkey, a web-based survey tool. Each county welfare department (CWD) has identified one county ILP Coordinator to complete the survey report. This person will receive a survey link unique to the county in order to complete the ILP Annual Narrative Report for Federal Fiscal Year 2014. Please read the survey instructions carefully, as only **one** survey can be submitted per county. Prior to submission to CDSS, if a completed hard copy of the survey report is needed, each survey page **must** be printed as it is completed. Counties may find it helpful to write narrative fields in Microsoft Word, prior to completing the survey, then copy and paste the text into the appropriate fields. Once a final report is submitted, the county may request a PDF copy. A copy of the online survey in PDF and Microsoft Word is located at:
http://www.cdss.ca.gov/dssdb/Surveys_1429.htm

All questions in each section **must** be completed and blank responses are not permitted. If a question is not applicable, enter "NA." Please complete and submit the report no later than **April 6, 2015**.

If you have technical questions regarding the survey please click the link on the first page of the survey to obtain assistance.

Cover letters, as in the past, require signature by the director or designated staff and submittal via email, fax, or mailed in hard copy acknowledging the report has been reviewed, submitted, and approved by the ILP manager or director. Signed **cover letters** may be scanned and e-mailed to ILPPolicy@dss.ca.gov, sent by standard mail to the address below, or faxed to: 916-657-4357. Please **do not fax the entire report**.

**California Department of Social Services
Independent Living Program Policy Unit
744 P Street, M.S. 8-13-66
Sacramento, California 95814
ATTN: Theresa Thurmond**

If you have any questions regarding the report, please contact the ILP Policy Unit via e-mail at: ILPPolicy@dss.ca.gov.

Sincerely,

Original Document Signed By:

GREGORY E. ROSE
Deputy Director
Children and Family Services Division