



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

REASON FOR THIS TRANSMITTAL

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

February 26, 2016

ALL COUNTY LETTER NO. 16-11

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

SUBJECT: INDEPENDENT LIVING PROGRAM (ILP) ANNUAL NARRATIVE
 REPORT FOR FEDERAL FISCAL YEAR (FFY) 2015

REFERENCE: ALL COUNTY LETTER NO. [\(ACL\) 15-30](#)
 (RELEASED MARCH 6, 2015)

The purpose of this ACL is to provide the updated requirements for the ILP Annual Narrative Report (hereinafter referred to as ILP Report) for FFY 2015 (October 1, 2014 through September 30, 2015) 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 Instruction (PI) [ACYF-CB-PI-15-03](#), which requests details associated with each county's ILP and transitional housing programs. The California Department of Social Services (CDSS), in consultation with the counties, has used the federal PI to compile the questions listed in the ILP Report¹. If additional information is needed, CDSS will contact counties directly to obtain the information. **All reports are due to the Transition Age Youth (TAY) Policy Unit no later than March 25, 2016.**

The county information will be used to complete California's federal Annual Progress and Services Report (APSR) and the 2015 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 Educational 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 Report 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.

The entire report will be submitted to CDSS electronically via Survey Monkey, a web-based survey tool. Each county welfare department 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 Report for FFY 2015. 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, and 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 format 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 **March 25, 2016**.

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

As in the past, cover letters require signature by the director or designated staff and submittal via email, fax, or mail 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 TAYPolicy@dss.ca.gov, sent by standard mail to the address below, or faxed to (916) 657-3791. Please **do not fax the entire report**.

**California Department of Social Services
TAY Policy Unit
744 P Street, MS 8-13-78
Sacramento, CA 95814
Attn: TAY Policy Unit Manager**

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

Sincerely,

Original Document Signed By:

GREGORY E. ROSE
Deputy Director
Children and Family Services Division