



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

November 12, 2013

ALL COUNTY INFORMATION NOTICE NO. I-70-13

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DIRECTORS
CHILD ABUSE PREVENTION INTERVENTION AND TREATMENT
(CAPIT)/COMMUNITY-BASED CHILD ABUSE PREVENTION
(CBCAP)/PROMOTING SAFE AND STABLE FAMILIES (PSSF)
LIAISONS

REASON FORTHIS TRANSMITTAL

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

SUBJECT: **APPLICATION AND ALLOCATIONS FOR THE CBCAP PROGRAM
STATE FISCAL YEAR (SFY) 2013-14**

REFERENCE: ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-57-12

The purpose of this letter is to release the CBCAP application and allocations for SFY 2013-14. The California Department of Social Services (CDSS) utilizes this annual CBCAP application and allocation process for county administered child welfare agencies in order to support local prevention and early intervention efforts statewide. This annual application and allocation process requires county submission of the CBCAP Application and Assurances Form and Certification of County Children’s Trust Fund (CCTF) Revenue Form.

The **CBCAP Application and Assurances Form** (Attachment A) serves as the county’s formal application for the CBCAP funds and assures the Office of Child Abuse Prevention (OCAP) that these funds will be expended during the SFY in a manner that complies with all state and federal requirements.

- This form requires the signature of an authorized representative of the County Board of Supervisors (BOS) designated public agency to administer the CBCAP Program. This designated agency is responsible for the administration of the CBCAP program, fiscal oversight, adherence to the CBCAP assurances and annual report submittal to the OCAP. For additional information and program requirements refer to the CBCAP Fact Sheet located at:
<http://www.childsworld.ca.gov/PG2287.htm>.

The **Certification of CCTF Revenue Form** (Attachment B) must also be completed and signed by an authorized representative of the BOS designated public agency to administer the CBCAP Program.

- This form captures the CCTF annual revenue and expenditure amounts including total birth certificate fees received by a county in accordance with the Welfare and Institutions Code Section 18966.

The **CBCAP Allocation** (Attachment C) for SFY 2013-14 is based in part by the total annual birth certificate fees received by each county and reported to the OCAP on the Certification of CCTF Revenue Form for SFY 2011-12. The **CBCAP Allocation Methodology** (Attachment D) is used to calculate the allocation. As the result of a calculation error, last year, counties were slightly overpaid last year. That error has been corrected in this year's allocations, and will be reflected by amounts slightly less than last year.

The CBCAP allocation for SFY 2013-14 will be released upon submission, review and approval of the CBCAP Application and Assurances Form (Attachment A), Certification of CCTF Revenue Form (Attachment B) and the OCAP Annual Report. The CBCAP Application and Assurances and Certification of CCTF Revenue forms are attached to this ACIN or may be downloaded from <http://www.cdsscounties.ca.gov/>. Both forms must contain **original signatures in blue ink, are due by December 10, 2013** and should be mailed to:

Attn: DeAnne Thornton, Manager
California Department of Social Services
Office of Child Abuse Prevention
744 P Street, MS 8-11-82
Sacramento, CA 95814

If you have any questions please contact your OCAP program consultant or email: OCAP-PND@dss.ca.gov.

Sincerely,

Original Signed By:

KEVIN GAINES, Chief
Child Protection and Family Support Branch

Attachments

c: CWDA

**COMMUNITY- BASED CHILD ABUSE PREVENTION (CBCAP)
APPLICATION AND ASSURANCES FORM FOR STATE FISCAL YEAR (SFY) 2013-14**

The Board of Supervisor's designated public agency is _____
which administers the CBCAP Program for _____ County.

The Board of Supervisors (BOS) designated public agency acknowledges that the CBCAP Program is not an entitlement program and funds must be expended during the allocated SFY. Submission of this form is an application and assurance that federal program requirements will be met including submission of an annual report and expenditure of funds in accordance with each county's approved System Improvement Plan.

The BOS designated public agency assumes the obligations to provide the following assurances:

1. Funds received under this title will supplement, not supplant, other state and local public funds designated for the start-up, maintenance, expansion, and redesign of community-based and prevention-focused programs or activities;
2. Funded activities will address current unmet needs, demonstrate a high level of client satisfaction and be evaluated for effectiveness;
3. Priority for funded services shall be given to effective, community-based programs serving low-income communities and those serving young parents or parents with young children;
4. The OCAP will be provided all information necessary to meet federal reporting mandates;
5. The designated public agency will engage in local, collaborative, public-private partnerships directed by interdisciplinary structures with balanced representation from private and public sector members, parents, adult former victims of domestic violence or child maltreatment, service providers and individuals experienced in working in partnership with families with children with disabilities;
6. The designated public agency will demonstrate a commitment to meaningful involvement of parents who are consumers, of family advocates, and of adult former victims of domestic violence or child abuse or neglect, who can provide leadership in the planning, implementation, and evaluation of the programs and policy decisions of the applicant agency in accomplishing the desired outcomes for such efforts;
7. The designated public agency or funded provider will engage in outreach activities to maximize the participation of racial and ethnic minorities, children and adults with disabilities, homeless families and those at risk of homelessness, unaccompanied homeless youth and members of other underserved or underrepresented groups.

The Application and Assurances Form must contain an **original signature in blue ink** and must be received by the Office of Child Abuse Prevention (OCAP) on or before **November 30, 2013**.

Signature of Authorized Representative of the BOS Designated Public Agency Date

Print Name Title

**CERTIFICATION OF COUNTY CHILDREN’S TRUST FUND (CCTF)
REVENUE FOR STATE FISCAL YEAR (SFY) 2012-13
_____ COUNTY**

This form captures the CCTF annual revenue and expenditure amounts including total birth certificate fees received by a county in accordance with Welfare and Institutions Code (W&I) Section 18966. Additionally, W&I Section 18970 mandates that the CCTF commissions designated by the Board of Supervisors (BOS) shall collect and publish programs and services funded by the CCTF, including revenue and expenditure amounts.

Revenue amounts and expenditures within the CCTF during SFY July 1, 2012 through June 30, 2013 should be reported below (*Do not include state and/or federal grant monies*):

Category in CCTF	Balance as of June 30, 2012	Amounts Received in SFY 2012-13	Expenditures in SFY 2012-13	Balance as of June 30, 2013
Birth Certificates				
Gifts				
Bequests				
Fundraising				
Interest				
Totals				

The CBCAP funds deposited into the CCTF must adhere to the CBCAP and the CCTF requirements as applicable. If applicable, report the CBCAP amounts deposited into the CCTF below:

Total CBCAP funds placed in the CCTF for SFY 2012-13:	
Total remaining CBCAP funds in the CCTF as of June 30, 2013:	

I, _____, hereby affirm that I am duly authorized to account for the CCTF for SFY July 1, 2012 through June 30, 2013. I affirm that these funds are used only for child abuse and neglect prevention and intervention activities as mandated by state law (W&I Section 18967). I certify that the information on this form reflects complete and accurate information and recognize that this form will be used by the Office of Child Abuse Prevention to calculate the CBCAP allocation amounts for SFY 2014-15.

Signature of Authorized Representative of the BOS Designated Public Agency Date

Print Name Title

Telephone E-mail

FY 2013/14 CBCAP Allocation	
County	Allocation
Alameda	\$57,991
Alpine	\$30,034
Amador	\$27,571
Butte	\$16,420
Calaveras	\$47,408
Colusa	\$28,850
Contra Costa	\$45,718
Del Norte	\$26,897
El Dorado	\$18,537
Fresno	\$48,458
Glenn	\$30,258
Humboldt	\$13,676
Imperial	\$17,110
Inyo	\$28,428
Kern	\$45,076
Kings	\$15,704
Lake	\$28,104
Lassen	\$26,983
Los Angeles	\$336,778
Madera	\$20,697
Marin	\$18,289
Mariposa	\$30,027
Mendocino	\$20,782
Merced	\$21,109
Modoc	\$29,340
Mono	\$29,570
Monterey	\$25,606
Napa	\$14,344
Nevada	\$30,330
Orange	\$111,187
Placer	\$21,895
Plumas	\$27,846
Riverside	\$95,312
Sacramento	\$60,125
San Benito	\$24,016
San Bernardino	\$0
San Diego	\$110,816
San Francisco	\$26,259
San Joaquin	\$37,627
San Luis Obispo	\$17,030
San Mateo	\$32,638
Santa Barbara	\$23,649
Santa Clara	\$70,920
Santa Cruz	\$17,810
Shasta	\$15,451
Sierra	\$29,977
Siskiyou	\$26,541
Solano	\$23,666
Sonoma	\$24,653
Stanislaus	\$30,181
Sutter	\$13,541
Tehama	\$25,146
Trinity	\$29,492
Tulare	\$29,934
Tuolumne	\$25,631
Ventura	\$38,869
Yolo	\$16,198
Yuba	\$29,957
Total:	\$2,166,462

**Allocation Methodology for
Community-Based Child Abuse Prevention (CBCAP) Funds
For State Fiscal Year 2013-14**

BASE ALLOCATION

In accordance with the Welfare and Institutions Code (W&IC) Section 18966.1(a), the CBCAP allocation is calculated annually as follows:

- (1) Counties that receive less than twenty thousand dollars (\$20,000) per year in birth certificate fees for their County Children's Trust Funds (CCTF) shall be granted the amount of CBCAP funds necessary to bring total birth certificate fees to twenty thousand dollars (\$20,000) per year.
- (2) The remaining CBCAP funds shall then be distributed equally among all the counties, up to ten thousand dollars (\$10,000) per county.
- (3) If sufficient CBCAP funds exist after (1) and (2) have been implemented, the remaining CBCAP funds shall be distributed to each county according to population.
- (4) The CBCAP funds deposited into the CCTF must adhere to the CBCAP and the CCTF requirements as applicable.