



CDSS

JOHN A. WAGNER  
DIRECTOR

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

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER  
GOVERNOR

October 27, 2008

ALL COUNTY INFORMATION NOTICE NO. I-67-08

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY WELFARE FISCAL OFFICERS  
ALL CHIEF PROBATION OFFICERS  
ALL INDEPENDENT LIVING PROGRAM MANAGERS  
ALL INDEPENDENT LIVING PROGRAM COORDINATORS  
ALL COUNTY TRANSITIONAL HOUSING COORDINATORS

SUBJECT: LETTER OF INTENT TO REQUEST PARTICIPATION IN THE  
TRANSITIONAL HOUSING PLACEMENT PROGRAM AND/OR THE  
TRANSITIONAL HOUSING PROGRAM-PLUS, TRANSITIONAL HOUSING  
COUNTY COORDINATORS ASSIGNMENTS

REFERENCE: COUNTY FISCAL LETTER (CFL) 04/05-54, JUNE 17, 2005  
ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-93-01, I-88-06,  
I-07-07; I-56-07;  
ALL COUNTY LETTER (ACL) NO. 02-04, 07-38;  
ASSEMBLY BILL (AB) 427 (CHAPTER 125, STATUTES OF 2001);  
AB 1119 (CHAPTER 639, STATUTES OF 2002);  
AB 824 (CHAPTER 636, STATUTES OF 2005);  
AB 1808 (CHAPTER 75, STATUTES OF 2006)

The purpose of this letter is to provide information to counties on the process for new and continuing participation in the Transitional Housing Placement Program (THPP) and/or Transitional Housing Program-Plus (THP-Plus) in the 2009/10 Fiscal Year (FY). These letters assist the California Department of Social Services (CDSS) in the budgeting process. However, neither the Letter of Intent nor a subsequently approved county plan is a guarantee of funding. Funding of the programs is subject to appropriation in the 2009/10 FY.

REASON FOR THIS TRANSMITTAL

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

The goal of both programs is to provide participants with safe living environments while helping them learn and practice life skills in order to achieve self-sufficiency. The THPP provides the opportunity for youth in foster care, who are at least 16 and under 19 years old, to develop independent living and employment skills. THP-Plus serves individuals who are at least 18 and under 24 years old who have aged out of the foster care system. Both programs provide the greatest amount of freedom possible in order to adequately prepare the participants for self-sufficiency. Counties electing to participate in the programs provide supervised independent living housing and support services.

### **Letter of Intent**

The Letter of Intent must be received by the CDSS' Independent Living Program Policy Unit no later than **November 14, 2008**.

The attached Letter of Intent instructions, and the sample letter, outline the information necessary for participation in the programs. Counties that already have approval for THPP and THP-Plus participation are also required to submit a Letter of Intent by the indicated deadline. Funding for these programs is currently limited.

### **County and Provider Plans**

In addition to the Letter of Intent, THPP and/or THP-Plus county and provider plans must be submitted to the CDSS by those counties who have revised their plans or are implementing a new program. The deadline for submitting these plans is **February 1, 2009**. Counties that have approved county and provider plans are instructed to review the plans in accordance with current regulations and, if necessary, make revisions as needed. If there are no changes in the county or provider plans, submission of the plans is not required. As a reminder, pursuant to ACIN I-07-07, CDSS has transferred the responsibility of approving provider plans to counties. The CDSS will continue to request the approved provider plans in order to collect specific information.

If you have questions regarding this letter, or require additional assistance, please contact your assigned Independent Living Program Policy Unit, Transitional Housing Coordinator, at (916) 651-7465. For your assistance, attached is the Statewide Transitional Housing Coordinator county assignment list for the THPP and THP-Plus programs. Any fiscal claiming questions may be directed to:

[fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov)

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Information regarding these programs is also available at this website:  
[www.childsworld.ca.gov](http://www.childsworld.ca.gov).

Sincerely,

***Original Document Signed By:***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

Attachments

c: County Welfare Directors Association  
California Probation Officers of California

California Department of Social Services  
 Independent Living Program Policy Unit  
 744 P Street, M.S. 8-13-78  
 Sacramento, CA 95814

On behalf of X County, I am writing to express the intent to implement Transitional Housing Placement Program (THPP) and/or Transitional Housing Program-Plus (THP-Plus) in Fiscal Year (FY) 2009/2010. Provided below is a summary of the anticipated number of beds, the monthly THPP/THP-Plus rate, the housing models to be utilized, and other pertinent information. These figures are based on the current information available, and any changes will be reported to CDSS within 60 days.

**THPP**

THPP	Scattered -Site	Single-Site	Host Family
# of beds to be provided			
<b>Total:</b>			
Monthly THPP rate (\$)			
Anticipated implementation date			
Anticipated date for submitting county/provider plans			
Annual total of youth that age-out of foster care			
THPP Program/Fiscal Contact Persons (names, phone #s, & e-mail addresses)			

**THP-Plus**

THP-Plus	Scattered -Site	Single-Site	Host Family
# of beds to be provided			
<b>Total:</b>			
Monthly THP-Plus rate (\$)			
Anticipated implementation date			
Anticipated date for submitting county/provider plans			
Annual total of youth that age-out of foster care			
THP-Plus Program/Fiscal Contact Persons (names, phone #s, and e-mail addresses)			

Highest number of THPP beds filled in FY 2007/2008

\_\_\_\_\_

Highest number of THP-Plus beds filled in FY 2007/2008

\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
 NAME

\_\_\_\_\_  
 DATE

Director  
 (Name of Social Services Agency)

California Department of Social Services  
 Statewide Transitional Housing Coordinators  
 744 P Street, M.S. 8-13-78  
 Sacramento, CA 95814  
 (916) 651-7465  
 (916) 657-4357 Fax

Jill Sevaaetasi, Manager  
 CDSS Statewide Transitional Housing Coordinators  
 Lynette Stueve – [lynette.stueve@dss.ca.gov](mailto:lynette.stueve@dss.ca.gov) (A-R counties)  
 Vebra Switzer – [vebra.switzer@dss.ca.gov](mailto:vebra.switzer@dss.ca.gov) (S-Y counties)

<b>LYN</b> <a href="mailto:lynette.stueve@dss.ca.gov">lynette.stueve@dss.ca.gov</a> (916) 657-3329	<b>VEBRA</b> <a href="mailto:vebra.switzer@dss.ca.gov">vebra.switzer@dss.ca.gov</a> (916) 654-2572
Alameda	Sacramento
Alpine	San Benito
Amador	San Bernardino
Butte	San Diego
Calaveras	San Francisco
Colusa	San Joaquin
Contra Costa	San Luis Obispo
Del Norte	San Mateo
El Dorado	Santa Barbara
Fresno	Santa Clara
Glenn	Santa Cruz
Humboldt	Shasta
Imperial	Sierra
Inyo	Siskiyou
Kern	Solano
Kings	Sonoma
Lake	Stanislaus
Lassen	Sutter
Los Angeles	Tehama
Madera	Trinity
Marin	Tulare
Mariposa	Tuolumne
Mendocino	Ventura
Merced	Yolo
Modoc	Yuba
Mono	Out-of-State
Monterey	
Napa	
Nevada	
Orange	
Placer	
Plumas	
Riverside	

## LETTER OF INTENT INSTRUCTIONS FOR THPP AND/OR THP-PLUS PROGRAM PARTICIPATION

To begin the process of applying for consideration to participate in the THPP and/or THP-Plus program for Fiscal Year (FY) 2009/2010, all counties must submit a **Letter of Intent** to the California Department of Social Services (CDSS) by **December 5, 2008**. Additionally, counties that have previously received approval for participation in THPP and THP-Plus programs are also required to submit a Letter of Intent by the December 5<sup>th</sup> deadline. The Letter of Intent must be signed by the county welfare director and should include a statement expressing the county's interest in administering the THPP and/or the THP-Plus program in FY 2009/2010. Additionally, the contents of the letter must include the following:

- Number of anticipated beds/units;
- Estimated THPP and/or THP-Plus monthly rate paid to the provider(s), if available;
- Anticipated date for implementation of new program;
- Anticipated date the county plan and approved provider plan(s) will be submitted to CDSS (**The county and provider plans must be received no later than February 1, 2009**);
- Annual estimated total of youth that age-out of foster care in the county;
- Program and fiscal contact names, phone numbers, and e-mail addresses for the transitional housing programs.

Send all documents to:

California Department of Social Services  
Independent Living Program Policy Unit  
Statewide Transitional Housing Coordinator  
744 P Street, M.S. 8-13-78  
Sacramento, CA 95814

(Letter should be printed on county letterhead)