



STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

October 30, 2018

ALL COUNTY LETTER (ACL) NO. 18-128

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CALWORKS PROGRAM SPECIALISTS  
ALL COUNTY CONSORTIUM PROJECT MANAGERS  
ALL COUNTY CHILD WELFARE SERVICES PROGRAM MANAGERS  
ALL COUNTY ELIGIBILITY SUPERVISORS  
ALL COUNTY FOSTER CARE MANAGERS  
COUNTY WELFARE DIRECTORS ASSOCIATION  
ALL CHIEF PROBATION OFFICERS  
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: **MONTHLY DATA REPORTING TEMPLATE AND COMPLETION  
INSTRUCTIONS FOR EMERGENCY CAREGIVER (EC) PAYMENTS  
PENDING RESOURCE FAMILY APPROVAL (RFA)**

REFERENCE: ASSEMBLY BILL [\(AB\) 110](#) (CHAPTER 8, STATUTES OF 2018); [AB 1811](#) (CHAPTER 35, STATUTES OF 2018); WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS [309](#), [361.4](#), [361.45](#), [11461.35](#), [11461.36](#) AND [16519.5](#); ACL NOS. [05-38](#), [16-92](#), [17-75](#), [18-33](#) AND [18-75](#); COUNTY FISCAL LETTER (CFL) NOS. [17/18-41](#), [17/18-59](#), and [18/19-03](#)

The purpose of this All County Letter (ACL) is to provide instructions to county child welfare and probation agencies regarding statutorily required monthly reporting of resource family applicants who received Emergency Caregiver (EC) payments for placements prior to approval as a resource family as required by Welfare and Institutions Code (WIC) Section 11461.36. Per [ACL 18-75](#), EC funding is available to emergency caregivers, defined as a family with whom a child or a non-minor dependent (NMD) has been placed on an emergency basis, pursuant to WIC sections 309 or 361.45, or for a compelling reason pursuant to WIC section 16519.5. WIC Section 11461.36 requires counties to provide the California Department of Social Services

(CDSS) information regarding resource family applications where children are placed prior to approval, including the reasons applications are pending beyond 90 days as described in [ACL 18-75](#), in order to continue to receive the state or federal share of EC payments made beyond 180 days. Section 11461.36 also requires CDSS to monitor the implementation of EC payments, including tracking the usage and duration of payments and evaluating the duration of time a child or NMD is in a home pending resource family approval.

### **EMERGENCY CAREGIVER PAYMENT AND REPORTING CRITERIA**

The EC funding is available for families who received an emergency or compelling reason placement prior to approval as a resource family when specific criteria are met. Please see ACLs [18-33](#) and [18-75](#) and CFL [18/19-03](#) for more information regarding eligibility of EC funding and duration of payments.

Pursuant to WIC Section 11461.36, and in order to receive the state or federal share of any EC payments made beyond 180 days, counties must report to CDSS the resource family applications that have been pending for more than 90 days and reason for the delays. Additionally, for the purpose of monitoring the implementation of EC payments, **counties must submit to CDSS the number of cases that have received more than 90 total days of EC payments.** CDSS has created a template (Attachment A) for this report which is to be used to meet this requirement.

This monthly notification will be used to oversee the timeliness to processing RFA applications, as well as monitor and analyze the usage and duration of the EC funding by a county. In the event CDSS determines, based upon review of the monthly notifications and other available data, that a county continues to experience delayed processing timeframes not based upon good cause, it may conduct a review of overall RFA procedures and/or the county's implementation of EC funding as well as the implementation of the county backlog plans submitted pursuant to WIC Section 11461.35(e)(2)(B) as added by AB 110 to provide further technical assistance to improve a county's RFA program.

### **REPORTING INSTRUCTIONS FOR APPLICATIONS WITH PLACEMENT PENDING MORE THAN 90 DAYS**

In order to assist the counties with reporting RFA applications with placements pending more than 90 days, CDSS will provide each county with a monthly template (Attachment A) containing a summary of county Child Welfare Services/Case Management System (CWS/CMS) data, including the total number of applications in the county with placements prior to approval and a breakout of how long those applications have been pending – ranging from 91 days to greater than 180 days. Additionally, CDSS will provide a supplemental list of the Family ID Numbers (listed as "License ID" in CWS/CMS) for the families in each time category. Counties are to provide information

within the highlighted sections of the template. The document will have a space for counties to enter reasons for delay that differ from the available choices.

It will be each county's responsibility to indicate how many applications for each timeframe are delayed due to good cause reasons (see [ACL 18-75](#) for a description of good cause delays). The template provides a list of common reasons for delay and counties will provide totals for each reason corresponding to the correct timeframe. (As a reminder, ACL 18-75 states good cause must be determined on a case-by-case basis and documentation substantiating the good cause determination must be maintained in the RFA applicant's file.) The template includes the total number of emergency placements or placements made based on a compelling reason and counties will be required to indicate how many of these placements have been receiving funding for more than 90 days. (As described in the "[DATA ENTRY INSTRUCTIONS FOR RESOURCE FAMILY APPLICATIONS AND PLACEMENTS](#)" an emergency or compelling reason placement is listed as "probationary" in CWS/CMS. This placement type distinguishes the emergency or compelling reason placement from the placement of children who are placed with an approved Resource Family in CWS/CMS). To ensure accuracy in reporting results, counties should be consistent in their CWS/CMS data entry procedures by following the procedures outlined in the above hyperlink.

On a monthly basis, county-specific templates will be provided to each county's RFA contact and must be completed and returned with the required information. Starting December 1, 2018, CDSS will send monthly reporting templates to counties with a return date of December 15<sup>th</sup>. The templates will be sent out monthly thereafter and will be due on the 15<sup>th</sup> of each month.

Individual county templates will be distributed from the dedicated Emergency Caregiver funding inbox ([ECFunding@dss.ca.gov](mailto:ECFunding@dss.ca.gov)) and county submissions should be returned to this same inbox by the due date. To assist with the information being provided in a timely manner, counties should ensure that their RFA points-of-contact are current. The point-of-contact list is available through CDSS' [RFA website](#). If your county has an update to submit regarding these points-of-contact, please submit them to the RFA inbox at [RFA@dss.ca.gov](mailto:RFA@dss.ca.gov); questions regarding this ACL should be directed to the [ECFunding@dss.ca.gov](mailto:ECFunding@dss.ca.gov) mailbox.

Sincerely,

***Original Document Signed By:***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

c: Child Welfare Directors Association  
Attachment

		Number of Days Since Pre-Approval (Probationary) Placement				Within Past Month																																																																				
County	Total RF Applicants with Pre-approval Placements*	91 to 120 Days	121 to 150 Days	151 to 180 Days	Greater than 180 Days	Number of Probationary RFHs Approved	Average Number of Days to Approval	Total Number of Pre-Approval Placements in Probationary RFHs	Number of Placements receiving funding over 90 days																																																																	
County Name																																																																										
Within each time category, how many of the delays occurred for 'good cause' reasons?																																																																										
<table border="1"> <thead> <tr> <th colspan="5">Reasons for Delay</th> </tr> </thead> <tbody> <tr><td>Complex background checks</td><td></td><td></td><td></td><td></td></tr> <tr><td>Criminal exemption delays</td><td></td><td></td><td></td><td></td></tr> <tr><td>Mental health evaluation</td><td></td><td></td><td></td><td></td></tr> <tr><td>Medical screens/tests</td><td></td><td></td><td></td><td></td></tr> <tr><td>Home health and safety considerations</td><td></td><td></td><td></td><td></td></tr> <tr><td>Host county approval delays</td><td></td><td></td><td></td><td></td></tr> <tr><td>Family Emergency</td><td></td><td></td><td></td><td></td></tr> <tr><td>Staffing</td><td></td><td></td><td></td><td></td></tr> <tr><td>Family Participation Issues</td><td></td><td></td><td></td><td></td></tr> <tr><td>Other (please specify)</td><td></td><td></td><td></td><td></td></tr> <tr><td>Other (please specify)</td><td></td><td></td><td></td><td></td></tr> <tr><td>Other (please specify)</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Reasons for Delay					Complex background checks					Criminal exemption delays					Mental health evaluation					Medical screens/tests					Home health and safety considerations					Host county approval delays					Family Emergency					Staffing					Family Participation Issues					Other (please specify)					Other (please specify)					Other (please specify)					Note: For each reason listed, please indicate how many pending RFA applications (from C5 through F5 above) are delayed for each reason.			
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\*Includes all Probationary RFHs with no end date and an open out-of-home placement.