



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

February 20, 2018

ALL COUNTY LETTER NO. 18-14

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

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: INDEPENDENT LIVING PROGRAM (ILP) ANNUAL NARRATIVE
REPORT FOR FEDERAL FISCAL YEAR (FFY) 2017

REFERENCE: ALL COUNTY LETTER (ACL) [17-06](#), [16-11](#), [15-30](#), [ACL 14-31](#),
[ACL 13-34](#), [ALL COUNTY INFORMATIONAL NOTICE I-38-10](#)

The purpose of this ACL is to provide the updated requirements for the Independent Living Program (ILP) Annual Narrative Report (hereinafter referred to as ILP Report) for FFY 2017 (October 1, 2016 through September 30, 2017) 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-17-05. The PI requests the details specified with each county's ILP and transitional housing programs and the California Department of Social Services (CDSS), in consultation with the counties, has used the PI to compile the questions listed in the ILP Report. If additional information is needed, CDSS will contact counties directly to obtain the information.

The information gathered from the counties through the ILP report will be used to complete California's federal Annual Progress and Services Report (APSR) and the 2017 Federal Children and Family Services Plan, which are required under Title IV-B of the Social Security Act.

The ILP information can be found under 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 [Chafee-Education-and-](#)

[Training-Vouchers-Program](#). The information collected through the ILP Report may be shared with other counties and stakeholders for sharing best practices.

The entire report will be submitted to CDSS electronically via Survey Monkey, a web-based survey tool. **The survey will open on February 20, 2018.** Each county welfare department has identified one county ILP coordinator to complete the survey report. Please ensure that the contact information provided to CDSS is current, as this person will receive a survey link unique to the county to complete the ILP Report for FFY 2017. Please read the survey instructions carefully, as only **one** survey can be submitted per county. 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.

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 4, 2018.**

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 hardcopy 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
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