



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](http://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 13, 2018

ALL COUNTY LETTER NO. ACL 18-19

TO: ALL COUNTY WELFARE DIRECTORS  
ALL PUBLIC AND PRIVATE ADOPTION AGENCIES  
ALL CDSS ADOPTIONS REGIONAL OFFICES  
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: COUNTY WRITTEN NOTICE OF INTENT TO TERMINATE A  
CONTRACT WITH THEIR LOCAL CDSS ADOPTIONS REGIONAL  
OFFICE

REFERENCE: [THE BUDGET ACT OF 2011](#), WELFARE AND INSTITUTIONS CODE  
(W&IC) SECTIONS [16100](#) AND [16130](#)

**PURPOSE**

The purpose of this All County Letter (ACL) is to inform counties of the process for terminating an existing contract with their local California Department of Social Services (CDSS) Adoption Regional Office. The following information is pursuant to the W&IC Section 16100 and 16130, and supersedes existing regulations.

**BACKGROUND**

This ACL also provides clarity and a template letter (attachment) for counties interested in terminating an established contract with their local CDSS Adoptions Regional Office.

The Budget Act of 2011, also known as the 2011 Realignment, enacted a major realignment from state program responsibilities and revenues to local governments. The 2011 Realignment shifted programs and fiscal responsibility to the level of government that can best provide the services, while eliminating duplication of effort, generating savings and increasing flexibility. This shift allowed for local programs to either engage, or not engage their local CDSS Adoptions Regional Office as determined by their self-identified needs regarding adoption services. A county child welfare agency may establish a contract with their local CDSS Adoption Regional Office, per W&IC Section 16130. A county may also terminate an existing contract. Once a contract has been terminated, the county is required to complete all of the duties of a licensed public adoption agency.

**REQUIRED INFORMATION**

For a county to terminate an existing contract with their local CDSS Adoption Regional Office the county's child welfare agency director must submit a written notice of their intent on agency letter head to the CDSS, and provide immediate notice to the Adoptions Regional Office at least 120 days before the county intends to assume responsibility for adoption services. Prior to submitting a written notice of intent to terminate a contract, the CDSS strongly advises a county to work with their Adoptions Regional Office to develop a transition plan to ensure active cases involving children and families are not disrupted.

A county's written notice of intent to terminate a contract with their local CDSS Adoptions Regional Office must include the following:

1. The date the contract with the CDSS Adoptions Regional Office will end.
2. The date the adoptions services provided by the county will begin.

Letters of intent should be mailed to:

Lori Fuller, Chief  
Permanency Policy Bureau  
Child and Youth Permanency Branch  
California Department of Social Services  
744 P Street, MS 8-13-66  
Sacramento, CA 95814

If you have any questions or need additional guidance regarding the information in this letter, contact the Permanency Policy Bureau at (916) 657-1858 or via email at [apu@dss.ca.gov](mailto:apu@dss.ca.gov).

Sincerely,

***Original Document Signed By***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

Attachment

Attachment

**TEMPLATE LETTER**

DATE

Lori Fuller, CHIEF  
Permanency Policy Bureau  
Child and Youth Permanency Branch  
California Department of Social Services  
744 P Street, MS 8-13-66  
Sacramento, CA 95814

Subject: WRITTEN NOTICE OF INTENT TO TERMINATE CONTRACT WITH THE  
CDSS ADOPTIONS REGIONAL OFFICE

Dear Ms. Fuller:

The (Insert County Human Service Agency Name) is providing written notice of our intent to terminate our contract with the CDSS Adoptions Regional Office effective DATE. The county is now in a position to assume responsibility of adoption services internally and has developed an appropriate transition plan with the CDSS Adoptions Regional Office.

Termination will be in effect as of DATE, and the (Insert County Human Service Agency Name), will assume these activities as effective DATE.

Sincerely,

County Child Welfare Director