

February 12, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 19-11**

This All County Letter (ACL) provides counties with guidance to complete the Independent Living Program (ILP) Annual Narrative Report for Federal Fiscal Year 2018 (October 1, 2017 through September 30, 2018). The report will be completed and submitted through Survey Monkey, a web-based survey tool. The survey will open on February 19, 2019, with a due date of April 2, 2019.



PAT LEARY  
ACTING 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)



GAVIN NEWSOM  
GOVERNOR

February 12, 2019

ALL COUNTY LETTER (ACL) NO. 19-11

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

SUBJECT: INDEPENDENT LIVING PROGRAM (ILP) ANNUAL NARRATIVE  
REPORT FOR FEDERAL FISCAL YEAR (FFY) 2018

REFERENCE: ALL COUNTY LETTER (ACL) [ACL 18-14](#), [ACL 17-06](#), [ACL 16-11](#), [ACL 15-30](#), [ACL 14-31](#), [ACL 13-34](#), ALL COUNTY INFORMATION NOTICE(ACIN) [ACIN I-38-10](#), WELFARE AND INSTITUTION CODE (WIC) [WIC 10609.4](#).

The purpose of this All County Letter (ACL) is to provide the updated requirements for the Independent Living Program (ILP) Annual Narrative Report (hereinafter referred to as ILP Report) for Federal Fiscal Year (FFY) 2018 (October 1, 2017 through September 30, 2018) 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-18-06](#). The PI requests the details specific to each county's ILP and transitional housing programs. 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 Federal Children and Family Services Plan, which are required under Title IV-B of the Social Security Act.

Information on ILP can be found under the sections on the Chafee Foster Care Program for Successful Transition to Adulthood 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 when sharing best practices.

The ILP report will be completed and submitted to CDSS electronically via Survey Monkey, a web-based survey tool. Each county welfare department was contacted, and a point of contact was identified. This point of contact will receive the unique survey link to complete the report. The list for the point of contact can be found at our CDSS website, under the [2018 ILP Narrative Report Contact List](#). Please ensure that the contact information provided to CDSS is accurate, as this person will receive an email with a unique survey link needed to complete the report. **The survey will open on February 19, 2019 and will close on April 2, 2019.**

Please read the survey instructions carefully as only **one** survey can be submitted per county. Each County Narrative contact will be provided with a Microsoft Word version of the survey and are encouraged to work off this document as it will allow multiple people to input information in the narrative fields. A Portable Document Format (PDF) copy, along with a Microsoft Word version of the survey may also be found online under the [Independent Living Program Annual Narrative Survey Report](#) section. Once completed, counties are able to copy and paste the information from the Word version on to Survey Monkey. Once a final report is submitted, the county may request a PDF copy by e-mailing the survey unit at [admsurveyunit@dss.ca.gov](mailto:admsurveyunit@dss.ca.gov).

All questions in each section **must** be completed, and blank responses are not allowed. If a question is not applicable, enter "NA".

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](mailto: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 Transition Age Youth (TAY) Policy Unit at [TAYPolicy@dss.ca.gov](mailto:TAYPolicy@dss.ca.gov) or (916) 651-7465. For technical assistance, or questions about the instructions please contact the survey unit at [admsurveyunit@dss.ca.gov](mailto:admsurveyunit@dss.ca.gov).

Sincerely,

***Original Document Signed By***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division