

March 17, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 20-22

This All County Letter (ACL) provides counties with guidance to complete the Independent Living Program (ILP) Annual Narrative Report for Federal Fiscal Year 2019 (October 1, 2018 through September 30, 2019). The report will be completed and submitted through an online customer relationship management (CRM) tool. The survey will open on March 24, 2020, with a due date of May 5, 2020.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

MARCH 17, 2020

ALL COUNTY LETTER NO. 20-22

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) 2019

REFERENCE: ALL COUNTY LETTER (ACL) [ACL 18-14](#), [ACL 17-06](#), [ACL 16-11](#),
[ACL 15-30](#), [ACL 14-31](#), [ACL 13-34](#), [ACL 19-11](#), 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) 2019 (October 1, 2018 through September 30, 2019) for completion by counties. The information requested in this report is required by the Federal Department of Health and Human Services (DHHS), Administration on Children, Youth and Families (ACYF), consistent with provisions specified in [Program Instructions \(PI\) ACYF-CB-PI-19-02](#). 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.

BACKGROUND

The ILP was originally established in 1986 with the passing of the Title IV-E Independent Living Initiative. In 2010, Assembly Bill 12 (AB 12) passed and was enacted in 2012 extending foster care to the age of 21. Since FFY 1999, the CDSS has asked counties to report on how they have developed their ILP services and how funds

were being allocated – introducing the first version of the ILP Narrative Report. The passing of AB 12 became another measure to assist youth in gaining the knowledge and skills needed to successfully navigate adult independence.

The goal of these efforts from year to year has continued to ensure that continued quality programs and services are available to youth and young adults in care. The data gathered from the ILP Reports, which is compared annually nationwide, has played a crucial role in driving legislation, programs, and policies, as seen in the passing of AB 12.

This information is now reported federally in the Annual Progress and Services Report (APSR) upon receipt of all ILP Reports from all counties whom have ILP eligible youth. The CDSS will also gain an understanding of the significance of ILP service documentation for the APSR based on accurately reported data as well, for the Federal Children and Family Services Plan, which are required under Title IV-B of the Social Security Act.

Additionally, the information gathered will help the State learn about the unique approaches that counties are implementing to engage and retain youth in their programs. The information collected through the ILP Report may be shared with other counties and stakeholders when discussing best practices towards how to better support the developmental needs of youth in foster care. When completing the ILP Report, counties should consider their Integrated Core Practice Model (ICPM) components to better inform the state on how counties are preparing their youth for adulthood, as well as incorporating ICPM practices while implementing ILP services. The ICPM provides practical guidance and direction to support county child welfare, juvenile probation to assist in the service delivery to youth. For detailed information on the ICPM, counties may reference [ACIN I-21-18](#).

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](#).

ILP NARRATIVE SURVEY PROCESS

The ILP report shall be completed and submitted to CDSS electronically via Salesforce, an online customer relationship management (CRM) tool. Maintaining all ILP Report outcomes in the CRM tool will help the CDSS, Transition Age Youth (TAY) Policy Unit track trends, analyze data, compare data from year to year, and streamline communication with counties over results. Additionally, having access to all ILP Report

data will ensure the State has the most up-to-date deliverables on county efforts regarding ILP services.

The point of contact identified by the county will be granted a license and will receive a unique username and password to access the ILP Report on the CRM tool. Kindly ensure that the contact information provided to CDSS is accurate, as this person will receive the license needed to access the ILP Report. The list for the point of contact can be found at our CDSS website, under the [2019 ILP Narrative Report Contact List](#).

Following the release of this ACL, the point of contact will receive an e-mail from the Salesforce administrative team, not CDSS. **The survey will open on March 24, 2020 and will close on May 5, 2020.**

Please read the survey instructions carefully, as only **one** survey can be submitted per county. The report can be saved and revisited any time before the closing date of May 5. Once completed, the report responses can be printed *prior* to submitting using the “print to PDF” option for webpages. Once the completed ILP Report is submitted via Salesforce, the county may also request a PDF copy by e-mailing the TAY Policy Unit at TAYPolicy@dss.ca.gov.

All questions in each section **must** be completed, blank responses are not allowed. If a question is not applicable, the user may enter “NA”.

If you have any questions regarding the report, please contact the TAY Policy Unit at TAYPolicy@dss.ca.gov or (916) 651-7465.

Sincerely,

Original Document Signed By

GREGORY E. ROSE
Deputy Director
Children and Family Services Division