

March 18, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 21-30

This All County Letter (ACL) provides counties with guidance to complete the Independent Living Program (ILP) Annual Narrative Report for Federal Fiscal Year 2020 (October 1, 2019 through September 30, 2020). The report will be completed and submitted through an online customer relationship management (CRM) tool. The survey will open on March 24, 2021 with a due date of May 5, 2021.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

March 18, 2021

ALL COUNTY LETTER (ACL) NO. 21-30

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) 2020

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](#), [ACL 20-22](#), 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) 2020 (October 1, 2019, through September 30, 2020) 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-20-02](#). 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, the CDSS will contact counties directly to obtain the information.

BACKGROUND

The ILP was authorized by the Foster Care Independence Act of 1999. It is designed to provide training, services, and benefits to assist current and former foster youth in achieving self-sufficiency prior to, and after leaving foster care. Each county has the flexibility to design services to meet the needs of the youth and

young adults they serve. Since FFY 1999, the CDSS has asked counties to report on how their allocations are utilized in the development of ILP services through the completion of the ILP report.

The goal is to ensure the continued quality of programs and services that are available to youth and young adults in care. The data gathered from the ILP Report has played a crucial role in driving legislation, programs, and policies, as seen in the passing of AB 12. Furthermore, the information gathered in the ILP Narrative report is used to complete the Annual Progress and Services Report (APSR) which is submitted to the Federal Department of Health and Human Services (DHHS), Administration on Children, Youth and Families (ACYF) on an annual basis, as required under the Title IV-B of the Social Security Act.

Additionally, the information gathered will help CDSS 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 CDSS 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 The California Children, Youth, And Families Integrated Core Practice Model And The California Integrated Training Guide All County Information Notice [The California Children, Youth, And Families Integrated Core Practice Model And The California Integrated Training Guide All County Information Notice ACIN I-21-18](#).

Information on the 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 CDSS 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. Please 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 [2020 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, 2021 and will close on May 5, 2021.**

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, 2021. 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 not applicable.

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

ANGIE SCHWARTZ
Deputy Director
Children and Family Services Division