

March 12, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 23-08**

This All County Letter (ACL) provides counties with guidance to complete the Independent Living Program (ILP) Annual Narrative Report for Federal Fiscal Year 2022 (October 1, 2021 through September 30, 2022). The report will be completed and submitted through an online customer relationship management (CRM) tool. The survey will open on March 17, 2023, with a due date of April 28, 2023.



KIM JOHNSON  
DIRECTOR

CALIFORNIA HEALTH & 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

March 12, 2023

ALL COUNTY LETTER NO. 23-08

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 ANNUAL NARRATIVE  
REPORT FOR FEDERAL FISCAL YEAR 2022**

REFERENCE: [ALL COUNTY LETTER 22-14](#); [20-22](#); [ALL COUNTY  
INFORMATION NOTICE I-38-10](#); [I-21-18](#); [WELFARE AND  
INSTITUTION CODE SECTION 10609.4](#); [ASSEMBLY BILL 12  
\(STATUTES 2010, CHAPTER 559\)](#).

## **PURPOSE**

The purpose of this All County Letter (ACL) is to provide counties the requirements for completing the Independent Living Program (ILP) Annual Narrative Report (hereinafter referred to as ILP Report) for Federal Fiscal Year (FFY) 2022 (October 1, 2021, through September 30, 2022). 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-Children's Bureau-PI-21-04](#). 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 the 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 the [California Fostering Connections to Success Act in 2010 \(Assembly Bill 12\)](#). 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 DHHS, and ACYF on an annual basis, as required under the Title IV-B of the Social Security Act.

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 on how to better support the developmental needs of youth in foster care. When completing the ILP Report, federal law and regulations require consultation and coordination between states and tribes in the provision of ILP services. As a county-administered child welfare system, CDSS must gather information from county agencies on these required coordination efforts with tribes.

An additional consideration when completing the ILP Report is the inclusion of Integrated Core Practice Model (ICPM) components to better inform CDSS on how counties are preparing their youth for adulthood and independence, 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 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 [Child and Family Services Plan](#).

## **INDEPENDENT LIVING PROGRAM NARRATIVE SURVEY PROCESS**

The ILP report shall be completed and submitted to CDSS electronically via Salesforce – an online customer relationship management (CRM) tool. This process has been implemented since FFY 2019 (see [ACL 20-22](#)). Maintaining all ILP Report outcomes in the CRM tool helps the CDSS and the 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 (POC) 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. If the POC is the same as the previous FFY, they will receive a link to reset their password for security purposes. Please ensure that the POC information provided to CDSS is accurate, as this person will receive the weblinks needed to access the ILP Report. If the POC has changed, please let the TAY Policy Unit know via email at [TAYPolicy@dss.ca.gov](mailto:TAYPolicy@dss.ca.gov). The list for the point of contacts can be found at our CDSS website, under the [2022 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 17, 2023 and will close on April 28, 2023.**

Please read the survey instructions carefully, as only **one** survey can be submitted per county. 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". All previously submitted FFY ILP Reports are housed in Salesforce and can be visited at any time for reference. The previous FFY ILP Report will be duplicated and made revisable to allow for data and information to be updated and revised without the need to redo the entire report. The report can be saved and revisited any time before the closing date of **April 28, 2023**. 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 emailing the TAY Policy Unit at [TAYPolicy@dss.ca.gov](mailto:TAYPolicy@dss.ca.gov).

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

Sincerely,

***Original Document Signed By***

ANGIE SCHWARTZ  
Deputy Director  
Children and Family Services Division