

May 26, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 23-41

The purpose of this All County Letter is to provide annual instruction for the reporting requirements to county and tribal Title IV-E agencies for the federal [Family First Transition Act \(FFTA\) Transition Grant and Certainty Grant](#) funds received through the state for the Fiscal Year 2021-2022. This letter provides the FFTA background, allowable expenditures, data reporting requirements and instructions for submitting the data to the California Department of Social Services by the due date of June 30, 2023.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

May 26, 2023

ALL COUNTY LETTER NO. 23-41

TO: ALL COUNTY CHILD WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS
ALL COUNTY BOARDS OF SUPERVISORS
ALL TITLE IV-E STATE AGREEMENT TRIBES

SUBJECT: FAMILY FIRST PREVENTION SERVICES ACT, FAMILY FIRST
TRANSITION ACT, TRANSITION GRANT AND CERTAINTY GRANTS,
ANNUAL REPORTING INSTRUCTIONS, FISCAL YEAR 2021-2022

REFERENCE: [FAMILY FIRST PREVENTION SERVICES ACT, PUBLIC
LAW 115-123 AND PUBLIC LAW 116-94; FAMILY FIRST TRANSITION
ACT; ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES;
CHILDREN'S BUREAU, INFORMATION MEMORANDUM 20-01;
ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES;
CHILDREN'S BUREAU PROGRAM INSTRUCTION 20-04, 20-08 AND
23-01; ALL COUNTY LETTER 21-47 AND 21-155; COUNTY FISCAL
LETTERS 20-21-92, 20-21-103 AND 21-22-109](#)

The purpose of this All County Letter (ACL) is to provide annual instruction for the reporting requirements to county and tribal Title IV-E agencies for the federal [Family First Transition Act \(FFTA\) Transition Grant and Certainty Grant](#) funds received through the state for the Fiscal Year (FY) 2021-22. This letter provides the FFTA background, allowable expenditures, data reporting requirements and instructions for submitting the data to the California Department of Social Services (CDSS) by the due date of June 30, 2023.

FAMILY FIRST TRANSITION ACT BACKGROUND

On December 20, 2019, the federal government enacted Public Law [\(PL\) 116-94](#), including the FFTA, which provides one-time flexible funding to both states and tribes to assist with the implementation of [Family First Prevention Services Act \(FFPSA\)](#), as well as short-term funding guarantees for states with expiring Title IV-E waivers. This allows states to move forward with the implementation of FFPSA without financial shortfall during the transitions. The Funding Certainty Grant (FCG) was made available to counties which operated under a Title IV-E Waiver

Demonstration Project, and the Transition Grant was made available to all counties and tribes with a Title IV-E agreement with the state.

As stated in [ACL 21-47](#), counties were required to declare their intent to receive transition grant funds by submitting a Letter of Intent (LOI) to the CDSS by December 31, 2021. The FFTA allocations for participating agencies were released in County Fiscal Letters (CFL) [20-21-92](#) and [21-22-109](#), and the FCG allocation to former Title IV-E Waiver Demonstration Project counties in [CFL 20-21-103](#).

The FFTA requires yearly reporting to establish goals and objectives, provide information on accomplishments, progress made and updates on program areas selected for improvement in the next fiscal year. Additional instructions on reporting requirements were outlined in [ACL 21-155](#), including instructions for reporting FY 2020-21 information.

ALLOWABLE EXPENDITURES

According to guidance released by the Administration for Children and Families, Children's Bureau Information Memorandum [20-01](#) and Administration for Children and Families, Children's Bureau Public Instruction [20-08](#), the FFTA provides that both the Transition Grants and Funding Certainty Grants be used for the following purposes:

- All purposes allowable under Title IV-B,
- Waiver demonstration project activities to reduce any adverse fiscal impacts as jurisdictions transition funding sources for the projects, and
- Activities directly associated with the implementation of all parts of FFPSA.

The FFTA funds may not be used to match other federal funds from any program.

Although FFTA funding has broader allowable uses by counties, CDSS in consultation with the County Welfare Directors Association, is requiring counties to use at least 50 percent of the Transition Grant funding to engage in prevention and/or early intervention planning, expand capacity for evidenced-based practices to support children, youth and families, and evaluation activities directly related to the implementation of FFPSA part and/or allowable purposes under Title IV-B. Examples of specific activities that counties can use the funding for include, but are not limited to following:

- Readiness assessments, gap analyses, development of service outcomes, and identification of workforce needs which may include:
- Prevention service inventory.
- Defining target populations.
- Mapping services to needs.
- Determining funding sources.
- Outcomes measured for existing services.
- Documenting outcome measurement tools used to evaluate existing services.
- Building local capacity and infrastructure to support local prevention services or prevention activities, such as expanding service contracts or addressing provider workforce.
- Establishing, continuing, or expanding prevention and/or early intervention services to meet the needs of children and families identified through local planning processes.

- Evaluating evidence-based practices for inclusion in the Title IV-E Prevention Services Clearinghouse, or to improve the current rating in the Clearinghouse.
- Continuing and/or expanding prevention services with a “promising” clearinghouse rating.
- Transition activities for former waiver demonstration project counties to FFPSA prevention services.

After dedicating at least 50 percent of Transition Grant funding for these Part I prevention and/or early intervention activities and/or allowable purposes under Title IV-B, counties can use FFTA funding for any activities to support all parts of FFPSA, including implementation of Part IV, and any other activities allowable under FFTA.

DATA COLLECTION AND REPORTING FOR FFTA FUNDS

In accordance with [Title 45 of the Code of Federal Regulations section 1357.15](#), state agencies receiving funding under Title IV-B of the Social Security Act are required to submit to the federal ACF a Five-Year Child and Family Services Plan, followed by inclusion of the data in the Annual Progress and Services Report due to ACF no later than June 30th of each year. These plans and reports must establish goals and objectives, provide information on accomplishments and progress made and provide updates on program areas selected for improvement and other activities in the next year. The CDSS is required to include updates on the use of the FFTA Transition and Certainty Grant funds starting in FY 2019-20 and continuing through the last fiscal year in which these grants are fully expended.

Due to these requirements, agencies participating in the FFTA Transition Grant and/or the Funding Certainty Grant must report the following data for each grant received using the reporting template provided in Attachment A. Title IV-E agencies are required to report annually data related to expenditures of the preceding state FY.

Data for FY 2021-22 will be collected in the reporting template provided in Attachment A, in a narrative format, due to CDSS by June 30, 2023.

The following information will be collected:

- How funds are used to implement each part of the FFPSA.
- Detail all programs, services, and operational costs for which the grant is used.
- The characteristics of the families and children served.
 - For example, race, gender, risk, and safety assessment scores, each evidence-based service’s rate of engagement, case length, child placement and/or frequency of foster care reoccurrence.

The Funding Certainty grant, available to former Title IV-E Waiver Demonstration Project counties (Alameda, Los Angeles, Sacramento, San Diego, San Francisco, Santa Clara, and Sonoma), will need to submit both reports provided in Attachment A including the *Waiver Demonstration Counties Transition Goals* section to collect the following:

- Amount of funding used for each fiscal year to continue activities that were previously funded by the waiver,

- Detail their plan for transition activities so that needed activities will be provided under the prevention services program,
- If expenditures for the activities would not be eligible for payment under Title IV-E, agencies must list the reasons for ineligibility for Title IV-E payment and which funding sources will be used to cover the costs, and
- Any additional information the United States Department of Health and Human Services requires.

Submit all FFTA expenditure reports to CDSS by emailing the report to the Family Centered Safety and Support Bureau via the Prevention Inbox at ffpsapreventionservices@dss.ca.gov.

The CDSS is committed to supporting the successful planning and implementation of comprehensive prevention services. If you have any questions or need additional guidance regarding the information in this letter or contact us at ffpsapreventionservices@dss.ca.gov.

Sincerely,

Original Document Signed By

ANGIE SCHWARTZ
Deputy Director
Children and Family Services Division

Attachment

ATTACHMENT A- Reporting Template

**FISCAL YEAR 2021-2022 FAMILY FIRST TRANSITION ACT
TRANSITION GRANT EXPENDITURES**

Date:	
Title IV-E Agency:	
Contact information:	

Please report the following for how the FFTA Transition Grant was used and submit via email to CDSS at ffpsapreventionservices@dss.ca.gov

FUNDS USED FOR FFPSA PARTS I-VIII

1. If no funds were used in the designated section, please state the reasons why no funds were used.

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2. Were funds used to implement **Part I** of FFPSA? ☐Yes or ☐No, \$
- a. If yes, please select all options for which funds were used (include similar but applicable options for Parts 2-8)
- ☐Countywide Prevention Planning
 - ☐Workforce Training and Development
 - ☐Continuous Quality Improvement and Model Fidelity
 - ☐Outcomes and Evaluations
 - ☐Increase in Evidence-Based Practices
 - ☐Service Provider Staffing
 - ☐Title IV-E Agency Staffing
 - ☐Other:
- b. If no, please specify reason:
3. Were funds used to implement **Part IV** of FFPSA? ☐Yes or ☐No, \$
- a. If yes, please specify what the funds were spent on:
4. Were funds used to implement any other part of FFPSA ☐Yes or ☐No, \$
- a. If yes, please specify which part, and what the funds were spent on:

PROGRAM SERVICES AND OPERATIONAL COSTS

In-Home Parenting Skill-Based Programs:

1. Were FFTA transition grant funds used partially or fully for in-home parenting skill-based programs? ☐ Yes or ☐ No
2. If yes, what was the dollar amount spent on each in-home parenting skill-based programs?

Name of Program	Dollar Amount	Number of Individuals Served

3. Please explain how FFTA Transition Grant funds were spent towards initial and/ or continuing costs of in-home parenting skill-based programs?

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Mental Health Services:

1. Were FFTA Transition Grant funds used partially or fully for mental health services? ☐ Yes or ☐ No
2. If yes, what was the dollar amount spent on each mental health service?

Name of Program	Dollar Amount	Number of Individuals Served

3. Please explain how FFTA Transition Grant funds were spent towards initial and/ or continuing costs of mental health services?

Substance Use Prevention and Treatment Services:

1. Were FFTA Transition Grant funds used partially or fully for substance use prevention and treatment services? ☐Yes or ☐No
2. If yes, what was the dollar amount spent on each substance use prevention and treatment services?

Name of Program	Dollar Amount	Number of Individuals Served

3. Please explain how FFTA Transition Grant funds were spent towards initial and/ or continuing costs of substance use prevention and treatment services?

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Other Services:

1. Please select all the programs/services and costs for which the FFTA Transition Grant funds were used:
- a. Protective services: ☐Yes or ☐No, \$
 - b. Crisis intervention: ☐Yes or ☐No, \$
 - c. Prevention & support services (family support): ☐Yes or ☐No, \$
 - d. Family reunification services: ☐Yes or ☐No, \$
 - e. Adoption promotion and support services: ☐Yes or ☐No, \$
 - f. Other service-related activities (e.g., Planning): ☐Yes or ☐No, \$
 - g. Administrative costs: ☐Yes or ☐No, \$

- h. Staff & external partners training: ☐ Yes or ☐ No, \$
- i. Caseworker retention, recruitment & training: ☐ Yes or ☐ No, \$
- j. Other: \$

SERVICE RECIPIENTS

1. Please provide the following information about the children and families served through the FFTA Transition Grant funds.
 - a. Total number of families served:
 - b. Number of pregnant or parenting foster youth served:
 - c. Number of children in foster care placements served:
 - d. Number of Indian children (as defined in WIC § 224.1) served:
 - e. Number of families receiving mental health services:
 - f. Number of families receiving substance use prevention and treatment services:
 - g. Number of families receiving in-home parenting skill-based program services:
 - h. Number of families receiving other services. (Please list other services.)
 - i. [Service]:
 - ii. [Service]:
 - iii. [Service]:
2. Please describe the characteristics of the children and families receiving services through the FFTA Transition Grant funds (i.e. race, gender, risk and safety assessment scores, each evidence-based service's rate of engagement, case length, child placement and/or frequency of foster care reoccurrence).

WAIVER DEMONSTRATION COUNTIES TRANSITION GOALS

(Alameda, Los Angeles, Sacramento, San Diego, San Francisco, Santa Clara, and Sonoma)

1. For each county previously implementing the Title IV-E Waiver Demonstration Project, please describe the amount of FFTA Transition Grant funds used for all activities previously funded under a Title IV-E Waiver Demonstration Project.

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2. Please describe the county’s plan to transition activities previously funded under the Title IV-E Waiver Demonstration Project to be provided under the county’s Prevention Services Plan using Title IV-E funds.

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3. For each county previously implementing the Title IV-E Waiver Demonstration Project please describe the activities previously funded under the Title IV-E waiver, that will not be reimbursable under Title IV-E, including why the activity is no longer reimbursable, and which funding source will cover the costs of this activities going forward.

Activity	Reason not Reimbursable	Funding to Cover Cost

FISCAL YEAR 2021-2022 FAMILY FIRST TRANSITION ACT
FUNDING CERTAINTY GRANT EXPENDITURES

Date:	
Title IV-E Agency:	
Contact information:	

Please report the following for how the FFTA Funding Certainty Grant was used and submit to CDSS via email at ffpsapreventionservices@dss.ca.gov

FUNDS USED FOR FFPSA PARTS I-VIII

1. If no funds were used in the designated section, please state the reasons why no funds were used.

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2. Were funds used to implement **Part I** of FFPSA? ☐ Yes or ☐ No
Amount used \$

- a. If yes, please select all options for which funds were used (include similar but applicable options for Parts 2-8)
- ☐ Countywide Prevention Planning
 - ☐ Workforce Training and Development
 - ☐ Continuous Quality Improvement and Model Fidelity
 - ☐ Outcomes and Evaluations
 - ☐ Increase in Evidence-Based Practices
 - ☐ Service Provider Staffing
 - ☐ Title IV-E Agency Staffing
 - ☐ Other:
- b. If no, please specify reason:

3. Were funds used to implement **Part IV** of FFPSA? ☐ Yes or ☐ No, \$
a. If yes, please specify what the funds were spent on:

4. Were funds used to implement any other part of FFPSA? ☐ Yes or ☐ No, \$
a. If yes, please specify which part, and what the funds were spent on:

PROGRAM SERVICES AND OPERATIONAL COSTS

In-Home Parenting Skill-Based Programs:

1. Were FFTA Certainty Grant funds used partially or fully for in-home parenting skill-based programs? ☐ Yes or ☐ No
2. If yes, what was the dollar amount spent on each in-home parenting skill-based programs?

Name of Program	Dollar Amount	Number of Individuals Served

3. Please explain how FFTA Certainty Grant funds were spent towards initial and/ or continuing costs of in-home parenting skill-based programs?

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Mental Health Services:

1. Were FFTA Certainty Grant funds used partially or fully for mental health services? ☐ Yes or ☐ No
2. If yes, what was the dollar amount spent on each mental health services?

Name of Program	Dollar Amount	Number of Individuals Served

3. Please explain how FFTA Certainty Grant funds were spent towards initial and/ or continuing costs of mental health services?

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Substance Use Disorder Services:

1. Were FFTA Certainty Grant funds used partially or fully for substance use prevention and treatment services? ☐Yes or ☐No
2. If yes, what was the dollar amount spent on substance use prevention and treatment services?

Name of Program	Dollar Amount	Number of Individuals Served

3. Please explain how FFTA Certainty Grant funds were spent towards initial and/ or continuing costs of substance use prevention and treatment services?

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Other Services:

1. Please select all the programs/services and costs for which the FFTA Certainty Grant funds were used:
 - a. Protective services: ☐Yes or ☐No, \$
 - b. Crisis intervention: ☐Yes or ☐No, \$
 - c. Prevention & support services (family support): ☐Yes or ☐No, \$
 - d. Family reunification services: ☐Yes or ☐No, \$
 - e. Adoption promotion and support services: ☐Yes or ☐No, \$
 - f. Other service-related activities (e.g., Planning): ☐Yes or ☐No, \$
 - g. Administrative costs: ☐Yes or ☐No, \$
 - h. Staff & external partners training: ☐Yes or ☐No, \$
 - i. Caseworker retention, recruitment & training: ☐Yes or ☐No, \$
 - j. Other: \$

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 - e. Number of families receiving mental health services:
 - f. Number of families receiving substance use prevention and treatment services:
 - g. Number of families receiving in-home parenting skill-based program services:
 - h. Number of families receiving other services. (Please list other services.)
 - i. [Service]:
 - ii. [Service]:
 - iii. [Service]:
2. Please describe the characteristics of the children and families receiving services through the FFTA Certainty Grant funds (i.e. race, gender, risk and safety assessment scores, each evidence-based service's rate of engagement, case length, child placement and/or frequency of foster care reoccurrence).

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1. For each county previously implementing the Title IV-E Waiver Demonstration Project, please describe the amount of FFTA Certainty Grant funds used for all activities previously funded under a Title IV-E Waiver Demonstration Project.

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