

March 14, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 24-14

This All County Letter provides counties with guidance to complete the Independent Living Program Annual Narrative Report for Federal Fiscal Year 2023 (October 1, 2022, through September 30, 2023). The report will be completed and submitted through an online Customer Relationship Management tool. The survey will open on 04/08/2024, with a due date of six weeks later.



KIM JOHNSON
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

March 14, 2024

ALL COUNTY LETTER NO. 24-14

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 2023

REFERENCE: [ALL COUNTY LETTER \(ACL\) 23-08](#) AND [ACL 20-22](#);
[ALL COUNTY INFORMATION NOTICE \(ACIN\) I-38-10](#) AND
[ACIN I-21-18](#); [WELFARE AND INSTITUTION CODE \(WIC\)](#)
[SECTION 10609.4](#); [ASSEMBLY BILL \(AB\) 12 \(STATUTES 2010,](#)
[CHAPTER 559\)](#); [FOSTER CARE INDEPENDENCE ACT OF 1999](#);
[TITLE IV-B OF THE SOCIAL SECURITY ACT](#)

PURPOSE

The purpose of this All County Letter is to provide counties with the requirements for completing the Independent Living Program (ILP) Annual Narrative Report (herein after referred to as ILP Report Federal Fiscal Year (FFY) 2023 (October 1, 2022, through September 30, 2023.) 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-22-01](#). 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 before, 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 ([AB 12](#)). Furthermore, the information gathered in the ILP Narrative Report is able 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 the 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, Tribes, 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, the CDSS must gather information from county agencies on these required coordination efforts with Tribes. The ILP Report gathers information regarding these coordinated efforts.

An additional consideration when completing the ILP Report is the inclusion of Integrated Core Practice Model (ICPM) components to better inform the 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, and 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 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 [Child and Family Services Plan](#).

ILP Narrative Survey Process

The ILP Report shall be completed and submitted to the 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 data from ILP Reports will ensure that CDSS has the most up-to-date deliverables on county efforts regarding ILP services.

The Points Of Contact (POC) identified by the county in the 2022 ILP Narrative Report Contact List have been granted a license in FFY 2022 and have access to the CRM. If the POC is the same as the previous FFY, they can contact the TAY Policy Unit at TAYPolicy@dss.ca.gov for a password reset to access their ILP Report. To ensure a smooth reporting process, please ensure that the POC information provided to the CDSS is accurate. Please report any changes to POC to the TAY Policy Unit to ensure all logistics to access the ILP Report is completed in a timely manner. The list of the points of contact can be found on our CDSS website, under the [2023 ILP Narrative Report Contact List](#).

Following the release of this ACL, the Salesforce CRM will open and all POCs will be able to access the current ILP Report and all previously completed ILP Reports via the [salesforce link](#). The **survey will open on 04/08/2024 (2 weeks after posting) and will close on 05/20/2024 (6 weeks later)**.

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 should 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 has been duplicated to allow for data and information to be updated and revised without the need to redo the entire report. The report can be updated and revisited at any time before the closing date of **05/20/2024**. Once completed, the report responses can be printed before submission 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.

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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

cc: All Federally Recognized Tribes