

March 19, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 24-17

The purpose of this All County Letter is to provide annual instructions for the reporting requirements to county and Tribes with Title IV-E agreements for the federal [Family First Transition Act \(FFTA\) Transition Grant and Certainty Grant](#) funds received through the State for the Fiscal Year 2022-2023. 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 April 15, 2024.



KIM JOHNSON
DIRECTOR

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

March 19, 2024

ALL COUNTY LETTER NO. 24-17

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

SUBJECT: ANNUAL REPORTING INSTRUCTIONS FOR THE FISCAL YEAR
2022-2023 FAMILY FIRST TRANSITION ACT (FFTA)
TRANSITION GRANT AND CERTAINTY GRANT FUNDS

REFERENCE: [FAMILY FIRST PREVENTION SERVICES ACT, PUBLIC LAW 115-123](#); [FAMILY FIRST TRANSITION ACT, PUBLIC LAW 116-94](#); [TITLE 45 OF THE CODE OF FEDERAL REGULATIONS; ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES INFORMATION MEMORANDUM 20-01](#); [ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES PROGRAM INSTRUCTIONS 20-04, 20-08 AND 23-01](#); [ALL COUNTY LETTERS 21-47; 21-155 AND 23-41](#); [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 instructions for the reporting requirements to county and Tribes with Title IV-E agreements for the federal [Family First Transition Act \(FFTA\) Transition Grant and Certainty Grant](#) funds received through the State for the Fiscal Year (FY) 2022-23. 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 April 15, 2024.

FAMILY FIRST TRANSITION ACT BACKGROUND

On December 20, 2019, the federal government enacted [Public Law \(PL\) 116-94](#), including the FFTA, which provided one-time funding to 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 waiver demonstration projects. This allowed states to move forward with the implementation of FFPSA

without financial shortfall during the transitions. In California, the FFTA Funding Certainty Grants were made available to counties which previously operated a Title IV-E Waiver Demonstration Project, and the Transition Grants were made available to all counties, as well as 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 FFTA Transition Grant funds by submitting a Letter of Intent to the CDSS by December 31, 2021. The FFTA Transition Grant allocations for participating agencies were released in County Fiscal Letters (CFL) [20-21-92](#) and [21-22-109](#), and the FFTA Certainty Grant allocations 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](#) and [ACL 23-41](#), including instructions for reporting FY 2020-21 and FY 2021-22 information.

ALLOWABLE EXPENDITURES

In accordance with guidance released by the Administration for Children and Families, Children's Bureau in Information Memorandum [20-01](#) and Program Instruction [20-08](#), both the FFTA Transition Grants and Funding Certainty Grants may be used for the following purposes:

- All purposes allowable under Title IV-B of the Social Security Act,
- 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.

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

- Readiness assessments, gap analyses, development of service outcomes, and identification of workforce needs which may include:

- Prevention services 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 for prevention services.

After dedicating at least 50 percent of FFTA 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 Section 1357.15 of [Title 45 of the Code of Federal Regulations](#), states receiving funding under Title IV-B of the Social Security Act are required to submit to the federal Administration for Children and Families (ACF) a Five-Year Child and Family Services Plan, followed by yearly 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 Fiscal Year 2022-2023 Family First Transition Act - Transition Grant Expenditure

reporting template provided online. County and tribal Title IV-E agencies are required to report annually data related to expenditures of the preceding State FY.

Data for FY 2022-23 will be collected through the [Fiscal Year 2022-2023 Family First Transition Act Expenditure Report](#). The report must be completed by April 15, 2024.

The following information will be collected:

- How funds are used to implement each part of the FFPSA.
 - If funds were used to implement Part I, Part IV, or any other part of FFPSA.
- Details of all programs, services, and operational costs for which the grant is used.
 - Identify whether the funds were used for the following services, what was the dollar amount spent, the number of individuals served, and how the funds were spent toward initial and/or continuing costs for:
 - In-home parenting skill-based programs
 - Mental health services
 - Substance use prevention and treatment services
 - Other services
- The characteristics of the families and children served.
 - Number of families served.
 - Number of pregnant or parenting youth, children in foster care, and Indian children served.
 - Number of families receiving mental health, substance use prevention, or in-home parenting skill-based program services.
 - Other family and children characteristics including 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.

Counties receiving 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), must submit the [Fiscal Year 2022-2023 Family First Transition Act Expenditure Report](#) for both the Transitional Grant and the Funding Certainty Grant including the *Waiver Demonstration Counties Transition Goals* section. Counties must report the following:

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

The FFTA expenditure report must be submitted online. The report can be accessed by clicking the [Fiscal Year 2022-2023 Family First Transition Act Expenditure Report](#) link. This link will also auto-populate the Funding Certainty Grant Expenditure Report questions for former Title IV-E Waiver Demonstration Project counties.

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