

January 14, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 25-07

The purpose of this All County Letter is to provide annual reporting instructions for counties and Tribes with state Title IV-E agreements for the federal Fiscal Year 2023-24 [Family First Transition Act \(FFTA\) Transition Grant and Certainty Grant](#) funds. This letter provides background information on the FFTA funds, allowable expenditures, and data reporting requirements. Reporting data must be submitted to the California Department of Social Services no later than March 1, 2025.



JENNIFER TROIA
DIRECTOR

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

January 14, 2025

ALL COUNTY LETTER NO. 25-07

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: ANNUAL REPORTING INSTRUCTIONS FOR THE FISCAL YEAR
2023-2024 FAMILY FIRST TRANSITION ACT TRANSITION
GRANT AND CERTAINTY GRANT FUNDS

REFERENCE: [DIVISION E, TITLE VII OF THE BIPARTISAN BUDGET ACT OF 2018 \(PUBLIC LAW 115-123\);](#)
[SECTION 602, SUBTITLE F OF THE FURTHER CONSOLIDATED APPROPRIATIONS ACT, 2020 \(PUBLIC LAW 116-94\);](#)
[ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES \(ACF\) CHILDREN'S BUREAU INFORMATION MEMORANDUM 20-01;](#)
[ACF CHILDREN'S BUREAU PROGRAM INSTRUCTION 20-04;](#)
[20-08; 23-01; ALL COUNTY LETTER \(ACL\) 21-47; ACL 21-155;](#)
[ACL 23-41; AND ACL 24-17;](#)
[COUNTY FISCAL LETTER \(CFL\) 20/21-92, CFL 20/21-103 AND CFL 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 state agreements for the federal [Family First Transition Act \(FFTA\) Transition Grant and Certainty Grant](#) funds received through the state of California for the Fiscal Year (FY) 2023-24. This letter provides background information on the FFTA funds, allowable expenditures, data reporting requirements, and instructions for submitting the data to the California Department of Social Services (CDSS) by the due date of March 1, 2025.

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 demonstration project waivers. This allowed states to move forward with the implementation of FFPSA without financial shortfalls during the transitions. In California, the FFTA Funding Certainty Grant was available only to counties which operated under a Title IV-E Waiver Demonstration Project. The FFTA 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 FFTA Transition Grant funds by submitting a Letter of Intent to CDSS by December 31, 2021. The FFTA Transition Grant allocations for participating counties and Tribes with a Title IV-E state agreement were released in [CFL 20/21-92](#) and [CFL 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, as well as provide information on accomplishments, progress made, and updates on program areas selected for improvement in the next FY. Additional instructions on reporting requirements were outlined in [ACL 21-155](#) and [ACL 23-41](#), which included instructions for reporting FFTA information for FY 2020-21, FY 2021-22 and FY 2022-23.

ALLOWABLE EXPENDITURES

According to guidance released by the Administration for Children and Families (ACF), [Children's Bureau Information Memorandum 20-01](#) and ACF's [Children's Bureau Program Instruction 20-08](#), the FFTA allows Transition Grants and Funding Certainty Grants to 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.

Consistent with the allowable uses for FFTA funding under federal law, CDSS in collaboration with the County Welfare Directors Association, provided guidance in [ACL 21-47](#) requiring counties to use at least 50 percent of its FFTA Transition Grant funding for prevention and/or early intervention planning, expanding capacity for evidence-based practices to support children, youth and families, evaluation activities directly related to the implementation of FFPSA part and/or allowable purposes under

Title IV-B of the Social Security Act. Examples of specific activities that county and tribal Title IV-E agencies 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.
 - Outcome measures 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.

Small counties subsequently raised concerns regarding the state guidance in [ACL 21-47](#) that required all counties to expend at least 50 percent of its FFTA Transition Grant funding for 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 Title IV-E prevention services, or for allowable purposes under Title IV-B of the Social Security Act. Due to the challenges voiced by small counties in meeting this requirement, CDSS is providing the small counties listed in Attachment A with additional flexibility for FFTA Transition Grant expenditures. The small counties listed in Attachment A may utilize FFTA Transition Grant funding for any of the permissible purposes described in [ACL 21-47](#), without a requirement to expend at least 50 percent of these funds on the activities listed above. CDSS continues to encourage counties to use other state funds (i.e., Family Finding) in combination with the FFTA to address prevention and family engagement. FFTA Transition Grant funds are available for expenditure through September 30, 2025. County child welfare agencies and Tribes with Title IV-E state agreements are encouraged to prioritize utilizing and spending all allocated FFTA funds before they expire.

DATA COLLECTION AND REPORTING FOR FAMILY FIRST TRANSITION ACT 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 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. CDSS is required to include updates on the use of the FFTA Transition Grant and Certainty Grant funds starting in FY 2019-20 and continuing through the last FY in which these grants are fully expended.

To fulfill these federal 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 FY 2023-2024 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 FY.

Data for FY 2023-24 will be collected through the FY 2023-2024 [Family First Transition Act Expenditure Report](#). The report must be completed by March 1, 2025.

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 was 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:
 - 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 evidenced-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 FY 2023-2024

[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 and Title IV-E Tribes must report the following:

- Amount of funding used for each FY 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 Title IV-E 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 FY 2023-2024 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.

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

The list below includes the 20 small counties that are eligible for the additional Family First Transition Act flexibility.

1. Alpine
2. Amador
3. Calaveras
4. Colusa
5. Del Norte
6. Glenn
7. Inyo
8. Lake
9. Lassen
10. Mariposa
11. Modoc
12. Mono
13. Nevada
14. Plumas
15. San Benito
16. Sierra
17. Siskiyou
18. Tehama
19. Trinity
20. Tuolumne