

July 15, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 25-11**

This All County Letter provides counties with guidance to complete the Independent Living Program Annual Narrative Survey Report for Federal Fiscal Year 2024 (October 1, 2023, through September 30, 2024). The report must be completed and submitted through an online Customer Relationship Management tool. The survey will open on July 15, 2025 with a due date of September 12, 2025.



JENNIFER TROIA  
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

July 15, 2025

ALL COUNTY LETTER NO. 25-11

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 2024

REFERENCE: [PROGRAM INSTRUCTIONS ACYF-CB-PI-22-01](#);  
[ALL COUNTY LETTER \(ACL\) 23-08](#); [ACL 24-14](#); [ACL 20-22](#);  
[ALL COUNTY INFORMATION NOTICE \(ACIN\) I-38-10](#); [ACIN I-21-18](#);  
[WELFARE AND INSTITUTION CODE \(WIC\) § 10609.4](#);  
[ASSEMBLY BILL \(AB\) 12 \(STATUTES 2010, CHAPTER 559\)](#);  
[FOSTER CARE INDEPENDENCE ACT OF 1999](#);  
[TITLE IV-B OF THE SOCIAL SECURITY ACT](#)

This All County Letter (ACL) provides counties with guidance to complete the Independent Living Program (ILP) Annual Narrative Survey Report for Federal Fiscal Year (FFY) 2024 (October 1, 2023, through September 30, 2024). The report must be completed and submitted through an online Customer Relationship Management (CRM) tool. **The survey will open on July 15, 2025 with a due date of September 12, 2025.**

The information requested in this survey is required by the Federal Department of Health and Human Services (DHHS), Administration on Children, Youth and Families (ACYF), consistent with provisions specified in the [Annual Program Instructions \(PI\)](#), which in part, describe actions states must take and information states are required to submit. The PI requests the details specific to each county's ILP and Transitional Housing Programs (THPs). 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 Independent Living Program (ILP) was authorized by the [Foster Care Independence Act of 1999](#) and the [California Fostering Connections to Success Act in 2010 \(Assembly Bill \(AB\) 12\)](#). The ILP 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 how their allocations are utilized in the development of ILP services. That information is collected through the ILP Narrative Survey Report.

The goal of reporting is to measure the quality of programs and services that are available to ILP eligible youth. The data gathered from the ILP Narrative Survey Report has played a role in informing legislation, programs, and policies, as seen in the passing of [AB 12](#). Furthermore, the information gathered in the ILP Narrative Survey Report is used to complete the Annual Progress and Services Report (APSR) as related to the Chafee Foster Care Program for Successful Transition to Adulthood and the Educational and Training Vouchers Program. The APSR 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 helps CDSS learn about the unique approaches that counties are implementing to engage and retain youth in their programs. The information collected through the ILP Narrative Survey 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 Narrative Survey 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 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 found in All County Information Notice [\(ACIN\) I-21-24](#).

## **ILP NARRATIVE SURVEY PROCESS**

The ILP Narrative Survey Report shall be completed and submitted to CDSS electronically via Salesforce, an online CRM tool. This process has been implemented since FFY 2019 (see [ACL 20-22](#)). Maintaining all ILP outcomes in the CRM tool helps CDSS, and specifically 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 2023 ILP Narrative Report Contact List have been granted a license in FFY 2023 and have access to the CRM. If the POC is the same as the previous FFY, they may contact [TAYPolicy@dss.ca.gov](mailto:TAYPolicy@dss.ca.gov) for a password reset to access their ILP Report. To ensure a smooth reporting process, please ensure the POC information provided to CDSS is accurate. Please report any changes to the 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 POC will be able to access the current ILP Report and all previously completed ILP Reports. **The survey will open on July 15, 2025 with a due date of September 12, 2025 and close on September 31, 2025.**

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 Narrative Survey Report are housed in Salesforce and can be visited at any time for reference. The previous FFY ILP Narrative Survey 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 **September 31, 2025.**
- 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](mailto:TAYPolicy@dss.ca.gov).

If you have any questions regarding the survey, 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