The following questions and answers are intended to assist counties administering the CalWORKs Home Visiting Initiative.

I. FUNDING

Q: Will there be a rollover authority provision if a county is unable to spend their allocation within the first six months (before June 30, 2019)?

A: CDSS will request rollover authority in the late spring. At this time, roll-over authority cannot be guaranteed.

Q: Is the amount we were approved, a prorated amount for this year Jan 2018 to Jun 2019?

A: As indicated in the All County Welfare Directors Letter dated July 1, 2018, the first cycle of funding is allocated for January 1, 2019 through June 30, 2019. The Governor’s January Budget proposes $78.9 million for FY 19/20. Please note all funding is subject to an appropriation in the annual Budget Act.

Q: Will counties receive double the awarded amount for fiscal year 2019/2020?

A: Participating counties receive allocations for each fiscal year. For FY 19-20, the planning allocation for participating counties will be forthcoming.

Q: How can Employment Services funding be claimed? Is this funding in addition to the county allocations in CFL No. 18/19-51?

A: The statewide allocation of $989,000 for Employment Services can be claimed through the Single Allocation. These funds are separate from the county planning allocations and will be distributed amongst counties selected for participation in the HVI. County Fiscal Letter (CFL) NO. 18/19-50 provides more information regarding the augmentation to the Employment Services component of HVI.

Q: Can HVI funding be matched with Title XIX funding?

A: While there is no match requirement for the HVI program, we encourage counties to leverage other funding streams as allowable to serve CalWORKs families. It is our understanding that Federal TANF and non-federal General Fund Maintenance of Effort (MOE) funds may not be used as a match for Title XIX, per number 20 of the most recent version of the California Department of Social Services (CDSS) award guidelines and per 24 CFR 576.201. However, we
believe that non-MOE funds may be eligible as a match for Title XIX, so long as Title XIX rules are adhered to. The cognizant agency for Title XIX is the Department of Health Care Services. We recommend reaching out to them for additional information and clarification on this issue.

Q: Are there any limitations on what HVI funding can be spent on? (e.g. purchasing vehicles, annual fees to implement the home visiting model, administrative funding caps)?

A: The HVI program’s funding consists of Temporary Assistance for Needy Families (TANF) funds and General Fund (both Maintenance of Effort (MOE) and non-MOE). Limitations on the use of its funding are generally the same as those of regular CalWORKs/Welfare to Work services; the same stipulations on the proper use of TANF and federal and state regulations on allowable expenditures (such as the claiming of capital expenditures) apply.

Q: Is it possible to get some examples and/or additional guidance on what can be purchased using HVI funds?

A: The following are examples of how HVI funds may be spent:

- Providing referrals and services to eligible clients, including home visiting and early learning supports
- Case management
- Training as outlined in the ACWDL dated July 31, 2018
- Coordination activities between county CalWORKs staff and home visiting agencies
- Data collection and reporting outcomes on program participation
- Expenses related to administration of HVI

Additional information on allowable HVI expenses and claiming instructions are included in the County Fiscal Letter (CFL) NO. 18/19-49.

Q: How were the minimum county allocations determined?

A: Initial county allocations are based on the distribution of eligible cases per county, assuming statewide implementation. Data from the Medi-Cal Eligibility System (MEDS) was used to determine the eligible county caseload. The county caseload was multiplied by the average monthly cost per case among evidenced-based home visiting models ($500).

Q: How will future allocations be determined? If a county has a low participation rate in the program, will future allocations be impacted?
A: Counties will be able to apply for their minimum allocation each application cycle based on the proportion of eligible cases in the county. Future funding will be subject to annual appropriation and county’s ability to effectively serve clients.

Q: How can the $500 for health and safety material goods be used for program participants?

A: The funding can be used for the purchase of material goods for a program participant’s household related to care, health, and safety of the child and family, which shall not exceed five hundred dollars ($500).

Q: What are the funding allocation cycles? Will counties have to re-apply annually?

A: The first application cycle is January 1, 2019 to June 30, 2020 (18 months). After this first cycle, the application process will operate every 24-months. The second application cycle will operate from July 1, 2020 to June 30, 2022 (subject to annual appropriations).

Q: Can funding received for the HVI be spent on administrative costs associated with implementing the home visiting model?

A: Yes. A portion of the HVI allocation can be used for administrative costs.

Q: When will the County Fiscal Letter (CFL) be released?

A: The allocation CFL was released on January 9, 2019 and can be accessed at CFL No. 18/19-51.

The claiming instructions CFL was released January 30, 2019 and can be accessed at CFL No. 18/19-49.

The augmentation to the Employment Services component of CalWORKs single allocation CFL was released January 30, 2019 and can be accessed at CFL No. 18/19-50.

Q: Are counties expected to absorb the training costs related to HVI training requirements? Are counties allowed to add training funds in their budget?

A: Any costs incurred, including the required training services shall be funded as part of the allocation from the CDSS to that county.

Q: Since the program is voluntary, can the contractor charge an amount for a range of families rather than an amount for each family served each month? For example, if each home visitor serves 8-10 families; and some
of those families cancel home visits and refuse to reschedule, can the contractor still charge and be paid for the visits the families canceled?

A: A Memorandum of Understanding/Contract between participating county agencies and/or home visiting agencies should include, but not be limited to, each agency’s specific roles and responsibilities, data sharing, and communication expectations. Therefore, the terms of the contract depend on the contract agreement.

II. DATA AND EVALUATION

Q: What data measures will be collected specific to the CalWORKs objectives?

A: The CDSS is currently engaging in discussions with independent research-based program evaluators. Once an evaluator is selected, they will work with the CDSS and other stakeholders to create data and outcome measures.

Q: When will the HVI data report form be released?

A: CDSS continues to work internally to finalize the HVI report form. Once finalized CDSS Research Services Branch will release the form with instruction through an All County Letter.

III. REQUEST FOR COUNTY PLAN (RFCP)

Q: If a county is not using a HomVEE approved evidence-based model, what information should be included in the evaluation and submitted with the application?

A: A copy of an outcome evaluation must be submitted with the RFCP if the county is not using a HomVEE approved evidence-based model. While reviewing this evaluation, the CDSS will use the eight domains cited by HomVEE as a reference.

Q: If the county uses more than one home visiting model, does the county have to answer the questions for each model?

A: Yes. Counties who are applying with more than one model must answer all the questions for each model. Each model will be scored using a separate scoring rubric.

Q: Where can I find a list of evidence-based home visiting models?

A: A complete list of HomVEE evidence-based home visiting models can be found on the following website: HomVEE Effectiveness Research.
Q: The RFCP only lists six home visiting models. Can any of the home visiting models listed on the HomVEE website be used?

A: Yes. Counties may apply using any of the HomVEE approved evidence-based models. The CDSS will also accept applications from evidence-based home visiting models not approved by HomVEE as long as an outcomes evaluation document is provided.

Q: Are there guidelines for determining caseload size?

A: Caseload size should be based on the county’s capacity to manage the target population identified in this program. The primary target population is a voluntary participant who is a member of a CalWORKs assistance unit, who is pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months of age at the time he or she enrolls in the HVI program. The county may serve additional CalWORKs clients with children under the age of two as long as the county continues to offer and provide home visiting services to the primary target population noted above.

Q: Can the number of families served under the Home Visiting Initiative be changed at this time?

A: CDSS understands that the number of clients to be served is a projection and may change based on outreach, client participation, and other factors. If a county would like to change the proposed caseload that they outlined in their RFCP, a letter would need to be submitted to CDSS with that change.

Q: If counties want to serve an expanded population mid-period, will they need to submit a new RFCP if this was not indicated in the initial county plan?

A: If a county wants to expand their target population mid-period, the county will only be asked to submit updated caseload information outlined in Part III, Question 3 of the RFCP. The target population is identified in: WIC Article 3.4 CalWORKs Home Visiting Initiative (11330.6 - 11330.9)

IV. PROGRAM

Q: How long is the family enrollment period?

A: Counties may enroll families throughout the funding cycle. The services authorized are not an entitlement and participating counties may limit the number of families participating in the program to ensure that the costs do not exceed the amount of funds awarded to the county for this purpose.
Q: Can counties continue to serve the families beyond 24-months? What happens if CalWORKs participants do not continue for 24 months?

A: Home visiting shall continue to be offered for 24-months, or until the child’s second birthday (whichever is later) or the individual terminates his or her own participation in the program.

Q: Are HVI participants required to participate in Welfare-to Work (WTW) activities?

A: No. Pursuant to Article 3.2 of the Welfare and Institutions Code (commencing with Section 11320), an assistance unit agreeing to receive services under this article need not be eligible for, nor shall be required to participate in, the welfare-to-work program.

Q: Would Cal-Learn participants be able to be part of the “expanded population” for HVI?

A: Should a county wish to include Cal-Learn participants in the “expanded population,” it is allowable at county option.

Q: How is a child-only case defined?

A: A child-only are cases in which only the children in the case are aided because the parents are ineligible due to immigration status or being on Supplemental Security Income (SSI) recipient or a non-parental, non-needy caretaker is caring for the children.

Q: If a participant loses eligibility for CalWORKs or goes off aid after enrolling in the program, can counties still pay for that participant to continue in the HVI program using HVI funds?

A: Yes. If the parent or assisted caretaker has been removed from the assistance unit or exits the CalWORKs program, voluntary home visiting services may continue until completion of the evidence-based home visiting program or until he or she terminates his or her own participation.

Q: If a county is awarded HVI funding, when is the evaluation report due on program outcomes?

A: The final evaluation report must be provided to the Legislature prior to January 10, 2022. Once an evaluator is selected, the CDSS will confirm the data collection process and timelines and inform the counties and their contractors.

Q: In regards to HVI, can staff start training prior to implementation?
A: Yes. Staff may start training prior to implementation. Welfare and Institution Code Section 11330.7(g)(1) specifies the trainings that are required prior to providing home visiting services to a CalWORKs recipient.

V. CONTRACTS AND SAMPLE MEMORANDUM OF UNDERSTANDING

Q: Is it necessary to have an MOU when the CalWORKs program and the home visiting program are part of the same county Health and Human Services agency?

A: Yes. This agreement should include, but not be limited to, each group’s specific roles and responsibilities, data sharing, and communication expectations.

Q: Can you clarify if the MOUs with the HVI providers (contractors) and other county agencies must be completed prior to the application due date or prior to the implementation date?

A: The MOUs and data sharing agreements with county contractors and other county agencies must be completed and submitted to the CDSS prior to providing the first home visit.

Q: If more than one partner agency in the county has expressed interest in providing home visiting services, can more than one agency be utilized by the CWD?

A: Yes. The county may partner with whichever agency or agencies would most effectively and efficiently provide services to program participants. If counties choose multiple partners, MOU’s and data sharing agreements will be required for each partnering agency.

Q: What are the guidelines for the required training for home visiting staff on cultural competency and implicit bias (page 28, HVI RFCP)? If the home visitors are contracted staff, can the contracted agency provide the training?

A: Guidelines for the cultural competency and implicit bias training will be provided in a forthcoming ACWDL. Contractors are encouraged to partner with local organizations to identify a curriculum that best suits the needs of the home visiting program participants.

VI. MISCELLANEOUS

Q: Do counties have the opportunity to opt-out of the program?
A: If a county submits an application, signs the assurances page, and accepts the HVI funding, the county must participate in the program until the funding cycle ends or they run out of funds.

Q: Are the latest versions of the materials being referenced available online?

A: Yes. All the Letters and Notices pertaining to HVI can be found by clicking the following link: CalWORKs Home Visiting Initiative. In order to receive a copy of all HVI materials (including the county application), please submit a request to CalWORKsHVI@dss.ca.gov.