



CDSS

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DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

December 1, 2016

COUNTY FISCAL LETTER (CFL) NO. 16/17-38

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS
ALL COUNTY CHILD WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS

SUBJECT: FISCAL YEAR 2016-17 COMMERCIALY SEXUALLY
EXPLOITED CHILDREN PROGRAM ALLOCATION
AUGMENTATION

REFERENCES: [PENAL CODE SECTION 11166](#)
[SENATE BILL 794 \(CHAPTER 425, STATUTES OF 2015\)](#)
[WELFARE AND INSTITUTIONS CODE SECTIONS 16501.1,](#)
[16501.35 and 16501.45](#)
[CHILD WELFARE POLICY MANUAL](#)
[CALIFORNIA CHILD WELFARE INDICATORS PROJECT](#)
[ALL COUNTY LETTER NO. 16-69, DATED AUGUST 30, 2016](#)
[COUNTY FISCAL LETTER NO. 16/17-33, DATED](#)
[NOVEMBER 3, 2016](#)

This letter informs County Welfare Departments (CWDs) and County Probation Departments (CPDs) of the additional \$1.7 million General Fund (GF) allocation for the Fiscal Year (FY) 2016-17 **federally mandated activities** of the Commercially Sexually Exploited Children (CSEC) program based on the Budget Act of 2016.

Funds are for the purpose of identifying and protecting children and youth at risk of sex trafficking, as required by the Preventing Sex Trafficking and Strengthening Families Act (Public Law 113-183) and effective January 1, 2016, conforming changes to implement the federal act which are contained in [Senate Bill \(SB\) 794 \(Chapter 425, Statutes of 2015\)](#), specifically [Welfare and Institutions Code \(W&IC\) sections 16051.1\(f\)\(19\), 16501.35 and 16501.45](#) and [Penal Code Section 11166\(j\)\(2\)-\(3\)](#).

Attachment I displays the \$1.7 million GF allocation that is being added to the \$27.9 million GF allocated to counties in [County Fiscal Letter \(CFL\) No.16/17-33](#) for the state CSEC program. The state CSEC allocations were based on the updated county plans submitted to the California Department of Social Services in accordance with [All County Letter \(ACL\) No.16-69](#).

In consultation with the County Welfare Directors Association, a total amount of \$679,280 GF was distributed to County Welfare Departments as follows:

- Funds were distributed based on the county's percent to total of the calendar year 2016 caseload of youth ages, 10 to 20 years, in foster care (California Child Welfare Indicators Project from the UC Berkeley website).
- In order to ensure all counties implement the federal mandated activities, a minimum floor of \$2,500 was incorporated.

In consultation with the Chief Probation Officers of California, a total amount of \$1.02 million GF was distributed to County Probation Departments as follows:

- Funds were distributed based on the county's percent to total of the calendar year 2016 caseload of youth, ages 10 to 20 years, in foster care (California Child Welfare Indicators Project from the UC Berkeley website).
- In order to ensure all counties implement the federal mandated activities, a minimum floor of \$2,500 was incorporated.

For those counties participating in the Title IV-E California Well-Being Project (Project), the Administration for Children and Families has provided [program instructions](#) allowing the federal CSEC program expenditures to be outside of the Project. The state optional CSEC program will remain inside the Project and will be tracked against the capped allocation amount.

Information on the required activities of the federal provisions regarding identifying and protecting children and youth at risk of sex trafficking is provided in [ACL No. 16-08](#).

Claiming Instructions

County Welfare Departments should claim costs related to federal sex trafficking and runaway activities to Program Code (PC) 928 (Federal Preventing Sex Trafficking and Runaway Activities).

County Probation Departments should claim costs related to federal sex trafficking and runaway activities to PC 929 (Probation Preventing Federal Sex Trafficking and Runaway Activities).

CFL No. 16/17-38
Page Three

Additional claiming instructions will be forthcoming in the March 2017 quarterly CFL.

For program-related questions, please contact the CSEC Program at CSECProgram@dss.ca.gov. For any questions regarding the allocation and/or claiming instructions, please direct them to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

LILIA A. YOUNG, Chief
Financial Management and Contracts Branch

Attachments

**FISCAL YEAR (FY) 2016-17 COMMERCIALY SEXUALLY EXPLOITED CHILDREN (CSEC)
PROGRAM GENERAL FUND (GF) AUGMENTATION**

| COUNTY | County Welfare Departments | | | | County Probation Departments | | FY 2016-17 CSEC Net Allocation |
|-----------------|----------------------------------|--------------------------------|---|-----------------------------------|--|---------------------|--------------------------------------|
| | FY 2016-17 CSEC Allocation | FY 2015-16 Unspent Funds | FY 2016-17 Augment For Federal CSEC Activities | FY 2016-17 Total Allocation | FY 2016-17 For Federal CSEC Activities | | |
| | CFL 16/17-13 | CFL 16/17-33 | | | | | |
| ALAMEDA* | \$1,110,512 | \$911,494 | \$21,485 | \$2,043,491 | \$46,570 | \$2,090,061 | |
| ALPINE | \$0 | \$19,515 | \$2,500 | \$22,015 | \$2,500 | \$24,515 | |
| AMADOR | \$0 | \$31,759 | \$2,500 | \$34,259 | \$2,500 | \$36,759 | |
| BUTTE* | \$0 | \$57,460 | \$5,935 | \$63,395 | \$4,379 | \$67,774 | |
| CALAVERAS | \$73,103 | \$61,263 | \$2,500 | \$136,866 | \$2,500 | \$139,366 | |
| COLUSA | \$73,103 | \$49,078 | \$2,500 | \$124,681 | \$2,500 | \$127,181 | |
| CONTRA COSTA | \$555,256 | \$397,100 | \$14,502 | \$966,858 | \$18,575 | \$985,433 | |
| DEL NORTE | \$0 | \$32,172 | \$2,500 | \$34,672 | \$2,500 | \$37,172 | |
| EL DORADO | \$277,628 | \$282,488 | \$3,525 | \$563,641 | \$2,500 | \$566,141 | |
| FRESNO | \$555,256 | \$182,393 | \$21,039 | \$758,688 | \$18,442 | \$777,130 | |
| GLENN | \$0 | \$32,469 | \$2,500 | \$34,969 | \$2,500 | \$37,469 | |
| HUMBOLDT | \$0 | \$51,496 | \$3,525 | \$55,021 | \$7,032 | \$62,053 | |
| IMPERIAL | \$0 | \$54,720 | \$3,859 | \$58,579 | \$6,767 | \$65,346 | |
| INYO | \$0 | \$20,312 | \$2,500 | \$22,812 | \$2,500 | \$25,312 | |
| KERN | \$555,256 | \$93,574 | \$18,987 | \$667,817 | \$34,360 | \$702,177 | |
| KINGS | \$0 | \$59,002 | \$4,663 | \$63,665 | \$2,500 | \$66,165 | |
| LAKE* | \$0 | \$35,116 | \$2,500 | \$37,616 | \$4,113 | \$41,729 | |
| LASSEN | \$0 | \$33,128 | \$2,500 | \$35,628 | \$2,919 | \$38,547 | |
| LOS ANGELES* | \$2,826,279 | \$2,836,802 | \$205,037 | \$5,868,118 | \$237,365 | \$6,105,483 | |
| MADERA | \$277,628 | \$66,846 | \$3,258 | \$347,732 | \$6,369 | \$354,101 | |
| MARIN | \$277,628 | \$25,772 | \$2,500 | \$305,900 | \$6,103 | \$312,003 | |
| MARIPOSA | \$0 | \$12,305 | \$2,500 | \$14,805 | \$2,500 | \$17,305 | |
| MENDOCINO | \$0 | \$52,986 | \$3,436 | \$56,422 | \$3,583 | \$60,005 | |
| MERCED | \$277,628 | \$244,967 | \$6,849 | \$529,444 | \$5,042 | \$534,486 | |
| MODOC | \$0 | \$20,712 | \$2,500 | \$23,212 | \$2,500 | \$25,712 | |
| MONO | \$0 | \$19,814 | \$2,500 | \$22,314 | \$2,500 | \$24,814 | |
| MONTEREY | \$138,814 | \$104,594 | \$3,927 | \$247,335 | \$22,422 | \$269,757 | |
| NAPA | \$0 | \$53,784 | \$2,500 | \$56,284 | \$10,083 | \$66,367 | |
| NEVADA | \$0 | \$51,011 | \$2,500 | \$53,511 | \$2,500 | \$56,011 | |
| ORANGE | \$565,256 | \$319,204 | \$24,207 | \$908,667 | \$32,771 | \$941,438 | |
| PLACER | \$277,628 | \$73,039 | \$3,391 | \$354,058 | \$5,440 | \$359,498 | |
| PLUMAS | \$69,407 | \$42,609 | \$2,500 | \$114,516 | \$2,500 | \$117,016 | |
| RIVERSIDE | \$721,833 | \$727,657 | \$41,832 | \$1,491,322 | \$39,405 | \$1,530,727 | |
| SACRAMENTO* | \$721,833 | \$541,794 | \$31,347 | \$1,294,974 | \$48,427 | \$1,343,401 | |
| SAN BENITO | \$138,814 | \$66,978 | \$2,500 | \$208,292 | \$2,500 | \$210,792 | |
| SAN BERNARDINO | \$565,256 | \$612,085 | \$54,460 | \$1,231,801 | \$69,656 | \$1,301,457 | |
| SAN DIEGO* | \$565,256 | \$566,353 | \$29,651 | \$1,161,260 | \$25,209 | \$1,186,469 | |
| SAN FRANCISCO* | \$555,256 | \$403,490 | \$13,119 | \$971,865 | \$20,167 | \$992,032 | |
| SAN JOAQUIN | \$555,256 | \$312,367 | \$18,763 | \$886,386 | \$16,851 | \$903,237 | |
| SAN LUIS OBISPO | \$166,577 | \$168,888 | \$4,886 | \$340,351 | \$6,501 | \$346,852 | |
| SAN MATEO | \$555,256 | \$335,137 | \$4,953 | \$895,346 | \$6,501 | \$901,847 | |
| SANTA BARBARA | \$277,628 | \$162,653 | \$5,244 | \$445,525 | \$10,747 | \$456,272 | |
| SANTA CLARA* | \$565,256 | \$627,299 | \$15,082 | \$1,207,637 | \$27,331 | \$1,234,968 | |
| SANTA CRUZ | \$138,814 | \$79,394 | \$3,279 | \$221,487 | \$4,776 | \$226,263 | |
| SHASTA | \$277,628 | \$19,154 | \$4,797 | \$301,579 | \$6,899 | \$308,478 | |
| SIERRA | \$0 | \$19,560 | \$2,500 | \$22,060 | \$2,500 | \$24,560 | |
| SISKIYOU | \$73,103 | \$57,231 | \$2,500 | \$132,834 | \$2,500 | \$135,334 | |
| SOLANO | \$277,628 | \$83,063 | \$5,979 | \$366,670 | \$11,676 | \$378,346 | |
| SONOMA* | \$277,628 | \$41,214 | \$6,403 | \$325,245 | \$9,553 | \$334,798 | |
| STANISLAUS | \$555,256 | \$89,480 | \$8,434 | \$653,170 | \$160,540 | \$813,710 | |
| SUTTER | \$0 | \$52,059 | \$2,500 | \$54,559 | \$2,500 | \$57,059 | |
| TEHAMA | \$0 | \$30,154 | \$2,588 | \$32,742 | \$5,174 | \$37,916 | |
| TRINITY | \$0 | \$22,408 | \$2,500 | \$24,908 | \$2,500 | \$27,408 | |
| TULARE | \$555,256 | \$63,406 | \$11,223 | \$629,885 | \$2,500 | \$632,385 | |
| TUOLUMNE | \$0 | \$33,012 | \$2,500 | \$35,512 | \$2,500 | \$38,012 | |
| VENTURA | \$555,256 | \$144,225 | \$8,813 | \$708,294 | \$14,993 | \$723,287 | |
| YOLO | \$277,628 | \$48,941 | \$3,302 | \$329,871 | \$6,501 | \$336,372 | |
| YUBA | \$0 | \$44,020 | \$2,500 | \$46,520 | \$3,178 | \$49,698 | |
| TOTAL | \$16,286,800 | \$11,681,006 | \$679,280 | \$28,647,086 | \$1,018,920 | \$29,666,006 | |

*The allocations for the counties participating in the Title IV-E California Well Being Project will also be reflected in the forthcoming waiver County Fiscal Letter.

Time Study and Claiming Instructions

Effective the date of this County Fiscal Letter (CFL), counties who are developing policies and procedures necessary to implement the required provisions for identifying and protecting children and youth at risk of sex trafficking should report their time to Time Study Code (TSC) 9281 – Federal Sex Trafficking and Runaways Activities.

Federal Preventing Sex Trafficking and Runaway Activities

The County Welfare Departments should report Federal Sex Trafficking and Runaway activities, as defined in the [Preventing Sex Trafficking and Strengthening Families Act](#), and codified in state law in the Welfare and Institution Code (WIC) sections 16501.1(f)(19), 16501.35, 16501.45, and Penal Code Section 11166(j)(2)-(3), to TSC 9281 (Federal Preventing Sex Trafficking and Runaways Activities).

TSC 9281 – Federal Preventing Sex Trafficking and Runaway Activities

Allowable activities to be reported to this code include those directed to a child identified as a victim or at risk of Commercial Sexual Exploitation (CSE). Activities to be claimed to this Program Code (PC) are limited to Title IV-E administrative activities directly related to the Federal Sex Trafficking and Runaway Provisions. These activities are codified in state law in WIC Sections 16501.1(f)(19), 16501.35, 16501.45 and Penal Code Section 11166(j)(2)-(3). These activities include the following:

- Developing and implementing policies and procedures for identifying, documenting and determining services for children and youth who are victims or at risk of sex trafficking.
- Developing and implementing specific protocols for expeditiously locating and responding to children who run away from foster care, including screening youth for CSE.
- Identifying, documenting and determining services for children and youth who are victims or at risk of sex trafficking, including conducting human trafficking screenings, documenting victims in case files and determining appropriate services, including referrals to services and completing reports required for law enforcement.
- Expeditiously locating any child or non-minor dependent missing from care, determining the primary factors that contributed to them being absent from care, responding to such identified factors in subsequent placements, determining their experience while absent from care, determining whether they are a possible victim of CSE and documenting these activities and information.
- Reporting to law enforcement instances of sex trafficking when a child or youth receiving child welfare services is identified as a victim.

- Reporting to National Center for Missing and Exploited Children (NCMEC) when a child or youth receiving child welfare services, who is reasonably believed to be the victim or at risk of CSE, is missing or abducted, for entry into the National Crime Information Center and to the NCMEC database.
- Documenting in the Child Welfare Services/Case Management System when a child or youth receiving child welfare services is a victim or at risk of CSE.

Counties may not claim the costs for conducting investigations of allegations of sex trafficking or other forms of child abuse or neglect or for providing social services, such as counseling or treatment, to victims of sex trafficking or other children or youth.

| PC | 928 | Federal Preventing Sex Trafficking and Runaway Activities |
|---|------|---|
| TSC | 9281 | Federal Preventing Sex Trafficking and Runaway Activities |
| Direct-To-Program (DTP) | A73 | Federal Preventing Sex Trafficking and Runaway Activities – Direct-To-Program – Support Staff |
| Costs will be funded at 50/25/00/25 (Federal/State/Health/County) | | |

The associated DTP code is available for clerical/support staff providing direct support to the above referenced staff.

Claiming Instructions

Effective with the date of this CFL, CWDs should claim program expenses for the federal sex trafficking and runaway activities as indicated below:

The following PC and associated Program Identifier Numbers (PINs) have been established for the CWDs to claim expenses for Federal Preventing Sex Trafficking and Runaway Activities:

| PC | 928 | Federal Preventing Sex Trafficking and Runaway Activities |
|---|--------|---|
| PIN | 928031 | Contracted Activities |
| PIN | 928092 | Casework OT/CTO Costs |
| PIN | 928093 | Support Staff – OT/CTO Costs |
| PIN | 928094 | Startup/Nonrecurring Costs |
| Costs will be funded at 50/25/00/25 (Federal/State/Health/County) | | |

Costs for PC 928 will be tracked against the county allocation ledger. Costs claimed in excess of each participating county's allocation will be shifted to county-only share

using State Use Only (SUO) code 919 - Commercially Sexually Exploitation of Children (CSEC) Overmatch.

County Probation Departments

There may be instances when a child under County Probation Department (CPD) jurisdiction may be subsequently identified as a victim or at risk of becoming a victim of human sex trafficking, and the case may be transitioned and served by the CWDs as appropriate. The CPD should claim reimbursement for allowable federal preventing sex trafficking and runaway expenses to the following PIN:

PIN 929059 – Probation Federal Preventing Sex Trafficking and Runaway Activities

Allowable activities to be claimed under this code include administrative activities associated with developing and implementing policies and procedures for identifying victims of commercial sexual exploitation and protocols for locating and responding to children who run away from foster care.

| | | |
|---|------------|--|
| PC | 929 | Probation Preventing Federal Sex Trafficking and Runaway Activities |
| PIN | 929059 | Probation Preventing Federal Sex Trafficking and Runaway Activities |
| Costs will be funded at 50/00/00/50 (Federal/State/Health/County) | | |

Please Note: If case management activities are being performed for youth who are in detention, or are not foster youth, these activities are to be claimed to the “Probation County Only” code as described in Attachment VI, FY 2013-14 Probation PCs (non-time study codes) of [CFL No. 14/15-29](#). This code is specifically for activities related to federal sex trafficking and runaways.

Title IV-E Non-Federal Discount Rate

As stated in [CFL No. 12/13-24](#), the Title IV-E non-federal discount rate is the state’s federally-approved methodology for identifying and allocating costs to the benefiting programs. The amount of cost that is allocable to the Title IV-E PCs is adjusted to reflect the proportion of activity related to Title IV-E eligible children through application of the Title IV-E non-federal discount rate.

The Administration for Children and Families (ACF) updated the [Child Welfare Policy Manual](#) (Section 8.1 Title IV-E Administrative Functions/Costs, Question 7) on August 25, 2015, instructing the non-Title IV-E discount rate NOT be

applied to eligible Title IV-E administrative expenditures associated with the CSEC program effective the beginning of Federal Fiscal Year 2015. These expenditures include expenses for *“developing and implementing policies and procedures to identify, document in agency records, and determine appropriate services for victims of sex trafficking; conducting human trafficking screenings and documenting victims of sex trafficking in agency files; determining appropriate services for individuals identified as such victims, including referrals to services; completing reports required for law enforcement and ACF of children or youth who the agency identifies as being a sex trafficking victim; and developing and implementing protocols to locate and assess children missing from foster care, including screening the child to identify if the child is a possible sex trafficking victim. Title IV-E agencies may also claim allowable Title IV-E administrative costs on behalf of any child missing from foster care for the purpose of administering section 471(a)(35) of the Act. This would include developing and implementing protocols to locate and assess children missing from foster care, including screening the child to identify if the child is a possible sex trafficking victim.”*

The Title IV-E discount rate will not be applied to administrative expenses for the Federal Sex Trafficking and Runaways Activities as detailed above.