



CDSS

JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER
GOVERNOR

March 25, 2009

ALL COUNTY INFORMATION NOTICE NO. I-14-09

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS
ALL CHIEF PROBATION OFFICERS
ALL INDEPENDENT LIVING PROGRAM (ILP) MANAGERS
ALL INDEPENDENT LIVING PROGRAM (ILP) COORDINATORS
ALL COUNTY TRANSITIONAL HOUSING COORDINATORS

SUBJECT: INDEPENDENT LIVING PROGRAM ANNUAL NARRATIVE REPORT
AND PLAN FOR FEDERAL FISCAL YEAR (FFY) 2008

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this All County Information Notice is to forward the Independent Living Program (ILP) Annual Narrative Report and Plan (Report) for Federal Fiscal Year (FFY) 2008 (October 1, 2007 – September 30, 2008) for completion. This Report is required by the Department of Health and Human Services, Administration on Children, Youth and Families (ACYF), in accordance with provisions specified in Program Instruction ACYF-CB-PI-05-04, requesting details associated with your county's ILP. The Report was developed in compliance with Assembly Bill (AB) 1979 (Chapter 271, Statutes of 2002) and requires counties to describe their ILP plans, and to specify the minimum standards achievable within existing resources that counties must meet in the administration of the ILP.

Under Senate Bill (SB) 436, counties participating in the Transitional Housing Program must provide a description of the services currently available to pregnant or parenting foster youth and report on plans for meeting any unmet transitional housing needs of this population.

Information provided to the California Department of Social Services (CDSS) in the Report is used for inclusion in the Federal Title IV-E Annual Program Needs and Services Plan Report and may be shared with other counties and stakeholders for the purpose of identifying promising practices. The completed APSR will be available on

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Page Two

the CDSS website at the end of the calendar year and can be downloaded as a PDF file from www.childsworld.ca.gov.

The questions contained in the report have been revised to help clarify the information being requested of counties and to reduce duplication of work.

Please complete the FFY 2008 Report and submit **via email** no later than **April 17, 2009** to: paula.ensele@dss.ca.gov

Signed cover letters may be mailed to the above address below or faxed to: (916) 657-4357. Please do not fax the entire report.

**California Department of Social Services
Independent Living Program Policy Unit
744 P Street, M.S. 8-13-78
Sacramento, California 95814
ATTN: Cynthia Sims**

Failure to submit a completed Report by the above date may result in financial consequences for your county. The Federal John H. Chafee Foster Care Independence Program specifies that a penalty may be assessed against the State in an amount equal to five percent of the amount of the State's ILP allotment for failing to operate in an approved manner. If this penalty should be assessed, CDSS will withhold ILP funding for those counties that have not submitted a complete Report timely.

If you have any questions regarding the Report, please contact Paula Ensele in the ILP Policy Unit at (916) 651-1426.

Sincerely,

Original Document Signed By:

KAREN B. GUNDERSON, Chief
Child and Youth Permanency Branch

Attachments

c: County Welfare Directors Association

Independent Living Program Annual Report and Plan Federal Fiscal Year (FFY) 2008

REPORT INFORMATION

Name of County:

Name of Agency:

Name of person(s) completing the Narrative:

Name:	Title
Mailing Address:	Email:
Fax Number: () -	Phone: () - ext.

Name of ILP Manager/Administrator:

Name:	Title:
Mailing Address:	E-mail:
Fax Number: () -	Phone: () - ext.

Name of ILP Coordinator (if different from above):

*If your county has multiple ILP Coordinators please attach a list of all ILP coordinators with phone and email contact information

Name:	Title:
Mailing Address:	E-mail:
Fax Number: () -	Phone: () - ext.

Name of ILP Aftercare Administrator (if different from above):

Name:	Title:
Mailing Address:	E-mail:
Fax Number: () -	Phone: () - ext.

Name of County THPP/THP-Plus Administrator:

Name:	Title:
Name of Agency (if different from ILP agency):	
Mailing Address:	E-mail:
Fax Number: () -	Phone: () - ext.

Name of person(s) completing the Budget Expenditures:

Name:	Title:
Mailing Address:	E-mail:
Fax Number: () -	Phone: () - ext.

Name of Probation Officer:

Name:	Title:
Name of Agency:	
Mailing Address:	E-mail:
Fax Number: () -	Phone: () - ext.

NARRATIVE

FFY 2008 (October 1st, 2007 – September 30th, 2008)

Part I – ILP Description

A. Program Description

1. How many youth in your county were eligible for ILP participation during FFY 2008?
 - a) How many of these youth participated in ILP?
Of those in ILP, the number on probation:
2. How are tribal youth who are dependents/wards identified in your county?
 - a) How many tribal youth in your county were eligible for ILP?
 - b) How many tribal youth participated in ILP?
3. What age groups do you serve?
4. How is your program designed to help youth make the transition from dependency to self-sufficiency?
5. How do you determine that youth are prepared to make the transition to adulthood?

B. Assessment /Transitional Independent Living Plan (TILP) Implementation

6. What assessment(s) do you utilize?

<input type="checkbox"/> Ansell-Casey Life Skills	<input type="checkbox"/> Community College Foundation
<input type="checkbox"/> Daniel Memorial	<input type="checkbox"/> Additional/other: (please describe)
7. How do you ensure that the assessment is incorporated into the TILP?
8. Who initiates the TILP?

<input type="checkbox"/> Social Worker	<input type="checkbox"/> ILP Coordinator/Staff
<input type="checkbox"/> Probation Officer	<input type="checkbox"/> Other (please identify):

 - a) Is this the same person who updates the TILP? yes no
 - b) If no, who updates the TILP?

<input type="checkbox"/> Social Worker	<input type="checkbox"/> ILP Coordinator/Staff
<input type="checkbox"/> Probation Officer	<input type="checkbox"/> Other (please identify):

B. TILP Implementation (Continued)

9. How do you ensure the TILP is updated every 6 months?
10. How do you ensure that the youth is making progress toward his/her goals?
11. How does ILP staff provide information to the social worker/probation officer for updating the TILP?
12. How do you ensure a TILP is completed on youth from another county?
13. Under what situations are ILP services determined inappropriate for a youth?
 - a) Who incorporates this information into the case plan and the TILP?
 - b) At what intervals are re-determinations made?
14. Who assists youth who are not participating in the ILP to achieve the goals contained in the TILP?

<input type="checkbox"/> Social Worker	<input type="checkbox"/> Probation Officer
<input type="checkbox"/> Other – please identify:	<input type="checkbox"/> ILP Coordinator/Staff
15. How are youth who have declined to participate in ILP services encouraged to participate?

C. Access to Services

16. How are youth made aware of ILP services/programs offered in your county?
17. Do you have waiting lists for activities/services?
 - a. For which activities/services are there waiting lists?
 - b. What actions are being taken to eliminate waiting lists?
18. What methods are utilized to ensure equitable access to all ILP activities/services?
19. How do you provide accessible services for youth with disabilities?

D. Services

20. Describe programs provided to assist youth in obtaining educational/vocational goals:
21. Describe programs provided to youth to assist them in obtaining employment development and job experience:
22. What emergency services are provided to homeless foster youth?
23. Describe programs provided to increase youths' knowledge of successful daily living skills:
24. What organizations do you collaborate with to connect youth with mentors?
 AmeriCorps CASA Job Corps other: (please state)
- a) How are youth matched with a mentor?
25. What services do you provide to assist youth with their transportation needs?
 ILP staff provides transportation to activities/services
 Bus passes
 Additional/other:
26. What services do you provide to increase youths' knowledge of health and safety related issues?
27. What organizations do you collaborate with in the provision of ILP services?
28. How do you collaborate with tribal representatives to ensure that Tribal youth receive culturally appropriate services?

E. Evaluation

29. What methods are utilized to evaluate the effectiveness of your program?

F. Program Improvements

30. What program improvements did you implement during FFY 2007? (Please include only those improvements implemented during FFY 2007)
31. What program improvements are planned for the operation of your ILP during FFY 2008?

Part II – ILP Aftercare

A. Program Description/Assessment

32. In what ways does your aftercare program complement/differ from the program offered to youth aged 16 to 18?

33. What assessment is utilized for youth in aftercare?
 Ansell-Casey Life Skills Community College Foundation
 Daniel Memorial Additional/other: (Please describe)

34. How is the assessment incorporated into the TILP?

B. Access to Services

35. How do youth access the aftercare program?
36. How does after care youth whose final dependency/wardship was of another county/state access services?
37. How is information from another county or state gathered and incorporated into the TILP?
38. How do you provide accessible services for youth with disabilities?
39. What process is utilized for verifying a youth's eligibility for the Extended Medi-Cal Program?
40. How do you ensure that the youths annual eligibility determination is completed so they can continue extended Medi-Cal?
41. What outreach methods are utilized to inform youth of the Chafee Education and Training Voucher Program?
- a) What services are available to assist youth in applying for the grant as well as ensuring they maintain passing grades and other objectives during the course of their education/training?

C. Services

42. What educational/vocational support programs are offered to after care youth?
43. What programs are offered to after care youth related to employment development, support and work experience?
44. What programs are offered to after care youth to increase their knowledge of successful daily independent living skills?
45. What organizations do you collaborate with to connect after care youth to mentors?
 AmeriCorps CASA Job Corps
 Additional/other:
46. How are youth matched with trained mentors?
47. What services/training do you provide to after care youth to assist them with their transportation needs?
 Drivers' education training
 Bus/other transit passes
 Financial assistance with transportation related costs
 Additional/other:

48. What services/training do you provide to after care youth to assist them to increase their knowledge of health and safety issues?
- Health education classes (includes substance abuse prevention/pregnancy prevention)
 - Referrals to physical/mental health professionals
 - Crime prevention activities/classes
 - Additional/other:
49. What is your process for referring youth to the Social Security Administration for Social Security Insurance benefits?
50. How does your county assist emancipated youth who are in need of basic necessities such as food?
51. Does your county have Transitional Housing Placement/Transitional Housing Placement – Plus programs for youth? Yes No
- a) If yes, please see Part III to provide detailed information about THPP and THP – Plus providers in your county.
 - b) If no, please describe how your county assists emancipated youth to meet housing related needs:

D. Evaluation

52. What methods do you utilize to evaluate the effectiveness of your aftercare program?

E. Aftercare Program Improvements

53. What program improvements did you implement to your aftercare program during the past federal fiscal year? (Please include only those improvements implemented during FFY 2007)
54. What program improvements are planned for the operation of your ILP aftercare program during FFY 2008?

Part III – THPP and Transitional Housing Program – Plus Providers

Please note THPP/THP-Plus data is collected for the State Fiscal Year (SFY) July 1, 2007 – June 30, 2008

A. THPP

55. How many **THPP** providers are there in your county?

If no THPP program, skip to question 61

a) What specific population(s) of youth do your providers serve? (i.e. pregnant/parenting)

56. How do you access/develop a TILP for youth in THPP?

57. Who completes the TILP?

Social Worker

Probation Officer

ILP Coordinator/Staff

Other (please explain):

58. How many youth in your county received THPP services during SFY 2007/08?

a. Of these youth, how many also participated in ILP services?

b. For youth who do not participate in ILP, what methods are used to ensure youth met the goals of their TILP?

59. What types of services are provided to youth in THPP (note that services for pregnant/parenting youth is a separate question)

Referral to/enrollment in One-Stop Center

Career development

Job referrals/job placement services

Resume preparation

Health Care

Educational support

Financial assistance for employment related costs

Mentoring

Apprenticeships/internships with local employers

Stipend/allowance

Additional/other (please describe):

60. Do youth have a savings account/emancipation funds? Yes No

a. If no, please explain:

B. THP-PLUS

61. How many **THP – Plus** providers are there in your county?

a) What specific population(s) of youth do your providers serve?

62. How do you access/develop a TILP for youth in THP-Plus?

63. Who completes the TILP?

Social Worker

Probation Officer

ILP Coordinator/Staff

Other (please explain):

64. How many youth in your county received THP-Plus during SFY 2007/08?

a. Of these youth, how many also participated in ILP programs

b. For youth who do not participate in ILP, what methods are used to ensure youth met the goals of their TILP?

65. What types of services are provided to youth in THP-Plus (note that services for pregnant/parenting youth is a separate question)
- | | |
|--|--|
| <input type="checkbox"/> Referral to/enrollment in One-Stop Center | <input type="checkbox"/> Career development |
| <input type="checkbox"/> Job referrals/job placement services | <input type="checkbox"/> Resume preparation |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Educational support |
| <input type="checkbox"/> Financial assistance for employment related costs | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Apprenticeships/internships with local employers | <input type="checkbox"/> Stipend/allowance |
| <input type="checkbox"/> Additional/other (please describe): | |

C. Housing for Pregnant and Parenting Youth (THPP and THP-Plus)

66. What transitional housing resources does your county provide to pregnant/parenting youth? (if none, please see question #2)
- a. How many of these youth were served during SFY 07/08?
67. If you do not serve pregnant/parenting youth, please describe your county's plan for meeting the housing needs of pregnant/parenting youth:
68. If your county serves pregnant/parenting youth, are parenting skills/classes offered?
- a. If yes, please describe what services you offer:
- b. If no, how do you ensure the needs of these youth are met?
69. Do you offer any help/support for child care for parenting youth?
- a. If yes, please describe what services you offer:
- b. If no, how do you ensure the needs of these youth are met?

FFY 2007 BUDGET EXPENDITURES

Part IV – Independent Living Program Accounting of Funding Allocation

Name of County: _____

Total ILP Allocation _____

ILP Services Expenditures (CDSS Program Code 184)

Services (ILP)	Budgeted County Cost	Budgeted Contracted Cost	County Expenditures	Contracted Expenditures
Personnel Salaries (Include- position, classification, FTE, PTE)				
Education/Vocational Training				
Employment Training				
Daily Living Skills Training				
Mentoring				
Transportation				
Health and Safety Activities				
Total Cost				

Part V – Emancipated Youth Stipend

Total EYS Allocation: _____

EYS Expenditures (CDSS Program Code 111)

Stipend Needs (ILP)	Budgeted County Cost	Budgeted Contracted Cost	County Expenditures	Contracted Expenditures
Transportation Assistance				
Work Activities Expense/ Non-Assistance				
Health Related – Non-Medical				
Cost Related to the Child(ren) Of the Emancipated Youth				
Housing Assistance Services				
Emancipated Youth Aftercare Services				
Total Cost				

Part VI – Housing Programs

	Budgeted County Cost	County Expenditures
Chafee 30 percent housing for emancipated foster youth only		
THPP		
Other Transitional Housing Programs		
Total Cost		

FFY 2007 STATISTICAL INFORMATION

If you responded “**unknown**”, “**do not track**”, “**N/A**” or similar responses to any question(s) below, please attach a full explanation for each incomplete question and how you propose to begin capturing this data.

Part VII – Outcomes for After Care Youth

1. How many youth received after care services during FFY 2008?	
2. How many of these youth, during FFY 2008 received: a. SSI funds b. Scholarship funds c. Stipend funds d. TANF funds e. Chafee room and board f. Other funds	a. b. c. d. e. f.
3. How many youth reported they had at least one adult they could depend on for emotional support and/or guidance?	
4. How many youth reported that they have experienced a period of time when they did not have enough money to buy food or cover other basic needs?	
5. How many youth who received aftercare services during the reporting period received their health, including mental health, records at the time of discharge from foster care?	
6. How many youth in aftercare during the reporting period had health insurance during the entire reporting period?	
b) How many youth receiving after care services became incarcerated during the reporting period?	

Part VIII – Transitional Housing Placement Programs

Please note THPP/THP-Plus data is collected for the State Fiscal Year July 1, 2007 – June 30, 2008

	THPP	THP-Plus
1. How many youth completed two year program without any break?		
2. a. How many youth entered during SFY 2007/08? b. Of the youth who entered the programs, how many exited in the same year?	a. b.	a. b.
3. a. How many youth total, in your county, participated in THPP/THP-Plus program during SFY 2007/08? b. How many of these youth are parents c. Of the youth who are parents, how many had their child/children living with them anytime during the reporting period	a. b. c.	a. b. c.
4. How many youth, for whom your county has/had jurisdiction, participated in THPP/THP-Plus in another county during SFY 2007/08?		
5. How many THPP/THP-Plus participants during SFY 2006/07: a. Were enrolled in high school? b. Received a high school diploma or GED? c. Attended post secondary education d. Participated in vocational training e. were employed for at least 3 consecutive months f. Had an apprenticeship	a. b. c. d. e. f.	a. b. c. d. e. f.
6. a) How many THPP/THP-Plus participants experienced at least one night of homelessness during the reporting period? b) Of these youth, how many experienced an extended period of homelessness (5 nights or longer)	a. b.	a. b.

INSTRUCTIONS

The Independent Living Program (ILP) Annual Narrative Report and Plan requests information regarding the county's ILP and transitional housing programs for Federal Fiscal Year (FFY) 2008 (October 1, 2007 – September 30, 2008). County staff are responsible for the provision of information being requested. When completing this report, it is advisable that county program and fiscal staff work closely with county ILP coordinators, county probation officers and contractors to allow sufficient time to coordinate the gathering of information. **Please answer all of the questions contained in each section and the attachments. If your Report is missing sections, or if the required information in each section and the attachments is incomplete, the Report will not be accepted as complete.**

If you require more space to answer these questions, please attach additional sheets as an addendum.

The FFY 2008 ILP Annual Narrative Report and Plan is to be completed and submitted to the CDSS, ILP Policy Unit, via email on or before **April 17, 2009**. **Please email your county's report to: paula.ensele@dss.ca.gov**. Please mail or fax your county's cover letter with signature to:

California Department of Social Services
Independent Living Program Policy Unit
744 P Street, M.S. 8-13-78
Sacramento, California 95814
ATTN: Cynthia Sims

Fax: 916-657-4357

Please do not fax the entire report, only the cover letter.

This report is divided into three sections:

- Narrative
- Budget Expenditures
- Statistical Information

DEFINITIONS

Aftercare Services: Support services for emancipated youth aged 18 up to the day prior to their 21st birthday, that include, but are not limited to: education assistance and counseling, job placement and retention training, vocational training, crisis counseling, legal assistance, housing assistance, emergency assistance, and any other service directly related to aftercare for the foster/probation youth. (CDSS Manual of Policy and Procedures (MPP) Section 31-236).

Career and Employment Development: Career and employment development experience related services include, but are not limited to: mandated referrals to Workforce Investment Act (WIA) One – Stop Centers, job search assistance, career exploration, resume development, on the job experience, job placement and retention and computer/internet skills development.

Contracted Services: Services provided based on a written agreement between a county and another entity (governmental or non-governmental).

Daily Independent Living Services: Daily independent living skills training includes, but is not limited to: services designed to assist youth to increase their knowledge of successful daily living including household management, budgeting and financial management, self-development and interpersonal skills.

Education and Vocational Services: Education and vocational services include, but are not limited to: preparation for obtaining a high school diploma; preparation for taking the GED; improving academic skills; pursuing post secondary education; and enrollment in vocational training.

Eligible Foster/Probation Youth: For the purposes of this report, eligible foster/probation youth are those youth who were adjudged a dependent or ward pursuant to Welfare and Institutions Code (W&IC) Section 300 or 600 et seq. and who are or have been in 24-hour substitute care and for whom the county has or had placement and care responsibility. Youth shall be eligible to receive services in the county of jurisdiction or in the county of residence.

Emancipated Youth: For the purposes of this report, emancipated youth are young adults who are former foster/probation youth who have left foster care because they have reached at least 18 years of age and up to the day prior to their 21st birthday. (MPP 30-002(e)(2)).

Emancipated Youth Stipend (EYS): The Emancipated Youth Stipend is funded 100 percent by the State General Fund and is a separate source of funds from a county's ILP allocation. EYS funds are used to address the special needs of emancipated foster/probation youth. Any EYS expenditures paid in excess of the county's EYS allocation will be a county-only cost.

Federal Fiscal Year (FFY): The period of time beginning on October 1 and ending on September 30.

Health Services: Health-related services include, but are not limited to: preventive health and safety activities, including substance abuse and pregnancy prevention, nutrition, personal and emotional support through counseling, insurance, medical emergencies, home health and safety management, family planning, prenatal alcohol and other drug exposure parenting skills, sexuality and sexual behavior, eating disorders, hygiene and personal care, and any other activities or services directly related to the health and mental health of the youth.

Incentives: Reasonable rewards, as documented in the Transitional Independent Living Plan, utilized to motivate youth to participate in, and successfully complete, independent living training.

Independent Living Program (ILP) Services: Includes services that provide education and training to assist current and former foster youth, between the ages of 16-21, in reaching the goals contained in the youth's Transitional Independent Living Plan. These activities are designed to provide youth assistance in/knowledge of: obtaining educational/vocational goals; obtaining career and employment goals; obtaining knowledge of healthy lifestyles; obtaining knowledge of successful daily living skills; obtaining safe and affordable housing, etc.

Mentoring: The relationship between a youth and a trained adult established for the purpose of providing youth with a connection to a supportive and caring adult who will provide personal and emotional support.

Room & Board: Includes food purchases; payment of rental deposits and utility deposits; payment of rent and utility bills; emergency assistance, as defined by the county, for eligible emancipated youth who are at least 18 years of age, but have not yet attained 21 years of age.

A county may spend less than, but cannot exceed, 30 percent of the total federal portion of their ILP allocation for the room and board needs.

Transitional Housing Placement Program (THPP): For the purpose of this report, THPP is defined as a CDSS Community Care Licensing Division-licensed foster care facility type (as described in Welfare and Institutions Code (W&IC) Section 16522 et. seq.) that provides real-life independent living experiences for foster/probation youth who are aged 16 up to the day prior to their 18th birthday or 19th birthday, if eligible.

Transitional Housing Program-Plus (THP-Plus): The THP-Plus provides transitional housing services to emancipated foster/probation youth aged 18 up to the day prior to their 24th birthday. (CDSS Manual of Policy and Procedures Section 30-913.1).

Transitional Independent Living Plan (TILP): Refers to the TILP in the Child Welfare Services/Case Management System (CWS/CMS) application, which is the required emancipation preparation document (described in Manual of Policies and Procedures (MPP) Division 31.206.37 and 31.525) that identifies the specific skills needed and acquired by foster/probation youth in order to successfully transition into adulthood.

Transportation Assistance: Any transportation costs which include, but are not limited to: transporting youth to and from court proceedings, medical appointments and services, sibling visitation, or costs directly related to work, training, or education.

Work-Related Activities/Expense: Work and training-related costs incurred by the ILP participants. Applicable costs include, but are not limited to: work uniforms, training, tools, books and union dues.