



CDSS

WILL LIGHTBOURNE
DIRECTOR

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

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



EDMUND G. BROWN JR.
GOVERNOR

November 19, 2012

ALL COUNTY INFORMATION NOTICE NO. I-57-12

REASON FORTHIS TRANSMITTAL

State Law Change

Federal Law or Regulation
Change

Court Order

Clarification Requested by
One or More Counties

Initiated by CDSS

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DIRECTORS
CHILD ABUSE PREVENTION INTERVENTION AND TREATMENT
(CAPIT)/COMMUNITY-BASED CHILD ABUSE PREVENTION
(CBCAP)/PROMOTING SAFE AND STABLE FAMILIES (PSSF)
LIAISONS

SUBJECT: **APPLICATION AND ALLOCATIONS FOR THE CBCAP PROGRAM
STATE FISCAL YEAR (SFY) 2012-13**

REFERENCE: ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-69-11
ALL COUNTY INFORMATION NOTICE NO. I-69-11E

The purpose of this letter is to release the CBCAP application and allocations for SFY 2012-13. In order to support local prevention and early intervention efforts statewide, the California Department of Social Services (CDSS) utilizes this annual application and allocation process for county administered child welfare agencies. The annual allocation process for the CBCAP Program includes submission of the Application and Assurances Form and Certification of the County Children’s Trust Fund (CCTF) Revenue Form.

The CBCAP Application and Assurances Form (Attachment A) serves as the county’s formal application to receive CBCAP funds and assures the Office of Child Abuse Prevention (OCAP) that these funds will be expended during the SFY and will comply with all state and federal requirements. The Application and Assurances Form requires the signature of an authorized representative of the public agency designated by the County Board of Supervisors (BOS) to administer the CBCAP Program. This is the agency responsible for program and fiscal oversight, submitting annual reports to the OCAP and adhering to CBCAP assurances. For additional information and program requirements refer to the CBCAP Fact Sheet located at:

<http://www.childsworld.ca.gov/PG2287.htm>.

The Certification of the CCTF Revenue Form (Attachment B) must also be completed and signed by the county's authorized representative of the BOS designated public agency to administer the CBCAP Program. The Certification of the CCTF Revenue Form captures CCTF annual revenue and expenditure amounts including the total birth certificate fees received by each county. In accordance with Welfare and Institutions Code Sections 18966.1 and 18967, each CCTF shall have a minimum of \$20,000 to support child abuse and neglect prevention and intervention programs. CBCAP funds are used to meet this requirement when a county receives less than \$20,000 in birth certificate fees.

The CBCAP allocation (Attachment C) is based in part by the total annual birth certificate fees received by each county and reported to the OCAP on the CCTF Revenue Form for SFY 2010-11. The CBCAP funding methodology is provided in Attachment D.

The CBCAP allocation for SFY 2012-13 will be released upon receipt of the Application and Assurances Form (Attachment A), Certification of the County Children's Trust Fund (CCTF) Revenue Form (Attachment B) and submission of the OCAP Annual Report. Copies of the CBCAP Application and Assurances and the CCTF forms are attached to this ACIN or may be downloaded from <http://www.cdsscounties.ca.gov/>. The Application and Assurances Form and Certification of the CCTF Revenue Form must contain **original signatures in blue ink**. Both forms are due by **Friday, December 14, 2012** and should be mailed to:

Attn: Yvette Albright, Manager
California Department of Social Services
Office of Child Abuse Prevention
744 P Street, MS 8-11-82
Sacramento, CA 95814

If you have any questions please contact your OCAP program consultant or email: OCAP-PND@dss.ca.gov.

Sincerely,

Original Document Signed By:

KEVIN GAINES, Chief
Child Protection and Family Support Branch
Children and Family Services Division

Attachments

**COMMUNITY- BASED CHILD ABUSE PREVENTION (CBCAP)
APPLICATION AND ASSURANCES FORM FOR STATE FISCAL YEAR (SFY) 2012-13**

The Board of Supervisor's designated public agency, to administer the CBCAP program, is _____ for _____ County

The Board of Supervisors (BOS) designated public agency acknowledges that the CBCAP Program is not an entitlement program and funds must be expended during the allocated year. Submission of this form is an application and assurance that federal program requirements will be met including submission of an annual report and expenditure of funds in accordance with each county's approved System Improvement Plan or OCAP Plan currently in effect.

The Board of Supervisors (BOS) designated public agency assumes the obligations to provide the following assurances:

1. Funds received under this title will supplement, not supplant, other state and local public funds designated for the start-up, maintenance, expansion, and redesign of community-based and prevention-focused programs or activities;
2. Funded activities will address current unmet needs, demonstrate a high level of client satisfaction and be evaluated for effectiveness;
3. Priority for funded services shall be given to effective, community-based programs serving low-income communities and those serving young parents or parents with young children;
4. The OCAP will be provided all information necessary to meet federal reporting mandates;
5. The designated public agency will engage in local, collaborative, public-private partnerships directed by interdisciplinary structures with balanced representation from private and public sector members, parents, adult former victims of domestic violence or child maltreatment, service providers and individuals experienced in working in partnership with families with children with disabilities;
6. The designated public agency will demonstrate a commitment to meaningful involvement of parents who are consumers, of family advocates as well as adult former victims of domestic violence or child abuse or neglect, who can provide leadership in the planning, implementation, and evaluation of the programs and policy decisions of the applicant agency in accomplishing the desired outcomes for such efforts;
7. The designated public agency or funded provider will engage in outreach activities to maximize the participation of racial and ethnic minorities, children and adults with disabilities, homeless families and those at risk of homelessness, unaccompanied homeless youth and members of other underserved or underrepresented groups.

The Application and Assurances Form must contain original signatures in blue ink and must be received by the Office of Child Abuse Prevention (OCAP) on or before **December 14, 2012**.

Signature of Authorized Representative of the BOS Designated Public Agency Date

Print Name

Title

**CERTIFICATION OF COUNTY CHILDREN’S TRUST FUND (CCTF)
REVENUE FOR STATE FISCAL YEAR (SFY) 2011-2012
_____ COUNTY**

In accordance with Welfare & Institutions Code (W&IC) Section 18966, the CCTF shall consist of fees for birth certificates, grants, gifts and bequests. Additionally, W&IC Section 18970 mandates that CCTF commissions designated by the Board of Supervisors shall collect and publish programs and services funded by the CCTF including revenue and expenditure amounts. Report the revenue amounts and expenditures within the CCTF during SFY July 1, 2011 through June 30, 2012 below (*Do not include state and/or federal grant monies*):

Category in CCTF	Balance as of June 30, 2011	Amounts Received in 2011-12	2011-12 Expenditures	Balance as of June 30, 2012
Birth Certificates				
Gifts				
Bequests				
Fundraising				
Interest				
Totals				

In accordance with W&I Code Section 18966.1(a)(1), counties receiving less than twenty thousand dollars (\$20,000) per year in their CCTF from birth certificate fees must use the amount of Community-Based Child Abuse Prevention (CBCAP) funds necessary to bring the trust fund balance up to twenty thousand dollars (\$20,000). The CBCAP funds deposited into the CCTF must adhere to CBCAP requirements. If applicable, report the CBCAP amounts deposited into the CCTF below:

- Total CBCAP funds placed in the CCTF for SFY 2011-12: _____
- Total remaining CBCAP funds in the CCTF as of June 30, 2012: _____

I, _____, hereby affirm that I am duly authorized to account for the CCTF for the SFY July 1, 2011 through June 30, 2012. I affirm that these funds are used only for the broad range of child abuse and neglect prevention activities as mandated by state law (W&IC Section 18967). I certify that the information on this form reflects complete and accurate information and recognize that this form will be used by the OCAP to calculate the CBCAP allocation amounts for SFY 2013-14.

Signature of Authorized Representative of the BOS Designated Public Agency

Print Name

Title

Telephone Number

E-mail

FY 2012/13 CBCAP Allocation	
County	Allocation
Alameda	\$58,427
Alpine	\$30,035
Amador	\$27,949
Butte	\$16,559
Calaveras	\$14,998
Colusa	\$28,511
Contra Costa	\$46,765
Del Norte	\$26,785
El Dorado	\$17,785
Fresno	\$49,567
Glenn	\$30,115
Humboldt	\$13,861
Imperial	\$17,239
Inyo	\$26,226
Kern	\$46,220
Kings	\$16,077
Lake	\$28,293
Lassen	\$26,638
Los Angeles	\$351,603
Madera	\$20,890
Marin	\$19,332
Mariposa	\$30,088
Mendocino	\$20,375
Merced	\$21,444
Modoc	\$29,596
Mono	\$28,813
Monterey	\$25,825
Napa	\$14,455
Nevada	\$30,543
Orange	\$114,421
Placer	\$22,000
Plumas	\$27,829
Riverside	\$97,767
Sacramento	\$61,641
San Benito	\$24,206
San Bernardino	\$0
San Diego	\$113,421
San Francisco	\$25,500
San Joaquin	\$38,463
San Luis Obispo	\$17,219
San Mateo	\$32,732
Santa Barbara	\$24,019
Santa Clara	\$70,995
Santa Cruz	\$17,890
Shasta	\$15,634
Sierra	\$29,948
Siskiyou	\$27,399
Solano	\$24,357
Sonoma	\$25,105
Stanislaus	\$30,886
Sutter	\$13,694
Tehama	\$24,859
Trinity	\$29,282
Tulare	\$30,518
Tuolumne	\$24,848
Ventura	\$40,052
Yolo	\$16,467
Yuba	\$30,289
Total:	\$2,166,455

**Allocation Methodology for
Community-Based Child Abuse Prevention (CBCAP) Funds
For State Fiscal Year 2012-2013**

BASE ALLOCATION

In accordance with the Welfare and Institutions Code (W&IC) Section 18966.1(a), CBCAP funds are allocated annually as follows:

- (1) Counties receiving less than twenty thousand dollars (\$20,000) for the year in their County Children's Trust Fund (CCTF) from birth certificate fees are granted the difference from CBCAP funds necessary to bring the trust fund up to twenty thousand dollars (\$20,000). The CBCAP funds deposited into the CCTF must adhere to CBCAP requirements.
- (2) The balance remaining after (1) is distributed equally among all the counties, up to ten thousand dollars (\$10,000) per county.
- (3) If CBCAP funds exist after (1) and (2) have been implemented, the remaining CBCAP funds are apportioned by child population percentages of participating counties. This allocation uses current data from the Department of Finance.