

**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street, Sacramento, CA 95814



September 12, 2000

ALL COUNTY INFORMATION NOTICE NO. I-90-00

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS  
COUNTY ASSEMBLY BILL (AB) 2129 PROJECT COORDINATORS  
ALL COUNTY FOSTER CARE EDUCATION PROJECT COORDINATORS  
THE CALIFORNIA COMMUNITY COLLEGES FOUNDATION  
CALIFORNIA STATE FOSTER PARENT ASSOCIATION  
CALIFORNIA STATE CARE PROVIDERS ASSOCIATION  
THE FOSTER CARE EDUCATION COORDINATORS OF THE  
CALIFORNIA COMMUNITY COLLEGES

SUBJECT: INSTRUCTIONS FOR COMPLETING FOSTER PARENT TRAINING AND  
RECRUITMENT PLANS FOR FISCAL YEAR (FY) 2000/01

REFERENCE: AB 2129 (Chapter 1089, Statutes of 1993)  
COUNTY FISCAL LETTER NO. 00/01-10

This letter provides program instructions for the submission of the annual county plan necessary for the foster parent training and recruitment program, AB 2129 (Chapter 1089, Statutes of 1993) and Senate Bill (SB) 426 (Chapter 892, Statutes of 1993). In accordance with the Budget Act of 2000 via County Fiscal Letter No. 00/01-10, dated July 13, 2000, counties were provided the allocations and existing program codes for the continuation of the Foster Care Initiative.

Counties must submit a Foster Parent Training and Recruitment Plan for FY 2000/01 to claim program funds. County expense claims will not be processed without an approved county plan. The deadline for submission of a county plan has been **extended to October 11, 2000**. County plans must be developed in collaboration with Foster Parent Training and Recruitment Advisory Committees who are comprised of foster parents, community college and county staff. All plans must be forwarded under the signature of the county, the college foster care education coordinator, and a foster parent from the advisory committee. As a guide for completing your plan, we have attached a copy of Instructions for Completing Foster Parent Training and Recruiting Plans. Your line item budget must include the use of the

federal match (75% for training and 50% for recruitment). The Foster Parent Training and Recruitment Plans must be submitted to:

California Department of Social Services  
Foster Care Recruitment and Training Unit  
Attention: Vebra Switzer  
744 P Street, Mail Station 19-70  
Sacramento, California 95814

County Fiscal Letter No. 00/01-10 includes program codes and descriptions to assist counties in claiming expenditures of state and/or federal funds where costs are Title IV-E eligible. Questions on claiming or allocations/controls may be directed as follows:

<b>PROGRAM:</b>	Foster Care Services Bureau	(916) 445-7001
<b>ALLOCATIONS:</b>	Contracts and Financial Analysis Bureau	(916) 657-3806
<b>CLAIMING:</b>	Fiscal Policy Bureau	(916) 657-3440

If you have any questions regarding the county plan or the use of these funds, please contact Vebra Switzer, Program Specialist, Foster Care Services Bureau at (916) 323-0592.

Sincerely,

SYLVIA PIZZINI, Deputy Director  
Children and Family Services Division

Attachments

## **INSTRUCTIONS FOR COMPLETING FOSTER PARENT TRAINING AND RECRUITMENT PLANS**

Please address each of the plan elements listed below. While there is no minimum or maximum page length required, you need to provide sufficient detail to adequately describe the proposed fiscal year (FY) training and/or recruitment program.

1. Indicate if the Foster Care initiative (FCI) implementation training and/or recruitment plan is to continue through FY for which you are planning. Summarize in bullet form the key elements of the implementation plan, how those elements were accomplished, and reasons for continuing with the original FCI plan.
2. If only making changes or addenda to the implementation plan, describe in detail why those changes will occur and the course of action.
3. Indicate if the county is a new participant to this FCI program.
4. Develop and include a timeline for the proposed activities of the training and/or recruitment plan.
5. Provide a description of how the current county training and/or recruitment activity is administered (e.g., county or subcontract). Indicate any differences in administering the enhanced or expanded activity.
6. If an existing training activity is to be enhanced, provide a description of how that current activity is accomplished and then detail the plan to enhance or expand it. The description must list: the training components to be provided (e.g., pre-service, in-service, specialized needs, etc.); the subjects/topics for each component including the number of hours offered for each; the delivery method; specific groups to be targeted; the staff/overhead time studied or subcontracted to accomplish the activity; any other relevant information. Also indicate the training model (e.g., PRIDE, MAPP, PACE, etc.).
7. Indicate if a California College Foster Care Education program and/or a Foster Parent Advisory committee exists in the county. Describe how the training and/or recruitment plans were developed in consultation with those parties or any other local agency providing training for out-of-home care. (Note: the plan must be forwarded under the signature of the county, the college foster care education coordinator, and the foster parent advisory committee.)
8. Provide a description of how existing recruitment efforts will be expanded or enhanced. Include delivery method; types of activities; and target groups.

9. Include a description of how the county will evaluate the effectiveness of the training and/or recruitment program.
10. Provide a **detailed** budget page based on the county's State General Fund allocation amount and the appropriate federal match funds for recruitment and training. The budget page should describe the funding amounts attributable to each planned activity that is described in the narrative portion of the plan.

**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street, Sacramento, CA 95814



7/13/2000

COUNTY FISCAL LETTER (CFL) NO. 00/01-10

TO: ALL COUNTY FISCAL OFFICERS  
ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FOSTER CARE EDUCATION PROJECT COORDINATORS  
THE CHANCELLOR'S OFFICE OF CALIFORNIA COMMUNITY  
COLLEGES  
THE CALIFORNIA COMMUNITY COLLEGES FOUNDATION  
THE FOSTER CARE EDUCATION COORDINATORS OF THE  
CALIFORNIA COMMUNITY COLLEGES  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING COUNTY LIAISONS  
CALIFORNIA STATE FOSTER PARENT ASSOCIATION  
COUNTY AB 2129 PROJECT COORDINATORS

SUBJECT: FOSTER PARENT TRAINING AND RECRUITMENT ALLOCATION  
FOR FISCAL YEAR (FY) 2000/2001

This County Fiscal Letter is to advise the counties that a total of \$3,332,000 has been approved for the continuation of the Foster Care Initiative with the passage of the Budget Act of 2000. This initiative was implemented pursuant to Assembly Bill 2129 (Chapter 1089, Statutes of 1993) and Senate Bill 426 (Chapter 892, Statutes of 1993).

For Fiscal Year (FY) 2000/01, \$1,624,000 in the State General Fund (SGF) is budgeted for Foster Parent Training and Recruitment. As in prior years, \$62,500 in SGF has been set aside from the allocation to fund statewide recruitment and training activities and \$20,568 in SGF has been set aside for the California State Foster Parent Conference Contract. The attached provides you with the allocation distribution of the remaining SGF.

Training funds were allocated based on the average monthly number of children placed in out-of-home care, excluding group homes, foster family agencies, and probation. Recruitment funds were allocated based on the average monthly number of children in out-of-home placements, excluding probation. These average monthly figures were based on data from Child Welfare Services Case Management System as reported by counties for the period of October 1999 through May 2000. The funds were adjusted to ensure a \$2,000 SGF minimum allocation per county. Additionally, no county received less than they spent in FY 1998/99. There is no county match required for either training or recruitment activities and both are eligible for matching federal Title IV-E funds.

## Fiscal Claiming Instructions

In order to claim program funds, all counties must submit a Foster Parent Training and Recruitment Plan for FY 2000/01. The deadline for submission of a county plan is **September 11, 2000**. County plans must be developed in collaboration with their Foster Parent Training and Recruitment Advisory Committees that are comprised of foster parents, community college and county staff. These funds shall only be used to enhance or expand existing programs, or for the development of new programs, and cannot be used to supplant existing programs. The Foster Parent Training and Recruitment Plans must be submitted to:

California Department of Social Services  
Foster Care Services Bureau  
Foster Care Recruitment and Training Unit  
Attn: Vebra Switzer  
744 P Street, Mail Station 19-70  
Sacramento, California 95814

The costs for Foster Parent Training and Recruitment are funded with state and federal funds where costs are Title IV-E eligible. The State share of cost for these expenditures is charged against the county's allocation. Costs reported on the County Expense Claim are charged to the allocation as follows:

<b>Program Code</b>	<b>Program Identifier Code</b>	<b>Description</b>
504		AB 2129 Foster Parent Training (75% Fed/25% SGF)
505		AB 2129 Foster Parent Training – NF (100% SGF)
506		AB 2129 Foster Parent Recruitment (50% Fed/50% SGF)
	506055	Contracted Administration
507		AB 2129 Foster Parent Recruitment – NF (100% SGF)
508		State Use Only - Foster Parent – 504 through 507 (Used by CDSS to shift costs claimed in excess of the combined State Training and Recruitment allocation to County share.)

If you have any questions regarding the county plan or the use of these funds, please contact Vebra Switzer of the Foster Care Branch, Recruitment and Training Unit at (916) 323-0592.

Questions on claiming or allocations/controls may be directed as follows:

PROGRAM: Foster Care Services Bureau (916) 445-7001

ALLOCATIONS: County Financial Analysis Bureau (916) 657-3806

CLAIMING: Fiscal Policy Bureau (916) 657-3440

***Original Document Signed by  
Douglas D. Park on 7/13/2000***

DOUGLAS D. PARK, Chief  
Financial Planning Branch

Attachment

c. CWDA

**FOSTER PARENT TRAINING AND RECRUITMENT**

COUNTIES	00/01 STATE ALLOCATION
Alameda	47,465
Alpine	2,000
Amador	2,000
Butte	7,068
Calaveras	2,000
Colusa	2,000
Contra Costa	78,794
Del Norte	2,000
El Dorado	2,786
Fresno	59,846
Glenn	2,000
Humboldt	20,541
Imperial	3,881
Inyo	2,328
Kern	29,736
Kings	3,031
Lake	2,000
Lassen	2,000
Los Angeles	520,953
Madera	3,360
Marin	2,592
Mariposa	2,000
Mendocino	8,856
Merced	6,021
Modoc	2,000
Mono	2,000
Monterey	5,183
Napa	2,000
Nevada	2,000
Orange	44,354
Placer	19,265
Plumas	2,000
Riverside	56,199
Sacramento	71,157
San Benito	2,000
San Bernardino	71,687
San Diego	124,497
San Francisco	60,874
San Joaquin	36,664
San Luis Obispo	7,057
San Mateo	6,518
Santa Barbara	4,766
Santa Clara	32,487
Santa Cruz	4,027
Shasta	6,575
Sierra	2,000
Siskiyou	2,000
Solano	11,636
Sonoma	95,300
Stanislaus	8,047
Sutter	3,389
Tehama	2,887
Trinity	2,140
Tulare	15,429
Tuolumne	2,000
Ventura	8,417
Yolo	5,101
Yuba	4,019
Total	1,540,933