

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



July 2, 2002

ALL COUNTY INFORMATION NOTICE I-40-02

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REQUESTS FOR TRAINING AND
TECHNICAL ASSISTANCE FROM
NATIONAL RESOURCE CENTERSREASON 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 notice is to give you information about a change in procedure to obtain training and technical assistance from U.S. Department of Health and Human Services (DHHS) sponsored National Resource Centers.

As you are aware, current practice has been that individual counties and the California Department of Social Services (CDSS) contacted and arranged for training and technical assistance directly with one of the National Resource Centers. However, due to the volume of recent requests and to assure that our collective needs are met by the appropriate National Resource Center, DHHS has made adjustments to the process for requesting training and technical assistance.

The CDSS has been designated as the Statewide Coordinator to receive requests on behalf of the State and/or counties for training and technical assistance from the National Resource Centers. As a result, the procedure for obtaining training and technical assistance has been modified in the following manner:

- All requests for training and technical assistance from the National Resource Centers must be submitted in written form by either mail or e-mail to the State Training and Technical Assistance Coordinator.
- The State Training and Technical Assistance Coordinator will submit the request on behalf of the State and/or county to the DHHS Regional Office Coordinator.
- After the request is received in writing, the DHHS Regional Office Coordinator will contact the appropriate National Resource Center to schedule the requested days, provided they are available and the National Resource Center can accommodate the request.
- The DHHS Regional Office Coordinator will contact the State Training and Technical Assistance Coordinator in writing as to whether the request is approved or disapproved.
- The State Training and Technical Assistance Coordinator will then notify the requestor.

Page Two

Requests should be submitted to CDSS' designated representative as follows:

Mary DeSouza
California Department of Social Services
Child Protection and Family Support Branch
Resources Development and Training Bureau
744 P Street, M.S. 19-87
Sacramento, California 95814
E-mail: mary.desouza@dss.ca.gov

All requests should describe in detail the following:

- Type of training and technical assistance needed
- Number of days requested
- Name of the appropriate National Resource Center
- Expected outcomes as a result of the training and technical assistance

As a reminder, please do not contact the National Resource Centers or any consultants associated with the National Resource Centers directly to discuss or schedule potential training and technical assistance prior to receiving notification of approval from the State Training and Technical Assistance Coordinator.

Each state is granted a total of ten free days per year from each National Resource Center. However, more days may be requested at a cost to the requesting party. Please note that the party making a request in excess of the ten days allotted for each resource center will be responsible for the costs involved. As you are aware, there is nothing that prohibits a county or the CDSS from using its own funds to acquire additional services from the National Resource Centers over and above the state allotment.

If you have any questions regarding this letter or the National Resource Centers, please contact Mary DeSouza of the Resources Development and Training Bureau at (916) 445-2879.

Sincerely,

Original Signed by Sylvia Pizzini

SYLVIA PIZZINI
Deputy Director
Children and Family Services Division