

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 7, 2004

ALL COUNTY INFORMATION NOTICE NO. I 63-04

TO: ALL COUNTY WELFARE DIRECTORS
 ALL COUNTY FOSTER CARE SUPERVISORS
 ALL COUNTY ADOPTION SUPERVISORS
 ALL COUNTY FOSTER CARE EDUCATION PROJECT COORDINATORS
 THE CHANCELOR'S OFFICE OF CALIFORNIA COMMUNITY COLLEGES
 CALIFORNIA STATE FOSTER PARENT ASSOCIATION
 CALIFORNIA STATE CARE PROVIDERS ASSOCIATION
 COUNTY AB 2129 PROJECT COORDINATORS
 THE FOSTER CARE EDUCATION COORDINATORS OF THE
 CALIFORNIA COMMUNITY COLLEGES
 COMMUNITY CARE LICENSING COUNTY LIAISONS
 ALL COUNTY FISCAL OFFICERS
 CALIFORNIA STATE OFFICE OF THE FOSTER CARE OMBUDSMAN

REASON FOR THIS TRANSMITTAL

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

SUBJECT: RESOURCE FAMILY RECRUITMENT, TRAINING AND RETENTION SURVEY
 STATE FISCAL YEAR [SFY] 2003-2004

The purpose of this All County Information Notice is to provide counties with information for completing the Resource Family Recruitment, Training and Retention Survey for State Fiscal Year 2003/04. As you know, the survey was initially developed in 2001 to replace the requirement of submitting an annual county plan in order to claim the Welfare and Institutions Code Section 903.8 (Assembly Bill [AB] 2129, Chapter 1089, Statutes of 1993), Foster Parent Training and Recruitment allocation.

The survey is to be completed and submitted by the County Welfare Departments (CWD) online by October 31, 2004, followed-up by a hard copy of the signature page only. If the survey is completed electronically, then you will only need to mail the signed signature page. Counties that are unable to complete the survey online, must mail the entire survey and the signed signature page. Please note, the signature page *must* be forwarded under the signatures of the CWD Director, the Foster Parent Advisory Committee, and the Foster Care Education Coordinator. This will ensure the continued collaborative efforts among the above entities. The hard copy of the signature page only should be forwarded to the address on the following page:

**California Department of Social Services
Recruitment Network Development Unit
Attention: Vebra Switzer
744 P Street, MS 14-78
Sacramento, California 95814
Email Address: Vebra.Switzer@dss.ca.gov**

The survey may be accessed online from the California Department of Social Services (CDSS) website at: http://www.dss.cahwnet.gov/dssdb/Surveys_1429.htm After downloading the survey, information for completing and submitting the survey can be accessed by opening the survey file and clicking on the various "buttons" located at the top and left sides of the file. Should you have any technical questions related to the electronic completion and submission of the survey, contact Doris Bowers, Data Systems and Survey Design Bureau, at (916) 654-1214. Counties that have nontechnical questions about completing the survey or are unable to submit the survey electronically and need a hard copy to complete may contact Vebra Switzer, Program Consultant of the Recruitment Network Development Unit at (916) 654-2572.

Once the data is received, it will be analyzed and compiled into one report for county distribution. Should you have any questions, feel free to contact Robert Markell, Chief of the Foster Care Support Services Bureau at (916) 657-7465.

Sincerely,

Original Document Signed By

PATRICIA AGUIAR, Chief
Child and Youth Permanency Branch