

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



March 16, 2005

ALL COUNTY INFORMATION NOTICE NO. I-11-05

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CHIEF PROBATION OFFICERS

SUBJECT: REQUESTS FOR TRAINING AND TECHNICAL ASSISTANCE FROM  
NATIONAL RESOURCE CENTERS

**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 (ACIN) is to provide the revised procedures to request training and technical assistance as previously provided under ACIN I-40-02. This newly issued ACIN supersedes the previous.

The California Department of Social Services (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 as follows:

- All requests for training and technical assistance from the National Resource Centers must be submitted in written format 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 Department of Health and Human Services (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 has been approved or denied.
- The State Training and Technical Assistance Coordinator will then notify the requestor of the status of the request.

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

Ms. Kathryn Solorzano, MSW  
California Department of Social Services  
Child Protection and Family Support Branch  
Resources Development & Training Support Bureau  
744 P Street, M.S. 11-86  
Sacramento, California 95814

All requests should include the following details:

- Specific date or timeframes for training or technical assistance requested, including total number of days. The request should be submitted at least 30 days in advance of the planned training or technical assistance.
- Type of assistance (i.e., strategic planning, training, training for trainers, technical assistance).
- Linkage to the Program Improvement Plan and/or the IV-B Plan.
- Linkage to the Child & Family Service Reviews.
- Indicate the audience.
- Describe the ability for capacity building to sustain the effort either regionally or statewide.
- Name of National Resource Center being requested, if known.

Each state is granted a total of 10 free days per year from each National Resource Center. However, additional days may be requested at a cost to the requesting party. The party requesting over the allotted 10 days will be responsible for the costs involved. As you are aware, counties or the CDSS may use its own funds to acquire additional services from the National Resource Centers over and above the State allotment.

Please remember, **do not** contact the National Resource Centers or any consultants associated with the National Resource Centers directly to discuss anticipated training and/or technical assistance prior to receiving notification of approval directly from the CDSS Coordinator.

If you have questions regarding submitting requests under the newly revised procedures as outlined, please contact Kathryn Solorzano, with the Resources Development Training and Support Bureau at (916) 651-6097 or by e-mail at [kathryn.solorzano@dss.ca.gov](mailto:kathryn.solorzano@dss.ca.gov).

Sincerely,

*Original Signed By Susan Nisenbaum*  
SUSAN NISENBAUM, Chief  
Child Protection and Family Support Branch