

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



November 16, 2006

ALL COUNTY INFORMATION NOTICE NO. I-82-06

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 BOARDS OF SUPERVISORS
ALL COUNTY WELFARE DIRECTORS

SUBJECT: INSTRUCTIONS FOR PROMOTING SAFE AND STABLE
FAMILIES/CHILD ABUSE PREVENTION INTERVENTION AND
TREATMENT/COMMUNITY-BASED CHILD ABUSE
PREVENTION COUNCILS ANNUAL UPDATE REPORT
ANNUAL COMMUNITY-BASED CHILD ABUSE
PREVENTION APPLICATION AND ALLOCATIONS

REFERENCE: ALL COUNTY INFORMATION NOTICE NO. I-25-05, DATED
MAY 23, 2005

This letter contains: information, instructions and forms to complete the annual county Promoting Safe and Stable Families (PSSF)/Child Abuse Prevention Intervention and Treatment (CAPIT)/Community-Based Child Abuse Prevention (CBCAP) update reports for State Fiscal Year (SFY) 2005-06; the forms for submitting the annual CBCAP funding application for SFY 2006-07; and the CBCAP allocations for SFY 2006-07.

This All County Information Notice (ACIN) may be accessed at the following website:
<http://www.dss.cahwnet.gov/lettersnotices/>

ANNUAL PSSF/CAPIT/CBCAP UPDATE REPORT INSTRUCTIONS

The reporting period for this annual update report is July 1, 2005 through June 30, 2006. The report is due to the California Department of Social Services, Office of Child Abuse Prevention (OCAP), by December 8, 2006.

County child abuse and neglect prevention partners, including the county child abuse prevention council and appropriate PSSF collaborative group, are required to review the CAPIT/CBCAP/PSSF three-year plan annually to determine if the plan continues to meet local needs. The OCAP anticipates that county needs and priorities may change and, therefore, plans may be amended. Although county liaisons are responsible for

ensuring that the update report is completed, some of the questions in the report may best be answered by a collaborative partner such as the child abuse prevention council or other community partner.

The annual update report consists of three parts:

Part One: Narrative (Attachment 1)

The narrative questions have been updated to capture the information that OCAP needs to meet current state and federal reporting requirements. Updates, plan modifications, or changes to the three year plan would also be discussed here.

Part Two: A data collection tool (Attachment 2)

Effective with this report, the format for county reporting of annual statistical data has changed. The OCAP is requiring a new automated data survey process which is designed to capture CAPIT/CBCAP/PSSF service activity. This survey **replaces the Form OCAP 150** and provides county liaisons with a reporting procedure that is consistent across all counties.

The survey will be e-mailed to each county liaison and should **only be completed by the county program liaison**. Please do not attempt to have each individual service provider complete the on-line survey. The county liaison will need to compile the data provided by the service providers and complete the online survey using this aggregate data.

County liaisons should contact their OCAP consultant if they have any questions about this new procedure or have not received the survey within 48 hours of the release of this ACIN.

Part Three: The CBCAP Annual Report Matrix (Attachment 3)

The CBCAP Matrix is used to gather information to be included in the State's annual CBCAP report which is submitted to the federal government. Please note that these categories have also been changed from the prior year in order to align them with current federal reporting requirements.

USE OF FUNDS

All county PSSF/CAPIT/CBCAP allocations must be expended during the SFY allocated, in accordance with each county's approved SFY 2005-08 three-year plan. If a county will not be able to fully expend each allocation during the course of the SFY, please notify the appropriate OCAP consultant in order to allow for adjustments to the amount that can be spent.

SUBMISSION OF REPORT

The annual PSSF/CAPIT/CBCAP update report is due to OCAP by December 8, 2006.

The submission must include the following:

- Cover letter and collaborative signatures. The minimum signatures include the following:
- County administrative agency designated by the county board of supervisors (BOS) for program administration.
- The Child Abuse Prevention Council designated by the BOS
- Narrative Report—Attachment 1
- County CBCAP Annual Report Matrix—Attachment 3

Electronic program reports must be submitted via e-mail to your program consultant and anna.shetka@dss.ca.gov.

The electronic data survey must be completed on line and must be received no later than December 8, 2006.

ANNUAL CBCAP APPLICATION AND ALLOCATIONS

The CBCAP application is required annually, is separate from the county's annual CAPIT/CBCAP/PSSF update report, and consists of the following:

- Application and Assurances Form (Attachment 6) with **original signatures in blue ink.**
- County Children's Trust Fund Revenue Summary Form (Attachment 7) for SFY 2005-06.

The SFY 2006-07 CBCAP Application is due to OCAP by January 8, 2007.

County CBCAP allocations for SFY 2006-07

SFY 2006-07 county CBCAP allocations are determined, in part, by the total of annual birth certificate fees received by each county and reported to OCAP on the County Children's Trust Fund Revenue Summary Form for SFY 2003-04. It is essential that the information on the form is complete and accurate. See Attachment 8 for an explanation of the allocation methodology.

The release of a county's CBCAP allocation (Attachment 9) is contingent upon the receipt of the completed forms with original signatures.

The CBCAP application documents and hard copy letters and reports should be addressed to:

**California Department of Social Services
Office of Child Abuse Prevention
Attention: your program consultant
744 P Street, MS 11- 82
Sacramento, California 95814**

The OCAP is committed to providing ongoing support to counties in order to prevent child abuse and neglect and to strengthen families and communities. Thank you for your continued efforts to improve the lives of children and families.

If you have questions, I can be reached at (916) 657-2614 or you can contact your program consultant Anna Shetka, Manager, Prevention Network Development Unit, at (916) 651-6960.

Sincerely,

***Original document signed by
Mary L. Ault on 11/16/06***

MARY L. AULT
Deputy Director
Children and Family Services Division

Enclosures

Attachments

1. Attachment 1 – Narrative Report Questions
2. Attachment 2 – Online Data Collection Tool and Instructions [*previously Form OCAP 150*]
3. Attachment 3 – County CBCAP Annual Report Services Matrix
4. Attachment 4 – Definitions
5. Attachment 5 – OCAP Program Consultants
6. Attachment 6 – CBCAP Application and Assurance Form
7. Attachment 7 – County Children’s Trust Fund Revenue Summary Form
[requests all funding totals, pursuant to W & I Code, Section 18966]
8. Attachment 8 – CBCAP Allocation Methodology
9. Attachment 9 – CBCAP Allocations for SFY 2006-07

Narrative Report Instructions for State Fiscal Year (SFY) 2005/06**Promoting Safe and Stable Families (PSSF), Child Abuse Prevention, Intervention and Treatment (CAPIT) and Community-Based Child Abuse Prevention Grant (CBCAP)**

The report period is July 1, 2005 through June 30, 2006.

Please respond to the following questions as specifically as possible. Limit the Narrative Report to a maximum of four typed pages, size 10 -12 Arial font. **Do not submit attachments other than those specified in the instructions.**

1. County Plan Update

Briefly describe changes, if any, to the county plan.

2. County Monitoring

Briefly describe the system/process the county used to monitor PSSF/CAPIT/CBCAP contractors to determine their effectiveness in meeting PSSF/CAPIT/CBCAP requirements.

Describe any changes to the process.

3. Service Outcomes/Client Satisfaction

What measures were used to ensure that services met the needs of consumers? How does the county determine that these services are positively impacting the lives of consumers countywide?

Describe county efforts to evaluate each program's effectiveness in terms of:

- Engagement outcomes
- Short-term outcomes
- Intermediate outcomes
- Long-term outcomes

4. Parent Consumer Involvement/Parent Leadership

Each CBCAP funded county must demonstrate the capacity to meaningfully involve parents who are consumers, including those with disabilities, who can provide leadership in the planning, implementation, and evaluation of funded programs and policy decisions.

Identify the number of parent consumers as voting members of the designated county prevention networks and describe their roles in the planning, implementation, and evaluation of funded programs.

Describe any challenges or technical assistance needs regarding the recruitment and retention of parent consumers.

5. Child Abuse Prevention Councils

Describe how the county has supported and strengthened the local child abuse prevention council. Include a description of the council's role in the planning and coordination of services to children and families. Describe any challenges and/or technical assistance needs in building the capacity of the CAPC to assist in its purpose to coordinate the community's efforts to prevent and respond to child abuse.

6. Children's Trust Fund

Please provide the following data relevant to the local children's trust fund:

- Description of the types of programs and services funded.
- Target population benefiting from these programs.
- Amount disbursed.—If the CBCAP data reflects this information, please note this. Only provide the amount disbursed and any additional services funded beyond those funded by CBCAP. Statute requires that OCAP and the local commission designated by the board of supervisors collect and publish this information. (W&I Code 18970(c)1.

7. Fiscal Management

Did the county exhaust the full CAPIT allocation available for SFY 2005/06?

Did the county exhaust the full CBCAP allocation available for SFY 2005/06?

Did the county meet the minimum 20/20/20/20 requirement and exhaust the full PSSF allocation for SFY 2005/06?

If the answer is “no” to any of these questions, please summarize the challenges and describe proposed changes and any technical assistance and/or training needs to ensure full utilization/compliance.

Dear County Partners:

Effective with this report, the format for county reporting of annual statistical data has changed. The Office of Child Abuse Prevention (OCAP) is requiring a new automated data survey process (replacing OCAP Form 150) which is designed to capture CAPIT/CBCAP/PSSF service activity. This survey is intended to provide county program liaisons with a consistent reporting procedure.

The survey will be e-mailed to each county program liaison and should only be completed by the county program liaison. Please do not attempt to have each individual service provider complete the on-line survey. The county liaison will need to compile the data provided by the service providers and complete the on-line survey using this aggregate data. Attachment 2 of the All County Information Notice (ACIN) provides counties with the quantified activities by program.

Contact your OCAP consultant if you have any questions about this new procedure or have not received the survey within 48 hours of the release of this ACIN.

All county CAPIT\CBCAP\PSSF liaisons will be required to access the survey link attached. Liaisons should register as a new user entering the data on all (8) required account information fields. County liaisons reporting on more than one program are required to repeat the log-on procedure once per program. In answering these questions, to the extent possible, you should not duplicate counts.

NOTE: The data fields require that you enter only numerical values. Therefore, commas, decimals, and symbols will not be accepted. Please be aware that incomplete surveys cannot be saved. Your OCAP consultant will contact you upon receipt of your data and verify all data entries. If needed, your OCAP consultant will help with questions you may have.

CBCAP

1. Identify the total amount of actual expended CBCAP funds for SFY 05-06.
2. Identify the amount of actual CBCAP funds expended on Preventive Direct Services for SFY 05-06 (See Attachment 4 for Definitions).
3. Identify the amount of actual CBCAP funds expended on Public Awareness or Public Education for SFY 05-06 (See Attachment 4 for Definition of Public Awareness and Public Education).

Number of clients receiving services

Voluntary Home Visiting

4. Children
5. Parent/Caregiver
6. Children with disabilities
7. Parent/Caregiver with disabilities
8. Families

Parenting Classes

9. Children
10. Parent/Caregiver
11. Children with disabilities
12. Parent/Caregiver with disabilities
13. Families

Parent Mutual Support

14. Children
15. Parent/Caregiver
16. Children with disabilities
17. Parent/Caregiver with disabilities
18. Families

Respite Care

19. Children
20. Parent/Caregiver
21. Children with disabilities
22. Parent/Caregiver with disabilities
23. Families

24. Other Core Resource and Family Support Services (Text Box)

(Please specify Other Core Resource and Family Support Services)

- 25. Children
- 26. Parent/Caregiver
- 27. Children with disabilities
- 28. Parent/Caregiver with disabilities
- 29. Families

30. Other Core Resource and Family Support Services (Text Box)

(Please specify Other Core Resource and Family Support Services)

- 31. Children
- 32. Parent/Caregiver
- 33. Children with disabilities
- 34. Parent/Caregiver with disabilities
- 35. Families

36. Other Core Resource and Family Support Services (Text Box)

(Please specify Other Core Resource and Family Support Services)

- 37. Children
- 38. Parent/Caregiver
- 39. Children with disabilities
- 40. Parent/Caregiver with disabilities
- 41. Families

Public Awareness \ Public Education

- 42. Number of people exposed to TV, Radio advertisements
- 43. Number of people attending public education sessions and workshops
- 44. Number of newsletters mailed
- 45. Number of phone calls to Parent Support line

Information and Referral

- 46. Number of in person contacts
- 47. Number of phone calls received
- 48. Number of mailings
- 49. Number of website contacts

Client Characteristics

- 50. Number of White (non-Hispanic) Clients
- 51. Number of Hispanic Clients
- 52. Number of Black (non-Hispanic) Clients
- 53. Number of Asian Clients
- 54. Number of Native American Clients
- 55. Number of (Other). Specify.

CAPIT

1. Identify the amount of actual expended CAPIT funds for SFY 05-06.

Number of clients receiving services

Family Counseling

2. Children
3. Parent/Caregiver
4. Children with disabilities
5. Parent/Caregiver with disabilities
6. Families

Parent Education and Support

7. Children
8. Parent/Caregiver
9. Children with disabilities
10. Parent/Caregiver with disabilities
11. Families

Home Visiting

12. Children
13. Parent/Caregiver
14. Children with disabilities
15. Parent/Caregiver with disabilities
16. Families

Child and Adult Psychiatric Evaluations

17. Children
18. Parent/Caregiver
19. Children with disabilities
20. Parent/Caregiver with disabilities
21. Families

Respite Care

22. Children
23. Parent/Caregiver
24. Children with disabilities
25. Parent/Caregiver with disabilities
26. Families

Child Care

- 27. Children
- 28. Parent/Caregiver
- 29. Children with disabilities
- 30. Parent/Caregiver with disabilities
- 31. Families

Transportation

- 32. Children
- 33. Parent/Caregiver
- 34. Children with disabilities
- 35. Parent/Caregiver with disabilities
- 36. Families

Multidisciplinary Team Services

- 37. Children
- 38. Parent/Caregiver
- 39. Children with disabilities
- 40. Parent/Caregiver with disabilities
- 41. Families

42. Other

- 43. Children
- 44. Parent/Caregiver
- 45. Children with disabilities
- 46. Parent/Caregiver with disabilities
- 47. Families

48. Other

- 49. Children
- 50. Parent/Caregiver
- 51. Children with disabilities
- 52. Parent/Caregiver with disabilities
- 53. Families

54. Other

- 55. Children
- 56. Parent/Caregiver
- 57. Children with disabilities
- 58. Parent/Caregiver with disabilities
- 59. Families

Client Characteristics

- 60. Number of White (non-Hispanic) Clients
- 61. Number of Hispanic Clients
- 62. Number of Black (non-Hispanic) Clients
- 63. Number of Asian Clients
- 64. Number of Native American Clients
- 65. Number of (Other). Specify.

PSSF

Family Preservation

1. Who is your projected target population for designated services?
2. List the type of PSSF Services Provided:
3. Total Children served
4. Total Parent/Caregiver served
5. Total Children with disabilities served
6. Total Parent/Caregiver with disabilities served
7. Total Number of Families Served
8. Total PSSF Allocation Amount
9. List the actual amount of expended PSSF funds in category
10. List the percentage of total PSSF allocation category
11. Geographical location where services are to be provided
12. Total Client Characteristics
 - White
 - Native American
 - Hispanic
 - Black (non-Hispanic)
 - Asian
 - Other

Family Support

13. Who is your projected target population for designated services?
14. List the type of PSSF Services Provided (text box)
15. Total Children served
16. Total Parent/Caregiver served
17. Total Children with disabilities served
18. Total Parent/Caregiver with disabilities served
19. Total Number of Families Served
20. Total PSSF Allocation Amount
21. List the actual amount of expended PSSF funds in category
22. List the percentage of total PSSF allocation category
23. Geographical location where services are to be provided
24. Total Client Characteristics
 - White
 - Native American
 - Hispanic
 - Black (non-Hispanic)
 - Asian
 - Other

Time-Limited Reunification

25. Who is your projected target population for designated services?
26. List the type of PSSF Services Provided (text box)
27. Total Children served
28. Total Parent/Caregiver served
29. Total Children with disabilities served
30. Total Parent/Caregiver with disabilities served
31. Total Number of Families Served
32. Total PSSF Allocation Amount
33. List the actual amount of expended PSSF funds in category
34. List the percentage of total PSSF allocation category
35. Geographical location where services are to be provided
36. Total Client Characteristics
 - White
 - Native American
 - Hispanic
 - Black (non-Hispanic)
 - Asian
 - Other

Adoption Promotion and Support

37. Who is your projected target population for designated services?
38. List the type of PSSF Services Provided
39. Total Children served
40. Total Parent/Caregiver served
41. Total Children with disabilities served
42. Total Parent/Caregiver with disabilities served
43. Total Number of Families Served
44. Total PSSF Allocation Amount
45. List the actual amount of expended PSSF funds in category
46. List the percentage of total PSSF allocation category
47. Geographical location where services are to be provided
48. Total Client Characteristics
 - White
 - Native American
 - Hispanic
 - Black (non-Hispanic)
 - Asian
 - Other

<p style="text-align: center;">COUNTY</p> <p style="text-align: center;">CBCAP Annual Report Matrix</p>	
<p><u>INNOVATIVE FUNDING/INTERDISCIPLINARY SERVICES</u> Identify how the county provided innovative, interdisciplinary services.</p> <p>Include information demonstrating innovative funding mechanisms at the county level that blend federal, state, local, and private funds for the development, operation, expansion and enhancement of countywide network of prevention programs.</p>	
<p><u>SERVICES BASED ON UNMET NEEDS</u> Demonstrate how services have addressed unmet needs identified by the community.</p>	
<p><u>OUTREACH TO SPECIAL POPULATIONS</u> Provide a description of actual outreach activities for special populations conducted during this reporting period.</p>	
<p><u>PEER REVIEW</u> The Peer Review process is designed to ensure quality assurance in family support services.</p> <p>Describe your activities in meeting this CBCAP requirement. If no activities were done, provide an explanation as to why not and what, if any, challenges the county has faced and what the county's plans are to address them. Describe any technical assistance and/or training needs.</p>	
<p><u>CHILD ABUSE PREVENTION MONTH</u> Describe the Child Abuse Prevention Month activities conducted during this period.</p>	

DEFINITIONS

Children: Under 18 years old.

Parent or Caregiver: Person responsible for caring for children as part of their family unit.

Community-Based and Prevention-Focused Programs and Activities to prevent Child Abuse and Neglect: The term "community-based and prevention-focused programs and activities to strengthen and support families to prevent child abuse and neglect" includes organizations such as family resource programs, family support programs, voluntary home visiting programs, respite care programs, parenting education, mutual support programs, and other community programs or networks of such programs that provide activities that are designed to prevent or to respond to child abuse and neglect.

Preventive direct services under CBCAP are beneficial activities aimed at preventing child abuse and neglect. Such activities may be directed toward the general population or toward specific populations identified as being increased risk of abusing or neglecting their children. The primary focus is to increase the protective factors and lessen the risk factors that can contribute to the likelihood of abuse or neglect.

Ultimately, the goals of these *preventive direct services* activities are to increase the strength and stability of families, to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive environment and to increase the safety, permanency and well-being of children and families.

These activities **do not** include *providing recipients with **information or referral services, one-time public education events, or other public awareness campaigns.** The recipients of these activities should be **counted** as part of the **Public Awareness Activities section.***

Direct services means that the services must be provided to an individual or family, and the **planned duration** of the services should be more than a one-time event. Some examples of preventative direct services include: voluntary home visiting, parenting classes, parent mutual support, respite care, or other family support services. If the participant only attends the direct service for one-time and drops out, they should still be counted in this category, since the **planned duration** was for more than one-time.

The five primary protective factors to be increased by "preventive direct services" include: bonding and attachment, parental resilience, knowledge of parenting and child development, social connections, and concrete support in times of need.

Primary risk factors that may be addressed under CBCAP include: mental health problems with the caregiver, substance abuse, family and community violence, and other negative conditions in the child and family's life situation.

Person with disability has the same meaning for a child or adult with disability under the Individuals with Disabilities Education Act (IDEA). (For more information, visit: <http://ericec.org/digests/e560.html>).

Public awareness or **public education** activities under CBCAP are beneficial activities that focus on the healthy and positive development of parents and focus on the prevention of child abuse and neglect. These activities can include **public education and outreach, information and referral regarding community and social services that are available for families, and public awareness campaigns**. Such activities are usually directed at the general population but may also be targeted for specific populations or communities identified at increased risk of abuse or neglect. The primary focus of these activities is: to better strengthen and support individuals, families, the community, and society by providing information about available family support and prevention resources in the community; increase the public understanding of the importance of the prevention of child abuse and neglect; and increase community ownership and involvement in prevention activities. Over the long term, it is anticipated that these activities contribute to increasing the safety, permanency, and well-being of all children and families.

Public awareness or public education activities may be a one-time event or a series of public education and information sessions. These activities may also include providing information and referral to the community through the telephone, in-person, or through a mail out or website. Some examples of public awareness, public education or information and referral activities include: Blue Ribbon or other Child Abuse Prevention Month campaigns, conducting a public information fair at a local festival, presenting information about child abuse prevention to various agencies or the general public, television or radio ads, newsletter mailing, parent support hotlines, information and referral websites, etc.

The data should reflect the individuals who received or were exposed to the public awareness or public education activities funded by the CBCAP program.

Since it is difficult to provide an exact number of individuals who may have received the public awareness or public education activities, counties are advised to provide the most accurate estimate based on the number of participants that reasonably received these activities. For example, the total can include the number of participants in public education session or workshop, the number of newsletters mailed out, the number of individuals who called a parent support line, the number of people exposed to the television or radio ads, etc.

Home Visiting: Strategy of service delivery in the client's home.

Parent Education and Support (Self-help and Life Management Skills): Parent education and support programs are good first steps in fostering leadership in parents. These programs provide parents with the tools they need to become more confident parents and to bond with other parents.

Parent Education services are designed to teach basic parenting skills, including, but not limited to: establishing realistic parental expectations and teaching child growth and development. These services may include home management, nutrition, health

and consumer education provided through public and private social services programs. Examples include classroom or individual instruction and parent workshops

Parent Mutual Support services are designed to facilitate parents supporting each other.

Respite Care: The term "respite care services" means short term care services provided in the temporary absence of the regular caregiver (parent, other relative, foster parent, adoptive parent, or guardian) to children who are in danger of abuse or neglect; have experienced abuse or neglect; have disabilities; or have chronic or terminal illnesses.

Such services shall: be provided within or outside the home of the child, be short-term care (ranging from a few hours to a few weeks of time, per year), and be intended to enable the family to stay together with the child living in the home and within the community.

Transportation: To transport or provide transportation for a recipient of services from one place to another when necessary to support a specific component of a service plan and no other means of transport is available

Community Referral Services: The term "community referral services" means services provided under contract or through interagency agreements to assist families in obtaining needed information, mutual support and community resources, including respite care services, health and mental health services, employability development and job training, and other social services, including early developmental screening of children, through help lines or other methods.

Other: As defined locally.

The following services are primarily sub-classifications of Information and Referral. If an agency is providing these services directly with CAPIT and/or CBCAP funds, the specific service should be identified under "Other" and counted individually. These services include:

- Services to/Prevention of Homelessness
- Educational/Job Readiness
- Early Childhood Development/Screening

Intake/Assessment: The process by which children, adults, or families are assessed for receipt of prevention and/or intervention services. This process includes the development of a written document that contains information relevant to the case situation and an appraisal of case service(s) needs.

Parent Leadership Development: Develop leadership roles for the meaningful involvement of parents in the development, operation, evaluation, and oversight of the programs and services.

Family Preservation: The term "family preservation services" means services for children and families designed to help families (including adoptive and extended families) at risk or in crisis, including:

- service programs designed to help children
 - where safe and appropriate, return to families from which they have been removed; or
 - be placed for adoption, with a legal guardian, or, if adoption or legal guardianship is determined not to be safe and appropriate for a child, in some other planned, permanent living arrangement;
- pre-placement preventive services programs, such as intensive family preservation programs, designed to help children at risk of foster care placement remain safely with their families;
- service programs designed to provide follow-up care to families to whom a child has been returned after a foster care placement;
- respite care of children to provide temporary relief for parents and other caregivers (including foster parents);
- services designed to improve parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health, and nutrition; and
- infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to a State law. (42 U.S.C. 629a.)

Family Support Services: The term "family support services" means community-based services to promote the safety and well-being of children and families designed to increase the strength and stability of families (including adoptive, foster, and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a safe, stable and supportive family environment, to strengthen parental relationships and promote healthy marriages, and otherwise to enhance child development. (42 U.S.C. 629a.)

Adoption Promotion and Support: The term "adoption promotion and support services" means services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities as pre- and post-adoptive services and activities designed to expedite the adoption process and support adoptive families. (42 U.S.C. 629a.)

Time-Limited Family Reunification: In general the term "time-limited family reunification services" means the services and activities described below that are provided to a child that is removed from the child's home and placed in a foster family home or a child care institution. The services and activities are also provided to the parents or primary caregiver of such a child in order to facilitate the reunification of the child, but only during the 15-month period that begins on the date that the child, pursuant to section 475(5)(F), is considered to have entered foster care.

The services and activities described for time-limited family reunification include the following:

- Individual, group, and family counseling.
- Inpatient, residential, or outpatient substance abuse treatment services.
- Mental health services.
- Assistance to address domestic violence.
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.
- Transportation to or from any of the services and activities described in this subparagraph. (42 U.S.C. 629a.)

County	Consultant
Alameda	<i>Vacant</i>
Alpine	Lynch, E
Amador	Villalobos, E
Butte	Villalobos, E
Calaveras	Robles, R
Colusa	Villalobos, E
Contra Costa	Robles, R
Del Norte	Robles, R
El Dorado	Lynch, E
Fresno	Lynch, E
Glenn	Villalobos, E
Humboldt	Robles, R
Imperial	<i>Vacant</i>
Inyo	Lynch, E
Kern	Lynch, E
Kings	Lynch, E
Lake	Robles, R
Lassen	Villalobos, E
Los Angeles	<i>Vacant</i>
Madera	Lynch, E
Marin	Robles, R
Mariposa	Villalobos, E
Mendocino	Robles, R
Merced	Lynch, E
Modoc	Villalobos, E
Mono	Villalobos, E
Monterey	<i>Vacant</i>
Napa	Robles, R
Nevada	Villalobos, E
Orange	<i>Vacant</i>
Placer	Lynch, E
Plumas	Villalobos, E
Riverside	<i>Vacant</i>
Sacramento	Villalobos, E
San Benito	Lynch, E
San Bernardino	<i>Vacant</i>
San Diego	<i>Vacant</i>
San Francisco	<i>Vacant</i>
San Joaquin	Robles, R
San Luis Obispo	<i>Vacant</i>
San Mateo	<i>Vacant</i>
Santa Barbara	<i>Vacant</i>
Santa Clara	<i>Vacant</i>
Santa Cruz	<i>Vacant</i>
Shasta	Villalobos, E
Sierra	Lynch, E
Siskiyou	Villalobos, E
Solano	Robles, R
Sonoma	Robles, R
Stanislaus	Lynch, E
Sutter	Lynch, E
Tehama	Villalobos, E
Trinity	Villalobos, E
Tulare	Lynch, E
Tuolumne	Robles, R
Ventura	<i>Vacant</i>
Yolo	Lynch, E
Yuba	Robles, R

Ernest Lynch
ernest.lynch@dss.ca.gov
 916-651-6952

Ruben Robles
ruben.robles@dss.ca.gov
 916-651-6796

Ernie Villalobos
ernie.villalobos@dss.ca.gov
 916-651-6702

Mark Wong
mark.wong2@dss.ca.gov
 916-651-6717

Anna Shetka, Manager
anna.shetka@dss.ca.gov
 916-651-6960

**COMMUNITY-BASED CHILD ABUSE PREVENTION
SFY 2006/07****APPLICATION AND ASSURANCES FOR _____ COUNTY**

The undersigned agrees that receipt of Federal Community-Based Child Abuse Prevention (CBCAP) Program funds requires that funds expended under this Grant must comply with all State and Federal requirements. Funds received under this title will supplement, not supplant, other state and local public funds designated for the statewide network of community-based, prevention-focused, family resource and support programs.

In addition, the undersigned assures that allocations made by the County under this Grant will be used in the development and implementation (or expansion and enhancement) of a statewide network of community-based child abuse prevention and family resource and support programs. This statewide network will be composed of local, collaborative, public/private partnerships directed by interdisciplinary structures with balanced representation from private and public sector members, parent consumers, private and public nonprofit service providers, and individuals and organizations experienced in working in partnership with families, particularly those with children with disabilities.

Signature of Authorized County Representative_____
Date_____
Print Name_____
Title

I am a parent who has received Office of Child Abuse Prevention funded services and has provided significant input in the planning, implementation and evaluation of services provided through this grant.

Signature_____
Date_____
Print Name_____
Child Abuse Prevention Council Representative_____
Date_____
Print Name_____
Title

In order to receive CBCAP Incentive funds, a completed Application and Assurances form (Attachment 6) and Children's Trust Fund Summary (Attachment 7) must be received by OCAP on or before December 1, 2006.

**CERTIFICATION OF COUNTY CHILDREN'S TRUST FUND
REVENUE SUMMARY FOR STATE FISCAL YEAR 2005/2006**

I, _____, hereby affirm that I am duly authorized to account for the County Children's Trust Fund for the State Fiscal Year (SFY) July 1, 2005 through June 30, 2006 and certify that the funds received into the County Children's Trust Fund, not including other federal and state prevention grants, during this period was \$ _____. I also affirm that these funds are used only for the broad range of child abuse and neglect prevention activities as mandated by federal and state law. During SFY 2005/06, the County Children's Trust Fund consisted of the following revenue sources and amounts:

INTEREST \$ _____

BIRTH CERTIFICATES \$ _____

GRANTS \$ _____

GIFTS \$ _____

BEQUESTS \$ _____

KIDSPLATE \$ _____

TOTAL \$ _____

County_____
Signature of Authorized Representative_____
Printed Name and Title

**Allocation Methodology for
Community-Based Child Abuse Prevention (CBCAP) Funds**

BASE ALLOCATION

In accordance with the Welfare and Institutions Code (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 from birth certificate fees are granted that amount from CBCAP funds necessary to bring the trust fund up to twenty thousand dollars (\$20,000). This is data reported individually by each county.
- (2) The balance remaining after (1) is distributed equally among all the counties, up to ten thousand dollars (\$10,000) per county.
- (3) The remaining CBCAP funds are distributed according to the percent of each county's child population to the total child population of California. The allocation uses current data from the Department of Finance.

Release of SFY 2006/07 county CBCAP allocations is pending receipt of Attachments 6 and 7 of these instructions.

FY 2006/07 CBCAP Allocation

County	Allocation
Alameda	\$53,305
Alpine	\$30,026
Amador	\$28,468
Butte	\$15,715
Calaveras	\$29,456
Colusa	\$28,495
Contra Costa	\$41,236
Del Norte	\$26,991
El Dorado	\$14,846
Fresno	\$41,767
Glenn	\$29,512
Humboldt	\$13,329
Imperial	\$15,461
Inyo	\$26,509
Kern	\$36,850
Kings	\$14,764
Lake	\$28,237
Lassen	\$26,944
Los Angeles	\$336,974
Madera	\$21,086
Marin	\$15,956
Mariposa	\$29,719
Mendocino	\$17,434
Merced	\$19,235
Modoc	\$29,022
Mono	\$29,009
Monterey	\$24,037
Napa	\$13,700
Nevada	\$22,389
Orange	\$105,354
Placer	\$18,602
Plumas	\$27,368
Riverside	\$73,943
Sacramento	\$53,936
San Benito	\$22,415
San Bernardino	\$0
San Diego	\$100,656
San Francisco	\$23,130
San Joaquin	\$33,034
San Luis Obispo	\$16,084
San Mateo	\$29,485
Santa Barbara	\$21,837
Santa Clara	\$60,486
Santa Cruz	\$16,891
Shasta	\$15,020
Sierra	\$29,952
Siskiyou	\$25,432
Solano	\$23,644
Sonoma	\$23,205
Stanislaus	\$27,774
Sutter	\$12,833
Tehama	\$24,656
Trinity	\$29,529
Tulare	\$25,619
Tuolumne	\$24,753
Ventura	\$36,076
Yolo	\$15,365
Yuba	\$29,034
Total:	\$2,006,584