

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



March 1, 2007

ALL COUNTY INFORMATION NOTICE NO. I-07-07

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS
ALL CHIEF PROBATION OFFICERS
ALL INDEPENDENT LIVING PROGRAM MANAGERS
ALL INDEPENDENT LIVING PROGRAM COORDINATORS
ALL COUNTY TRANSITIONAL HOUSING COORDINATORS

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: STATE FISCAL YEAR (SFY) 2006/2007 MID-YEAR
COUNTY PLANNING ALLOCATION FOR THE
TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) AND
TRANSITIONAL HOUSING PROGRAM-PLUS (THP-PLUS)

REFERENCE: Assembly Bill (AB) 427 (Chapter 125, Statutes of 2001);
AB 1119 (Chapter 639, Statutes of 2002);
AB 824 (Chapter 636, Statutes of 2005);
AB 1808 (Chapter 75, Statutes of 2006);
All County Information Notice (ACIN) I-88-06, dated November 20, 2006;
All County Letter (ACL) No. 06-38, dated September 8, 2006;
County Fiscal Letter (CFL) 04/05-54, dated June 17, 2005

Pursuant to AB 713 (2007), legislation sponsored by the Administration, this ACIN is being issued in anticipation of a potential mid-year augmentation to Fiscal Year (FY) 2006/2007 for the THPP and THP-Plus allocations. This augmentation is contingent upon the enactment of this bill and legislative approval of a corresponding appropriation. Counties will be notified if legislation is chaptered and the funding is made available.

BACKGROUND

The THPP is a Community Care Licensed (CCL) placement opportunity for youth ages 16 -18 that are currently living in a foster care placement. The THP-Plus is a certified placement opportunity for youth ages 18 - 24, who have emancipated from the foster care system.

Effective July 1, 2006, the California Department of Social Services (CDSS) allocated a total of \$6.9 million to both the THPP and THP-Plus programs. Seventeen counties have received approval of their program plans for FY 2006/2007. Of the seventeen approved counties, five counties received specified allocation amounts based on the number of beds requested. The THPP funds were available to counties on a "first come, first served" basis. The ACL 06/38, dated September 8, 2006, provides allocation information about the initial funding.

AUGMENTATION

In an effort to further expand the number of emancipating youth served, a mid-year augmentation of \$11.9 million State General Fund (SGF) is proposed for the THPP and THP-Plus programs for FY 2006/2007. Contingent upon the enactment of AB 713, the THP-Plus is expected to receive \$10.6 million and THPP is expected to receive \$1.3 million of the proposed augmentation. The total allocation for FY 2006/2007 including the initial \$6.9 million and proposed mid-year augmentation is \$18.9 million SGF for both programs.

THP-PLUS

The mid-year augmentation for THP-Plus would be distributed to the twelve counties that did not receive the initial allocation for FY 2006/2007. Counties who requested their implementation dates be moved from FY 2007/2008 to FY 2006/2007 would also receive funding from the augmentation and would be given conditional approval to begin immediate operation of the program pending notification of final approval.

Start-up Costs

In order to assist counties in the development and expansion of their THP-Plus program, start-up costs would be provided to all participating counties. Welfare and Institutions Code (W&IC) Section 16522.1(h) provides the authority to allocate funds to assist providers with the following start-up costs:

- Rental and security deposits;
- Set up of utilities, telephone and rent;
- Savings accounts; and,
- Furnishings and bedding.

Funding for these costs would be distributed to those counties with approved THP-Plus programs in FY 2006/2007. In addition, counties who will be implementing programs in FY 2007/2008 would also receive funding for these costs and would be granted conditional approval authorizing expenditure of these funds for new providers who are implementing programs in FY 2007/2008.

THPP

The THPP funds will continue to be available on a “first come, first served” basis. Start-up costs will not be available for this program.

Any THPP or THP-Plus allocations that are not spent in the current year will not be rolled over to FY 2007/2008. Therefore, counties are advised to carefully plan how to expend all of their FY 2006/2007 allocation.

Attachment 1 provides information regarding the augmentation, including the distribution of start-up costs.

PROVIDER PLANS

Interest in the THPP and THP-Plus programs has increased and the number of counties participating is rapidly expanding. The ACIN I-88-06 required counties to submit both county and provider plans. This requirement is still in effect. However, because of the rapid growth of both programs, CDSS is transferring the responsibility of approving provider plans to counties effective immediately. The CDSS will continue to request the approved provider plans in order to collect specific information.

A sample provider checklist, budget worksheet, and approval letters are attached to assist counties in developing their own processes for the review and approval of provider plans (See Attachments 2-5). The THPP counties must ensure that the elements required for licensing THPP and certifying THP-Plus providers, as outlined in W&IC and the Manual of Policies and Procedures, Division 30, are adhered to. Other resources that may be used to assist counties with their review of the provider plans are:

- Transitional Housing Placement Program (THPP) County and Provider Plan Guidelines (see ACIN I-88-06);
- A Guide to Implementing THP-Plus, which is available on the JohnBurton Foundation website at: www.johnburtonfoundation.org.

PROVIDER NUMBERS

THP-Plus is funded with state-only funds and, therefore, does not require issuance of provider numbers. However, since THPP receives federal funding, provider numbers will still be required for this program.

Information regarding these programs is also available at: www.childsworld.ca.gov.

Fiscal or claiming questions should be e-mailed to: assistance.claims@dss.ca.gov. For any program questions, please contact your assigned Transitional Housing Coordinator in the Independent Living Program Policy Unit at (916) 651-7465.

Sincerely,

Original Document Signed By:

MARY L. AULT
Deputy Director
Children and Family Services Division

Attachments

c: CWDA

Attachment #1					
THP-Plus FY 06-07 Start Up Costs and Allocation Amounts					
COUNTY	Beds	Initial Allocation	Augmentation**	Start Up Costs	Grand Total
Alameda	**150	\$1,368,000	\$882,000	\$161,089	\$2,411,089
Butte*	0	\$0	\$0	\$20,871	\$20,871
Calaveras*	0	\$0	\$0	\$32,000	\$32,000
Contra Costa	**51	\$1,440,000	\$0	\$0	\$1,440,000
Del Norte*	0	\$0	\$0	\$13,000	\$13,000
El Dorado	5	\$0	\$88,020	\$20,871	\$108,891
Fresno	20	\$0	\$318,480	\$75,000	\$393,480
Glenn*	0	\$0	0	\$13,000	\$13,000
Humboldt*	0	\$0	\$0	\$13,000	\$13,000
Inyo*	0	\$0	\$0	\$13,000	\$13,000
Kern	50	\$0	\$450,000	\$125,575	\$575,575
Lassen	5	\$0	\$90,000	\$10,000	\$100,000
Los Angeles	100	\$0	\$1,518,000	\$357,492	\$1,875,492
Madera*	0	\$0	\$0	\$10,000	\$10,000
Marin*	0	\$0	\$0	\$12,000	\$12,000
Mendocino	12	\$0	\$172,800	\$24,000	\$196,800
Merced*	0	\$0	\$0	\$21,215	\$21,215
Monterey*	0	\$0	\$0	\$36,000	\$36,000
Napa	12	\$0	\$276,552	\$24,000	\$300,552
Nevada*	0	\$0	\$0	\$13,000	\$13,000
Orange*	0	\$0	\$0	\$143,148	\$143,148
Placer	10	\$0	\$168,000	\$20,871	\$188,871
Plumas	2	\$0	\$37,200	\$5,000	\$42,200
Riverside*	0	\$0	\$0	\$40,000	\$40,000
Sacramento*	0	\$0	\$0	\$143,148	\$143,148
San Bernardino	45	\$0	\$548,683	\$90,000	\$638,683
San Diego	**100	\$690,720	\$534,306	\$256,100	\$1,481,126
San Francisco	**111	\$837,000	\$643,566	\$330,970	\$1,811,536
San Joaquin*	0	\$0	\$0	\$30,000	\$30,000
San Luis Obispo*	0	\$0	\$0	\$18,000	\$18,000
San Mateo	**61	\$160,056	\$1,156,356	\$153,148	\$1,469,560
Santa Barbara	0	\$0	\$0	\$21,215	\$21,215
Santa Clara	80	\$0	\$864,000	\$176,498	\$1,040,498
Santa Cruz	10	\$0	\$82,890	\$20,871	\$103,761
Shasta*	0	\$0	\$0	\$15,000	\$15,000
Siskiyou*	0	\$0	\$0	\$32,000	\$32,000
Solano	20	\$0	\$282,720	\$40,000	\$322,720
Sonoma*	0	\$0	\$0	\$40,000	\$40,000
Stanislaus	20	\$0	\$60,000	\$40,000	\$100,000
Sutter*	0	\$0	\$0	\$20,870	\$20,870
Trinity*	0	\$0	\$0	\$17,000	\$17,000
Tulare*	0	\$0	\$0	\$21,215	\$21,215
Tuolumne*	6	\$0	\$65,484	\$15,000	\$80,484
Ventura*	0	\$0	\$0	\$13,000	\$13,000
Yolo*	0	\$0	\$0	\$13,000	\$13,000
Yuba*	0	\$0	\$0	\$13,000	\$13,000
TOTAL	397	\$4,495,776	\$8,239,057	\$2,724,167	\$15,459,000

*Denotes new counties conditionally approved 2007/2008

**Five counties that received an initial allocation are receiving additional augmentation amounts due to requests to increase the number of available beds .

SPECIFIC ELEMENTS REQUIRED FOR THP-PLUS PROVIDER PLANS

☐ **Approved**

☐ **Not Approved**

☐ **Pending**

(Missing/corrected #____)

Approved Rate \$ _____ Date _____ Ltr. Sent out _____

PROVIDER PLAN REQUIREMENTS

- ☐ Each THP-Plus agency's program plan shall, at a minimum, ensure that:
 - ☐ The program will **only serve eligible tenants** as defined in MPP Section 30-900.13.
 - ☐ The program shall not **discriminate** on the basis of race, gender, sexual orientation, or disability and that (Welfare and Institutions Code Section 16522.1(a)(1)) youth who were wards of the court as described in Welfare and Institutions Code Section 602 and youth receiving psychotropic medications shall be eligible for consideration in the program and shall not be automatically excluded due to these factors.

AGENCY TILP REQUIREMENTS

- ☐ The agency shall, with the assistance of a county designee, **assist each tenant** to complete the STEP/THP-Plus TILP form designed by the Department.
- ☐ The **program describes** how it will assist tenants to live independently and to accomplish the goals described in their STEP/THP-Plus TILP.
- ☐ The STEP/THP-Plus TILP is updated at **least annually** and as needed to reflect necessary changes.

AGENCY PROGRAM REQUIREMENTS

- ☐ Tenants shall be allowed the greatest amount of **freedom** possible in order to prepare them for self-sufficiency.
- ☐ The housing has reasonable **transportation** access to schools, employment appropriate supportive services, shopping and medical care.
- ☐ **Criminal** record clearances shall be required for all agency employees.
- ☐ Programs shall comply with applicable federal, state, and local housing laws and **fire clearance** requirements.
- ☐ No more than two tenants share a **bedroom**.
- ☐ Tenants have the right to be free from **arbitrary or capricious rules**; the right to understand all rules in writing and in appropriate languages and formats, the right to appeal any loss of benefits or services before they are suspended (unless imminent physical harm to someone would result); the right to a grievance procedure.
- ☐ Tenant's right to **confidentiality** is respected. This right applies to the dissemination, storage, retrieval and acquisition of identifiable information. The agency shall not release information about a tenant's receipt of services without a written release from the tenant.
- ☐ Tenants' right to **privacy is respected**. Information shall be requested from the tenant only when the information is specifically necessary for the provision of services. Tenants shall not

Attachment 2

be required to supply information as a condition of obtaining services without written documentation verifying the necessity of the information.

- ☐ The functions of **property management and service provider** will not be blended. The program plan shall clearly define the roles and responsibilities of each part of the organization.
- ☐ The agency shall comply with California **landlord-tenant law** (Civil Code Section 1940, et seq.) and/or the Transitional Housing Misconduct Act (Health and Safety Code Section 50580, et seq.)
- ☐ If **medical services** are needed by tenants, these services shall be provided by a medical professional or an appropriately licensed (or otherwise legally operating – e.g. county) clinic or adult day health center that may offer services off-site or through a home visit program, including services which are made available on a regularly scheduled basis on-site.
- ☐ Tenants are given a **choice regarding what services** to access and the location of the services (on-site or offsite), as long as the goals of the STEP/THP-Plus TILP are being met.
- ☐ The THP-Plus program is clearly distinguishable from those that are required to be licensed as an **Adult Residential Care** facility under Health and Safety Code Section 1502(a)(1) or Health and Safety Code Section 1503.5(a).
- ☐ Applicable provisions of **Welfare and Institutions Code Section 16522.1** are incorporated.
- ☐ A description of the **tenant application process** and the selection criteria are included.
- ☐ Any **tenant funds** retained by the provider on behalf of the tenant shall be deposited in an interest bearing savings account in any bank or savings and loan institution whose deposits are insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation. The principal and interest shall be distributed to the tenant when he/she leaves the program or earlier if permitted by the THP-Plus program guidelines.
- ☐ **Participant Budget Worksheet**
- ☐ **THP-Plus Rate information**
 - ☐ Pursuant to Welfare and Institutions Code Section 11403(a)(2), the per tenant monthly rate may not exceed **70%** of the average AFDC-FC payment the county pays to group homes for foster youth 16 to 18 years of age, contingent upon the following conditions:
 - ☐ Funding shall be subject to the sharing ratios specified in Welfare and Institutions Code Section **15200**.
 - ☐ The **state portion of the rate** shall be subject to the availability of the Transitional Housing for Foster Youth Fund.
 - ☐ If the Transitional Housing for Foster Youth Fund is **depleted**, the county shall pay the state share of the rate in addition to the county share.

THPP/THP-Plus Estimated Cost per Month per Participant Budget

Agency Name _____ Agency phone _____
 County Email _____ Agency Email _____

Maintenance Costs		Monthly Expenses
Youth Allowance	Transportation	\$
	Food, Cleaning Supplies	\$
	Recreation	\$
	Clothing	\$
	Allowance/Savings/Emancipation Fund	\$
	Telephone	\$
	Miscellaneous	\$
	Subtotal	\$
Housing Expenses	Utilities (trash, electricity, etc.)	\$
	Rent	\$
	Total	\$
Admin. Costs	Administrative Costs	\$
	THPP/THP-Plus Staff Support	\$
	Staff Development	\$
Social Work	Social Work *non federal eligible costs	\$
	Social Work Supervision	\$
Total Youth Budget	Maintenance, Admin. & Social Work costs Total	\$
Base Rate	*Eligible Federal costs only	\$2,100
Total Program Budget (Per Youth)	*Add Maintenance, Admin. & additional amount above the base rate.	

(Date)

(Name)

(Address)

Dear (Name):

The purpose of this letter is to grant approval of the Transitional Housing Placement Program (THPP) provider plan. We are delighted to assist you in your endeavors to provide independent living experiences through the THPP for your foster/probation youth.

(Provider Name) THPP rate is \$.00 per month per participant. This rate has been approved by the CDSS effective **(date)**.

As you may know, rates established for group homes, foster family agencies and THPPs have a non-federally eligible social work portion that cannot be claimed for federal Title IV-E reimbursement (State/County only funds). Accordingly, we will also need a copy of your budget, indicating the social work/social work supervision costs, in order to determine the non-federally reimbursable amount. This percentage must be claimed as the non-federal/state-only portion of the rate for all THPP participants. A copy of the Budget Worksheet is enclosed for your convenience. Once the form has been completed, please submit two copies to your transitional housing/ILP coordinator. One copy will be forwarded to the Independent Living Program (ILP) Policy Unit for maintenance in the county's THPP file.

The California Department of Social Services (CDSS) issues provider numbers that are a program requirement. Without this number, county claims for state and federal reimbursement cannot be properly processed. Once the CDSS reviews your Budget Worksheet for completeness it will provide that number to the county.

Sincerely,

Enclosure

(Date)

(Name & Title)
(Name of Agency)
(Address)
(City, State, Zip)

Dear **(Name)**:

This letter is to notify you that the Transitional Housing Program-Plus (THP-Plus) plan has been reviewed and is approved effective (date). The approval rate is \$0.00

Sincerely,

c: **(Program Consultant)**