

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



October 5, 2007

ALL COUNTY INFORMATION NOTICE NO. I-56-07

TO: COUNTY WELFARE DIRECTORS
COUNTY WELFARE FISCAL OFFICERS
CHIEF PROBATION OFFICERS
INDEPENDENT LIVING PROGRAM MANAGERS
INDEPENDENT LIVING PROGRAM COORDINATORS
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: LETTER OF INTENT TO REQUEST PARTICIPATION IN THE
TRANSITIONAL HOUSING PLACEMENT PROGRAM AND/OR THE
TRANSITIONAL HOUSING PROGRAM-PLUS. TRANSITIONAL HOUSING
COUNTY COORDINATORS ASSIGNMENTS

REFERENCE: County Fiscal Letter (CFL) 04/05-54;
All County Information Notice (ACIN) Nos. I-93-01, I-88-06, I-07-07;
All County Letter (ACL) No. 02-04;
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)

The purpose of this letter is to provide information to counties on the process for applying for participation in the Transitional Housing Placement Program (THPP) and/or Transitional Housing Program-Plus (THP-Plus) in the 2008/2009 State Fiscal Year (SFY). These letters assist the California Department of Social Services (CDSS) in the budgeting process.

However, neither the Letter of Intent nor a subsequently approved county plan is a guarantee of funding. Funding of the programs is subject to appropriation in the 2008/2009 SFY.

The goal of both programs is to provide participants with safe living environments while helping them learn and practice life skills in order to achieve self-sufficiency. The THPP provides the opportunity for youth in foster care aged 16-19 to develop independent living and employment skills. The THP-Plus serves individuals between 18-24 years old who have aged-out of the foster care system. Both programs provide the greatest amount of freedom possible in order to adequately prepare the participants for self-sufficiency. Counties electing to participate in the programs provide supervised independent living housing and support services.

Letter of Intent

The Letter of Intent must be received by the CDSS' Independent Living Program Policy Unit no later than **October 15, 2007**.

The attached "Letter of Intent Instructions and sample letter for THPP and/or THP-Plus Participation" outlines the information necessary to begin the process for participation by submitting a Letter of Intent. Counties that already have approval for THPP and THP-Plus participation is also required to submit a Letter of Intent by the indicated deadline. Funding for these programs is currently limited.

County and Provider Plans

In addition to the Letter of Intent, THPP and/or THP-Plus county and provider plans must be submitted to CDSS by those counties who have revised their plans or are implementing a new program. The deadline for submitting these plans is **February 1, 2008**. Counties that have approved county and provider plans are instructed to review the plans in accordance with current regulations and, if necessary, make revisions as needed. If there are no changes in the county or provider plans, submission of the plans is not required. As a reminder, pursuant to ACIN I-07-07, CDSS has transferred the responsibility of approving provider plans to counties. CDSS will continue to request the approved provider plans in order to collect specific information.

For assistance in completing county and provider plans for THP-Plus, counties may refer to "A Guide to Implementing THP-Plus" which is available on the [John Burton Foundation](https://www.jbaforyouth.org) website at <https://www.jbaforyouth.org>. The guide is a product of a collaborative effort between CDSS, John Burton Foundation, and the Corporation for Supportive Housing on the THP-Plus Statewide Implementation Project. For hard copies of the guide, counties may contact CDSS at the number provided below to request a copy via mail. For THPP, please refer to ACIN I-88-06 for the "County and Provider Plan Guidelines."

If you have questions regarding this letter or require additional assistance, please contact your assigned Independent Living Program Policy Unit Transitional Housing Coordinator at (916) 651-7465. For your assistance, attached is the Statewide Transitional Housing Coordinator county assignment list for the THPP and THP-Plus programs. Any fiscal claiming questions may be directed to fiscal.systems@dss.ca.gov.

[Information regarding these programs](#) is also available at this website: www.childsworld.ca.gov.

Sincerely,

Original Document Signed By:

MARY L. AULT
Deputy Director
Children and Family Services Division

Attachments
c: CWDA
CPOC

LETTER OF INTENT INSTRUCTIONS FOR THPP AND/OR THP-PLUS PROGRAM PARTICIPATION

To begin the process of applying for consideration to participate in the THPP and/or THP-Plus program for Fiscal Year (FY) 2008/2009, all counties must submit a **Letter of Intent** to the California Department of Social Services (CDSS) by **October 15, 2007**. Additionally, counties that have previously received approval for participation in THPP and THP-Plus programs are also required to submit a Letter of Intent by the October 15 deadline. The Letter of Intent must be signed by the county welfare director and should include a statement expressing the county's interest in administering the THPP and/or the THP-Plus program in FY 2008/2009. Additionally, the contents of the letter must include the following:

- Number of anticipated beds/units;
- Estimated THPP and/or THP-Plus monthly rate paid to the provider(s), if available;
- Anticipated date for implementation of new program;
- Anticipated date the county plan and approved provider plan(s) will be submitted to CDSS **(The county and provider plans must be received no later than February 1, 2008)**;
- Annual estimated total of youth that age-out of foster care in the county;
- Program and fiscal contact names, phone numbers, and e-mail addresses for the transitional housing programs.

Send all documents to:

California Department of Social Services
Independent Living Program Policy Unit Statewide
Transitional Housing Coordinator 744 P Street,
M.S. 14-78
Sacramento, California 95814

(Letter should be printed on county letterhead)

Date

Ms. Jill Sevaaetasi, Manager
California Department of Social Services
Independent Living Program Policy Unit 744
P Street, M.S. 14-78
Sacramento, CA 95814

On behalf of X County, I am writing to express the intent to implement the Transitional Housing Placement Program (THPP) and/or Transitional Housing Program-Plus (THP-Plus) in Fiscal Year (FY) 2008/2009. Provided below is a summary of the anticipated number of beds, the monthly THPP/THP-Plus rate, the housing models to be utilized, and other pertinent information. These figures are based on the current information available, and any changes will be reported to CDSS within 60 days by our county THPP/THP-Plus representative.

THPP	THPP Scattered -Site	THPP Single- Site	THPP Host Family
# of beds to be provided Total:			
Monthly THPP rate (\$)			

THPP

Anticipated implementation date	
Anticipated date for submitting county/provider plans	
Annual total of youth that age-out of foster care	
THPP Program/Fiscal Contact Persons (names, phone #s, e-mail addresses)	

THP-Plus	THP-Plus Scattered -Site	THP-Plus Single- Site	THP-Plus Host Family
# of beds to be provided Total:			
Monthly THP-Plus rate (\$)			

THP-Plus

Anticipated implementation date	
Anticipated date for submitting county/provider plans	
Annual total of youth that age-out of foster care	
THP-Plus Program/Fiscal Contact Persons (names, phone #s, e-mail addresses)	

(Letter con't)

Sincerely,

Director: County Department of Social Services

California Department of Social Services
Statewide Transitional Housing Coordinators
744 P Street, M.S. 14-78
Sacramento, CA 95814
(916) 651-7465
(916) 657-4357 Fax

Jill Sevaaetasi, Manager
CDSS Statewide Transitional Housing Coordinators
Cynthia M. Guilford – Cynthia.guilford@dss.ca.gov (A-R counties)
Lynette Stueve – lynette.stueve@dss.ca.gov (S-Y counties)

CYNTHIA cynthia.guilford@dss.ca.gov (916) 651-9908	LYN lynette.stueve@dss.ca.gov (916) 657-3329
Alameda	Sacramento
Alpine	San Benito
Amador	San Bernardino
Butte	San Diego
Calaveras	San Francisco
Colusa	San Joaquin
Contra Costa	San Luis Obispo
Del Norte	San Mateo
El Dorado	Santa Barbara
Fresno	Santa Clara
Glenn	Santa Cruz
Humboldt	Shasta
Imperial	Sierra
Inyo	Siskiyou
Kern	Solano
Kings	Sonoma
Lake	Stanislaus
Lassen	Sutter
Los Angeles	Tehama
Madera	Trinity
Marin	Tulare
Mariposa	Tuolumne
Mendocino	Ventura
Merced	Yolo
Modoc	Yuba
Mono	Out-of-State
Monterey	
Napa	
Nevada	
Orange	
Placer	
Plumas	
Riverside	