



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

April 29, 2016

ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-30-16

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY STAFF DEVELOPMENT OFFICERS
ALL COUNTY FISCAL OFFICERS

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: ANNUAL COUNTY TRAINING PLAN FISCAL YEAR (FY) 2016-2017

REFERENCE: MANUAL OF POLICIES AND PROCEDURES, DIVISION 14 STAFF DEVELOPMENT AND TRAINING

The reimbursement of your county's staff development expenditures is subject to the completion of an Annual County Training Plan. Please complete your Annual County Training Plan by **August 1, 2016**, to comply with the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP), Division 14, Staff Development Regulations requirements for FY 2016-17.

The Annual Training Plan Form ([GEN 1031](#)) is available on the CDSS internet. Counties may contact the CDSS Fiscal Systems Bureau at (916) 657-3390 to request a paper copy be mailed.

Complete the GEN 1031 form, print it and keep it on file. After completing the GEN 1031, sign the certification statement (page ten), and mail or fax only the certification, with both required signatures, no later than August 1, 2016 to:

CDSS
Fiscal Systems Bureau
744 P Street, MS 9-05-03
Sacramento, CA 95814
Attn: Racquel Flanagan
or
Fax (916) 654-1056

In the GEN 1031, the fiscal years are referred to as "Previous Fiscal Year," "Current Fiscal Year," and "Next Fiscal Year." For clarification, in this year's report, "Previous" is FY 2014-15, "Current" is FY 2015-16, and "Next" is FY 2016-17.

INSTRUCTIONS FOR ANNUAL COUNTY TRAINING PLAN

PART I: DEMOGRAPHIC INFORMATION

This section contains basic demographic county information for the staff development function. Indicate the person(s) responsible for the staff development function in items A and B.

As a reminder, salaries and benefits of trainers, first-line supervisors of the trainers, training coordinators, and administrative and clerical support staff may be charged to the staff development cost pool only if the staff are assigned to the Staff Development Officer and the charges cover training activities. For those counties that do not employ budgeted Staff Development Officers, the County Welfare Director may be considered the full-time Staff Development Officer. The county staff must perform or support the staff development activities identified in the Annual County Training Plan.

For staff assigned to perform staff development training on a part-time basis, the appropriate portion of salaries and benefits may be charged to the staff development cost pool if the staff are included in the Annual County Training Plan.

For more information, refer to the [Staff Development and Training Regulations](#), MPP Division 14, (Chapter 14-400) and the Staff Development Program Code Descriptions.

PART II: PROGRAM STATEMENT

This section contains the counties accomplishments, goals and objectives. Include additional information that provides details regarding staff development in the county.

PART III: CHILD WELFARE SERVICES TRAINING PROJECTIONS

In this section, estimate the amount of training provided in Child Welfare Services during the current fiscal year and the estimated training needed in the next fiscal year.

Please note: Part III will be administered as an online survey, including a link to a separate **Plan of Correction** that must be completed, signed and submitted by counties that have not complied with the child welfare training requirements and timeframes to:

**744 P Street, MS 8-11-86
Sacramento, CA 95814
Attn: Training Support Unit
or
Fax: (916) 651-6239**

The survey address is shown on page four of the attached GEN 1031 document. Any questions concerning use of the survey or Part III should be directed to: CWSTrainingQuestions@dss.ca.gov.

PART IV: TRAINING RECAP

This section provides statistics on county training activities for the current fiscal year.

Section A: "INSERVICE TRAINING" requires information on training developed, coordinated and conducted by the county welfare department or by a contracted instructor or training agency to meet the sole and specific needs of the welfare department. University or college training arranged for your staff should not be included in section A; it should be included in section C.

"Number of Classroom-Workshop Hours" refers to the length of the workshop. For example, if ten participants (item A1) attend a four-hour workshop (item A2), the number of participant hours (item A3) is 40.

Section C: "UNIVERSITY/COLLEGE TRAINING" requires information on training arranged by contract with a university/college to provide training to your county's social services staff. This arrangement is similar to university training contracts focused on eligibility (Title IV-E university training contracts).

If you do not have statistics for Section D: "FOSTER PARENT TRAINING", you may either provide an estimate or leave the section blank. If you provide an estimate, please indicate "Estimate" on the form.

Please note that this last section contains your "Certification of Regulation Mandated Training." The regulatory sections referenced are available [here](#).

Please note: Both signatures are required to affirm certification.

For further information or any questions regarding this year's plan, please contact Fiscal.Systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

SALENA CHOW, Acting Chief
Fiscal Forecasting and Policy Branch

c: County Welfare Directors Association