



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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ARNOLD SCHWARZENEGGER  
GOVERNOR

November 4, 2009

ALL-COUNTY INFORMATION NOTICE NO. I-72-09

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY STAFF DEVELOPMENT  
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) 2009-10

As you are aware, reimbursement of your county's staff development expenditures is subject to completion of an Annual County Training Plan. Please complete your Annual County Training Plan by **December 15, 2009**, to satisfy the Division 14 Staff Development Regulations requirements for FY 2008-09. This later than usual due date is due to the extensive modifications of the GEN-1031 form. In future years, the plan certifications will again be due August 1.

As stated above, the GEN 1031 has been extensively reduced and simplified. Please take a little extra time to review and understand the new format. The Plan is available on line on the [California Department of Social Services home page](#). Please contact our office at (916) 657-2016 if you would like a paper copy mailed to you.

Please complete the GEN 1031 form, print it, and file it in your office. After completing the GEN 1031, please sign the certification statement (page 12 of the GEN 1031) and mail or fax only the certification, no later than December 15, 2009 to:

**CDSS Staff Development Office**  
**744 P Street, MS 8-10-73**  
**Sacramento, CA 95814**  
**or**  
**Fax (916) 657-1727**

In the GEN-1031 (Annual County Training Plan Report) 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 2007–08, “Current” is FY 2008–09, and “Next” is FY 2009-10.

## **INSTRUCTIONS FOR ANNUAL COUNTY TRAINING PLAN**

### **PART I: DEMOGRAPHIC INFORMATION**

This section contains basic demographic information about your county as well as the staff development function. Please remember to list in items A and B the person(s) responsible for the staff development function. If any of this information about the Staff Development Officer(s) changes during the year, please let us know so we can keep our records updated.

As a reminder, salaries and benefits of trainers, first-line supervisors of 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 have budgeted Staff Development Officers, your 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, please refer to the Staff Development Regulations, MPP Division 14, (Chapter 14-400) <http://www.dss.cahwnet.gov/getinfo/pdf/sdman.pdf>, and the Staff Development Program Code Descriptions.

## **PART II: PROGRAM STATEMENT**

This section contains your accomplishments, goals and objectives, a listing of your training contracts with institutions of higher education, your welfare automation training plans, and your long-term training plans.

This section is particularly important in helping us maintain an awareness of training plans, activities and needs at the county level. Please include any additional information that would provide a better sense of staff development in your county.

## **PART III: CHILD WELFARE SERVICES TRAINING PROJECTIONS**

This section asks you to estimate the amount of training you provided in Child Welfare Services during FY 2008-09 and the training you need in FY 2009-10.

Please note: Part III has been modified to comply with MPP sections 14-300 and 14-600. After completion, Part III is to be mailed or faxed to:

**Sheryl Meyer**  
**Branch Secretary**  
**Child Protection and Family Support Branch**  
**744 P. Street, MS 8-11-83**  
**Sacramento, CA 95814**  
**or**  
**FAX (916) 651-6239**

Questions concerning Part III should be directed to: [CWSTrainingQuestions@dss.ca.gov](mailto:CWSTrainingQuestions@dss.ca.gov) .

## **PART IV: TRAINING RECAP**

This section provides statistics on county training activities for FY 2008-09.

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. Please do not include university or college training arranged for your staff (report that in Section C). "Number of Classroom-Workshop Hours" refers to the length of the workshop.

For example, if ten participants (item 1) attend a four-hour workshop (item 2), the number of participant hours (item 3) is 40.

Section C: "UNIVERSITY/COLLEGE TRAINING" requires information on training arranged by contract with a university/college to provide training to Social Services' staff. This arrangement is similar to university training contracts focused on eligibility (Title IV-A 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: A signature is required to affirm certification.

If your agency has already completed your Annual Training Plan using the old GEN-1031 form and submitted the certification: Your certification is valid for this year, however, the Part III has been modified in the new form and will need to be re-submitted to the Child Protection and Family Support Branch (see Part III, above).

If you have questions concerning this year's plan, please contact Dennis Main of the CDSS Training & Development Office at [Dennis.Main@dss.ca.gov](mailto:Dennis.Main@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

SHARON PLANCHON, Chief  
Human Resource Services Branch