STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

CDSS
JOHN A. WAGNER
DIRECTOR

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GOVERNOR

December 31, 2009

ALL COUNTY INFORMATION NOTICE NO. I-93-09

REASON FOR THIS TRANSMITTAL

[ ] State Law Change
[ ] Federal Law or Regulation Change
[ ] Court Order
[ ] Clarification Requested by One or More Counties
[X] Initiated by CDSS

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

SUBJECT: LETTER OF INTENT TO REQUEST PARTICIPATION IN THE TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) AND/OR THE TRANSITIONAL HOUSING PROGRAM-PLUS (THP-PLUS), TRANSITIONAL HOUSING COUNTY COORDINATORS ASSIGNMENTS

REFERENCE: COUNTY FISCAL LETTER (CFL) 04/05-54, JUNE 17, 2005; ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-93-01, I-88-06, I-07-07, I-56-07, I-40-09; ALL COUNTY LETTER (ACL) NO. 02-04, 07-38; 08-62; 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 about the change in process for submitting the Letter of Intent (LOI) to the California Department of Social Services (CDSS) by new and continuing counties participating in THPP and/or THP-Plus. This change is effective beginning in Fiscal Year (FY) 2010/2011.

Background

Both the THPP and THP-Plus provide participants a safe living environment while helping them learn and practice life skills in order to achieve self-sufficiency. A THPP participant is at least 16 and under 19 years of age, and is participating or has participated in the

Independent Living Program (ILP). A THP-Plus participant is at least 18 and under 24 years of age, has aged out of the foster care system, and is working on the goals and objectives outlined in his/her Transitional Independent Living Plan. Both programs provide the greatest amount of freedom possible in order to adequately prepare the participants for self-sufficiency. Participating counties, and their providers, administer the THPP and THP-Plus.

Letter of Intent

Current Year

For FY 2010/2011, the LOI must be received by CDSS' ILP Policy Unit no later than **February 1, 2010.**

The LOI form outlines the information necessary for participation in both programs (see attached). Previously, all counties were required to submit an LOI form yearly. Beginning in FY 2010/2011, only new counties requesting to participate or counties that expect to no longer participate in either program must submit an LOI by the final filing date.

Some counties have reported that they are not able to afford the costs of budgeting for either THPP and/or THP-Plus before being reimbursed by CDSS. However, for tracking purposes, counties that are not able to participate financially in the THPP and/or THP-Plus are required to submit a one- time LOI and basic county plan in order to participate. If circumstances change, concerning the financial ability to participate, a new LOI must be submitted. Please refer to ACIN I-40-09, dated August 10, 2009, for more information.

Out-Years

Beginning in FY 2010/2011, CDSS will no longer issue an LOI notification to counties due to reduced staffing. The number of beds, and the rate paid to providers, used in developing the budget estimate will remain the same as the FY 2009/2010 estimate level unless a county notifies CDSS of any changes. New counties, counties that are no longer participating, and counties that cannot financially participate and who has not previously submitted an LOI, must submit an LOI with information for both the THPP and THP-Plus to CDSS by October 1, 2010. The information will be used for budgeting and reporting purposes.

Reminder: Counties have the option to negotiate rates paid to a provider at any time as long as it does not exceed the maximum rate provided by statute. This may allow counties to provide additional housing and services to THPP and/or THP-Plus participants.

County Plans

New counties that are participating in the THPP and/or THP-Plus must provide a County Plan for approval by CDSS. Currently participating counties do not have to submit a county plan unless the program changes substantially. A substantial change could include:

- Change in housing model
- Change in services program-wide such as targeting specific youth to be served, changes in county or contracted staff, etc.

Any county that has been providing THPP and/or THP-Plus services in the current year, but is opting out of participating in subsequent FYs, should notify CDSS of its intention to no longer financially participate. The CDSS will maintain the current county plan as an indication that the county's emancipated youth are still eligible to participate in another county's program.

Counties that cannot financially participate in THP-Plus must submit a basic county plan by the submission date. The ACIN I-40-09 outlines the eligibility requirements for youth to participate in THP-Plus. This eligibility is based on a county's election to participate in the program. Submitting a basic county plan indicates a county's intention that its youth participate in another county's THP-Plus per mutual agreement by both counties

The deadline for submitting a county plan is **February 1, 2010.**

County plans may be provided via e-mail or by regular mail and must include a cover letter signed by the County Social Services Agency Director or head of the Agency's Children's Services Department. If a county is changing the rate paid to a provider or the number of beds it anticipates using, please provide the information via an e-mail to your Housing Coordinator rather than submitting a new county plan.

After approval of a new participating county's plan, CDSS will issue an approval letter that will include the effective date of the approval and the maximum rate a county may pay providers. For THPP, the letter will also include a Provider Number issued by CDSS that is used by county fiscal systems to track THPP costs. As counties add or change providers, a new Provider Number will be issued and approval letter mailed to the county.

Provider Plans

Provider Plans are used by CDSS to provide information to its customers upon request. As a reminder, pursuant to ACIN I-07-07, CDSS has transferred the responsibility of approving provider plans to counties. Once a contract is finalized, new counties must submit a copy of the Provider Plan via e-mail or by regular mail to CDSS. Existing participating counties must submit a Provider Plan only when it changes a program provider or the providers' program has changed.

To obtain a template for county/provider plans for THP-Plus, please go to: www.thpplus.org. Templates are located under, "Resources". The template may also be used for THPP as long as the final County/Provider Plan reflects program rules that must be different for youth who are in care vs. youth who have emancipated.

Neither the LOI nor a subsequently approved county plan is a guarantee of meeting the funding levels requested by counties. Program funding is subject to appropriation by the Legislature and varies each year.

The CDSS ILP Policy Unit has established a new mailbox for both ILP and Transitional Housing questions; it is: ilppolicy@dss.ca.gov. The mailbox is checked daily and emails are forwarded to the appropriate person for response.

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:

KAREN B. GUNDERSON, Chief,
Child and Youth Permanency Branch
Children and Family Services Division

Attachment

All County Information Notice I-93-09
Attachment

XX County is expressing the intent to implement a Transitional Housing Placement Program (THPP) and/or Transitional Housing Program-Plus (THP-Plus) in Fiscal Year (FY) XXXX/XXXX. 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.

THPP	Scattered-Site	Single-Site	Host Family
# of beds to be provided **Total:**			
Maximum County rate paid to providers which is 75 percent of average group home rate			
Monthly THPP rate paid to providers ($)			
Anticipated implementation date			
Annual total of youth that age-out of foster care			
THPP Program/Fiscal Contact Persons (names, phone #s, & e-mail addresses)			
Number of THPP Youth Served last FY			

THP-Plus	Scattered-Site	Single-Site	Host Family
# of beds to be provided **Total:**			
Maximum County rate paid to providers which is 70 percent of average group home rate			
Monthly THP-Plus rate paid to providers ($)			
Anticipated implementation date			
Annual total of youth that age-out of foster care			
THP-Plus Program/Fiscal Contact Persons (names, phone #s, and e-mail addresses)			
Number of THP-Plus Youth Served last FY			

Sincerely,

_____

NAME DATE

Director
(Name of Social Services Agency)