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

June 4, 2008

ALL COUNTY INFORMATION NOTICE NO. I-41-08

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY BOARDS OF SUPERVISORS  
ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CHIEF PROBATION OFFICERS  
CHILD ABUSE PREVENTION COUNCILS  
PROMOTING SAFE AND STABLE FAMILIES PROGRAM LIAISONS  
CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT LIAISONS  
COMMUNITY BASED CHILD ABUSE PREVENTION PROGRAM LIAISONS

SUBJECT: INTEGRATION OF THE CHILD ABUSE PREVENTION INTERVENTION AND TREATMENT, COMMUNITY-BASED CHILD ABUSE PREVENTION AND PROMOTING SAFE AND STABLE FAMILIES THREE-YEAR PLAN INTO THE CALIFORNIA CHILDREN AND FAMILY SERVICES REVIEW PROCESS

REFERENCE: ALL COUNTY INFORMATION NOTICE NO. I-25-05  
ALL COUNTY LETTER NO. 04-05  
ALL COUNTY INFORMATION NOTICE NO. I-46-07

The purpose of this letter is to announce that the California Department of Social Services (CDSS), in collaboration with the County Welfare Directors Association (CWDA) of California, is integrating the Child Abuse Prevention, Intervention and Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) Three-Year Plan into the California Children and Family Services Review (C-CFSR). This integration is now effective for all counties and will be required for those counties with System Improvement Plans (SIPs) due on or after July 1, 2009.

Historically, counties have submitted a CAPIT/CBCAP/PSSF Three-Year Plan to the Office of Child Abuse Prevention (OCAP) to receive funding. As part of the C-CFSR, counties are required to complete the Peer Quality Case Review (PQCR), County Self

Assessment (CSA) and System Improvement Plan (SIP) to work towards improving outcomes for children and families.

In an effort to minimize duplicative processes, maximize resources, and increase partnerships and communication between organizations, the needs assessment for the CAPIT/CBCAP/PSSF Plan will be integrated into the CSA process and the planning component will become part of the SIP process. The current CSA and SIP guides are being revised to include information and guidance on the new processes. It is anticipated that the revised CSA guide will be available in July 2008 and the revised SIP guide will be available in September 2008. The revised guides will be posted on the CDSS website at <http://www.childsworld.ca.gov>.

The integrated process will not affect the C-CFSR triennial cycle. Therefore, counties shall meet the requirements set forth under the current cycle pursuant to All County Information Notice (ACIN) No. I-46-07.

The following summarizes what has changed:

1. The needs assessment required in the CAPIT/CBCAP/PSSF Plan will be part of the integrated CSA.
2. The planning components of the CAPIT/CBCAP/PSSF Plan will become part of the SIP.
3. Initially, a Notice of Intent Regarding CAPIT/CBCAP/PSSF Plan Contracts (Attachment A) will be due on September 30, 2008. Thereafter this Notice of Intent will be due with the county's SIP.

The following clarifies what remains the same:

1. The CSA and the SIP require County Board of Supervisor approval.
2. The annual SIP update does not require approval by the County Board of Supervisors.
3. The integration of the CAPIT/CBCAP/PSSF Plan into the C-CFSR will not affect the CAPIT/CBCAP/PSSF and Children's Trust Fund annual reporting requirements for each county participating in, and receiving CAPIT/CBCAP/PSSF funding. Any changes or updates to the CAPIT/CBCAP/PSSF Plan should be explained in the annual report. The instructions for the annual report will be provided under separate cover.

Due to the expiration of the CAPIT/CBCAP/PSSF Plans on June 30, 2008, the need for a transitional strategy was recognized and the following was developed in collaboration with CWDA.

Counties must maintain a current CAPIT/CBCAP/PSSF Plan until such a time as an integrated CSA is completed and three-year SIPs due after July 1, 2009, are approved by CDSS.

In order to maintain continuity in CAPIT/CBCAP/PSSF planning, while allowing for transition to an integrated approach, the transition will occur in two phases:

### **Phase 1**

ALL COUNTIES have a choice of one of the following options:

1. Extend the timeframe of their existing approved CAPIT/CBCAP/PSSF Plan and, as appropriate, vendor contracts, until the next CSA/SIP cycle, contingent on Board of Supervisors approval; or
2. Submit an update to their existing CAPIT/CBCAP/PSSF Plan until the next CSA/SIP cycle. This updated Plan is also contingent on approval by the County Board of Supervisors; or
3. Submit a new CAPIT/CBCAP/PSSF Plan until the next CSA/SIP cycle. Note a new CAPIT/CBCAP/PSSF Plan is not required; however if the county chooses to submit a new Plan, it must include all the elements outlined in ACIN No. I-25-05. The county may also choose to submit a SIP that includes the CAPIT/CBCAP/PSSF Plan when the guidelines are available.

**The OCAP must be notified by June 30, 2008, of the county's intent to use option 1, 2 or 3 by completing and submitting a Notice of Intent Regarding CAPIT/CBCAP/PSSF Plan (Attachment B).**

### **Phase 2**

Full integration of the C-CFSR with the CAPIT/CBCAP/PSSF Plan will begin in July 2009. If the county's SIP is due on or after July 1, 2009, the county must submit an integrated SIP at that time.

The plan to integrate the CAPIT/CBCAP/PSSF Plan into the C-CFSR is not intended to redirect CAPIT/CBCAP/PSSF funds or supplant county Child Welfare Services allocations. Expenditures associated with CAPIT/CBCAP/PSSF funding must be used in accordance with their intended use as outlined in statute. Fact sheets containing information on these funding sources are attached to this letter (Attachment C).

All County Information Notice No. I-41-08  
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Please direct questions regarding the information in this letter to [chldserv@dss.ca.gov](mailto:chldserv@dss.ca.gov). Due to the expiration of the CAPIT/CBCAP/PSSF Plan on June 30, 2008, direct questions regarding the CAPIT/CBCAP/PSSF Plan and Notices of Intent information in this letter to your OCAP program consultant at (916) 651-6960 or [OCAPPND@dss.ca.gov](mailto:OCAPPND@dss.ca.gov).

Sincerely,

***Original Document Signed By  
Glenn Freitas for:***

GREGORY E. ROSE  
Acting Deputy Director  
Children and Family Services Division

Attachments

**NOTICE OF INTENT REGARDING CAPIT/CBCAP/PSSF PLAN CONTRACTS  
FOR \_\_\_\_\_ COUNTY**

**STATE FISCAL YEARS: \_\_\_\_\_ THROUGH \_\_\_\_\_**

The undersigned confirms that the county intends to contract, or not contract with public or private nonprofit agencies, to provide services in accordance with Welfare and Institutions Code. **(W&I Code Section 18962(a)(2)).**

In addition, the undersigned assures that funds associated with Child Abuse Prevention, Intervention and Treatment (CAPIT), Community Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) will be used as outlined in statute.

The County Board of Supervisors designates \_\_\_\_\_ as the public agency to administer the combined CAPIT, CBCAP and PSSF Plan. **Note: W&I Code, Section 16602 (b) requires that the local Welfare Department shall administer the PSSF program.**

**Please check the appropriate box.**

- The County intends to contract with public or private nonprofit agencies to provide services.
- The County does not intend to contract with public or private nonprofit agencies to provide services and will subcontract with \_\_\_\_\_ County to provide administrative oversight of the projects.

In order to receive funding, please sign and return the Notice of Intent by September 30, 2008 to:

California Department of Social Services  
Office of Child Abuse Prevention  
744 P Street, MS 11-82  
Sacramento, California 95814

\_\_\_\_\_  
County Board of Supervisors Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**NOTICE OF INTENT REGARDING CAPIT/CBCAP/PSSF PLAN  
FOR \_\_\_\_\_ COUNTY**

**STATE FISCAL YEARS: \_\_\_\_\_ THROUGH \_\_\_\_\_**

The undersigned confirms that the County intends to take the following action with respect to their Child Abuse Prevention, Intervention and Treatment (CAPIT), Community Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) Plan.

- Extend the timeframe of the County’s existing CAPIT/CBCAP/PSSF approved Plan and, as appropriate, vendor contracts, until the next (County Self Assessment (CSA)/System Improvement Plan (SIP) cycle, contingent on County Board of Supervisor (BOS) approval. This plan is to be submitted and is to include, at minimum, the State Fiscal Years (SFYs) that the plan is to be in effect not to exceed the date when the next SIP is due in accordance to All County Information Notice (ACIN) No. I-50-06.
- Submit an update to the County’s existing CAPIT/CBCAP/PSSF Plan until the next CSA/SIP cycle. This updated plan is contingent on County BOS approval. This plan must identify the SFYs that the plan is to be in effect not to exceed the date when the next SIP is due in accordance to ACIN No. I-50-06 (Triennial cycle).
- Submit a new CAPIT/CBCAP/PSSF Plan for an interim period that includes all the elements as outlined in ACIN No. I-25-05 (2005/2008 Three-Year Plan instructions).

Each of the above options requires county BOS approval at the time the plan is submitted to CDSS. This approval shall be in the form of a signed copy of a resolution by the county BOS approving the CAPIT/CBCAP/PSSF Plan.

In order to receive funding, please sign and return this Notice of Intent by June 30, 2008, to:

California Department of Social Services  
Office of Child Abuse Prevention  
744 P Street, MS 11-82  
Sacramento, California 95814

\_\_\_\_\_  
Signature of County Local Government Agency responsible  
for CAPIT/CBCAP/PSSF Program Administration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**FACT SHEETS REGARDING CAPIT/CBCAP/PSSF THREE YEAR PLAN**

Child Abuse Prevention, Intervention, and Treatment Program (CAPIT)

Community-Based Child Abuse Prevention Program (CBCAP)

Promoting Safe and Stable Families (PSSF)

California Department of Social Services  
Office of Child Abuse Prevention  
744 P Street, MS 11-82  
Sacramento, California 95814



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## **CHILD ABUSE PREVENTION, INTERVENTION, and TREATMENT PROGRAM (CAPIT)**

**June 2008**

*Questions may be directed to the Office of Child Abuse Prevention (OCAP) at (916) 651-6960.*

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## **THE CHILD ABUSE PREVENTION, INTERVENTION, AND TREATMENT PROGRAM (CAPIT)**

### **I. Purpose**

The CAPIT programs were established by Assembly Bill 1733 (Welfare and Institution Code Sections 18960-18964) with the intent that child abuse and neglect prevention and intervention programs be encouraged by the funding of agencies addressing needs of children at high risk of abuse or neglect and their families.

Assembly Bill 1733 (Chapter 1398, Statutes of 1982) provided the first major commitment of State General Fund dollars to the Office of Child Abuse Prevention to fund child abuse and neglect prevention projects in all 58 counties.

Assembly Bill 2779 (Chapter 329, Statutes of 1998) augmented funding by \$5,000,000 for a total of \$14,840,000. The funding was subsequently rescinded due to budget constraints.

Counties contract with community-based public and private agencies to provide services to high-risk children and their families.

### **II. Funding**

The CAPIT funding is 100 percent State General Fund and is subject to appropriation in the annual Budget Act. These funds are used to fulfill federal Community-Based Child Abuse Prevention (CBCAP) grant matching and leveraging requirements.

Applicant agencies shall demonstrate the existence of a 10 percent cash or in-kind match (other than funding provided by the State Department of Social Services) which will support the goals of child abuse and neglect prevention and intervention.

Funding shall be used to supplement, but not supplant, child welfare services.

### **III. Counties Participating and Project Timeline**

All counties are permitted to participate in the program with CDSS approval of their three-year plan.

### **IV. Program Features**

Service priority shall be given to prevention programs through nonprofit agencies, including, where appropriate, programs that identify and provide services to isolated families, particularly those with children five years of age or younger. Service priority shall also be given to high quality home visiting programs based on research-based models of best practice, and services to child victims of crime.

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The CAPIT projects shall be selected through a competitive process, and priority shall be given to private, nonprofit agencies with programs that serve the needs of children at risk of abuse or neglect and that have demonstrated effectiveness in prevention or intervention.

Agencies shall be eligible for funding provided that evidence is submitted as part of the application to demonstrate broad-based community support and that proposed services are not duplicated in the community, are based on needs of children at risk, and are supported by a local public agency, including, but not limited to, one of the following:

- The county welfare department.
- A public law enforcement agency.
- The county probation department.
- The county board of supervisors.
- The county public health department.
- The county mental health department.
- The school district.

Services provided shall be culturally and linguistically appropriate to the population served and may include, but need not be limited to, family counseling, day care, respite care, teaching and demonstrating homemaking, family workers, transportation, temporary in-home caretakers, psychiatric evaluations, health services, multidisciplinary team services, and special law enforcement services.

Training and technical assistance shall be provided by private, nonprofit agencies to those agencies funded to provide CAPIT services.

Priority for services shall be given to children who are at high risk, including children who are being served by the county welfare departments for being abused and neglected and other children who are referred for services by legal, medical, or social services agencies.

Service to minority populations shall be reflected in the funding of projects, and projects shall clearly be related to the unmet needs of children, especially those 14 years of age and under.

## **V. Project Oversight**

The OCAP shall require counties to submit annual reports on program services. The board of supervisors of each county shall provide no later than October 1<sup>st</sup> of each year: a list of projects funded in the prior fiscal year; amounts funded and expended; a description of services provided; the population served; and the results of services.

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Each county shall monitor the projects it funds. The OCAP provides administrative oversight and consultation to ensure that each county allocates revenues through the use of an accountable process that utilizes a multidisciplinary approach.



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## **COMMUNITY-BASED CHILD ABUSE PREVENTION PROGRAM (CBCAP)**

**June 2008**

*Questions may be directed to the Office of Child Abuse Prevention (OCAP) at (916) 651-6960.*

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## **THE COMMUNITY-BASED CHILD ABUSE PREVENTION PROGRAM (CBCAP)**

### **I. Purpose**

The CBCAP program was established by Title II of the Federal Child Abuse Prevention and Treatment Act Amendments of 1996 and most recently reauthorized in June of 2003 (P.L. 108-36). The purpose of the CBCAP program is:

to support community-based efforts to develop, operate, expand, enhance, and, where appropriate, to network, initiatives aimed at the prevention of child abuse and neglect,

to support networks of coordinated resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect, and

to foster an understanding, appreciation, and knowledge of diverse populations in order to be effective in preventing and treating child abuse and neglect.

### **II. Funding**

The CBCAP federal funding is distributed to states and territories under a formula grant. Each state must provide a cash match in non-Federal funding of the total allotment. The match funds may come from state or private funding. In accordance with California Welfare and Institutions Code (Section 18966.1(a)), CBCAP funds are allocated annually to counties as follows:

Counties receiving less than twenty thousand dollars (\$20,000) for the year in their county Children's Trust Fund from birth certificate fees are granted the amount from CBCAP funds necessary to bring the trust fund up to twenty thousand (\$20,000). This data is reported individually by each county.

The remaining funds are distributed equally among all the counties, up to ten thousand dollars (\$10,000) per county.

If sufficient funds exist after the above allocations, the remaining funds are distributed according to the percent of each county's child population to the total child population of California, based on current data from the Department of Finance.

All counties, with the exception of San Bernardino, are participating. Counties must apply annually and submit all required reporting information.

### **III. Project Features**

The CBCAP programs are authorized to fund child abuse prevention programs in their service area that provide a multitude of services and supports. These services and programs can include:

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- Comprehensive support for parents
  - Promoting meaningful parent leadership
  - Promoting the development of parenting skills
  - Improving family access to formal and informal resources
  - Supporting the needs of parents with disabilities through respite or other activities
  - Providing referrals for early health and development services

The CBCAP Programs can foster the development of a continuum of preventive services through public-private partnerships; finance the start-up, maintenance, expansion, or redesign of specific family support services; maximize funding through leveraging of funds; and finance public education activities that focus on the promotion of child abuse prevention.

#### **IV. Target Population for CBCAP Programs**

The CBCAP programs should include activities available to the general public, such as public awareness and education regarding the prevention of child abuse and neglect. In addition, programs should also target services to vulnerable families that are at risk of abuse or neglect. These families include:

- Parents (all, new, teens, etc.)
- Parents and/or children with disabilities
- Racial and ethnic minorities
- Members of underserved or underrepresented groups
- Fathers

#### **V. Project Oversight**

The Office of Child Abuse Prevention (OCAP) within the California Department of Social Services (CDSS) has been designated by the Governor as the state agency to administer and oversee the program.

The OCAP is required to submit an application for funding each year and to report annually regarding activity from the previous year.

The OCAP provides training and technical assistance through its consultants and departmental resources, as well as its training and technical assistance contracts.

All programs receiving federal assistance are reviewed under the federal Program Assessment Rating Tool (PART). The CBCAP's outcome measure is to decrease the rate of first-time victims of child maltreatment. The CBCAP also has an efficiency measure to increase the percentage of total CBCAP funding in support of evidence-based and evidence-informed child abuse prevention programs and practices.

The intent of this effort is to:

Promote more efficient use of CBCAP funding by *investing in programs and practices with evidence that it produces positive outcomes* for children and families.

Promote critical thinking and analysis across the CBCAP Lead Agencies and their funded programs so that they can be *more informed* funders, consumers, and community partners to prevent child abuse and neglect.

Foster *a culture of continuous quality improvement* by promoting ongoing evaluation and quality assurance activities across the CBCAP Lead Agencies and their funded programs.

**VI. Resource:**

Title II—Community Based Grants for the Prevention of Child Abuse and Neglect,  
<http://www.friendsnrc.org/>



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## **PROMOTING SAFE AND STABLE FAMILIES (PSSF)**

**June 2008**

*Questions may be directed to the Office of Child Abuse Prevention (OCAP) at (916) 651-6960.*

## **I. Purpose**

The Omnibus Budget Reconciliation Act of 1993 established the Family Preservation and Support Services Program, geared toward community-based family preservation and support under Title IV-B of the Social Security Act and according to the United States Code, Title 42, Chapter 7, Subchapter IV, Part B, subpart 2, commencing with section 629a.

In 1997, the program was reauthorized under the Adoption and Safe Families Act (Public Law 105-89), and renamed the Promoting Safe and Stable Families Program (PSSF) with two additional services put in place: time-limited reunification, and supportive adoption services. The PSSF Amendment of 2001 (H.R. 2873) expanded the program through 2006.

Recently, the PSSF Program was reauthorized through federal fiscal year 2011 by the Child and Family Services Improvement Act of 2006.

## **II. Target Population**

The PSSF Program provides grants to states and Indian tribes to help vulnerable families stay together. The program supports services to build healthy marriages and improve parenting skills to prevent child abuse and neglect while also promoting timely family reunification when children must be separated from their parents for their own safety. The PSSF program works with state child welfare agencies to remove barriers that stand in the way of adoption when children cannot be safely reunited with their families.

## **III. Mandated Allocation per Service Component**

The Adoptions and Safe Families Act specifies that PSSF funds be allocated at a minimum of 20 percent to each of the following service components, or provide a strong rationale if the allocations are below that percentage:

- Family Preservation
- Family Support
- Time-Limited Family Reunification
- Adoption Promotion and Support

## **IV. Funding**

The PSSF is 100 percent federal funds. Counties can utilize all funds provided in this allocation without a match at the local level. The California Department of Social Services meets the required 25 percent federal match with the State Family Preservation Program.

Fifty (50) percent of the funds are allocated to each county based on the county's proportional share of the total number of children zero (0) to 17 years of age,

using the most current estimates from the US Census Bureau. The remaining fifty (50) percent is based on the county's proportional share of the total number of children in poverty, using the most current US Census Bureau estimates. The minimum PSSF program allocation continues to be \$10,000 to ensure an adequate level of funding for smaller counties.

## **V. Counties Participating and Project Timeline**

All of California's fifty-eight counties participate in PSSF.

Counties submit a three-year plan outlining their PSSF services to the CDSS Office of Child Abuse Prevention (OCAP) and submit annual updates on the plan.

## **VI. PSSF Program Features**

### **Family Preservation**

The term "family preservation services" means services for children and families designed to help families (including adoptive and extended families) at risk or in crisis. Services include but are not limited to:

Help children, where safe and appropriate, return to families from which they have been removed, or to be placed for adoption with a legal guardian, or in some other planned permanent living arrangement.

Preplacement preventive services programs, such as intensive family preservation programs, designed to help children at risk of foster care placement remain safely with their families.

Service programs designed to provide follow-up care to families to whom a child has been returned after a foster care placement.

Respite care to children to provide temporary relief for parents and other caregivers (including foster parents).

Services designed to improve parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health, nutrition, etc.

Infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to state law.

### **Family Support Services**

The term "family support services" means community-based services to promote the safety and well-being of children and families designed to:

Increase the strength and stability of families (including adoptive, foster, and extended families).

Increase parents' confidence and competence in their parental capacity.

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Afford children a safe, stable, and supportive family environment.

Enhance child development.

To strengthen parental relationships, promote healthy marriages, and otherwise to enhance child development.

**Time-Limited Family Reunification Services**

The term “time-limited family reunification services” means the services and activities that are provided to a child that is removed from their home and placed in a foster family home or a child care institution, and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child, safely, appropriately and in a timely fashion, but only during the 15-month period that begins on the date the child is considered to have entered foster care. Services and activities include but are not limited to:

Individual, group, and family counseling.

Inpatient, residential, or outpatient substance abuse treatment services.

Mental health services.

Assistance to address domestic violence.

Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries.

Transportation to or from any of the services and activities described above.

**Adoption Promotion and Support Services**

The term “adoption promotion and support services” means services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children. Such activities include but are not limited to:

Pre- and post-adoptive services.

Activities designed to expedite the adoption process and support adoptive families.

**VII. Project Oversight**

Per Welfare & Institutions Code 16600, CDSS has been designated to administer the PSSF Program.

Each county is responsible for local PSSF program implementation and oversight.

In accordance with federal Title IV-B Plan mandates, CDSS submits an Annual Progress and Services Report that includes an update on PSSF Program activity for the previous year closing on State Fiscal Year (SFY) June 30.

OCAP provides training and technical assistance through its consultants and departmental resources.