

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



September 29, 1987

ALL-COUNTY INFORMATION NOTICE NO. 1-85-87

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: INDEPENDENT LIVING SKILLS

The purpose of this letter is to provide counties with formal notification of the availability of funds for the provision of Independent Living Skills (ILS) training to adolescents age 16 and over who are receiving foster care maintenance payments and who are Title IV-E eligible.

Background:

The Consolidated Omnibus Budget Reconciliation Act of 1985 (Public Law 99-272) added provisions to Title IV-E of the Social Security Act (Section 477) which authorized funds to states for service programs and activities to assist eligible children (age 16 and over) in Title IV-E funded foster care to make the transition from foster care to independent living. The Department of Social Services (DSS) applied in April 1987 for California's share of the \$45 million federal grant to states and has received a grant of \$8,023,999.

The Department of Social Services initiated joint planning with public and private agencies and was prepared to release a Request for Proposal (RFP) to potential providers of services in late August 1987. At that time the federal Department of Health and Human Services (DHHS) clarified the timeline for obligation and expenditure of the federal funds to be no later than September 30, 1988. That timeframe prevented the Department from entering into a competitive bid process and a decision was made to subvene the funds directly to county child welfare service agencies.

Allocation Methodology:

Of the \$8,023,999 total federal grant, \$940,000 has been set aside to fund an interagency agreement with the California Community Colleges for foster parent and group home staff independent living skills program training. An additional \$50,000 will be used to defray State support costs. The balance of \$7,033,999 is to be subvended to counties based on the Foster Care Information System (FCIS) reported caseload data for the twelve month period ending June 30, 1987. This results in a per capita share of \$1359 per

eligible case to each county. The tentative allocation listing (Attachment A) provides, by county: (1) column A-the total number of foster care adolescents age 16 to 19; (2) column B-the number of Title IV-E eligible foster care adolescents age 16 to 19, which is the basis for the allocation; and (3) column C-the tentative allocation amount. A final allocation listing will be provided following the State Legislature's approval of the federal grant funds into the State Budget. The final allocation will be based on the number of counties who have stated their intent to participate in the program. In addition, a revised allocation will be made during the April-June, 1988 quarter so that funds identified by counties as not being utilized may be redistributed to assure the maximum amount of funds are utilized by the September 30, 1988 deadline.

All funds must be expended by September 30, 1988. Funds unexpended by that date will revert to the Federal Government.

Letters of Intent/Assurances

Counties which plan to participate in the Independent Living Skills program by the provision of direct or contracted services must submit a letter of intent to the Department of Social Services, Adult and Family Services Division so that it is received by November 1, 1987. The letter of intent should address: 1) the services to be provided (see Attachment B for listing of services); 2) the projected number of federally eligible foster care adolescents to be served; 3) assurances of willingness to comply with both State and federal reporting requirements, and a commitment to abide by the assurances listed in Attachment C of this letter.

Reporting:

A sample draft reporting form (Attachment D) has been included to assist with county assessment of the program reporting requirements. The form, in final format, along with a summary report form and instructions will be developed collaboratively with representatives from the County Welfare Directors Association and provided at a later date to counties which opt to participate in Independent Living Skills training and/or services.

The reporting requirements include individual client characteristic, demographic, service description and outcome information.

Services/Training:

The services listed in Attachment B of this letter are in two categories: mandated and optional. County letters of intent describing services to be provided must address the delivery of mandated services. The optional services listing contains key program elements and to the extent that local need for the service exists, each program element to be provided should be addressed in the letter of intent as direct services, contracted services, or referral to existing community resources.

Training for foster parents and group home staff has been provided for separately on a statewide basis through an interagency agreement with the Chancellor's Office of the Community Colleges. The Community Colleges currently provide foster parent training in sixty-one projects located in fifty-one counties. The ILS training for foster parents and group home staff will be made available to all counties. Further information on foster parent and staff training may be obtained through the nine regional community colleges coordinators listed in Attachment E.

Caseload Projections/Claiming:

Counties should use the caseload figures on which the tentative allocation is based as well as projections of new intakes for the period ending September 30, 1988 in determining potential caseload. Allocations will be made and claims may be based on federally eligible adolescents only.

Counties are encouraged to coordinate existing local resources and to plan to provide services on a regional or multi-county basis. Respondents may wish to consider local consortiums or joint powers agreements in order to provide the most comprehensive range of services to the largest number of eligible foster care youth.

These funds will not be available to reimburse counties for social worker case management activities. These activities will be funded under the existing Child Welfare Services allocation; however, claiming of social worker time spent in actual delivery of direct services authorized for this program will be allowable. Counties may also claim costs for staff development activities associated with training county social services staff in ILS provisions. Specific claiming instructions will be provided following receipt of the letters of intent. Again, all funds must be not only obligated but also expended prior to September 30, 1988.

Questions regarding this letter and copies of county letters of intent should be directed to:

Department of Social Services
Family and Children's Services Policy Bureau
744 P Street, MS 9-103
Sacramento, California 95814
(916) 322-6333



LOREN D. SUTER
Deputy Director
Adult and Family Services Division

Attachments

cc: CWDA

ALLOCATION

FCIS June 30, 1986 to June 30, 1987 Foster Care Caseload Age 16-19

COUNTIES	Foster Care Caseload Total (A)	Foster Care Caseload Title IV-E Eligible (B)	Tentative Allocation (C)
ALAMEDA	938	298	407,887
ALPINE	1	1	1,369
AMADOR	12	2	2,737
BUTTE	164	48	65,700
CALAVERAS	22	11	15,056
COLUSA	5	2	2,737
CONTRA COSTA	503	163	223,106
DEL NORTE	27	12	16,425
EL DORADO	51	16	21,900
FRESNO	317	99	135,506
GLENN	28	19	26,006
HUMBOLDT	98	46	62,962
IMPERIAL	73	45	61,594
INYO	29	9	12,319
KERN	202	88	120,450
KINGS	53	26	35,587
LAKE	11	4	5,475
LASSEN	31	18	24,637
LOS ANGELES	3,853	1,785	2,443,218
MADERA	43	27	36,956
MARIN	84	11	15,056
MARIPOSA	9	7	9,581
MENDOCINO	28	12	16,425
MERCED	133	65	88,969
MODOC	10	9	12,319
MONO	8	3	4,106
MONTEREY	133	39	53,381
NAPA	94	26	35,587
NEVADA	35	5	6,844
ORANGE	534	140	191,625
PLACER	105	30	41,062
PLUMAS	19	4	5,475
RIVERSIDE	518	133	182,044
SACRAMENTO	521	217	297,019
SAN BENITO	11	4	5,475
SAN BERNARDINO	822	288	394,200
SAN DIEGO	1,144	244	333,975
SAN FRANCISCO	468	177	242,269
SAN JOAQUIN	344	138	188,887
SAN LUIS OBISPO	106	37	50,644
SAN MATEO	264	45	61,594
SANTA BARBARA	142	25	34,219
SANTA CLARA	612	204	279,225
SANTA CRUZ	141	15	20,531
SHASTA	187	69	94,444
SIERRA	4	3	4,106
SISKIYOU	19	13	17,794
SOLANO	336	82	112,237
SONOMA	137	49	67,069
STANISLAUS	242	92	125,925
SUTTER	33	15	20,531
TEHAMA	62	26	35,587
TRINITY	7	2	2,737
TULARE	169	108	147,825
TUOLUMNE	18	2	2,737
VENTURA	179	43	58,856
YOLO	64	21	28,743
YUBA	38	17	23,269
GRAND TOTAL	14,241	5,139	7,033,999

SERVICES

MANDATED SERVICES

1. Education and Training

Provision of training on occupational and college preparatory high school classes, educational and vocational alternatives, financial aid and scholarships, tutoring services and laws related to educational requirements for minors. Examples of this training component include: coordination with Foster Youth Services or other high school educational support groups, consultation with high school educational and vocational counselors, referrals to community or State college financial aid offices for assistance in preparation for extended educational or vocational training. Referrals to testing and assessment services.

2. Resources Listing/Training

A comprehensive listing of community resources geared to the needs of young people. This training should include at a minimum how to acquire social security cards/number, medical history information, listing of placements/references, birth certificate or other proof of birth. In addition, information on recreational activities, peer support groups, transportation services, emergency services, local and national hotlines or similar resources the youth may need to establish and maintain independence may be included.

OPTIONAL SERVICES

The following services meet key program objectives, however assessment of need for and provision of each component of training is left to local discretion.

1. Job/Career Development

Information on developing job/career interests and values, securing work permits and social security cards, applying for and keeping a job and California

ASSURANCES

The following assurances have been provided to DHHS with regard to the operation of the Title IV-E Independent Living Initiative program in California:

1. The program will be operated in an effective and efficient manner as specified in the Social Security Act, (Section 477(c);
2. Funds shall be used only for the specific purposes described in Section 477(f)(1) of the Social Security Act;
3. Payments made and services provided shall not be considered income or resources in the determination of eligibility for aid under Title IV-A or Title IV-E or for determining the level of such aid per Section 477(h) of the Social Security Act;
4. The State Title IV-E Plan has been amended to include a requirement that each child in foster care age 16 or over, where appropriate, be provided a case plan describing those programs and services which will help the child prepare for the transition from foster care to independent living as provided in amendments to Section 475(1) of the Social Security Act;
5. Payments to California shall be utilized for conducting activities and providing services required to carry out programs directly or under contracts with local government entities or private nonprofit organizations as specified in Section 477(b) of the Social Security Act;
6. Federal grant funds will supplement and not replace any other funds which may be available for the same general purpose as stated in section 477(e)(3) of the Social Security Act.
7. The federal grant will be used in accordance with the requirements applicable to other departmental grants to State and local agencies, including the regulations at 45 CFR Part 74 and OMB Circulars A-87 and A-102.

Labor Laws. Youth will need to understand the difference between a job and a career, and the necessity to assess their interests, values and needs related to employment. Classes should provide specific training or focus on the utilization of: youth employment services, the Employment Development Department services and school placement services which teach job finding skills, how to complete an application for employment or a resume, interviewing skills and employer expectations.

2. Finances/Budgeting

Information on understanding/utilizing wages and a checkbook, organizing a budget, banking, shopping and California laws related to consumer rights. Examples of training in this component include: understanding mandatory tax and other payroll deductions, tax withholding and refunds, sample budgets, opening and using a checking and savings account, comparative shopping and establishing and using credit accounts.

3. Living Independently

Information on housing, utilities, home management, emancipation and California laws related to tenant rights and landlord rights. Training in this component should assist the youth in preparing for independence by: teaching how to look for housing and home management skills, providing information on security deposits and utilities, rights and responsibilities and how to realistically assess expectations of foster or birth parents in the provision of emotional or financial support.

4. Health/Counseling

Information on nutrition, role changes, communication skills, drug/alcohol abuse, depression/suicide, sexuality and peer pressure, California laws related to alcohol/drug abuse, child abuse, family planning and confidentiality. Training in this component should address: the high cost of medical services and low cost alternatives, preventive measures to preserve physical and mental health, low cost nutritional foods, community clinics which provide mental health and family planning services as well as peer group and counseling services.

INDEPENDENT LIVING SKILLS

INDIVIDUAL CLIENT CHARACTERISTIC DATA COMPLETE FOR EACH CHILD RECEIVING SERVICES.

PROGRAM / PROJECT	
WORKER	AGENCY

ELIGIBILITY
 IV-E IV-A

CLIENT PROFILE

AGE <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18	SEX <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	RACE / ETHNICITY <input type="checkbox"/> CAUCASIAN <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC <input type="checkbox"/> ASIAN <input type="checkbox"/> PACIFIC ISLANDER <input type="checkbox"/> OTHER <input type="checkbox"/> AMERICAN INDIAN <input type="checkbox"/> UNKNOWN
--	---	--

LIVING ARRANGEMENTS
 GROUP HOME INSTITUTION OTHER (SPECIFY) _____

SPECIAL NEEDS
 EDUCATIONAL PHYSICAL MENTAL OTHER (SPECIFY) _____

MARITAL STATUS PARENTAL STATUS
 SINGLE MARRIED CHILDLESS EXPECTANT FATHER EXPECTANT MOTHER PARENTS OF _____ CHILDREN

DURATION OF FOSTER CARE MONTHS:
 LESS THAN 1 1-3 3-6 6 MONTHS - 1 YEAR

YEARS:
 1-2 2-3 3-5 5-10 10+ OTHER (SPECIFY) _____

TRAINING
 HS DIPLOMA GED VOC ED COLLEGE PREP

STATUS (DESCRIBE ACTIVITY) _____

<p>TRAINING IN DAILY LIVING SKILLS</p> <input type="checkbox"/> MONEY MANAGEMENT <input type="checkbox"/> HOME MANAGEMENT <input type="checkbox"/> CONSUMER SKILLS <input type="checkbox"/> PARENTING <input type="checkbox"/> HEALTH CARE <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> HOUSING OPTIONS / LOCATIONS <input type="checkbox"/> ACCESS TO COMMUNITY RESOURCES <input type="checkbox"/> INTERPERSONAL / SOCIAL SKILLS <input type="checkbox"/> OTHER (SPECIFY) _____	<p>EXIT PACKET</p> <input type="checkbox"/> BIRTH RECORDS <input type="checkbox"/> PLACEMENT RECORDS <input type="checkbox"/> EDUCATIONAL CERTIFICATION <input type="checkbox"/> COMMUNITY RESOURCE LISTING <input type="checkbox"/> HEALTH RECORDS <input type="checkbox"/> SOCIAL SECURITY CARD <input type="checkbox"/> WORK REGISTRATION <input type="checkbox"/> _____
---	--

COUNSELING TUTORING
 GROUP INDIVIDUAL GROUP INDIVIDUAL OTHER _____

FOLLOW-UP (90 DAYS AFTER TERMINATION FROM PROGRAM)

<p>MODE OF CONTACT:</p> <input type="checkbox"/> TELEPHONE <input type="checkbox"/> FACE-TO-FACE <input checked="" type="checkbox"/> MAIL <input type="checkbox"/> OTHER (SPECIFY) _____	<p>FAILURE TO CONTACT:</p> <input type="checkbox"/> MOVED <input type="checkbox"/> MAINTAINED <input type="checkbox"/> OTHER (SPECIFY) _____
---	---

CLIENT OUTCOME

HS / VOCATIONAL TRAINING:

 AWARDED HIGH SCHOOL DIPLOMA FAILED TO ACHIEVE (IDENTIFY UNMET NEEDS) _____
 AWARDED GED FAILED TO ACHIEVE (IDENTIFY UNMET NEEDS) _____
 SUCCESSFULLY COMPLETED VOC ED FAILED TO ACHIEVE (IDENTIFY UNMET NEEDS) _____

CLIENT OUTCOME

BASIC LIFE SKILLS:

 EMPLOYED (WHERE) _____ UNEMPLOYED (IDENTIFY UNMET NEEDS) _____
 HOUSED NOT YET HOUSED (IDENTIFY UNMET NEEDS) _____
 OBTAINED OTHER COMMUNITY SERVICES DID NOT OBTAIN OTHER COMMUNITY SERVICES (IDENTIFY UNMET NEEDS) _____
 LIVING INDEPENDENTLY OF AGENCY MAINTENANCE PROGRAMS NOT LIVING INDEPENDENTLY OF AGENCY MAINTENANCE PROGRAMS (IDENTIFY UNMET NEEDS)

Attachment E

COMMUNITY COLLEGES REGIONAL COORDINATORS

Coast Region:

Ventura Community College District
(Ventura, Oxnard, MoorPark Colleges)
4000 S. Rose
Oxnard, CA 93033
(805) 488-0911
Jeri Lupton, Coordinator

East Bay:

Diablo Valley College
321 Golf Club Road
Pleasant Hill, CA 94523
(415) 944-1664
Sara Monser, Coordinator

Los Angeles:

Dr. Michael Olenick
(818) 788-5436 or
Cerritos College,
11110 East Alondra Blvd.
Norwalk, CA 90650
(213) 259-7800, ext 365
Dearesteen Langdon,
Secondary Coordinator

North Central:

San Joaquin Delta
5151 Pacific Ave.
Stockton, CA 95207
(209) 474-5516
Dr. Hazel Hill, Coordinator

North East:

Columbia College
P. O. Box 1849
Columbia, CA
(209) 533-5140
Jackie Appleton, Coordinator

Peninsula:

Canada College
4200 Farm Hill Blvd.
Redwood City, CA 94061
(415) 364-1212
Dianne Eyer, Coordinator

Southern Region:

Saddleback
28000 Marguerite Parkway
Mission Viejo, CA 92692
(714) 786-1976
Dr. Wanda Driskill, Coordinator

Valley:

College of the Sequoias
915 S. Mooney Blvd.
Visalia, CA 93277
(209) 733-2050
Becky Zielske, Coordinator

Vintage:

Marin Community College
Community Education
Kentfield, CA 94904
(415) 485-94904
Dr. Sheryl Morgan