

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

July 29, 1988



ALL-COUNTY INFORMATION NOTICE NO. I-72-88

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY PROBATION DEPARTMENTS

SUBJECT: INDEPENDENT LIVING SKILLS

REFERENCE: ALL-COUNTY LETTER NO. 87-161 AND
ALL-COUNTY INFORMATION NOTICE NO. I-85-87

The purpose of this letter is to provide Counties with formal notification of the availability of funds for Federal Fiscal Year (FFY) 1988-89 for provision of Independent Living Skills (ILS) training and to provide instructions for submission of a program plan to begin or to continue participation in the ILS program.

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 for a two-year period to States for service programs and activities to assist eligible children aged 16 and over in Title IV-E funded foster care to make the transition from foster care to independent living. Counties are currently developing and implementing ILS programs using the first year's program funds.

In December of 1987, the State Department of Social Services (SDSS) applied for California's share of the \$45 million grant to States for the second year of ILS services and has received approval for continued funding at the same annual total of \$8,023,999. In March 1988, SDSS received \$4,012,999 representing two quarters of the grant amount that is to be spent during FFY 1988-89. Funds will continue to be available to Counties as they are received from the Federal Government.

Allocation Methodology:

The method of allocation of funds to Counties will be the same as it was for the first year and will be based on the number of Federally-eligible youth in each County as reported to the Foster Care Information System for FFY 1987. Totals include probation

youth (Welfare and Institutions Code [WIC] 601's, 602's) as well as dependent youth (WIC 300) placed in foster care in another County. The attached tentative allocation will give some guidance to Counties as to the amounts which may again be available for the ILS program. Counties will also be required to submit program plans to begin or to continue participation in the ILS program for FFY 88-89. The program plan specified in Attachment C was developed to include descriptive information required for a March 1989 report to the Federal Government regarding ILS services provided to youth in California. Tentative allocations for FFY 88-89 are attached. Final allocations will be determined by the number of Counties which elect to participate in the ILS program.

Counties which are unable to directly provide ILS services to Title IV-E youth within the County are encouraged to coordinate existing local resources and to plan to provide services on a regional or multi-County basis. Counties 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.

All funds must be expended and services provided by September 30, 1989. Funds unexpended by that date will revert to the Federal Government.

Program Plan:

Counties which plan to participate in the ILS program by the provision of direct or contracted services must submit a program plan to SDSS so that it is received by September 15, 1988. The program plan must include: 1) the required information specified in Attachment C; 2) the projected number of Federally eligible foster care adolescents to be served; 3) assurances of the County's willingness to comply with both State and Federal reporting requirements; and 4) a commitment to abide by the assurances listed in Attachment D of this letter.

The program plan requirements listed in Attachment C of this letter include both mandated and optional services specified in Attachment B. County program plans submitted 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 program plan as being provided through direct services, contracted services, or referral to existing community resources.

Consistent with current Independent Living Program Guidelines a maximum of twenty percent of each County's allocation will be available to reimburse Counties for social worker case management

activities. When no ILS-related social services staff time study hours for administration or services will be claimed for any time during the project, time spent by administrative staff performing ILS activities, such as contract negotiation or development of videotape presentations, may be charged to the ILS program. Counties which plan to use this claiming option must submit a request to the Fiscal Policy and Procedures Bureau for specific claiming instructions.

Competitive Bidding:

Contracts for the next project year are subject to the competitive selection process as stipulated in Manual of Policies and Procedures Section 23-650. Federal approval for noncompetitive selection addressed in All-County Letter No. 87-161 was valid only for the first year of ILS program funding due to Federally-imposed time constraints. The time factor is not an issue for FFY 1988-89.

Counties may extend a contract with a current contractor. This requires, at minimum, a publicly advertised pre-bid survey to determine how many potentially qualified agencies are interested in providing services. If no other agency is interested in providing services, the contract may be extended for up to one year.

County program plans and any questions regarding this letter should be directed to:

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



LOREN D. SUTER
 Deputy Director
 Adult and Family Services

Attachments

cc: CWDA
 Community College Foundation

FCIS October 1, 1980 to September 30, 1987 Foster Care Caseload Aged 16-19

COUNTIES	Foster Care Caseload Total (A)	Foster Care Caseload Title IV-E Eligible (B)	Tentative Allocation (C)
ALAMEDA	940	287	380,970
ALPINE	2	2	2,655
AMADOR	16	2	2,655
BUTTE	161	41	54,424
CALAVERAS	23	10	13,274
COLUSA	8	3	3,982
CONTRA COSTA	514	159	211,060
DEL NORTE	33	15	19,911
EL DORADO	58	21	27,876
FRESNO	540	106	140,707
GLENN	30	21	27,876
HUMBOLDT	100	47	62,389
IMPERIAL	78	46	61,061
INYO	30	12	15,929
KERN	213	93	123,450
KINGS	52	25	33,186
LAKE	21	9	11,947
LASSEN	38	22	29,203
LOS ANGELES	3,968	1,835	2,435,815
MADERA	45	27	35,840
MARIN	81	13	17,256
MARIPOSA	10	8	10,619
MENDOCINO	46	18	23,894
MERCED	142	67	88,937
MODOC	9	8	10,619
MONO	11	4	5,310
MONTREY	135	34	45,132
NAPA	96	27	35,840
NEVADA	30	5	6,637
ORANGE	554	141	187,166
PLACER	108	35	46,460
PLUMAS	23	4	5,310
RIVERSIDE	586	149	197,786
SACRAMENTO	569	229	303,979
SAN BENITO	10	3	3,982
SAN BERNARDINO	868	305	404,863
SAN DIEGO	1,199	266	353,094
SAN FRANCISCO	514	196	260,174
SAN JOAQUIN	371	152	201,768
SAN LUIS OBISPO	107	33	43,805
SAN MATEO	240	44	58,406
SANTA BARBARA	132	26	34,513
SANTA CLARA	619	201	266,811
SANTA CRUZ	146	14	18,584
SHASTA	173	68	90,265
SIERRA	4	4	5,310
SISKIYOU	16	11	14,602
SLANE	326	74	98,229
SONOMA	136	46	61,061
STANISLAUS	241	80	106,194
SUTTER	29	12	15,929
TEHAMA	73	26	34,513
TRINITY	12	5	6,637
TULARE	172	115	152,653
TUOLUMNE	25	6	7,965
VENTURA	181	45	59,734
YOLO	66	25	33,186
YUBA	45	17	22,566
GRAND TOTAL	14,775	5,299	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 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 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.

ATTACHMENT C

INDEPENDENT LIVING SKILLS PROGRAM PLAN

The Independent Living Skills Program Plan must address the following to include all Mandated Services and the Optional Services which the County has chosen to provide:

- P1) Describe your basic skills program. Indicate whether an activity/service is new or modified, the current status of implementation, and who provides the service.
- P2) Describe how any new IV-E ILSP program activity will be incorporated into or coordinated with existing services.
- P3) Describe whether training and/or direct services for youth will be provided in coordination with another community agency. If so, describe coordinating activities.
- P4) Describe special training for agency staff in the ILSP.
- P5) Describe youth involvement in case planning, reviews, teen conferences, independent living arrangements, etc.
- P6) Describe resource needs assessment activity? If the assessment is provided by another agency, is the agency public or private?
- P7) Describe those services provided totally by other agencies. Indicate the kind of agreement and with whom agreements are made.
- P8) Describe activities of volunteers.
- P9) Describe terms of personal services contracts with youth. How extensively will such contracts be used?
- P10) Describe the types of documents to be provided to youth at discharge (life books, information books, community resource books, health records, etc.).
- P11) If applicable, describe activities of your local Advisory Council. What types of members serve on this Council?
- P12) Describe the County's policy regarding incentive payments for the ILSP.

The following information is NOT REQUIRED as part of the program plan but would be helpful to SDSS as indicated:

NRa) Please provide additional information which may be useful in developing a State/national data base for decision-making activities such as recommendations to Congress for future ILSP funding/services.

NRb) Please provide additional information which may be useful in developing a State/national program model.

NRc) If possible, indicate number of youth which might have been served, by age group, if youth other than Title IV-E were funded by ILSP.

NRd) Please add information/comments which you believe would be helpful.

ATTACHMENT D

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 aged 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.