

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



May 27, 2008

ALL COUNTY LETTER NO: 08-21

**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 WELFARE DIRECTORS  
ALL COUNTY CHIEF PROBATION OFFICERS  
ALL OUT-OF-STATE GROUP HOMES APPLICANTS  
ALL COUNTY CHILD WELFARE SERVICES PROGRAM MANAGERS

SUBJECT: CERTIFICATION PROCESS FOR OUT-OF-STATE GROUP HOMES

REFERENCE: ALL COUNTY INFORMATION NOTICE NO. I-69-00

The purpose of this All County Letter (ACL) is to provide updated information regarding the process for California certification of out-of-state group homes. This ACL supersedes All County Information Notice No. I-69-00. Effective immediately, counties may not pre-certify facilities on behalf of the California Department of Social Services (CDSS). Additionally, it is important for the county placement worker to advise the facility administrator that certification by CDSS is required and: 1) a certified out-of-state group home is required to comply with the licensure standards required of group homes in California, unless a waiver is granted; 2) the reporting requirements applicable to group homes in California pursuant to Title 22 of the California Code of Regulations apply for each child in the facility's care regardless of whether he or she is a California placement; and 3) that the facility administrator should review the general and group home licensing regulations commencing at Title 22 section 80000 et seq; and 84000 et seq; respectively and contact CDSS, Out-of-State Certification Unit (OSCU) to initiate the certification process.

Pursuant to Family Code section 7911.1(c), CDSS is required to certify and perform initial and continuing inspections of out-of-state group homes providing care to dependents and wards of California's Juvenile Courts placed by county social service agencies or probation departments. The CDSS recognizes new out-of-state group homes may be identified by counties to best meet a child's specific and unique needs. The following procedures have been developed in order to expedite the certification process and the placement of children by the counties. Please note the following procedures, outlined ***in sequential order*** are necessary and essential to ensure timely certification of an out-of-state facility.

The County Placement Agency Director or designee should contact CDSS, OSCU either by phone or e-mail as soon as a group home has been identified and/or selected as a potential placement for a child(ren) and it is determined that the chosen group home is not currently certified<sup>1</sup>. The County Placement Agency Director or designee shall then submit a "letter of support" to OSCU stating their interest or intent to place with the group home. However, **prior** to submitting a "letter of support", it is recommended that the county placement worker visit the prospective facility to the extent permitted by the respective state's statutes and regulations.

1. Additionally, the County Placement Agency shall submit the identifying information listed below:
  - A. the facility name, address, telephone number, and contact person;
  - B. the county placement worker's name, address, fax and telephone numbers;
  - C. whether the facility is for profit or non-profit (Please note: No state or federal funding may be used for placements in out-of-state for-profit facilities); and
  - D. if there is a specific child awaiting placement, the child's name, date of birth and juvenile court status.
2. The OSCU will then contact the facility to assess and determine:
  - A. if the facility is eligible to be certified;
  - B. if the facility is willing to apply for CDSS certification and comply with California group home licensing laws and standards in addition to complying with their own states laws and standards;
  - C. if the facility is currently licensed and in good standing with the licensing authority(ies) of the state in which it is located; and
  - D. whether the facility is for-profit or non-profit.
3. If the facility is eligible and its administrator agrees to apply for certification, the administrator will be requested to fax a "letter of intent" to OSCU confirming:
  - A. the facility's intent to apply for certification by completing and submitting an application package to OSCU within four weeks of receiving the application package and;
  - B. their intention to accept and serve the specific child identified by the placement worker, if a child has been identified.
4. The OSCU will notify the placing county that the facility has initiated or will pursue, certification.

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<sup>1</sup> For the most up-to-date listing of certified facilities, contact the OSCU.

5. The OSCU will provide an out-of-state certification application to the facility.
6. The OSCU will conduct an on-site visit of the facility. Please note, OSCU will **not** conduct an on-site facility visit and complete its certification until the county placement worker contacts OSCU stating a child has been identified and is placement ready. Subsequent to the on-site facility visit, OSCU will notify the county when the facility is certified and placement ready. **Under no circumstances should a child be placed prior to Interstate Compact on the Placement of Children (ICPC) approval and certification.**
7. Concurrently with the certification process, the county shall submit a complete ICPC 100A package to the California Deputy Compact Administrator, Out-of-State Placement Policy Unit (OSPPU).
8. Upon receipt and approval of all above information, OSPPU will submit the ICPC packet to the receiving state for review. The OSPPU will notify the county placement agency when approval from the receiving state has been granted.
9. Upon notification that the facility has been certified by OSCU and notification by OSPPU of approval of the out-of-state placement from the receiving state, the county may place the child. Again, under no circumstances should a child be placed prior to ICPC approval and facility certification. Such placements will be ineligible for public funding.
10. If no placement occurs within six months of initiating the certification process, the facility will not be certified and the application shall be considered withdrawn.

Please direct any questions regarding certification standards and procedures (or to send documents) for the OSCU, contact Carol Lancaster at [Carol.Lancaster@dss.ca.gov](mailto:Carol.Lancaster@dss.ca.gov) or Olaniyan Akyeem at [Olaniyan.Akyeem@dss.ca.gov](mailto:Olaniyan.Akyeem@dss.ca.gov), phone number: (916) 445-4351, FAX: (916) 323-8352. The CDSS mailing address is: 744 P Street, M.S. 19-50 Sacramento, CA 95814.

Please direct any questions (or to send documents) regarding the ICPC, for the OSPPU, to Rosalind Hyde at (916) 651-8121, [rosalind.hyde@dss.ca.gov](mailto:rosalind.hyde@dss.ca.gov), FAX: (916) 651-8144. The CDSS mailing address is: 744 P Street, M.S. 3-90, Sacramento, CA 95814.

If you have any questions regarding this ACL, please contact Mei Yuk Kung, Program Manager, Community Care Licensing at (916) 445-4351.

Sincerely,

**Original Document Signed By:**

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JO FREDERICK  
Deputy Director  
Community Care Licensing Division

**Original Document Signed By:**

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