



CDSS

JOHN A. WAGNER  
DIRECTOR

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



ARNOLD SCHWARZENEGGER  
GOVERNOR

October 22, 2008

ALL COUNTY LETTER NO. 08-52

TO: ALL COUNTY WELFARE DIRECTORS  
ALL PUBLIC AND LICENSED PRIVATE ADOPTION AGENCIES  
CDSS ADOPTIONS DISTRICT OFFICES  
ALL COUNTY PROBATION DEPARTMENTS

SUBJECT: **CHILD WELFARE SERVICES DISASTER RESPONSE PLAN UPDATE**

REASON FOR THIS TRANSMITTAL

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

This All County Letter (ACL) is being sent to all 58 county Child Welfare Services (CWS) and Probation Departments to request an update to the CWS Disaster Response Plan that was submitted in September of 2007.

Under the Child and Family Services Improvement Act of 2006 Public Law 109-288 Part B of Title IV of the Social Security Act and Senate Bill 703, Chapter 583, Statute of 2007, the California Department of Social Services (CDSS) is mandated to oversee CWS Disaster Response Plans for California.

Please keep in mind that under the new federal and state guidelines and in accordance with criteria established, disaster response plans must include how a state would:

- A. Identify, locate, and continue availability of services for children under state care or supervision who are displaced or adversely affected by a disaster;
- B. Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster and provide services in those cases;
- C. Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster;
- D. Preserve essential program records; and
- E. Coordinate services and share information with other states.

Plans should include coordination with local Probation Departments and local Interagency Agreements and Memoranda of Understanding. Failure to have plans in place with the federal requirements may jeopardize federal funding. Therefore, counties

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are requested to provide copies of their updated CWS Disaster Response Plans to CDSS by December 1, 2008.

Copies should be sent to:

California Department of Social Services  
Adoptions Services Bureau  
Attention: Carmen George  
744 P Street, MS 8-12-31  
Sacramento, CA 95814

Please have your designated project manager/staff overseeing the disaster response plan contact Carmen George, Program Analyst, at (916) 651-8106 or by e-mail at [Carmen.George@dss.ca.gov](mailto:Carmen.George@dss.ca.gov) for an electronic copy of the template. You can also access the template at <http://www.dss.cahwnet.gov/FORMS/English/TEMPAD525.doc>.

If you have any questions about this letter, please contact Glenn A. Freitas, Chief of the Children's Services Operations and Evaluation Branch, at (916) 651-8111.

Sincerely,

***Original Document Signed By:***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

Attachment

c: County Welfare Directors Association of California  
Chief Probation Officers of California

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Person Managing/Overseeing Emergency Plan Implementation

E-mail Address: \_\_\_\_\_

This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of local child welfare plans. Minors in the probation system must also be included in the plan. County plans must be amended to include Child Welfare Services (CWS) Disaster Response Plans and be operational by September 28, 2007.

In September 2006, Congress passed the Child and Family Services Improvement Act of 2006 (Public Law (PL) 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under Section 6 (a) (16). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

| CWS Disaster Response Criteria A: | Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster: |
|-----------------------------------|---|
| Essential Function:               | 1. Identification and location process of children who may be displaced   |
| Process Description:              |   |
| Essential Function:               | 2. Communication process with child care providers  |
| Process Description:              |   |
| Essential Function:               | 3. Identification of evacuation procedures – Event known in advance   |

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| Process Description: |   |
| Essential Function:  | 4. Identification of evacuation procedures – Event not known in advance |
| Process Description: |   |
| Essential Function:  | 5. Identification of shelters   |
| Process Description: |   |
| Essential Function:  | 6. Parental notification procedures                                     |
| Process Description: |   |
| Essential Function:  | 7. Alternative processes for providing continued services               |
| Process Description: |   |
| Essential Function:  | 8. Staff assignment process   |
| Process Description: |   |
| Essential Function:  | 9. Workload planning  |
| Process Description: |   |
| Essential Function:  | 10. Alternative locations for operations                                |
| Process Description: |   |
| Essential Function:  | 11. Orientation and ongoing training                                    |
| Process Description: |   |

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| <b>CWS Disaster Response Criteria B:</b> | <b>Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:</b> |
| Essential Function:                      | 1. New child welfare investigation process   |
| Process Description:                     |  |
| Essential Function:                      | 2. Implementation process for providing new services   |
| Process Description:                     |  |
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| <b>CWS Disaster Response Criteria C:</b> | <b>Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:</b>       |
| Essential Function:                      | 1. Communication structure – staff   |
| Process Description:                     |  |
| Essential Function:                      | 2. Communication structure – child welfare personnel (phone tree)  |
| Process Description:                     |  |
| Essential Function:                      | 3. Communication structure – contracted services   |
| Process Description:                     |  |
| Essential Function:                      | 4. Communication process when all normal channels are unavailable  |
| Process Description:                     |  |
| Essential Function:                      | 5. Communication frequency   |
| Process Description:                     |  |
| Essential Function:                      | 6. Communication with media  |
| Process Description:                     |  |

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| Essential Function:                      | 7. Communication with volunteers                                       |
| Process Description:                     |  |
| Essential Function:                      | 8. Establishment of a toll-free number prior to disaster (include TTY) |
| Process Description:                     |  |
|  |  |
| <b>CWS Disaster Response Criteria D:</b> | <b>Preserve essential program records:</b>                             |
| <b>Essential Function:</b>               | 1. Record preservation process   |
| <b>Process Description:</b>              |  |
| <b>Essential Function:</b>               | 2. Use of off-site back-up system                                      |
| <b>Process Description:</b>              |  |
|  |  |
| <b>CWS Disaster Response Criteria E:</b> | <b>Coordinate services and share information with other states:</b>    |
| Essential Function:                      | 1. Interstate Compact on the Placement of Children reporting process   |
| Process Description:                     |  |
| Essential Function:                      | 2. Mental health providers   |
| Process Description:                     |  |
| Essential Function:                      | 3. Courts  |
| Process Description:                     |  |
| Essential Function:                      | 4. Federal partners  |

|                      |               |
|----------------------|---------------|
| Process Description: | .             |
| Essential Function:  | 5. CDSS       |
| Process Description: |               |
| Essential Function:  | 6. Tribes     |
| Process Description: |               |
| Essential Function:  | 7. Volunteers |
| Process Description: |               |