

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 21, 1987

ALL-COUNTY LETTER NO. 87-161

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: TITLE IV-E INDEPENDENT LIVING SKILLS PROGRAM
ALLOCATIONS FOR FISCAL YEAR 1987-88

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

This letter is to provide Counties with the final allocation 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. This letter also addresses some of the questions raised by County staff regarding allowable costs.

Allocations:

The attached final allocation reflects redistribution to applicant Counties of additional funds which became available as a result of other Counties indicating their intent not to apply for ILS funds.

Please note that an asterisk by the name of a County on the attachment indicates that the letter of intent submitted to the State Department of Social Services (SDSS) lacked the necessary assurances requested in the September 29, 1987 All-County Information Notice (ACIN) No. I-85-87. Funding to Counties which have not submitted the required assurances is contingent upon receipt of written verification from these Counties that the required assurances will be met.

As indicated previously in ACIN No. I-85-87, a revised allocation will be considered during the April-June 1988 quarter, as appropriate, so that any unused funds may be redistributed. This action is contemplated to assure that maximum utilization of ILS funds is achieved prior to the September 30, 1988 deadline as funds not expended by that date revert to the Federal Government.

Competitive Bidding:

In our October 29, 1987 letter to County Welfare Directors regarding TITLE IV-E INDEPENDENT LIVING PROGRAM CLAIMING GUIDELINES, we indicated that the Independent Living Initiative Program was subject to the Federal and State competitive selection requirements but that SDSS would attempt to get Federal permission to use noncompetitive negotiation due to the time constraints in the Federal Grant. This attempt has been successful. Therefore, under Manual of Policies and Procedures Section 23-650.11, SDSS will allow the Counties to use noncompetitive negotiation to secure private agency contracts for this program.

Time Study and Fiscal Claiming Instructions for the Independent Living Program (ILP):

General claiming instructions provided to County Welfare Directors in the October 29, 1987 letter regarding TITLE IV-E INDEPENDENT LIVING PROGRAM CLAIMING GUIDELINES remain in effect. Several Counties have also inquired about using these funds for wage incentives or stipends. The response from the Federal Government regarding use of the funds in this manner is an unequivocal "no." ILS funds may not be used for stipends in any manner. Counties contemplating usage of vouchers for youth training are cautioned to expend services before the September 30, 1988 deadline. Additional time study and fiscal claiming instructions are as follows:

Case Management Activities:

Time spent by County Welfare Department (CWD) social services workers performing for Federally eligible children ILP case management activities, such as assessing the need for ILP services, is to be identified on the Social Services Worker Time Study (DFA 46), line I, Permanent Placement Program, Federal Foster Case. The salaries, benefits and allocable support costs associated with these hours are to be reported as a Child Welfare Services/Title IV-E cost throughout the administrative expense claim.

Provision of Services Activities:

The costs of ILP contracted services are to be reported on the Direct Cost Detail Schedule (DFA 325.1B); indicate the type of service purchased and the name of the contracted service provider.

Time spent by CWD social services staff providing to Federally eligible children direct ILP services, such as independence counseling, is to be identified on the DFA 46 on a blank line entitled "ILP." The salaries, benefits, and allocable support costs associated with these hours, as well as the costs of the direct contractor services, are to be reported throughout the administrative expense claim on a line entitled "ILP."

Administrative Activities:

If no ILP-related social services staff time study hours exist, time spent by administrative staff performing ILP activities, such as contract negotiation or development of videotape presentations, may be charged to the ILP program, if these staff maintain continuous time records of 100 percent of their activities throughout the quarter. A proportionate amount of the salaries and benefits of these staff and an amount equal to ten percent of their salaries are to be claimed as Personal Services and Operating Costs, respectively, on the DFA 325.1B. In Column 1 indicate "ILP," and in Column 3 indicate "administrative costs." These costs are also to be abated from the allocable support Personal Services and Other Operating Cost pools on the Expenditure Schedule and Certification (DFA 325.1), as appropriate.

Training:

Time spent by CWD social services staff in ILP training is to be recorded on the DFA 46 to line HH, Nonallocable. The salaries and benefits in proportion to these hours are to be claimed to the "ILP" as a Personal Services Cost on the DFA 325.1B. In addition, travel and per diem costs for social services staff, foster parents and group home staff attending ILP training are to be claimed as an Operating Cost of the ILP on the DFA 325.1B.

All ILP costs are to be reported throughout the administrative expense claim and identified as 100 percent Federal funds on the Social Services Fund Distribution form (DFA 327.10A).

Community Colleges Foundation Youth Training Component:

Several Counties have raised questions regarding the degree of training for foster youth to be provided by the local community colleges under the State contract with the Community Colleges Foundation. The State contract with the Community Colleges Foundation is primarily for the provision of training to foster parents and group home provider staff. It is our understanding that some youth in participating Counties will receive training as a component of caretaker training offered by local community colleges under the State contract with the Community Colleges Foundation. However, training for foster youth in any given County provided by the local community college under terms of the State contract will not cover all foster youth mandated and optional training. Counties may need to contact their local community college coordinator in order to determine what specific training modules offered by their local community college as part

of the ILS effort to train foster care providers will also include training for foster youth. Counties may wish to develop or provide for complementary foster youth training that will enhance the total County plan and ensure availability of the full range of ILS services to foster youth served by the County.

Questions regarding Independent Living Program implementation issues should be directed to Ms. Beverly Gronlund of the Family and Children's Services Policy Bureau at (916) 323-6514. Questions regarding the Independent Living Program time study and fiscal claiming instructions should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046.

Sincerely,



LOREN D. SUTER
Deputy Director
Adult and Family Services

Attachment

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 Title IV-E Eligible (B)	Final Allocation (C)
ALAMEDA	438	298	411,329
ALPINE	1	1	1,380
AMADOR			
BUTTE	164	48	66,254
CALAVERAS	22	11	15,183
* COLUSA	5	2	2,761
CONTRA COSTA	503	163	224,989
DEL NORTE	27	12	16,564
EL DORADO			
FRESNO	317	99	136,649
GLENN	28	19	26,226
HUMBOLDT	98	46	63,494
IMPERIAL	73	45	62,113
INYO	29	9	12,423
KERN	202	88	121,466
KINGS	53	26	35,888
LAKE			
LASSEN			
LOS ANGELES	3,853	1,785	2,463,831
MADERA	43	27	37,268
MARIN	84	11	15,183
MARIPOSA	9	7	9,662
MENDOCINO	28	12	16,564
* MERCED	133	65	89,719
MODOC	10	9	12,423
MONO			
MONTEREY	133	39	53,832
* NAPA	94	26	35,888
NEVADA	35	5	6,901
ORANGE	534	140	193,242
PLACER	105	30	41,409
PLUMAS	19	4	5,521
RIVERSIDE	518	133	183,580
SACRAMENTO	521	217	299,525
SAN BENITO	11	4	5,521
SAN BERNARDINO	822	288	397,526
SAN DIEGO	1,144	244	336,793
SAN FRANCISCO	468	177	244,313
SAN JOAQUIN	344	138	190,481
SAN LUIS OBISPO	106	37	51,071
SAN MATEO	264	45	62,113
SANTA BARBARA	142	25	34,507
SANTA CLARA	612	204	281,581
SANTA CRUZ	141	15	20,704
SHASTA	187	69	95,241
*SIERRA	4	3	4,141
SISKIYOU	19	13	17,944
*SOLANO	336	82	113,184
SONOMA	137	49	67,635
STANISLAUS	242	92	126,987
SUTTER	33	15	20,704
TEHAMA	62	26	35,888
TRINITY	7	2	2,761
TULARE	169	108	149,072
TUOLUMNE	18	2	2,761
*VENTURA	179	43	59,353
YOLO	64	21	28,986
YUBA	38	17	23,465
GRAND TOTAL	14,135	5,096	7,033,999