

December 22, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 21-155**

This All County Letter is intended to provide additional instructions to county child welfare agencies on the reporting requirements for the federal Family First Transition Act (FFTA) Transition Grant and Certainty Grant funds introduced in All County Letter ([ACL 21-47](#)), County Fiscal Letter ([CFL 20-21-92](#)), and [CFL 20-21-103](#). This letter provides instructions for data that must be reported to the State for inclusion in the Annual Progress and Services Report (APSR) required by the federal government, as well as the data required by the California Department of Social Services (CDSS) for Family First Prevention Services Act (FFPSA) strategic planning statewide. This letter also serves to provide an extension to the submission deadline of the Family First Transition Act (FFTA) Letter of Intent to opt-in to December 31, 2021.



**KIM JOHNSON**  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



**GAVIN NEWSOM**  
GOVERNOR

December 22, 2021

ALL COUNTY LETTER NO. 21-155

TO: ALL COUNTY CHILD WELFARE DIRECTORS  
ALL CHIEF PROBATION OFFICERS  
ALL COUNTY BOARD OF SUPERVISORS  
ALL TITLE IV-E AGREEMENT TRIBES  
ALL COUNTY FISCAL OFFICERS

SUBJECT: FAMILY FIRST TRANSITION ACT TRANSITION GRANT AND  
CERTAINTY GRANT REPORTING REQUIREMENTS

REFERENCE: [FAMILY FIRST PREVENTION SERVICES ACT \(FFPSA\), AS CONTAINED IN THE BIPARTISAN BUDGET ACT OF 2018, PUBLIC LAW \(PL\) 115-123; FAMILY FIRST TRANSITION ACT, AS CONTAINED IN THE FURTHER CONSOLIDATED APPROPRIATIONS ACT, 2020, PL 116-94 ; ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES \(ACYF\), CHILDREN'S BUREAU \(CB\) INFORMATION MEMORANDUM \(IM\)-20-01; ACYF-CB PROGRAM INSTRUCTION\(PI\) 20-04; ACYF-CB-PI-20-08; ACF SUPPLEMENTAL TERMS AND CONDITIONS – FFPSA TRANSITION GRANT; ACL 21-47; CFL 20-21-92; CFL 20-21-103](#)

The purpose of this All County Letter (ACL) is to provide additional instructions to county child welfare agencies on the reporting requirements for the federal Family First Transition Act (FFTA) Transition Grant and Certainty Grant funds introduced in [ACL 21-47](#), [CFL 20-21-92](#), and [CFL 20-21-103](#). The Department of Social Services (CDSS) will consult with Indian tribes with a Title IV-E state agreement regarding any requirements that must be met for eligible tribes to receive allocated funds from the State.

This letter provides templates and instructions for the collection of data that must be reported to the State for inclusion in the federal Annual Progress and Services Report

(APSR), as well as the required data regarding prevention programs and services necessary for statewide strategic planning for Family First Prevention Services Act (FFPSA). This data will be used for mapping the statewide service array and built into the automation system for California's provision of prevention services under the FFPSA. The deadline for county child welfare agencies to submit a Letter of Intent (per [ACL 21-47](#) Attachment I) to opt-in to receive FFTA funds has been extended to December 31, 2021. Counties must also commit to providing the data identified in the attachments included with this letter by the respective due dates specified below.

### **Family First Transition Act (FFTA)**

Following the enactment of the FFPSA, the federal government enacted the FFTA ([PL 116-94](#)) in December 2019. The FFTA creates two grants, the Funding Certainty Grant and the Transition Grant, with the purpose of supporting states' implementation of the FFPSA. The Funding Certainty grant created by the FFTA is available to counties which operated a Title IV-E Waiver Demonstration Project, and the Transition Grant created by the FFTA is available to all counties. Allowable activities using FFTA funds include FFPSA implementation, child welfare waiver demonstration project transition activities, and purposes allowable under Title IV-B of the federal Social Security Act. For more information on the FFTA grants and allowable activities, please refer to [ACL 21-47](#), issued on April 20, 2021.

### **DATA COLLECTION AND REPORTING FOR FFTA FUNDS**

#### **Federal Reporting Requirements Via the APSR**

In accordance with Title 45 of the Code of Federal Regulations (CFR) § 1357.15 and 45 CFR § 1357.16, agencies receiving funding under title IV-B of the Social Security Act are required to submit to the federal Administration for Children and Families (ACF) a five-year Child and Family Services Plan, followed by an APSR no later than June 30<sup>th</sup> each year. These plans and reports must establish goals and objectives for a five-year period, provide information on accomplishments and progress made during the previous fiscal year, and provide updates on program areas selected for improvement and other activities in the next year. Under the FFTA, states are required to include annual updates on the use of the FFTA Transition and Certainty Grant funds starting with the APSR due to the federal government on June 30, 2022 and continuing through the last fiscal year in which these grants are fully expended. In order for CDSS to obtain this information, counties will be required to submit to CDSS the APSR data listed in Attachment I through a survey by February 1, 2022 for the expenditures of the preceding state fiscal year, and annually each year thereafter, until 2026.

The information requested through the APSR is specific to the FFTA Transition and Certainty Grants. Though counties may have braided funding streams, only information

pertaining to the FFTA grants should be reported through the data collection survey. Additionally, to the extent that there was collaboration among county agencies (such as probation departments) in the expenditure of FFTA grant funds, child welfare agencies should also collaborate with those agencies to report how the funds were spent.

County child welfare agencies that receive funds from the Transition and Certainty Grants must report the following data to the CDSS in order for the state to meet the federal APSR reporting requirements. Counties will be required to report the following data in a narrative format using the survey provided by CDSS each year:

- How funds are used to implement each part of the FFPSA.
- Details of all programs/services and operational costs for which the grant is used.
- The characteristics of the families and children served.
  - For example, characteristics such as race, gender, risk and safety assessment scores, each evidence-based service's rate of engagement, case length, child placement and/or frequency of foster care reoccurrence.
- Previous Title IV-E Waiver Demonstration Project counties will report the following:
  - Amount of funding used for each fiscal year to continue activities that were previously funded by the waiver.
  - Details of their plan to transition activities so that needed activities can be provided under the Title IV-E prevention services program (this may include providing alternate funding streams or identifying an alternate activity to fulfill the need being met by the prior service.)
  - If expenditures for the activities would not be eligible for payment under Title IV-E, agencies must list the reasons for ineligibility for Title IV-E payment and which funding sources will be used to cover the costs.
- Additional information the Department of Health and Human Services requires.

Attachment I provides the requirements for APSR data collection and must be submitted to the CDSS by February 1, 2022, and annually thereafter until Transition and Certainty Grant funds are fully expended, but no later than February 2026. Throughout the duration of the grants, CDSS will release an annual ACL to notify counties of the responsibility to report, the time period for which to report information, and provide an updated link to the data collection survey prior to the reporting deadline.

### **State Data Collection for Service Provider Directory**

Per [ACL 21-47](#), counties that opt into the Transition Grant agree to a one-time submission of data and information on all existing secondary and tertiary prevention services (described subsequently in this letter) to the CDSS. This data collection is not limited to services currently approved by the federal Prevention Services

Clearinghouse. The CDSS will use this data to support the implementation of FFPSA at both the state and county level. Data collected will be utilized to build a service provider directory into the statewide automation system that will be used for the Family First Prevention Services Program, and will also inform the CDSS of what prevention strategies are being used across the state. This will support statewide strategic planning for FFPSA, including recommending services to the federal Prevention Services Clearinghouse for rating. The data collected may also be used at the county level to map the delivery of prevention services and identify geographical and services gaps. The Service Provider Directory Workbook details the secondary and tertiary prevention data elements that are required for submission.

### **Secondary and Tertiary Prevention**

Counties must provide data about contracts held by county child welfare, probation, and behavioral health agencies, and their service providers currently providing secondary and tertiary prevention services.

Secondary prevention services are those offered to populations that have one or more risk factors associated with compromised well-being, such as poverty, parental substance use, young parental age, parental mental health concerns, exposure to violence, and parental or child disabilities. Services are delivered prior to child maltreatment occurring and/or system involvement, and programs seek to build protective factors, mitigate risk, and prevent child maltreatment and trauma.

Tertiary prevention services are services delivered where child maltreatment has already occurred. They seek to mitigate the trauma incurred and reduce the negative consequences of the maltreatment and to prevent its recurrence.

### **Data for Collection**

The Service Provider Directory Workbook is a fillable spreadsheet for counties to enter data pertaining to their contracted and in-house service providers. In order to assist counties in entering the information, they have the option of generating additional workbooks specific to each contract to send to contractors to complete and return. The following data elements are required to be reported through the Service Provider Directory Workbook:

- Characteristics of the prevention program including:
  - Program/Contractor information

- Contract/in-house service information
- Information for each service provider/service category (if different from the program/contractor) and if utilizing a trauma-informed approach
- Population the program serves; highlighting ages, whether the recipients were Black, Indigenous, and People of Color (BIPOC), lesbian, gay, bisexual, transgender, queer and others (LGBTQ+), and/or expectant/parenting foster youth
- Evidence-based practices (EBP) outcomes such as, but not limited to:
  - Adult or Child Well-being
  - Child Safety
  - Child Permanency

The Service Provider Directory Workbook provides instructions to work with cross-agency providers within each jurisdiction to develop a comprehensive list of service providers and prevention services currently being provided. At minimum, counties must provide secondary and tertiary prevention services being offered through contracts, and in-house services within child welfare, probation, and behavioral health departments. Dependent on capacity and services provided, counties may work with other public agencies, such as county public health agencies, to provide a list of services. Completion and return of the Service Provider Directory Workbook is due no later than February 1, 2022. Counties that return information subsequent to the deadline will need manually enter this information once an automation system is in place.

If you have questions or need additional guidance regarding the information in this letter, contact the Child Welfare Program and Policy Development Bureau at (916) 651-6160 or at [ffpsapreventionservices@dss.ca.gov](mailto:ffpsapreventionservices@dss.ca.gov).

Sincerely,

ANGIE SCHWARTZ  
Deputy Director  
Children and Family Services Division

c: County Welfare Directors Association

Attachment



**KIM JOHNSON**  
 DIRECTOR

**GAVIN NEWSOM**  
 GOVERNOR

**APSR REPORTING REQUIREMENTS AND INSTRUCTIONS FOR TRANSITION GRANTS UNDER THE FAMILY FIRST TRANSITION ACT (FFTA)**

Please report the following for how the FFTA Transition Grant was used:

**FUNDS USED FOR FFPSA PARTS I-VIII**

*If no funds were used in the designated section, please state the reasons why no funds were used.*

1. Were funds used to implement **Part I** of FFPSA? No or Yes, \$ \_\_\_\_\_
  - a. If yes, please select all options for which funds were used (include similar but applicable options for Parts 2-8)
    - i. Countywide Prevention Planning
    - ii. Workforce Training and Development
    - iii. Continuous Quality Improvement and Model Fidelity
    - iv. Outcomes and Evaluations
    - v. Increase in Evidence-Based Practices
    - vi. Service Provider Staffing
    - vii. Title IV-E Agency Staffing
    - viii. Other \_\_\_\_\_
  - b. If no, please specify reason: \_\_\_\_\_
  
2. Were funds used to implement **Part IV** of FFPSA? No or Yes, \$ \_\_\_\_\_
  - a. If yes, please specify what the funds were spent on: \_\_\_\_\_
  
3. Were funds used to implement any other part of FFPSA? No or Yes, \$ \_\_\_\_\_
  - a. If yes, please specify which part, and what the funds were spent on: \_\_\_\_\_

**PROGRAM SERVICES AND OPERATIONAL COSTS**

*In-Home Parenting Skill-Based Programs:*

1. Were FFTA transition grant funds used partially or fully for in-home parenting skill-based programs? Yes or No
  
2. If yes, what was the dollar amount spent on each in-home parenting skill-based programs?

Name of program	Dollar amount	Number of individuals served


- Please explain how FFTA Transition Grant funds were spent towards initial and/or continuing costs of in-home parenting skill-based programs?

**Mental Health Services:**

- Were FFTA Transition Grant funds used partially or fully for mental health services? Yes or No
- If yes, what was the dollar amount spent on each mental health service?

Name of program	Dollar amount	Number of individuals served

- Please explain how FFTA Transition Grant funds were spent towards initial and/or continuing costs of mental health services?

**Substance Use Prevention and Treatment Services:**

- Were FFTA Transition Grant funds used partially or fully for substance use prevention and treatment services? Yes or No
- If yes, what was the dollar amount spent on each substance use prevention and treatment services?

Name of program	Dollar amount	Number of individuals served

- Please explain how FFTA Transition Grant funds were spent towards initial and/or continuing costs of substance use prevention and treatment services?

**Other Services:**

Please select all the programs/services and costs for which the FFTA Transition Grant funds were used:

- Protective services: No or Yes, \$ \_\_\_\_\_
- Crisis intervention: No or Yes, \$ \_\_\_\_\_
- Prevention & support services (family support): No or Yes, \$ \_\_\_\_\_
- Family reunification services: No or Yes, \$ \_\_\_\_\_



- e. Adoption promotion and support services: No or Yes, \$ \_\_\_\_\_
- f. Other service-related activities (e.g. Planning): No or Yes, \$ \_\_\_\_\_
- g. Administrative costs: No or Yes, \$ \_\_\_\_\_
- h. Staff & external partners training: No or Yes, \$ \_\_\_\_\_
- i. Caseworker retention, recruitment & training: No or Yes, \$ \_\_\_\_\_
- j. Other \_\_\_\_\_: \$ \_\_\_\_\_

### **SERVICE RECIPIENTS**

Please provide the following information about the children and families served through the FFTA Transition Grant funds.

1. Total number of families served: \_\_\_\_\_
2. Number of pregnant or parenting foster youth served: \_\_\_\_\_
3. Number of children in foster care placements served: \_\_\_\_\_
4. Number of Indian children (as defined in WIC § 224.1) served: \_\_\_\_\_
5. Number of families receiving mental health services: \_\_\_\_\_
6. Number of families receiving substance use prevention and treatment services: \_\_\_\_\_
7. Number of families receiving in-home parenting skill-based program services: \_\_\_\_\_
8. Number of families receiving other services. (Please list other services.)
  - a. [Service]: \_\_\_\_\_
  - b. [Service]: \_\_\_\_\_
  - c. [Service]: \_\_\_\_\_
9. Please describe the characteristics of the children and families receiving services through the FFTA Transition Grant funds (i.e. race, gender, risk and safety assessment scores, each evidence-based service's rate of engagement, case length, child placement and/or frequency of foster care reoccurrence).

### **WAIVER DEMONSTRATION COUNTIES TRANSITION GOALS**

1. For each county previously implementing the Title IV-E Waiver Demonstration Project, please describe the amount of FFTA Transition Grant funds used for all activities previously funded under a Title IV-E Waiver Demonstration Project.
2. Please describe the county's plan to transition activities previously funded under the Title IV-E Waiver Demonstration Project to be provided under the county's Prevention Services Plan using Title IV-E funds.
3. For each county previously implementing the Title IV-E Waiver Demonstration Project please describe the activities previously funded under the Title IV-E

waiver, that will not be reimbursable under Title IV-E, including why the activity is no longer reimbursable, and which funding sources will cover the costs of these activities going forward.

Activity	Reason Not Reimbursable	Funding to Cover Cost



**KIM JOHNSON**  
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**APSR REPORTING REQUIREMENTS AND INSTRUCTIONS FOR FUNDING CERTAINTY GRANTS UNDER THE FAMILY FIRST TRANSITION ACT (FFTA)**

For counties that received a Funding Certainty Grant, please report the following for how the Funding Certainty Grant was used

**FUNDS USED FOR FFPSA PARTS I-VIII**

*If no funds were used in the designated section, please state the reasons why no funds were used.*

1. Were funds used to implement **Part I** of FFPSA? No or Yes, \$ \_\_\_\_\_
  - a. If yes, please select all options for which funds were used (include similar but applicable options for Parts 2-8)
    - i. Countywide Prevention Planning
    - ii. Workforce Training and Development
    - iii. Continuous Quality Improvement and Model Fidelity
    - iv. Outcomes and Evaluations
    - v. Increase in Evidence-Based Practices
    - vi. Service Provider Staffing
    - vii. Title IV-E Agency Staffing
    - viii. Other \_\_\_\_\_
  - b. If no, please specify reason: \_\_\_\_\_
  
2. Were funds used to implement **Part IV** of FFPSA? No or Yes, \$ \_\_\_\_\_
  - a. If yes, please specify what the funds were spent on: \_\_\_\_\_
  
3. Were funds used to implement any other part of FFPSA? No or Yes, \$ \_\_\_\_\_
  - a. If yes, please specify which part, and what the funds were spent on: \_\_\_\_\_

**PROGRAM SERVICES AND OPERATIONAL COSTS**

*In-Home Parenting Skill-Based Programs:*

1. Were FFTA Certainty Grant funds used partially or fully for in-home parenting skill-based programs? Yes or No
  
2. If yes, what was the dollar amount spent on each in-home parenting skill-based programs?

Name of program	Dollar amount	Number of individuals served


- Please explain how FFTA Certainty Grant funds were spent towards initial and/or continuing costs of in-home parenting skill-based programs?

**Mental Health Services:**

- Were FFTA Certainty Grant funds used partially or fully for mental health services? Yes or No
- If yes, what was the dollar amount spent on each mental health services?

Name of program	Dollar amount	Number of individuals served

- Please explain how FFTA Certainty Grant funds were spent towards initial and/or continuing costs of mental health services?

**Substance Use Disorder Services:**

- Were FFTA Certainty Grant funds used partially or fully for substance use prevention and treatment services? Yes or No
- If yes, what was the dollar amount spent on substance use prevention and treatment services?

Name of program	Dollar amount	Number of individuals served

- Please explain how FFTA Certainty Grant funds were spent towards initial and/or continuing costs of substance use prevention and treatment services?

**Other Services:**

Please select all the programs/services and costs for which the FFTA Certainty Grant funds were used:

- Protective services: No or Yes, \$ \_\_\_\_\_
- Crisis intervention : No or Yes, \$ \_\_\_\_\_
- Prevention & support services (family support): No or Yes, \$ \_\_\_\_\_

- d. Family reunification services: No or Yes, \$ \_\_\_\_\_
- e. Adoption promotion and support services: No or Yes, \$ \_\_\_\_\_
- f. Other service-related activities (e.g. Planning): No or Yes, \$ \_\_\_\_\_
- g. Administrative costs: No or Yes, \$ \_\_\_\_\_
- h. Staff & external partners training: No or Yes, \$ \_\_\_\_\_
- i. Caseworker retention, recruitment & training: No or Yes, \$ \_\_\_\_\_
- j. Other \_\_\_\_\_: \$ \_\_\_\_\_

**SERVICE RECIPIENTS**

Please provide the following information about the children and families served through the FFTA Certainty Grant funds.

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- 2. Number of pregnant or parenting foster youth served: \_\_\_\_\_
- 3. Number of Indian children (as defined in WIC § 224.1) served: \_\_\_\_\_
- 4. Number of children in foster care placements served: \_\_\_\_\_
- 5. Number of families receiving mental health services: \_\_\_\_\_
- 6. Number of families receiving substance use prevention and treatment services: \_\_\_\_\_
- 7. Number of families receiving in-home parenting skill-based program services: \_\_\_\_\_
- 8. Number of families receiving other services. (Please list other services.)
  - a. [Service]: \_\_\_\_\_
  - b. [Service]: \_\_\_\_\_
  - c. [Service]: \_\_\_\_\_
- 9. Please describe the characteristics of the children and families receiving services through the FFTA Certainty Grant funds (i.e. race, gender, risk and safety assessment scores, each evidence-based service's rate of engagement, case length, child placement and/or frequency of foster care reoccurrence).

**WAIVER DEMONSTRATION COUNTIES TRANSITION GOALS**

- 1. For each county previously implementing the Title IV-E Waiver Demonstration Project, please describe the amount of FFTA Certainty Grant funds used for all activities previously funded under a Title IV-E Waiver Demonstration Project.
- 2. Please describe the county's plan to transition activities previously funded under the Title IV-E Waiver Demonstration Project to be provided under the county's Prevention Services Plan using Title IV-E funds.
- 3. For each county previously implementing the Title IV-E Waiver Demonstration Project please describe the activities previously funded under the Title IV-E waiver, that will not be reimbursable under Title IV-E, including why the activity is

no longer reimbursable, and which funding sources will cover the costs of these activities going forward.

Activity	Reason Not Reimbursable	Funding to Cover Cost