

DEPARTMENT OF SOCIAL SERVICES

June 17, 2005

County Fiscal Letter (CFL) No. 04/05-54

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: Updated Claiming Instructions for the Transitional Housing Placement Program (THPP), Transitional Housing Placement-Plus (THP-Plus) Program, and the Supportive Transitional Emancipation Program (STEP)

REFERENCE: CFL No. 02/03-10 dated September 24, 2002,
All County Information Notice (ACIN) No. I-93-01 dated November 14, 2001,
ACIN No. I-18-05, dated April 15, 2005, Errata to ACIN No. I-18-05 dated
May 11, 2005,
All County Letter (ACL) No. 02-04, dated February 4, 2002, ACL No. 02-25, dated
March 6, 2002,
Assembly Bills (ABs) Nos. 427 (Chapter 125, Statutes of 2001) and 1119 (Chapter
639, Statutes of 2002).

The Purpose of this CFL is to provide updated information and clarifying assistance claim instructions concerning the THPP, THP-Plus, and the STEP programs.

BACKGROUND

The THPP provides housing options for youth in foster care 16 to 18 years of age. AB 427 established additional housing options that included the STEP and THP-Plus programs for emancipated foster youth ages 18 to 21 by providing a housing voucher or a payment to a THP-Plus provider. In addition, counties participating in STEP may choose to use up to 30 percent of their federal Independent Living Program (ILP) funds for housing options for emancipated foster care youth ages 18 to 21.

AB 427 provisions established the Transitional Housing for Foster Youth Fund (THFYF) that provides additional funding to counties to increase the rate paid for THPP and THP-Plus placements. The THFYF is a finite fund and will sunset when the appropriation is exhausted.

AB 1119 de-linked the THP-Plus program from the STEP program, allowing counties to offer THP-Plus to emancipated foster youth without participating in the STEP. Additionally, the appropriation of the requirements is contingent upon inclusion in the annual Budget Act.

CLAIMING INSTRUCTIONS

Effective January 2004, the CA800FC Fed and the CA800 STEP, Summary Report of Assistance Expenditures Supportive Transitional Emancipation Program (STEP) and Transitional Housing-Plus Program (THP-Plus) forms were included in an online workbook. The workbook may be accessed at <http://www.cdsscounties.ca.gov/AAC/aac.htm>.

STEP

CFL No. 02/03-10 established Aid Code 4C to track STEP aid payments. The CA800 STEP assistance claim form was created for claiming STEP costs. Counties have the option to participate in the STEP program but to date no county has chosen to participate. Therefore, the STEP portion of the CA800 STEP form has been electronically blocked. In the future, when counties participate in the STEP, the blocked cells will be opened for use.

ILP

Costs associated with the STEP, that are funded with ILP funds, are claimed on the CA800 STEP claim, Line 15. Because no county has chosen to participate in STEP, Line 15 of the claim has been electronically blocked. As counties participate in STEP, the blocked cells will be opened for use.

THP-PLUS

The THP-Plus funds are appropriated annually subject to the amount provided in the Budget Act. Counties may negotiate a placement rate with a provider that is 70 percent of the average group home rate for emancipated foster youth ages 18 to 21. To claim THP-Plus costs on the CA800 STEP claim form, enter the total person's count and amount paid for all THP-Plus placements on Line 17 of the claim. The form will automatically calculate the State/County share of costs which is 40 percent State and 60 percent County.

THPP RATE INCREASE

Counties may negotiate a rate above the basic group home rate that is 75 percent of the average county group home rate for youth ages 16 to 18 years who are in a THPP placement. Claiming for the THPP is as follows:

1. The basic rate (\$2,100) is claimed as part of the main payroll on the CA800 FC Fed form Line 1.
2. The amount that is above the base rate paid is claimed on the THPP Rate Increase, Line 16. This amount is paid from the THFYF. After the Fund is exhausted, the rate increase amount will be funded from the annual Budget Act appropriation.

For Program questions concerning the THPP, STEP, THP-PLUS and ILP Programs, please contact Sonya St. Mary, Chief, ILP Policy Unit at (916) 651-7465. Funding and claiming questions may be addressed to assistance.claims@dss.ca.gov.

Sincerely,

*ORIGINAL DOCUMENT SIGNED BY
DOUGLAS D. PARK
6/17/05*

DOUGLAS D. PARK, Chief
Fiscal Systems and Accounting Branch

c: CWDA