



CDSS

WILL LIGHTBOURNE  
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)



EDMUND G. BROWN JR.  
GOVERNOR

July 31, 2017

COUNTY FISCAL LETTER (CFL) NO. 17/18-09

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 CHIEF PROBATION OFFICERS  
ALL COUNTY PROBATION OFFICERS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITOR CONTROLLERS

SUBJECT: CLAIMING INSTRUCTIONS TO COUNTY PROBATION DEPARTMENTS FOR NONFEDERAL CHILD AND FAMILY TEAMS FOR YOUTH IN DETENTION

REFERENCE: [ALL COUNTY LETTER \(ACL\) NO. 16-84](#), DATED OCTOBER 7, 2016;  
[CFL NO. 16/17-22](#), DATED OCTOBER 11, 2016;  
[ASSEMBLY BILL 403 \(CHAPTER 773, STATUTES OF 2015\)](#);  
[SOCIAL SECURITY ACT, SECTION 472\(c\)](#)

The purpose of this County Fiscal Letter (CFL) is to provide claiming instructions to County Probation Departments (CPDs) for Child and Family Team (CFT) activities for youth in detention.

The All County Letter (ACL) No. 16-84 includes program requirements, guidelines, and best practices for conducting a CFT for probation youth who are in a foster care placement. If these youth are not in a detention facility, as defined in section [472\(c\) of the Social Security Act](#), they may qualify for federal Title IV-E funds if they meet federal eligibility criteria. However, there may be instances where a youth is in detention awaiting a placement recommendation and needs a CFT to discuss the youth and family's needs and identify the most appropriate placement. The California Department of Social Services (CDSS) will soon release ACL No. 17-84: QUESTIONS AND ANSWERS FOR THE CHILD AND FAMILY TEAM (CFT) PROCESS, which provides additional guidance and best practices for conducting CFT meetings for youth in detention. Any administrative activities performed on behalf of youth in detention are not Title IV-E allowable.

**Claiming Instructions**

Effective with the September 2017 quarter, Program Code (PC) 955 (CFT Detention - Probation Non-Federal) has been established for CPDs to capture Probation Officer participation in youth and family-centered CFT meetings for youth who are in detention and have court orders for placement into Foster Care or in cases where the deputy probation officer knows he or she will be recommending to the court that the youth be placed into foster care. This PC will ensure counties utilize General Fund (GF) for CFT activities associated with youth in detention. No costs may be claimed to PC 955 (CFT Detention-Probation Non-Federal) prior to the date of this letter.

The PC 948 (Probation CFT Non-Federal) will continue to be used for capturing cost associated with the Non-Federal discount rate. Please see [CFL No. 16/17-22](#), dated October 11, 2016, for CFT claiming instructions.

**Child and Family Team (CFT) Detention - Probation Non-Federal**

| PC                        | 955    | Child and Family Team (CFT) Detention - Probation Non-Federal |
|---------------------------|--------|---------------------------------------------------------------|
| Program Identifier Number | 955059 | Probation Expense                                             |

The sharing ratio for this code is 00/100/00/00 (Federal/State/Health/County).

Costs claimed in excess of the CFT allocation will be shifted to State Use Only (SUO) code 933 (SUO CWD CCR Overmatch) which is funded at 100 percent county-only. The CPDs should continue to claim to PC 955 even if the State GF allocation is exhausted. The costs for PC 955 will be included in the Continuum of Care Reform reconciliation process.

Below is the program code description which outlines the allowable activities for PC 955.

**PROGRAM CODE 955 Child and Family Team (CFT) Detention - Probation Non-Federal**

These CFT time study activities are performed by CPDs and must be associated with the convening of youth and family-centered CFT meetings for youth in detention to identify, assess, plan, and monitor support and services that are needed to achieve child and public safety, permanency and well-being. The activities include, but are not limited to:

- Providing input for the development of a family-centered case plan that articulates specific strategies for achieving the youth and the family's goals based on addressing identified needs, including meeting related court orders and building on or developing strengths.

- Providing input into the placement decisions made in consultation with the CFT and the services to be provided to support the youth.
- Engaging and preparing CFT members for CFT meetings.
- Coordinating and conducting a CFT meeting.
- Participating in the CFT meeting.
- Documenting results of the CFT meeting.

For questions regarding CFTs, contact the Integrated Services Unit at (916) 651-6600 or via email at [CWScoordination@dss.ca.gov](mailto:CWScoordination@dss.ca.gov). Questions regarding this CFL should be directed to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

SALENA CHOW, Chief  
Fiscal Forecasting and Policy Branch