



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

August 30, 2016

ALL COUNTY LETTER NO. 16-69

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 CHILD WELFARE DIRECTORS  
 ALL COUNTY PROBATION OFFICERS  
 ALL COUNTY CONSORTIUM PROJECT MANAGERS  
 ALL COUNTY BOARDS OF SUPERVISORS  
 ALL COUNTY TREASURERS  
 ALL CHIEF PROBATION OFFICERS  
 ALL FOSTER CARE MANAGERS  
 ALL INDEPENDENT LIVING PROGRAM COORDINATORS  
 ALL CHILD WELFARE SERVICES PROGRAM MANAGERS  
 ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: **COMMERCIALLY SEXUALLY EXPLOITED CHILDREN  
 PROGRAM FISCAL YEAR 2016-17 ALLOCATION  
 METHODOLOGY AND COUNTY PLAN INSTRUCTIONS**

REFERENCES: [WELFARE AND INSTITUTIONS CODE \(W&IC\) SECTIONS 16524.6 – 16524.11](#); [W&IC SECTIONS 16501.45](#); [W&IC SECTION 300](#); [SENATE BILL \(SB\) 855, \(CHAPTER 29, STATUTES OF 2014\)](#); [PREVENTING SEX TRAFFICKING AND STRENGTHENING FAMILIES ACT \(PUBLIC LAW \[PL\] 113-183\)](#); [PL 114-22](#); [CALIFORNIA STATE BUDGET SUMMARY 2016-17](#); [ALL COUNTY LETTER \(ACL\) NO. 15-48, DATED MAY 29, 2015](#); [ACL NO. 15-49, DATED MAY 28, 2015](#); [ACL NO. 16-49, DATED MAY 23, 2016](#); [ALL COUNTY INFORMATION NOTICE NO. I-23-15, DATED APRIL 7, 2015](#); [COUNTY FISCAL LETTER \(CFL\) NO. 15-16-22, DATED OCTOBER 1, 2015](#); [CFL NO. 15/16-41, DATED JANUARY 25, 2016](#)

The purpose of this All County Letter (ACL) is to provide instructions for submitting *updated* County Plans that will enable counties to continue to access funding for Fiscal Year (FY) 2016-17 under the county opt-in Commercially Sexually Exploited Children (CSEC) Program set forth in [Welfare & Institutions Code \(W&IC\) sections 16524.6 -](#)

[16524.11](#). Specifically, this ACL provides:

- Background on the FY 2015-16 CSEC Program;
- Instructions for counties to submit their *updated* County Plan;
- An allocation methodology for the FY 2016-17 funding;
- Collection of data for the April 1, 2017, report to the Legislature; and
- Instructions for counties not yet funded under Tier I or Tier II.

The attachment provides:

- Step-by-step instructions for the *updated* County Plan submissions.

### **Background**

The [Senate Bill \(SB\) 855](#) amended the [W&IC section 300](#) to clarify that, under existing law, CSEC whose parents or guardians failed or were unable to protect them may fall within the description of W&IC section 300(b) and be adjudged as dependents of the juvenile court. The Legislature also amended the W&IC (commencing with section 16524.6) to establish a state-funded county opt-in CSEC Program to be administered by the California Department of Social Services (CDSS). In order to be eligible for and access the funds under the county opt-in CSEC Program, counties must meet certain requirements as specified below and submit a County Plan.

### **FY 2015-16 CSEC Program**

The CDSS allocated \$10.75 million in funding to the 35 counties that participated in the FY 2015-16 CSEC Program. These counties were divided into two tiers based on their prevalence and readiness to serve CSEC in their county. Please refer to [County Fiscal Letter \(CFL\) No. 15/16-22](#) and [CFL No. 15/16-41](#) regarding the FY 2015-16 CSEC funding.

Pursuant to the Budget Act of 2016, unspent FY 2015-16 CSEC funds can be reappropriated to FY 2016-17 to allow counties to continue development and implementation of their CSEC program. A forthcoming CFL will be issued providing detailed information regarding the reappropriation.

### **FY 2016-17 CSEC Program**

Over the past year, Tier I counties are finalizing their protocols and Tier II counties are establishing specialized CSEC programs and services. The CDSS recognizes that program building takes time to give counties the stability needed to build an effective program and it is important to continue these efforts without changes to the existing county

allocation. To facilitate the stability, in FY 2016-17, the second full year of the Program, necessitates a stabilization of funding to the existing counties that participated in the first full year. As a result, all 35 counties participating in the FY 2015-16 CSEC Program will receive at a minimum the same allocation amount in FY 2016-17, contingent upon receipt of the updated County Plans.

The Budget Act of 2016 continues the existing \$14 million funding for the CSEC Opt-In program and provided a \$5 million expansion, for a total of \$19 million. Due to this augmentation, the allocation methodology for the increased funding for the FY 2016-17 CSEC Program is as follows:

- Funding is prioritized first to fund Tier I counties to Tier II levels. Tier I counties that wish to be considered for Tier II funding are required to submit along with their updated County Plan, an Interagency Protocol pursuant to W&IC section 16524.8 or another agreement such as a Memorandum of Understanding that fulfills the statutory requirement of the Interagency Protocol. For more information on Interagency Protocol requirement, refer to [All County Information Notice No. I-23-15](#) and [ACL No. 15-48](#).

Tier I counties that do not wish to be considered for Tier II funding may indicate so on question number three of the attached updated County Plan template.

- Remaining funding is prioritized to: annualize conditional Tier II counties that only received partial funding in FY 2015-16, increase funding to Tier II counties in the “very large” size category and the remaining to Los Angeles county.

County allocation levels and requirements to receive the funding are specified in the table below.

<b>County Category</b>	<b>FY 2016-17 Allocation</b>	<b>Pre-Requisite to Funding</b>
<b>Tier I</b>	Each county will receive, at minimum \$25,000.  Tier II funding contingent upon completing pre-requisite.	Submission of an updated County Plan by October 15, 2016.  Submission of an Interagency Protocol by October 15, 2016.
<b>Tier II</b>	Each county will receive, at minimum the same allocation as FY 2015-16.	Submission of an updated County Plan by October 15, 2016.

<b>Conditional Counties</b>	Each county will receive a full FY Tier II allocation.	Submission of an updated County Plan by October 15, 2016.
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Counties not currently participating who wish to participate and receive any remaining funding from the FY 2016-17 CSEC Program may express their interest by contacting CDSS at [CSECProgram@dss.ca.gov](mailto:CSECProgram@dss.ca.gov). Funding will be contingent on submission of a County Plan and/or an Interagency Protocol on a date to-be-determined. Each county that is interested in participating can reference the updated County Plan instructions included in this ACL when preparing their County Plan. For assistance preparing a county's Interagency Protocol, please refer to ACL No. 15-48.

#### **Data Collection and Reporting for the State CSEC Program**

The state CSEC Program pursuant to W&IC section 16524.6 -16524.11, requires CDSS to collect information relevant to the CSEC Program. The following information is necessary to complete the statutorily required report that CDSS must submit to the Legislature by April 1, 2017:

1. The number of participating counties;
2. The number of victims served by each county;
3. The types of services provided;
4. Innovative strategies relating to collaboration with children, child service providers and survivors of commercial sexual exploitation including prevention training and services; and
5. The identification of further barriers and challenges associated with preventing and serving commercially sexually exploited children.

The CDSS currently has the means to collect the first two data elements listed above. Counties participating in the program must provide the remaining information by completing the attached County Plan template.

The electronic copy of your County Plan and Interagency Protocols submissions must be received by 5:00 p.m. on October 15, 2016, at [CSECProgram@dss.ca.gov](mailto:CSECProgram@dss.ca.gov) and a hard copy of the County Plan signed by the Director of the county child welfare services agency must be postmarked by October 15, 2016 to the address below. Faxes will not be accepted.

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California Department of Social Services  
Child Welfare Policy and Program Development Bureau  
CSEC Program  
744 P Street, MS 8-11-87  
Sacramento, CA 95814

For information on how to report data with the permanent system changes to Child Welfare Services/Case Management System, refer to [ACL No. 16-49](#).

If you have any additional questions, please contact the Child Welfare Policy and Program Development Bureau at [CSECProgram@dss.ca.gov](mailto:CSECProgram@dss.ca.gov) or (916) 651-6160.

Sincerely,

***Original Document Signed By:***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

Attachment

c: CWDA

**Fiscal Year 2016-17 Commercially Sexually Exploited Children Program Instructions and County Plan Template**

In order to receive additional funding in Fiscal Year (FY) 2016-17 for the Commercially Sexually Exploited Children Program, counties are required to comply with the provisions outlined in the Welfare & Institutions Code Sections (WIC) 16524.6-16524.11. All counties participating in the CSEC Program must submit an updated County Plan, using the County Plan template below to California Department of Social Services (CDSS) by October 15, 2016.

Please use this County Plan template to complete your County Plan.

DATA POINTS FOR THE APRIL 1, 2017 REPORT TO THE LEGISLATURE AS REQUIRED BY WIC 16524.10.

**FY 2016-17 County Plan**

**1. Basic County contract information**

County: \_\_\_\_\_

Please provide the name of the person who is best positioned to receive via email and disseminate to the CSEC staff critical information about the CSEC Program.

Contact Name	
Title	
Email	
Phone Number	

**2. Prevalence data<sup>1</sup>**

Please provide data for the following CSEC categories:

CSEC Victim During Care	CSEC Victim Before Care	CSEC Victim in Open Case not in Foster Care	CSEC Absence From Placement	CSEC At Risk <sup>2</sup>	300 (b) (2) Filings (Open Cases)	300 (b) (2) (Referrals for Supportive Services)	Other, please specify

Please identify the challenges or barriers for inputting data in the CWS/CMS as required under SB 855 and SB 794.

Challenges or Barriers with CWS/CMS

<sup>1</sup> Pursuant to WIC section 16524.9, the CWS/CMS must be capable of collecting data concerning CSEC, including children who are referred to the child abuse hotline and children currently served by county child welfare and probation departments who are subsequently identified as victims of commercial sexual exploitation. In addition, WIC section 16501.35(a) requires county child welfare agencies and probation departments to implement policies and procedures to identify children receiving child welfare services are, or are at risk of becoming victims of commercial sexual exploitation, and to document these identified individuals in the CWS/CMS. Pursuant to WIC section 16501.45(c), county child welfare agencies and probation departments must provide the data necessary to comply with federal

<sup>2</sup> The "At Risk" definition include at minimum one of the following indicators:

- (A) Child/youth exhibits behaviors or otherwise indicates that she/he is being controlled or groomed by another person.
- (B) Child/youth spends time with people known to be involved in commercial sex;
- (C) Child/youth's use of internet, cell phone, or social media involves social or sexual behavior that is atypical for his/her age;
- OR Minimum of two of the following indicators:
- (D) Child/youth has a history of running away, unstable housing, including multiple foster care placements, or periods of homelessness including couch surfing;
- (E) Child/youth has had prior involvement with law enforcement or the juvenile justice system;
- (F) Child/youth is frequently truant;
- (G) Child/youth's relationships are concerning, placing him/her at risk or in danger of exploitation;
- (H) Child/youth has a history of substance abuse, specifically narcotics, opiates, crack/cocaine and amphetamines.

**3. Readiness to serve CSEC**

**Tier I Counties:**

Please indicate if your county is interested in receiving Tier II level funding.

Yes	No

Stages of developing Interagency Protocol - Please check all the boxes that apply to the development of your county's Interagency Protocol.

On scale of 1-10 (10 being a completed Interagency Protocol), where does your county rank?	Multi-Disciplinary-Teams (MDTs) formed?	Steering Committees?	MOU signed by all parties?	Other, please explain below
	Please choose from the drop-down.			

**Tier II Counties:**

Stage of Interagency Protocol implementation - please provide the status of your county protocol implementation.

Narrative of your county protocol implementation

What are the successes of local implementation efforts?

Successes of Implementation

What are the barriers to implementation?

Barriers of Implementation

**Tier I and Tier II Counties:**

Please provide narrative on your plans to address SB 855 requirements into your new or existing interagency protocols.

Narrative of SB 855 requirements

Please provide narrative on your plans to address SB 794 requirements into your new or existing interagency protocols.

Narrative of SB 794 requirements

Please check all the boxes that apply.

Implemented in pilot area(s)?	MOU signed by all parties?	For any youth identified as CSEC, was at least one MDT held?	
<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>

If an MDT meeting was held, please provide description. Some items to include but are not limited to are:

- a. How was the MDT structured?
- b. What types of MDT meeting (i.e. initial, ongoing, immediate/ER, other, please specify)?
- c. Who are the participants?
- d. Did youth or family participate? Why or why not?

Narrative of MDT Meeting

**4. Successes/Challenges of forming MDTs and holding meetings.**

Please provide specific narrative for the successes and challenges related to forming MDTs and convenings.

Success Narrative

Please provide specific narrative for the challenges related to forming MDTs and convenings.

Challenges Narrative



**5. Training progress**

Please provide the total number of social workers employed in FY 2015-16.

# of Social Workers Employed

Please provide the number of social workers or other staff in your county that are trained on CSEC 101.

CSEC 101	
Participants	# of individuals trained
<b>Required Participants</b>	
Social Workers	
Probation Officers	
<b>Optional Participants</b>	
MDT Partners - Public Health (Required)	
MDT Partners - Probation (Required)	
MDT Partners - Other, please specify (Optional)	
Other, please specify	

Please provide the number of social workers or other staff in your county that are trained on CSEC 102.

CSEC 102	
Participants	# of individuals trained
Social Workers	
Probation Officers	
Please choose from the drop-down	
MDT Partners - Public Health (Required)	
MDT Partners - Probation (Required)	
MDT Partners -	
Other, please specify	

Please provide the number of social workers or other staff in your county that need to be trained on CSEC 101.

CSEC 101	
Participants	# of individuals need to be
<b>Required Participants</b>	
Social Workers	
Probation Officers	
<b>Optional Participants</b>	
MDT Partners - Public Health (Required)	
MDT Partners - Probation (Required)	
MDT Partners - Other, please specify (Optional)	
Other, please specify	

Please provide the number of social workers or other staff in your county that need to be trained on

CSEC 102	
Participants	# of individuals trained
Social Workers	
Probation Officers	
Please choose from the drop-down	
MDT Partners - Public Health (Required)	
MDT Partners - Probation (Required)	
MDT Partners -	
Other, please specify	

**6. County population considerations**

- a. Please choose all the factors that apply from the drop-down menu.
- b. Provide a brief description of the relationship of these factors on the prevalence of CSEC.

Population factors	Describe the relationship of these factors on the prevalence of CSEC
Environmental factors	
Areas of high incidence	
Gangs	
Homelessness	
Poverty	
Any dramatic changes in the above since your last county plan (Note: This question was not asked last year)?	

**7. Funding**

\*The questions below assume that the funding is from both Fiscal Year (FY) 2014-15 and FY 2015-16.

- a. How was your county's funding spent in FY 2015-16?
- b. What is the approximate percentage of total allocation spent for each activity.
- c. Please provide further explanation or clarification if necessary.

Activities	Percent spent	Narrative
CBOs/Service providers (e.g. Specialized SWs/Pos (e.g. hiring staff)		
Funding for victim services (e.g. tattoo prevention services (e.g. addressing protocol development (e.g.		
Other, please specify		

What changes will be made to FY 2016-17 spending? Please provide the percentage and narrative, including reasons for spending shifts, if any.

Activities	Percent spent	Narrative
CBOs/Service providers (e.g. Specialized SWs/Pos (e.g. hiring staff)		
Funding for victim services (e.g. tattoo prevention services (e.g. addressing protocol development (e.g.		

**8. CSEC services**

Please provide the "number of victims served by your county."

# of CSEC victims served

Please use the space below to provide further explanation or clarification if necessary.

Explanation or clarification

- a. Choose from the drop-down menu for types of CSEC services provided. Please note the list includes but is not limited to the list below.
- b. Provide a brief description of "types of services provided."

CSEC services	Description of CSEC services being provided
Addressing gang affiliation	
Committees	
Emergency housing/Shelter	
Financial education training	
GEMS training	
Held MDTs	
Legal assistance	
Pregnancy/Parenting services	
Reproductive health/Healthy	
Specialized counseling	
Specialized housing	
Stipends for participation in	
Tattoo removal	
Other, please specify	

**9. Innovative and/or promising practices from FY 2015-16.**

- a. Choose the categories from the drop-down menu below. Please note the list is including but not limited to the categories below.
- b. Please provide a narrative of the innovative strategies relating to collaboration with children, child service provider, and survivors of commercial sexual exploitation regarding prevention, training, and services.

Category	Narrative
Serving the youth	
Prevention	
Placement	
Collaboration with systems	
Other, please specify	

**10. Barriers to serving CSEC in county in FY 2015-16.**

Please choose categories from the drop-down menu and provide a narrative.

Category	Narrative
Serving the youth	
Prevention	
Placement	
Collaboration with systems	
Other, please specify	

**11. Successes and/or Challenges related to preventing and serving CSEC.**  
 Identifying successes and challenges are for informational purposes for the April 1, 2017 report to the legislature as required by WIC 16524.10 and will not affect funding to counties.

Please provide specific narratives for the successes related to preventing and serving CSEC.

Success Narrative

Please provide specific narratives for the challenges related to preventing and serving CSEC.

Challenges Narrative

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County Child Welfare Director Printed Name and Title

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County Child Welfare Director Signature Date

The electronic copy of your County Plan submissions must be received by **5:00 P.M. on October 15, 2016** at [CSECPProgram@dss.ca.gov](mailto:CSECPProgram@dss.ca.gov); and the hard copy of the County Plan, signed by the *Director of the county child welfare services agency*, must be postmarked by **October 15, 2016** to the address below. Interagency protocols must be received into the CDSS office no later than XX. Faxes will **not** be accepted.

**California Department of Social Services  
Child Welfare Policy and Program Development Bureau  
CSEC Program  
744 P Street, MS 8-11-87  
Sacramento, CA 95814**

Counties must notify the CDSS if your county falls out of compliance with the provisions of W&IC Sections 16524.6 - 16524.11 (e.g., A partner leaves the interagency protocol or multidisciplinary team) or if a county chooses to discontinue the CSEC program for any reason. Notifications with a detailed explanation must be submitted via email to: [CSECPProgram@dss.ca.gov](mailto:CSECPProgram@dss.ca.gov).