

October 3, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

COUNTY FISCAL LETTER NO. 24/25-15

This letter informs counties of the California Work Opportunity and Responsibility to Kids Home Visiting Program allocation for Fiscal Year 2024-25. A total of approximately \$80.1 million in federal Temporary Assistance for Needy Families funds and General Fund is available based on the Budget Act 2024.



CLAIRE RAMSEY
ACTING DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

October 3, 2024

COUNTY FISCAL LETTER NO. 24/25-15

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS
ALL COUNTY EMPLOYMENT SERVICES COORDINATORS
ALL COUNTY CHILD CARE COORDINATORS

SUBJECT: FISCAL YEAR 2024-25 CALIFORNIA WORK OPPORTUNITY
AND RESPONSIBILITY TO KIDS HOME VISITING PROGRAM
ALLOCATION

REFERENCE: [ALL COUNTY WELFARE DIRECTORS LETTER \(ACWDL\)
DATED, APRIL 10, 2024](#)
[ACWDL, DATED MAY 27, 2022](#)
[CFL 21/22-26, DATED SEPTEMBER 24, 2021](#)
[CFL NO. 18/19-84, DATED JULY 1, 2019](#)
[CFL NO. 18/19-69, DATED MARCH 29, 2019](#)
[CFL NO. 18/19-49, DATED JANUARY 30, 2019](#)
[UNITED STATES DEPARTMENT OF HEALTH AND HUMAN
SERVICES HOME VISITING EVIDENCE OF EFFECTIVENESS
\(HomVEE\)](#)
[WELFARE AND INSTITUTIONS CODE \(W&IC\) SECTIONS
11330.6 THROUGH 11330.9](#)

This letter informs counties of the California Work Opportunity and Responsibility to Kids (CalWORKs) Home Visiting Program (HVP) allocation for Fiscal Year (FY) 2024-25. A total of approximately \$80.1 million in federal Temporary Assistance for Needy Families funds and General Fund is available based on the Budget Act of 2024.

Established by [W&IC sections 11330.6-11330.9](#), the CalWORKs HVP is a voluntary program supervised by the California Department of Social Services (CDSS) and administered by participating California County Welfare Departments. The CalWORKs HVP is designed to support positive health, development, and well-being outcomes for pregnant and parenting individuals, families, and infants born into poverty; expand

future educational, economic, and financial capability opportunities; and improve the likelihood that the family will exit poverty.

In order to participate in the CalWORKs HVP, counties are required to have an approved Request for County Plan (RFCP) on file in accordance with the application process described in [ACWDL dated April 10, 2024](#). These plans were evaluated using the criteria developed by the [HomVEE](#). Additional information pertaining to the application criteria can be found in the [ACWDL dated May 27, 2022](#). Through the RFCP process, 41 counties applied and have been approved to participate in the CalWORKs HVP during FY 2024-25.

As a reminder, the services offered via the HVP are not entitlement services and participating CWDs may limit the number of families participating in the program to ensure that costs do not exceed the amount of funds awarded to the county for this purpose. Funding awarded for the purpose of home visiting services must not supplant expenditures from any other existing funding sources subject to county control for home visiting services. HVP funds may be used in combination with funding from other sources if the entirety of services provided meet the award requirements of the program.

This allocation provides specific funding for the CalWORKs HVP. It does not include funding for the CalWORKs HVP Employment Services as that portion of the funding is included in the Employment Services component of the CalWORKs Single Allocation. The Employment Services funding will be available for exempt cases not participating in a Welfare-to-Work activity that may become exempt-volunteer cases due to participation in the CalWORKs HVP. Additional information regarding FY 2024-25 funding for Employment Services in the CalWORKs Single Allocation will be provided in a forthcoming CFL.

The Attachment displays county-specific allocations of the approximate \$80.1 million in CalWORKs HVP funding for FY 2024-25. The CDSS, in consultation with the County Welfare Directors Association, has distributed the funding as follows:

- Fifty percent of the funding is distributed to each participating county in the FY 2024-25 projected costs based on its existing caseload.
- The remaining fifty percent of the funding is distributed based on their total September 2023 through June 2024 expenditures as reported in the County Expense Claim Reporting Information System (CECRIS).
- Colusa County, which will begin participating in FY 2024-25, is provided a base allocation amount of \$100,000.
- Lassen County will receive a base allocation amount of \$75,000.

The CalWORKs HVP allocation and expenditures are tracked to Ledger 183 – CalWORKs Home Visiting Program. Additional claiming instructions can be found in [CFL No. 18/19-49](#), [CFL No. 18/19-69](#), [CFL No. 18/19-84](#), and [CFL No. 21/22-26](#).

CalWORKs HVP program costs are claimed to the following PCs:

- PC 4220 – HVP – Federal
- PC 4221 – HVP Federal – Administration
- PC 4222 – HVP Federal – Service Delivery
- PC 4240 – HVP – Non-Federal
- PC 4241 – HVP Non-Federal – Administration
- PC 4242 – HVP Non-Federal – Service Delivery
- PC 4260 – HVP – Non-Federal Non-Maintenance-Of-Effort (MOE)
- PC 4261 – HVP Non-Federal Non-MOE – Administration
- PC 4262 – HVP Non-Federal Non-MOE – Service Delivery

Expenditures exceeding the allocation will be shifted to county-only funding via State Use only (SUO) code 0436 (SUO-Home Visiting Program Overmatch).

Program-related questions regarding the CalWORKs HVP should be directed to the CalWORKs Program Innovation and Evaluation Bureau at CalWORKsHVP@dss.ca.gov. Questions regarding this allocation should be directed to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By

NATHAN HART, Chief
Financial Management Branch
Finance and Accounting Division

Attachment

**FISCAL YEAR 2024-25
CALIFORNIA WORK OPPORTUNITY
AND RESPONSIBILITY TO KIDS
HOME VISITING PROGRAM ALLOCATION***

COUNTY	ALLOCATION* (FEDERAL/STATE)
Alameda	\$2,413,648
Alpine	\$0
Amador	\$0
Butte	\$451,469
Calaveras	\$0
Colusa	\$100,000
Contra Costa	\$1,454,612
Del Norte	\$0
El Dorado	\$0
Fresno	\$3,669,831
Glenn	\$0
Humboldt	\$187,016
Imperial	\$440,621
Inyo	\$0
Kern	\$5,006,411
Kings	\$1,155,073
Lake	\$0
Lassen	\$75,000
Los Angeles	\$21,679,894
Madera	\$723,027
Marin	\$0
Mariposa	\$0
Mendocino	\$102,830
Merced	\$2,011,397
Modoc	\$0
Mono	\$0
Monterey	\$951,134
Napa	\$273,259
Nevada	\$149,799
Orange	\$4,037,598
Placer	\$187,840
Plumas	\$0
Riverside	\$3,480,049
Sacramento	\$5,597,117
San Benito	\$0
San Bernardino	\$4,218,326
San Diego	\$3,657,344
San Francisco	\$3,170,639
San Joaquin	\$2,241,357
San Luis Obispo	\$448,437
San Mateo	\$84,728
Santa Barbara	\$0
Santa Clara	\$1,677,480
Santa Cruz	\$484,501
Shasta	\$565,299
Sierra	\$0
Siskiyou	\$146,340
Solano	\$1,274,092
Sonoma	\$425,083
Stanislaus	\$1,687,189
Sutter	\$351,722
Tehama	\$222,724
Trinity	\$0
Tulare	\$2,797,465
Tuolumne	\$147,477
Ventura	\$1,315,967
Yolo	\$582,720
Yuba	\$461,485
Total	\$80,108,000

*Federal funds are Temporary Assistance for Needy Families and awarded under Assistance Listing No. 93.558.

CalWORKs Home Visiting Program (HVP)

Director's Certification

FY 2024-2025

Date Issued: October 10, 2024

Date Due: December 2, 2024

County Health and Human Services Agencies (HHSAs) currently administering a CalWORKs Home Visiting Program (HVP), that have no changes to their evidence-based model(s) and agreeing to accept their allocation released through [County Fiscal Letter \(CFL NO. 24/25-15\)](#) for Fiscal Year (FY) 2024-2025 (July 1, 2024, through June 30, 2025) must complete and return this Director's Certification by December 2, 2024 to CalWORKsHVP@dss.ca.gov.

By completing and signing the certification below, the HHSAs Director overseeing the CalWORKs program agrees to accept the funding terms and conditions outlined within this letter.

I. SECTION ONE: CONTACT INFORMATION (Complete a) through c) below):

- a) Name of County: Mendocino
- b) Name of primary CalWORKs HVP HHSAs contact person and title:
Katheryn Reihl, MCAH/PSC Manager
- c) Contact information (phone and email):
707-972-3522, reihlk@mendocinocounty.gov

II. SECTION TWO: COUNTY PROGRAM DETAILS (Complete a) through c) below):

Caseload Information: Complete the items below. For projected caseload, provide an estimate of the total number of new and continuing participants projected to be served for FY 2024-2025 (July 1, 2024, through June 30, 2025). These projections are an estimate of the expected number of clients that will be served to the best of your ability.

a) Complete the following:

- i. Provide the county's total CalWORKs HVP projected caseload for FY 2024-25 (July 1, 2024 - June 30, 2025): 20
- ii. Describe in the space below, the methodology used to estimate the projected CalWORKs HVP caseload for FY 2024-25(July 1, 2024 - June 30, 2025):

1 FTE Home Visitor maximum caseload is 20 families. Plan is to retain 20 families at a time, with some fluctuation for families exiting the program and new families entering the program.

Home Visiting Model:

b) Complete the following:

Confirm the evidence-based home visiting model(s) the county is utilizing below
<input type="checkbox"/> Early Head Start–Home Based Option (EHS-HBO) <input checked="" type="checkbox"/> Healthy Families America (HFA) <input type="checkbox"/> Nurse-Family Partnership (NFP) <input type="checkbox"/> Parents as Teachers (PAT) <input type="checkbox"/> Home Instruction for Parents of Preschool Youngsters (HIPPY) <input type="checkbox"/> Other (list the name(s) of the model(s) here): _____
<p>NOTE: If the county will be changing or adding the evidence-based model(s) from last CalWORKs HVP application on file, the county will be required to submit a new Request for County Plan (RFCP) to request funding. Please refer to FY24-25 RFCP found on our website.</p>

Home Visiting Partner(s):

c) Complete the following:

- i. List the name of each agency the county will partner with to deliver CalWORKs HVP and provide at a minimum, one primary contact person. (Counties may submit an attachment, if needed)

Authorized Primary Partner Contact	Katheryn Reihl
Agency/Department	MCPH/Healthy Families Mendocino County
E-Mail	reihlk@mendocinocounty.gov
Authorized Second Partner Contact (if applicable)	Marianna Johnson
Agency/Department	MCPH/Healthy Families Mendocino County
E-Mail	johnsonm@mendocinocounty.gov
Authorized Third Partner Contact (if applicable)	
Agency/Department	
E-Mail	

III. SECTION THREE: MANDATORY CRITERIA FOR HHSAS AND THEIR HOME VISITING PARTNER(S)

Funding eligibility and approval of a county's participation are contingent upon a HHSA's and the home visiting partner's ability to both implement the mandatory criteria and demonstrate the capacity to integrate additional criteria in the delivery of home visiting services.

a) **Mandatory Criteria:**

- **Home Visiting Model:** The home visiting model(s) is identified by [HomVEE](#) to meet HHS criteria for evidence-based home visiting, or the model(s) has been approved by CDSS.
- **Capacity:** Demonstrate the capacity to serve the linguistic and cultural needs of the target population.
- **Ability to Serve:** Demonstrate a plan to offer and provide home visiting services to target populations.
 - At any time, a HHSA may also request to change or expand the population they plan to serve, which may be the result of further planning and coordination efforts to reach the target population. The updated information must be sent in writing, on HHSA letterhead, to the CalWORKs HVP email address: CalWORKsHVP@dss.ca.gov.
- **Home Visitor Qualifications:** Home visitors are registered nurses, nurse practitioners, social workers, or other persons able to provide culturally and linguistically appropriate services who are trained and have completed a background check ([W&IC section 11330.7\(d\)](#)).
- **Training:** Home visitors must complete all required trainings below prior to serving CalWORKs HVP participants ([W&IC section 11330.7\(g\)](#)).
 1. CalWORKs, Medi-Cal, CalFresh, California Special Supplemental Nutrition Program for Women, Infants and Children (WIC), and other programs, with county-specific information about how the home visiting professionals can help a parent access additional services for which the parent may be eligible and troubleshoot problems with benefits or eligibility that would impact the parent's access to services.
 2. Cultural competency and implicit bias.
 3. Strength-based practices for working with families with unmet needs.

The HHSA in conjunction with their home visiting partner(s) has a plan developed/identified to ensure that these trainings listed above are effective and are on-going whenever possible.

- **Duration:** The home visiting model includes the provision of home visiting services for 24 months or until the child's second birthday, whichever is later.
- **Home Visiting Outcome Domains:** The home visiting model includes collaboration with other service providers to leverage and expand resources and referrals relating to but is not limited to all the following:
 - Prenatal, infant, and toddler care;

- Infant and child nutrition;
 - Developmental screening and assessments;
 - Parent education, parent and child interaction, child development, and childcare;
 - Job readiness and barrier removal; and,
 - Domestic violence and sexual assault, mental health, and substance abuse treatment
- **Case Management:** The home visiting agency and the HHSA have, or plan to establish, a collaborative case management plan.
 - **Screening and Assessment Tools:** The home visiting agency uses standardized data collection tools (e.g., screenings, assessments, questionnaires, interviews), and procedures to evaluate the status and track progress in educational, developmental, health, mental health, and other domains for the child and adult(s).
 - **Model Fidelity:** The home visiting agency has the appropriate supervision and infrastructure to maintain fidelity to its chosen model.
 - **Data Collection:** The home visiting agency has policies, procedures, and systems in place to collect data for program evaluation and continuous quality improvements (CQI) purposes. The home visiting agency and HHSA have a system that will collect the specific individual level and aggregate outcome data mandated by [W&IC section 11330.8\(d\)](#).
- b) Additional Criteria:**
- **Experience:** The home visiting agency has a minimum of three years of experience serving CalWORKs clients or CalWORKs-eligible clients.
 - **Outreach and Enrollment:** Home visiting recruitment, outreach, and enrollment strategies are established and updated on an annual basis.
 - **Frequency:** The home visiting agency has a demonstrated capacity to provide services to the same participant at least monthly and multiple times per month as needed in alignment with model fidelity.
 - **Attrition:** The home visiting agency has a plan to monitor the attrition rates with a goal to minimize attrition.
 - **Early Learning Setting:** Procedures are established for home visitors to encourage CalWORKs participants to engage in high-quality early learning settings. Parents must have an opportunity to select from high-quality early learning settings that may provide developmental screenings and assessments, and offer a core curriculum that is developmentally, culturally, and linguistically appropriate. Children enrolled in an early learning setting through the HVP may remain enrolled for 24-months regardless of the parent's participation in activities.
 - **Resources for Immigrants:** The home visiting agency has established and consistently updates a list of resources to ensure home visitors connect eligible families with immigration and other culturally appropriate services and

resources.

- **Material Goods:** The home visiting agency has an established procedure to allocate funds for health and safety related items.
- **Co-location:** The home visiting agency co-locates with a HHSA or can provide a feasible reason as to why they are unable to co-locate.
- **Collaboration:** All partners are involved and participate in a local multi-disciplinary group that focuses on home visiting. The workgroup will share best practices, improve service delivery, ensure systems integration, and develop solutions to issues that arise locally.
- **Sustainability:** The home visiting agency has a strategic plan for sustainability of funding for home visiting services to the CalWORKs populations (e.g., funding from local sources, leveraging federal or other resources).

IV. SECTION FOUR: DIRECTOR'S CERTIFICATION OF FUNDING TERMS AND

I, Director of Healthy Families Mendocino County _____, certify that I/we will:

- 1) Operate a CalWORKs Home Visiting Program consistent with relevant laws, regulations, program guidance, CalWORKs HVP county plans, and evidence-based practices, including but not limited to:
 - a) [Welfare and Institutions Code Sections 11330.6-11330.8.](#)
 - b) All County Letters or similar instruction from CDSS.
 - c) The CalWORKs HVP county plan currently approved by CDSS, including but not limited to the mandatory criteria described in section III. a) of this Director's Certification.
 - d) The evidence-based model identified in the HHSA's current CalWORKs HVP county plan.
- 2) Report to CDSS proposed changes to the currently approved county plan (i.e., changing or adding evidence-based model(s)) per the instructions in [ACWDL dated April 10, 2024.](#)
- 3) Serve as Fiscal Lead which includes claiming CalWORKs HVP allowable expenditures through the County Expense Claim Reporting Information System (CECRIS).
- 4) Ensure that the current Memorandum of Understanding or other formal agreement between the HHSA and the home visiting program partner(s) has been submitted to CDSS.
- 5) Ensure that the current Memorandum of Understanding or other formal agreement establishing a regional partnership has been submitted to CDSS, if applicable.
- 6) Fully participate in data collection, such as submission of the [HVP-19](#) monthly

status report, future evaluation requirements and meet all submission deadlines set by CDSS.

- 7) Notify CDSS in writing at least thirty (30) days prior to ending their operation of their CalWORKs HVP.
- 8) By signing below, the county attests they have read and completed sections I through IV and agrees to all conditions of funding and assurances.

I Jenine Miller certify that Healthy Families Mendocino will administer the CalWORKs Home Visiting Program pursuant to the terms outlined above and understand this is a condition of receiving funds. The information completed within the form are true and correct.

Authorized Director's Name & Title: Jenine Miller, Psy.D., Director of Health Services

Authorized Director's Signature:  Date: 11/12/24
(signed by the Director overseeing the CalWORKs HVP)

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

By: 
Jenine Miller, Psy.D.
Director of Health Services

Date: 11/12/24

Budgeted: Yes
Budget Unit: 4013
Line Item: 82-5490
Org/Object Code: PNFIELD
Grant: Yes
Grant No.: HVP Allocation

COUNTY OF MENDOCINO

By: 
MAUREEN MULHEREN, Chair
BOARD OF SUPERVISORS

Date: 12/03/2024

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: 
Deputy 12/03/2024

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

By: 
Deputy 12/03/2024

INSURANCE REVIEW:

By: 
Risk Management

Date: 11/07/2024

CONTRACTOR/COMPANY NAME

By: Automatic Allocation - State Does Not Sign
SIGNATURE

Date: _____

NAME AND ADDRESS OF CONTRACTOR:

California Department of Social Services
744 P Street
Sacramento, CA 95814
CalWORKsHVP@dss.ca.gov

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

By: 
COUNTY COUNSEL

Date: 11/07/2024

EXECUTIVE OFFICE/FISCAL REVIEW:

By: 
Deputy CEO or Designee

Date: 11/07/2024

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; **\$50,001+ Board of Supervisors**

Exception to Bid Process Required/Completed N/A

Mendocino County Business License: Valid

Exempt Pursuant to MCC Section: State Entity / Revenue