



**MARJORIE  
KELLY**  
Interim Director

**County of Los Angeles**  
**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**  
425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

December 5, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR APPROVAL OF THE IMPLEMENTATION OF LONG-TERM FAMILY  
SELF-SUFFICIENCY (LTFSS) PROJECT #19: SERVICES FOR EMANCIPATED FOSTER  
YOUTH WHO ARE PARENTS  
(ALL DISTRICTS) ( 3 VOTES)**

**JOINT RECOMMENDATION WITH THE DIRECTOR OF THE DEPARTMENT OF PUBLIC  
SOCIAL SERVICES (DPSS) THAT YOUR BOARD:**

Approve the attached Implementation Plan for the LTFSS Services for Emancipated Foster Youth Who Are Parents Project #19, effective upon approval of your Board, to provide job and life skills training to CalWORKs youth leaving foster care. The total budget from date of approval by your Board through June 30, 2003 is \$412,500 and is fully funded using CalWORKs Performance Incentives funds approved by your Board for this purpose on June 26, 2002, at no net County cost.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On November 16, 1999, your Board approved the Long-Term Family Self-Sufficiency (LTFSS) Plan which includes 46 projects to help CalWORKs participants achieve long term self-sufficiency. The Emancipated Foster Youth Who Are Parents Program is Project # 19 in the Plan. In approving the LTFSS Plan, your Board instructed the Director of DPSS and the head of the lead County agency, to return to your Board with an Implementation Plan for each LTFSS Project financed using CalWORKs Performance Incentive funds.

Board of Supervisors  
GLORIA MOLINA  
First District  
YVONNE BRATHWAITE BURKE  
Second District  
ZEV YAROSLAVSKY  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

The Department of Children and Family Services (DCFS), through its Emancipation Services Division's Alumni Resource Centers (ARCs) administers the Independent Living Program (ILP) for youth leaving foster care. These youth receive job and life skills training and are encouraged to complete high school graduation or equivalency. Currently, ILP services provided to youth do not meet the critical needs of teen youth who are parents. LTFSS Project # 19 will provide in depth life skills training, family counseling, offer non-medical health services and comprehensive educational/vocational assessment to this target population.

### **Implementation of Strategic Plan Goals**

The recommended action is consistent with the principles of the Countywide Strategic Plan, Goal #3, Organizational Effectiveness, Strategy #3, collaborate across functional and jurisdictional boundaries; and Goal #5, Children and Families Well-Being, improve the well-being of children and families in Los Angeles County as measured by achievements in the five outcome areas adopted by the Board.

### **FISCAL IMPACT/FINANCING**

Your Board most recently approved funding for this project in the amount of \$550,000. However, this amount was reduced to \$412,500 due to LTFSS and CalWORKs prioritization.

There is no net County cost impact as CalWORKs Performance Incentives funding has no associated share of cost for the County. The funding to cover the cost of the Project is included in DPSS' FY 2002-2003 Adopted Budget.

DCFS and DPSS will enter into a MOU through June 30, 2003. DPSS will reimburse DCFS through the Internal Voucher process as specified in the MOU. Funding is subject to the execution of a Memorandum of Understanding (MOU) between DPSS and DCFS to be in effect through June 30, 2003.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Performance Incentives funding may be used in any manner authorized by federal law: (1) It must be reasonably calculated to meet one of the four purposes of the Federal TANF Program; and (2) To continue providing services and benefits that the State was authorized to provide under its former Title IV-A or IV-F State plans, which covered Aid to Families with Dependent Children, Emergency Assistance and Job Opportunities and Basic Skills Training.

The four purposes of the Federal TANF Program are to:

1. Provide assistance to needy families so that children may be cared for in their own homes or in the home of a relative;
2. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
3. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
4. Encourage the formation and maintenance of two-parent families.

Services for Emancipated Foster Youth Who Are Parents are reasonably calculated to meet the second purpose of the TANF Program.

Through implementation of Project #19, DCFS offers an opportunity for emancipated foster youth who are parents to escape the cycle of poverty, reduce the number of unplanned pregnancies and to help these youth become self-sufficient adults. Twenty-five emancipated CalWORKs youth who are parents will be assessed and evaluated for enrollment in Project #19 on a monthly basis. Youth eligible for this program will also be referred to other LTFSS Projects. Referrals will be made to Access to Health Care Initiative #10 and the Community-Based Teen Services Program #17, two ancillary LTFSS projects.

This action is in compliance with all Board, Chief Administration Office and County Counsel requirements. This Board letter has been reviewed and approved by the CAO. County Counsel has also reviewed this Board letter and attached Implementation Plan and approves as to form.

### **IMPACT ON CURRENT SERVICES**

The implementation of Project #19 will provide an opportunity for emancipated foster youth who are parents to escape the cycle of poverty and will help reduce the number of unplanned pregnancies to help these youth become self-sufficient adults. Services such as family counseling, comprehensive educational/vocational assessments, life skills training and employment placement assistance will help meet the unmet needs of these at risk youth.

## **CONCLUSION**

Upon approval of this request by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted copy of the Board Letter and Implementation Plan to:

1. Department of Children and Family Services  
Bureau of Children and Family Services  
425 Shatto Place  
Los Angeles, CA 90020
2. Department of Public Social Services  
12860 Crossroads Pkwy. So.  
City of Industry, CA 91746
3. Office of the County Counsel  
Advice and Litigation Division  
Attn: Kathleen D. Felice, Senior Deputy Counsel Counsel  
201 Centre Plaza Drive  
Monterey Park, CA 91754

Respectfully submitted,

### **“SIGNED COPY ON FILE”**

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MARJORIE KELLY  
Interim Director  
Department of Children and Family Services

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BRYCE YOKOMIZO  
Director  
Department of Public Social Services

Attachment

c: Chief Administrative Officer  
County Counsel  
Auditor-Controller

**IMPLEMENTATION PLAN FOR EMANCIPATED FOSTER YOUTH WHO ARE  
PARENTS PROJECT #19 IN THE LONG-TERM FAMILY  
SELF-SUFFICIENCY PLAN**

**BACKGROUND FOR IMPLEMENTATION OF PROJECT #19**

On November 16, 1999, the Board of Supervisors unanimously approved the Long-Term Family Self-Sufficiency Plan (LTFSS) developed by the New Directions Task Force. The Plan is focused on families receiving benefits through the California Work Opportunity and Responsibility to Kids (CalWORKs) program. There are 46 projects within eight key strategies to promote the Long-Term Family Self-Sufficiency Plan. Project #19: Services for Emancipated Foster Youth Who are Parents is included in the strategy, Helping Teens Become Self-Sufficient Adults.

The goal of Project #19 is to:

- ◆ End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

**DESCRIPTION OF THE PROJECT**

The Department of Children and Family Services (DCFS), currently administers an Independent Living Program (ILP) to provide housing, job training, and life skills training to youth leaving foster care. Project #19 will expand the existing ILP to accommodate CalWORKs youth leaving foster care who are parents. Project #19 is designed to meet the second purpose of the Temporary Assistance for Needy Families (TANF) program. Providing these services will ensure that this especially vulnerable population has a reliable framework of support.

Teen pregnancies pose grave economic and social consequences and are a powerful indicator of current and future poverty. A strong correlation exists between single, young parents and high welfare dependency.

The Alumni Resource Centers (ARCs) which are administered under the Emancipation Services Division of DCFS provide Independent Living Planning aftercare services. CalWORKs teens who are parents and who access the services of ARCs will be assessed and evaluated for enrollment in Project #19. Youth eligible for this program will also be referred to other LTFSS Projects. Referrals will be made to Access to the Health Care Initiative (Project #10) and the Community-Based Teen Services Program (Project #17), two ancillary LTFSS projects.

Case Management staff assigned to Project #19 will:

- ◆ Assess individual teen parents to determine career/ education/housing/ parenting needs
- ◆ Conduct Educational/Vocational Placement Assessment
- ◆ Develop individualized goals/guidelines for each teen parent according to individual assessments
- ◆ Provide family counseling
- ◆ Provide life skills training (parenting, including pregnancy prevention, mature decision-making about sexual behavior and practices)
- ◆ Refer to other services (community services, i.e. public health, financial aid, and child care)
- ◆ Prepare teen parents to move into independent living
- ◆ Provide employment placement assistance
- ◆ Offer non-medical health services (hygiene/pregnancy prevention)
- ◆ Refer for Legal Pro Bono Services
- ◆ Provide transportation assistance, as needed, to participating teen parents for all program components
- ◆ Provide tuition/school related fees, as needed, for teen parents enrolled in an educational/vocational program
- ◆ Provide equipment, books and supplies, as needed, for teen parents
- ◆ Refer teen parents to special educational/vocational/non-medical health related workshops

### **MEMORANDUM OF UNDERSTANDING (MOU) AND CONTRACTUAL ARRANGEMENTS**

The Department of Public Social Services (DPSS) will enter into a MOU with the Department of Children and Family Services (DCFS) for DCFS to administer the implementation of the LTFSS Project #19.

### **FUNDING AND ESTIMATED COST**

Due to the reduction of costs as a result of CalWORKs prioritization, the total cost for Project #19 FY is \$412,500. The cost includes program staff salaries and benefits and operating costs. This funding, in addition to ILP funding, will allow ARCs to provide services to emancipated CalWORKs youth who are parents.

LTFSS Performance Incentives funding will be designated specifically for the youths of ARCs who are parents and CalWORKs participants.

### **IMPLEMENTATION PROCESS**

Referrals to Project # 19 will be received by the Project #19 staff from DCFS social work staff, Emancipation Services Division and ARCs existing caseloads.

The Children's Social Worker (CSW) will coordinate and facilitate services delivered to eligible emancipated foster youths participating in LTFSS Project #19. The DCFS After Care Services Program will conduct an initial needs assessment of each youth, develop case plan objectives and facilitate the linkage of youth to available services to which the parenting youth is eligible and will assist them in accomplishing their service plan goals. When necessary, youths will be referred to program services outside the ARCs.

The CSW will facilitate service linkage with collaborative community partners and approved service providers for independent living skills training, parental responsibility/parenting skills and Rites of Passage to adulthood educational curricula.

In collaboration and partnership with DCFS, the office of Public Counsel will provide pro bono training and services related to issues involving juvenile records, collecting child support, establishing paternity and domestic violence matters.

DCFS Jobs Development Services Section will provide outreach to all participants to: (a) prepare them for employment opportunities, (b) provide pre-employment training and training apprenticeships, (c) provide linkage with actual full-time and part-time employment, and (d) provide follow-up assistance with job maintenance and promotional opportunities.

Services provided by a Public Health Nurse (non-medical) will emphasize appropriate pre-natal and infant care, family planning, responsible sexual practices and substance abuse prevention.

## **TARGET POPULATION**

Youth ages 18-21, who are former foster youth emancipating from Los Angeles County foster care and are parents who receive CalWORKs will be eligible for services provided by LTFSS Project #19. Clients currently enrolled in services provided by ARCs will be assessed for suitability for enrollment in Project #19. Twenty-five youth will participate in Project #19 monthly.

## **SERVICES DELIVERY MODULE**

Project #19 participants will receive the following levels of services, as needed:

Level I	Needs Assessment/Skills Assessment
Level II	Apprenticeship/Internship
Level III	Job Placement/Termination

Beginning at Level II the following services will be provided to ensure participant success in completing each level and moving forward to the next level:

- ◆ Parenting groups and family counseling will be offered to all program participants through referral.
- ◆ Monthly transportation stipends will be provided during the participants' enrollment in the program, as needed.
- ◆ Reimbursement of costs to families as needed to assist with educational supplies and work-related equipment (as applicable) unless the youth is a CalWORKs Welfare-to-Work participant already receiving such services.
- ◆ Referrals to counseling will be provided to participants, as needed
- ◆ Transitional services and other employment-related services will be provided to participants, as needed.
- ◆ Participants will be referred to education and training opportunities based upon the outcomes of participants' assessment and evaluation.

### **Goal Accomplishment**

A participant may complete one or more of the three levels provided by the project based upon the individual's need for permanent job placement. Each participant will receive services and follow-up based on individual need.

### **Training**

Participants will be trained for jobs inclusive of, but not limited to, the following industries:

- ◆ Computer training
- ◆ Construction Apprenticeships
- ◆ Cosmetology
- ◆ Early childhood education certification
- ◆ Entertainment
- ◆ Food Services
- ◆ Language interpretation/language development
- ◆ Medical services training, i.e. Respiratory Therapy Training
- ◆ Paralegal services
- ◆ Travel industry

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LOS ANGELES COUNTY DEPARTMENT OF  
PUBLIC SOCIAL SERVICES**

**AND**

**LOS ANGELES COUNTY DEPARTMENT OF  
CHILDREN AND FAMILY SERVICES**

**FOR  
LONG-TERM FAMILY SELF-SUFFICIENCY  
IMPLEMENTATION FOR  
PROJECT #19 SERVICES FOR EMANCIPATED FOSTER YOUTH WHO  
ARE PARENTS**

**Prepared by:**

**Department of Children and Family Services  
425 Shatto Place  
Los Angeles, CA 90024**

**MEMORANDUM OF UNDERSTANDING BETWEEN  
LOS ANGELES COUNTY  
DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS)  
AND  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
LONG-TERM FAMILY SELF-SUFFICIENCY IMPLEMENTATION FOR  
PROJECT #19 SERVICES FOR EMANCIPATED FOSTER YOUTH WHO ARE  
PARENTS**

**I. PURPOSE**

This Memorandum of Understanding (MOU) or "Agreement" is entered into between the Department of Public Social Services (DPSS) and the Department of Children and Family Services (DCFS).

**The purpose of this MOU is to implement the Services for Emancipated Foster Youth Who Are Parents, Project #19 of the Long-Term Family Self-Sufficiency Plan for CalWORKs families as approved by the Board of Supervisors on November 16, 1999.**

**II. APPLICABLE DOCUMENTS**

This Agreement consists of this document and the following attachments: Attachment A, Scope of Work; Attachment B, Internal Voucher; Attachment C, Budget; and Attachment D, Duty Statements.

**III. TERM OF AGREEMENT**

The term of the Agreement shall begin upon execution of this MOU by the Interim Director of DCFS and the Director of DPSS, after approval by the Board of Supervisor's of the Implementation Plan for Project #19, and shall continue through June 30, 2003.

**IV. AMENDMENTS**

This Agreement may be amended by mutual written consent of both parties.

**V. TERMINATION**

This Agreement may be terminated at any time without cause by either party upon a thirty (30) day prior written notice.

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Notwithstanding the above, this Agreement may be immediately terminated if funding becomes unavailable. DCFS shall be compensated for services that have been provided.

**VI. DPSS RESPONSIBILITIES**

- A. DPSS designates the following person to serve as DPSS' MOU Administrator for all DPSS policies, procedures, requirements, performance, and information pertaining to the Services for Emancipated Foster Youth Who Are Parents MOU:

Guadalupe Gamez, Acting HSA II  
Department of Public Social Services  
LTFSS & Community Services Division  
12860 Crossroads Parkway South  
City of Industry, CA 91746  
Phone: (562) 908-8378  
Fax: (562) 463-0745

- B. Upon execution of this MOU, DPSS shall issue a Department Service Order (DSO) to the DCFS for the performance of services under this MOU for up to \$412,500 (maximum MOU sum).
- C. DPSS shall review Monthly Management Reports (MMR) prepared by DCFS.
- D. DPSS shall meet with DCFS as needed, to resolve any non-compliance issues.
- E. DPSS shall process monthly Internal Vouchers (Attachment B) submitted by DCFS and shall pay DCFS within 30 days of receipt of the complete monthly Internal Voucher.

**VII. DCFS RESPONSIBILITIES**

- A. The DCFS shall designate the following person to serve as DCFS' MOU manager to function as liaison with DPSS and coordinate overall management of this MOU on DCFS' behalf:

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Al Willis, Children's Services Administrator I  
3530 Wilshire Blvd.  
5<sup>th</sup> Floor  
Los Angeles, CA 90010

- B. DCFS staff, as set forth in Attachment D, shall perform the services as described in the Scope of Work (Attachment A).
- C. DCFS shall ensure that its administrative costs do not exceed a combined total of 15% of the maximum contract sum of \$412,500. Administrative costs include:
- General accounting/bookkeeping
  - Management overhead
  - Utilities/space
- D. DCFS shall ensure that services provided hereunder address the challenges that face immigrants and refugee communities, and the limited English proficient population. Specifically, the services provided shall be language-appropriate and, at a minimum, shall include data collection and monitoring systems that verify limited English speaking participants have access to these services as outlined in the Immigrant Planning Guide. The DCFS shall complete a **Planning Guide**, designated by DPSS, prior to commencing program implementation or within ninety (90) days of receipt of the Planning Guide from DPSS, whichever is later.
- E. DCFS shall provide to DPSS Monthly Management Reports on Project #19 as set forth in section X, Fiscal Provisions.
- F. DCFS shall design and implement an evaluation process that measures the effectiveness of the services provided, for the purpose of both tracking progress and guiding future programmatic, fiscal and operational decisions. The design model shall be a Results-Based Decision Making model of evaluation as described in the LTFSS Evaluation Design adopted by the Board of Supervisors on December 5, 2000. DCFS shall complete the evaluation prior to the expiration of this agreement.

### **VIII. CONFIDENTIALITY**

DCFS shall continue to maintain the confidentiality of all records and information relating to CalWORKs participants under this MOU in accordance with Welfare & Institutions Code (WIC) Section 17006 and

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WIC Section 10850, as well as all other applicable State and County laws, ordinances, regulations and directives relating to confidentiality. DCFS shall inform all its managers, supervisors, employees, and contracted providers that will be providing services hereunder of the confidentiality provision of this MOU.

In no event shall records or other information pertaining to individuals receiving aid be disclosed to any person or outside entity, except designated County

employees. Any confidential information shall not be disclosed to outside entities unless prior written authorization has been obtained from the Director of DPSS or his authorized representative.

**IX. SUBCONTRACTING**

DCFS shall not enter into subcontracts without prior written permission of DPSS.

**X. FISCAL PROVISIONS**

A. DPSS shall reimburse the DCFS for services provided under this Agreement from funds DPSS has set aside for implementation of the Long-Term Family Self-Sufficiency Project #19 - Services for Emancipated Foster Youth Who are Parents, included in the Long-Term Family Self-Sufficiency Plan. DPSS' liability shall not exceed \$412,500.

B. During the term of this agreement, DCFS shall provide DPSS with a detailed line item budget using the Budget Format (Attachment C).

Costs accrued prior to the effective date of this Agreement are not reimbursable.

C. A DSO will be prepared in accordance with Budget instructions of the Chief Administrative Office (CAO), as appropriate, based on the final budgeted amount of services to be rendered by DCFS. DPSS may change DSO amounts subject to State Funding. DPSS shall, as soon as they become aware, inform DCFS of any changes in funding.

D. For reimbursement of actual costs incurred, DCFS shall submit a monthly Internal Voucher (Attachment B) within twenty (20) calendar days after the end of the month in which the actual costs occurred per procedures approved by the Auditor-Controller and the CAO. DCFS will include documentation supporting the Internal Vouchers as follows:

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1. A breakdown of the total actual costs reflected in the monthly Internal Voucher. Breakdown shall reflect administrative and program costs.
2. A cumulative list of all participants that have enrolled in Project #19 Services for Emancipated Foster Youth Who are Parents, including name, social security number, date of enrollment/registration, program termination date, and current CalWORKs case numbers.
3. A Monthly Management Report (MMR) which provides a cumulative summary of services delivered and program termination activity.

DPSS reserves the right to request detailed information as needed for verification and reporting purposes.

- E. DCFS shall submit the monthly Internal Voucher to:

Department of Public Social Services  
LTFSS & Community Services Division  
12860 Crossroads Parkway South  
City of Industry, CA 91746

- F. DPSS shall process monthly Internal Vouchers (Attachment B) submitted by DCFS and shall pay DCFS within 30 days of receipt of the complete monthly Internal Voucher.
- G. At any time during the term of this Agreement or within five (5) years after the expiration or termination of this Agreement, an audit may be conducted by DPSS authorized representatives. If an audit finds that DPSS' dollar liability for such services is less than payments made by DPSS to DCFS, DCFS agrees that the difference, at the DPSS Director's discretion, shall be either: 1) repaid forthwith by DCFS to DPSS; or 2) at DPSS' option, applied by DPSS to future DCFS payments. In no event shall the maximum contract sum under this agreement be exceeded.
- H. In the event that payments are owed by one department to another after the termination date of this MOU and the outstanding amount cannot be resolved by the respective departments, this matter shall be referred to the CAO for resolution in the best interest of the County.

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- I. The DCFS shall be required to adhere to strict fiscal and accounting standards and must comply with the Cost Principles of the Office of Management and Budget (OMB) Circular A-87 for State, Local and Indian Tribe Governments, and OMB Circular A-133 for Audits of States, Local Governments and Non-Profit Organizations.
- J. Federal Temporary Assistance for Needy Families (TANF) regulations prohibit the use of TANF funds for medical services pursuant to 64 Fed. Reg., Section 263.11, page 17839.

**IN WITNESS HEREOF**, the parties hereto have executed this Agreement as of this

\_\_\_\_\_ day of \_\_\_\_\_ 2002.

**DEPARTMENT OF  
CHILDREN AND FAMILY SERVICES**

**DEPARTMENT OF  
PUBLIC SOCIAL SERVICES**

**“SIGNED COPY ON FILE”**

\_\_\_\_\_  
Marjorie Kelly, Interim Director  
Department of Children and  
Family Services

\_\_\_\_\_  
Bryce Yokomizo, Director  
Department of Public Social Services

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**ATTACHMENTS**

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**ATTACHMENT A**  
**SCOPE OF WORK**

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## **SCOPE OF WORK**

DCFS will provide services under Project #19 for 25 youth per month. Participants in this program must be Independent Living Program (ILP) eligible and CalWORKs participants.

Referrals to Project # 19 will be received from DCFS social work staff, Emancipation Services Division and Alumni Resource Centers (ARCs) existing caseloads.

The Children's Social Worker (CSW) will coordinate and facilitate services delivered to ILP eligible youths participating in LTFSS Project #19. The ARC will conduct an initial needs assessment of each youth, develop case plan objectives and facilitate the linkage of youth to available services to which the parenting youth is eligible and will assist them in accomplishing their service plan goals. When necessary, youths will be referred to program services outside the ARCs.

The CSW will facilitate service linkage with collaborative community partners and approved service providers for independent living skills training, parental responsibility/parenting skills and Rites of Passage to adulthood educational curricula.

In collaboration and partnership with DCFS, the Los Angeles office of Public Counsel will provide pro bono training and assistance with issues involving juvenile records, collecting child support, establishing paternity and domestic violence matters.

DCFS Jobs Development Services Section will provide outreach to all participants to: (a) prepare them for employment opportunities, (b) provide pre-employment training and training apprenticeships, (c) link them with actual full-time and part-time employment, and (d) provide follow-up assistance with job maintenance and promotional opportunities.

Services provided by a Public Health Nurse (non-medical) will emphasize appropriate pre-natal and infant care, family planning, responsible sexual practices and substance abuse prevention.

The Department of Children and Family Services will:

- ◆ Provide assessment for individual teen parents to determine career/education/housing/parenting needs.
- ◆ Conduct educational/vocational placement assessment for individual teen parents
- ◆ Develop individualized goals/guidelines for each teen parent according to individual assessments for teen parents.
- ◆ Provide family counseling for participating families.

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- ◆ Provide life skills training (parenting, including pregnancy prevention, mature decision-making about sexual behavior and practices).
- ◆ Refer to other community services i.e. public health, financial aid, and child care.
- ◆ Prepare teen parents to move into independent living arrangements via referral to existing housing resources.
- ◆ Offer non-medical health services including pre-natal and infant care, family planning, responsible practices and substance abuse prevention.
- ◆ Refer for legal pro bono services.
- ◆ Provide transportation assistance in the form of funding up to \$58 per month to purchase a monthly bus pass/bus tokens to participating teen parents for appropriate services.
- ◆ Provide prepaid tuition/school related fees, up to \$7,500 per academic year, for teen parents enrolled in educational/vocational training programs.
- ◆ Provide equipment, books and supplies, clothing, uniforms, as needed, up to \$1,000 per year, for teen parents.
- ◆ Refer teen parents to special educational/vocational/non-medical health related workshops, parenting education, substance abuse education and provide up to \$100, as needed, for these workshops.
- ◆ Provide up to \$1,500 to participants, as needed for employment placement assistance. Participants may self-select community agencies for employment placement preparation.

The Department of Children and Family Services will utilize the LTFSS Planning Guide in delivering services to Immigrants, Refugees and to Limited-English Proficient Participants. The Planning Guide will be submitted to DPSS for approval.

**The Department of Children and Family Services shall ensure that participants certify that all services provided under LTFSS Project #19 are not duplicated, i.e. are not being provided by other entities.**

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**ATTACHMENT B**  
**INTERNAL VOUCHER**

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**ATTACHMENT C**  
**BUDGET**

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**ATTACHMENT D**  
**DUTY STATEMENTS**

DEPARTMENT OF HUMAN RESOURCES  
DUTY STATEMENT  
FY 2002/03 Budget Request

Department: CHILDREN AND FAMILY SERVICES  
FTE: 0.5  
Title Requested: Children's Social Worker III  
Item No. & Sub: 9073A

This Duty Statement is for a: (Check all appropriate boxes)

Allocation of an additional position: \_\_\_\_\_

Allocation to a new class: \_\_\_\_\_

Organization Assignment:

**Bureau/Division:** Bureau of Children and Family Services/Emancipation  
**Division**  
**Section/Unit:** Alumni Resource Center  
**Location:** 5601 W. Slauson Ave. Suite 125, Culver City, CA 90230  
**Budget Code:** B05973 **Pay Location:** 39  
**Title of Immediate Supervisor:** Children Services Administrator III  
**List Payroll Title of All Subordinates:**

Manager's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

(Attach organization chart(s) –DO NOT COPY THE DUTIES FROM THE CLASS SPECIFICATION)

**Justification:**

**Manages activities of Teens Who Are parents Program. Assists teens in obtaining essential skills and resources needed for essential parenting skills and self-sufficient adult living. Position provides case planning, management and resource development to youth on educational/vocational needs, housing, employment and transportation.**

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**Proposed Duties:**

**Percentage:**

Provide Teen Parenting Services

25%

- Provide guidance, counseling and referral services to Teens Who Are Parents
- Provide Guidance, counseling and referral services to Teens for assessment and educational evaluations
- Provide referrals to medical, legal and housing services
- Record and consolidate information regarding Teen's progress in Vocational/educational training and employment achievement

Manages Outreach Services

10%

- To Teens Who Are Parents
- To Teens Who are Parents in need of educational/vocational training

Provide Information and Referral Services

7.5%

- To Housing Programs
- To DCFS and community job resources
- To tutoring and mentoring programs
- To Medi-Cal
- To health, mental health and legal resources

Supervises the Community Worker

7.5%

- Leads the multi-disciplinary team of consultants on Teens Who Are Parents Program planning

DELETED POSITIONS				
ITEM NO. & SUB LTR	TITLE	COST CENTER	UNIQUE NO.	FTE AMT.

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ATTACHMENT D

**DEPARTMENT OF HUMAN RESOURCES  
DUTY STATEMENT  
FY 2002/03 Budget Request**

**Department:** CHILDREN AND FAMILY SERVICES  
**FTE:** 1.0  
**Title Requested:** Public Health Nurse  
**Item No. & Sub:** 5230 N or A

This Duty Statement is for a: (Check all appropriate boxes)

Allocation of an additional position: \_\_\_\_\_  
Allocation to a new class: \_\_\_\_\_

Organization Assignment:

**Bureau/Division:** Bureau of Children and Family Services/Emancipation  
**Division**  
**Section/Unit:** Alumni Resource Center  
**Location:** 5601 W. Slauson Ave. , Suite 125, Culver City, CA 90230  
**Budget Code:** X05991 **Pay Location:** 39  
**Title of Immediate Supervisor:** Children Services Administrator III  
**List Payroll Title of All Subordinates:**

Manager's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

(Attach organization chart(s) –DO NOT COPY THE DUTIES FROM THE CLASS SPECIFICATION)

**Justification:**

**This position is essential to the non-medical pre-natal and infant care component of the Long Term Family Self-Sufficiency Project #19 of family planning, responsible practices and substance abuse prevention.**

The Honorable Board of Supervisors  
 December 5 2002

<b>Proposed Duties:</b>	<b>Percentage:</b>
Outreach services to CalWORKs eligible teens who are pregnant or parenting	20%
Providing pre-natal consultation to pregnant teens	15%
Conducting group family planning counseling	20%
Referrals of CalWORKs eligible youth to substance abuse prevention programs and services	10%
Providing non-medical Health services/wellness Counseling	15%
Providing in-home assessment as needed	20%

DELETED POSITIONS				
ITEM NO. & SUB LTR	TITLE	COST CENTER	UNIQUE NO.	FTE AMT.

The Honorable Board of Supervisors  
December 5 2002

ATTACHMENT D

**DEPARTMENT OF HUMAN RESOURCES  
DUTY STATEMENT  
FY 2002/03 Budget Request**

**Department:** CHILDREN AND FAMILY SERVICES  
**FTE:** 0.5  
**Title Requested:** Community Worker  
**Item No. & Sub:** 8103A

This Duty Statement is for a: (Check all appropriate boxes)

Allocation of an additional position: \_\_\_\_\_  
Allocation to a new class: \_\_\_\_\_

Organization Assignment:

**Bureau/Division:** Bureau of Children and Family Services/Emancipation  
**Division**  
**Section/Unit:** Alumni Resource Center  
**Location:** 5601 W. Slauson Ave. Suite 125, Culver City, CA 90230  
**Budget Code:** B05953 **Pay Location:** \_\_\_\_\_  
**39**  
**Title of Immediate Supervisor:** Children Services Administrator III  
**List Payroll Title of All Subordinates:**

Manager's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

(Attach organization chart(s) –DO NOT COPY THE DUTIES FROM THE CLASS SPECIFICATION)

**Justification:**

**To provide assistance to CSW III and intensive services to Teens Who Are Parents Program. The CW may also provide assistance to the Public Health Nurse Assigned to the Program.**

The Honorable Board of Supervisors  
 December 5 2002

**Proposed Duties:**

**Percentage:**

- Make home/employment visits as referred by the CSW III 50%
- Follow-up with the youth on their status upon completion of the program Varied
- Visit community based resources, make personal contacts with the agencies  
 And develop a resource file for use by the youth and staff
- Work directly and intensively with youth that are participating in the program
- Provide information about the various community resources available
- Work as part of a multi-disciplinary team with staff from ARC and community-based  
 Organizations  
 Contact vocational training facilities to obtain current information on educational status  
 as requested
- Advise program participants of the various resources that address the needs of teens  
 and facilitate referrals (i.e. housing programs)
- Participate in training as determined by social work staff
- Initiate and/or complete case forms and documents that relate to program participation
- Represent the youth perspective at planning meetings

DELETED POSITIONS				
ITEM NO. & SUB LTR	TITLE	COST CENTER	UNIQUE NO.	FTE AMT.

The Honorable Board of Supervisors  
December 5 2002

ATTACHMENT D

**DEPARTMENT OF HUMAN RESOURCES  
DUTY STATEMENT  
FY 2002/03 Budget Request**

**Department:** CHILDREN AND FAMILY SERVICES  
**FTE:** 1.0  
**Title Requested:** Senior Typist Clerk  
**Item No. & Sub:** 2216A

This Duty Statement is for a: (Check all appropriate boxes)

Allocation of an additional position: \_\_\_\_\_

Allocation to a new class: \_\_\_\_\_

Organization Assignment:

**Bureau/Division:** Bureau of Children and Family Services/Emancipation  
**Division**  
**Section/Unit:** Alumni Resource Center  
**Location:** 5601 W. Slauson Ave. Suite 125, Culver City, CA 90230  
**Budget Code:** B05980 **Pay Location:** \_\_\_\_\_

39

**Title of Immediate Supervisor:** Children Services Administrator III  
**List Payroll Title of All Subordinates:** \_\_\_\_\_

Manager's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

(Attach organization chart(s) –DO NOT COPY THE DUTIES FROM THE CLASS SPECIFICATION)

**Justification:**

**To provide assistance to CSW III and intensive services to Teens Who Are Parents Program. The CW may also provide assistance to the Public Health Nurse Assigned to the Program.**

The Honorable Board of Supervisors  
December 5 2002

**Proposed Duties:**

**Percentage:**

- Create and maintain master logs for CSW III identifying youth who enter LTFSS #19 100%
- Provide information about the various community resources available Varied
- Participate in training as determined by social work staff
- Check documents for completeness accuracy and compliance with requirements
- Maintains clerical controls where work is divided among personnel performing Separate parts of the entire program
- Types reports, charts, etc. from rough draft
- Answers correspondence and refers unusual cases to a supervisor for approval.

DELETED POSITIONS				
ITEM NO. & SUB LTR	TITLE	COST CENTER	UNIQUE NO.	FTE AMT.

UNIQUE #	ITEM #	ITEM (CAPS)	TITLE OF POSITION	REP? (Y/N)	BENEFITS (F/C/660)	FTE/YR	ORD. POS	MO/YEAR	SALARY RATE	ANNUAL SALARY	
	05230	A	PUBLIC HEALTH NURSE	Y	660	1.00	1	12	\$5,320.00	\$63,840.00	
	09073	A	CHILDREN'S SOCIAL WORKER III	Y	C	0.50	1	6	5,114.18	30,685.08	
	02216	A	SENIOR TYPIST-CLERK	Y	660	1.00	1	12	2,794.73	33,536.76	
	08103	A	COMMUNITY WORKER	Y	C	0.50	1	6	2,843.00	17,058.00	
	SUB-TOTAL					3.00	4	36		\$145,119.84	
GROSS SALARIES								\$145,119.84			
COLA				0.00%					0.00		
LESS: SALARY SAVINGS				5.00%					(7,256.00)		
TOTAL NET SALARIES								\$137,863.84			
TOTAL EMPLOYEE BENEFITS				30.00%					\$41,359.15		
TOTAL SALARIES AND EMPLOYEE BENEFITS								\$179,222.99			
ADJUSTED SALARIES AND EMPLOYEE BENEFITS (MO./YR.)					7					\$104,546.75	



05																			
06																			
07																			
08																			

TOTAL CHARGES:

DESCRIPTION:

ORGANIZATION PROVIDING SERVICES _____ DOCUMENT NO. _____ CHARGES APPROVED BY _____ TITLE _____ PRINT NAME _____ DATE APPROVED _____ REFER QUESTIONS: NAME _____ TELEPHONE NO. _____ (____)	ORGANIZATION REQUESTING SERVICES _____ CHARGES ACCEPTED BY _____ TITLE _____ CHARGES REJECTED BY _____ TITLE _____ PRINT NAME _____ DATE ACCEPTED/REJECTED _____ TELEPHONE NO. _____ (____)
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YELLOW, FORWARD TO AUDITOR CONTROLLER,    BLUE, APPROVE AND FORWARD TO AUDITOR CONTROLLER    WHITE, RECEIVING DEPARTMENT'S FILE COPY,    ORANGE, PROVIDING DEPARTMENT FILE COPY

**ATTACHMENT C  
Contractor's Budget**

**COUNTY OF LOS ANGELES  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
LTFSS PROJECT NO. 19 (FY 2002-03)  
TEENS WHO ARE PARENTS - EMANCIPATION**

**FUNDING SOURCE(S):** ADOPTED  
\$ 412,500

Federal (DPSS)

**FUNDING USES:**

	<u>FTE</u> (Full-Time Equivalent)	<u>AMOUNT</u>
Salary & Employee Benefits (LTFSS #19) (see attached)	3.0	\$ 104,547

Services & Supplies: **PER FTE**

On-going Cost:

Excess User ID (\$85 per month)	\$ 595	\$ 1,785
Supplies (\$75 per month)	525	1,575
Space (200 sq. ft. @ \$1.35 per sq. ft.)	1,890	5,670
Telephone (\$70 per month)	490	1,470
	<u>\$ 3,500</u>	<u>\$ 10,500</u>

Operating Costs:

Tuition/School related fees	\$ 200,000
Educational and Employment Training Books, Supplies, Clothing, etc.	25,000
Transportation	15,000
Employment Preparation	37,500
Parenting Responsibility, Substance Abuse, Workshops, etc.	3,518
	<u>\$ 281,018</u>

**TOTAL PROGRAM COSTS** \$ 396,065

\_\_\_\_\_  
Michael Olenick  
Division Chief

\_\_\_\_\_  
Maryam Fatami  
Bureau Chief

\_\_\_\_\_  
Luvirda Carter  
Program Manager

\_\_\_\_\_  
Marjorie Kelly  
Interim Director

\_\_\_\_\_  
Walter Chan  
Budget Liaison

