

Exhibit B



**COUNTY CHILDREN'S TRUST FUND  
(CCTF)**

**Office of Child Abuse Prevention  
744 "P" Street, MS 8-11-82  
Sacramento, CA 95814  
916-651-6960**

<http://www.childsworld.ca.gov/PG2289.htm>

## COUNTY CHILDREN'S TRUST FUND (CCTF)

### **I. What is the County Children's Trust Fund?**

In 1983, the Legislature passed Assembly Bill 2994, which authorized the creation of a County Children's Trust Fund (CCTF) in any California county in which the board of supervisors establishes a commission, board or council to coordinate child abuse and neglect prevention and intervention activities (Welf. & Inst. Code 18285).

The purpose of the CCTF is to support child abuse prevention services in the community and to fund child abuse prevention coordinating councils (CAPCs), along with child abuse and neglect prevention and intervention programs operated by private nonprofit organizations or public institutions of higher education, with recognized expertise in fields related to child welfare.

### **II. Authorities**

The county Board of Supervisors (BOS) for each respective county is responsible for the CCTF. The BOS may designate an existing local voluntary commission, board or council to manage the CCTF. In those counties where the BOS does establish a commission, board or council, the county shall establish a CCTF.

In any county where the BOS does not designate a commission to manage the CCTF, fees collected from birth certificates shall be transferred for deposit in the State Children's Trust Fund (SCTF). In the event that the county does not create a CCTF, the BOS shall apply for funds from the SCTF to fund the local CAPC.

The commission designated by the BOS will:

- A. Accept all program proposals that meet criteria set by the commission
- B. Prioritize the proposals
- C. Recommend to the BOS those proposals that the commission feels should receive funding

The BOS may establish criteria for determining which programs are funded by CCTF or this may be determined by the designated commission. The BOS makes the final decision as to which programs are funded.

THE CCTF consists of moneys derived from the following sources:

- A. Fees from birth certificates
- B. Restitution fines for child abuse/molestation crimes
- C. Revenue from the "Have a Heart, Be a Star, Help Our Kids" special interest license plate program.

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- D. Federal Community-Based Child Abuse Prevention Program (CBCAP) grants
- E. Donations, i.e. grants, gifts, bequests from private sources to be used for child abuse and neglect prevention and intervention programs
- F. Any funds appropriated to the county to the trust fund by local government entities or by the Legislature Fund Oversight

According to the statute, counties receiving less than twenty thousand dollars (\$20,000) per year in their county Children's Trust Fund (CCTF) from birth certificate fees must use the amount of CBCAP funds necessary to bring the trust fund balance up to twenty thousand dollars (\$20,000). CBCAP funds deposited into the CCTF must adhere to CBCAP requirements.

### III. Program Requirements:

- A. CCTF funds are intended for the support of child abuse prevention services in the community and will be used to fund child abuse and neglect prevention and intervention programs operated by private nonprofit organizations or public institutions of higher education with recognized expertise in fields related to child welfare.
- B. Assurances are required by the county and will be provided to the California Department of Social Services' (CDSS) Office of Child Abuse Prevention (OCAP) and will include all information necessary to meet federal reporting mandates for receipt of any federal funds for deposit in the CCTF.
- C. The county shall use no more than 5 percent of the amounts in the trust fund for administrative costs.

The OCAP and the local commission designated by the county BOS are required to annually collect and report the following data relevant to the SCTF and the local CCTF:

- A. Descriptions of the types of programs and services funded by the CCTF and SCTF.
- B. The target populations served from the funded programs.
- C. The amount in each portion of the SCTF and CCTF (e.g. CBCAP grants, birth certificate fees, special interest plate fees, and donations, etc.) as of June 30 each year.
- D. The amount disbursed in the preceding fiscal year.

### IV. References

Regulations:

- Welfare and Institutions Code Sections 18285, 18965, 18966.1, 18967, 18968 and 18970(c)(1-2); 18983
- Health and Safety Code Section 103625

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- Penal Code Section 294
- Vehicle Code section 5072
- Community-Based Child Abuse Prevention Program (CBCAP) Fact Sheet  
[http://www.childsworld.ca.gov/res/OCAP/CBCAP\\_FactSheet.pdf](http://www.childsworld.ca.gov/res/OCAP/CBCAP_FactSheet.pdf)



**COMMUNITY-BASED  
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## COMMUNITY-BASED CHILD ABUSE PREVENTION PROGRAM (CBCAP)

### **I. What is CBCAP?**

CBCAP stands for Community-Based Child Abuse Prevention. It refers to specific types of child abuse prevention programs that exist in every state in the U.S.

### **II. Authorities**

**Federal:** Title II of the Child Abuse Prevention and Treatment Act (CAPTA) Amendments of 1996 which was originally enacted in 1974. This Act was most recently amended and reauthorized on December 10, 2010, by the CAPTA Reauthorization Act of 2010 (P.L. 111-320).

**State:** Through an annual application process, the California Department of Social Services (CDSS) is designated by the Governor as the single state agency to administer and oversee the CBCAP Program. The Office of Child Abuse Prevention (OCAP), an office within the CDSS, is responsible for the oversight of CBCAP funds.

In accordance with the allocation formula contained in California Welfare and Institutions Code (W&IC) Section 18966.1(a), CBCAP funds are allocated annually to counties who have applied for the funds. The allocation formula is published in the annual County Fiscal Letter along with the each county's allocation.

**Counties:** According to the statute, counties receiving less than twenty thousand dollars (\$20,000) per year in their county Children's Trust Fund (CCTF) from birth certificate fees must use the amount of CBCAP funds necessary to bring the trust fund balance up to twenty thousand dollars (\$20,000). CBCAP funds deposited into the CCTF must adhere to CBCAP requirements.

In accordance with California W&IC Section 18966.1(a)(3) (d), the allocation of CBCAP funds to counties shall be contingent upon assurances that the counties will provide the OCAP all information necessary to meet federal reporting mandates.

### **III. Purpose**

- A. To support community-based efforts to develop, operate, expand, enhance, and coordinate initiatives, programs, and activities to prevent child abuse and neglect;
- B. To support the coordination of resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect; and
- C. To foster understanding, appreciation and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect.

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### **IV. Target Population**

- Public awareness and education about preventing child abuse and neglect targeting the general public.
- Vulnerable families at risk of abuse or neglect, including but not limited to:
  - Parents (all, new, teens, etc.)
  - Parents and/or children with disabilities
  - Racial and ethnic minorities
  - Members of underserved or underrepresented groups
  - Fathers
  - Homeless families and those at risk of homelessness
  - Unaccompanied homeless youth
  - Adult former victims of child abuse and neglect or domestic violence

### **V. Use of Funds**

CBCAP-funded activities are those designed to strengthen and support families to prevent child abuse and neglect. Allowable activities are described under Section 201(a)(1)(b) of the Act. These include but are not limited to:

- (1) Developing, operating, expanding, and enhancing community-based, and prevention focused programs and activities that:
  - a. Offer assistance to families;
  - b. Provide early, comprehensive support for parents;
  - c. Promote the development of parenting skills, especially in young parents and parents with very young children;
  - d. Increase family stability;
  - e. Improve access to other formal and informal resources available within communities, including access to such resources and opportunities for unaccompanied homeless youth;
  - f. Support the additional needs of families with children with disabilities through respite care and other services;

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- g. Involve parents in the planning and program implementation of programs funded under this Title, including meaningful involvement of:
    - i. parents of children with disabilities,
    - ii. parents with disabilities,
    - iii. racial and ethnic minorities, and
    - iv. members of underrepresented and underserved groups;
  - h. Provide referrals to early health and developmental services;
  - i. Foster the development of a continuum of preventive services for children and families, including unaccompanied homeless youth, through State and community-based collaborations and partnerships, both public and private.
- (2) Start-up, maintenance, expansion, or redesign of specific family resource and support programs or community-based child abuse and neglect prevention program services such as, but not limited to:
  - a. respite care services,
  - b. disability services,
  - c. mental health services,
  - d. substance abuse treatment services,
  - e. domestic violence services,
  - f. housing services, transportation,
  - g. adult education,
  - h. home visiting, or
  - i. other similar services identified by the inventory and description of current services required under section 204(a)(3) as an unmet need, and integrated with the network of community-based family resource and support child abuse and neglect prevention program to the extent practicable given funding levels and community priorities;
- (3) Funding is maximized through leveraging of funds for the financing, planning, community mobilization, collaboration, assessment, information and referral, startup, training and technical assistance, information management and reporting, reporting and evaluation costs for establishing, operating, or expanding community-based and prevention-focused, programs and activities designed to strengthen and support families to prevent child abuse and neglect; and

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- (4) Public information activities that focus on the healthy and positive development of parents and children and promotion of child abuse and neglect prevention activities;
- (5) Programs are accessible, effective, culturally appropriate, and build upon existing strengths;
- (6) Evidence informed and evidence-based programs are highly encouraged.
- (7) Evaluation of funded program.

In general, these **funds should be used to support primary prevention** (a.k.a., universal) programs and strategies which are available to all families, **as well as secondary (a.k.a., targeted) prevention efforts**, which target children and families at risk for abuse or neglect.

**Tertiary prevention** addresses families that have already demonstrated the need for intervention and have an open child welfare case. These families **are not eligible** for services under the CBCAP program.

No more than ten (10) percent of funds may be used for administrative costs. Administrative (i.e. indirect) costs are defined as:

Costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Depreciation, software, and office equipment are examples of administrative costs.

Allowable costs that would not have been incurred had it not been for the program are direct program costs not administrative (e.g. program personnel, training, supplies, travel).

### **VI. Coordination and Collaboration with Related Prevention Efforts**

The CBCAP program is specifically authorized to foster the development of a continuum of preventive services for children and families through State and community-based collaborations and public-private partnerships.

### **VII. Program Requirements**

Counties are not required to participate in the CBCAP Program. Counties who elect to participate in the CBCAP Program are **required** to meet the program requirements set forth in the CBCAP statute, California Child and Family Services Review (C-CFSR) system and the OCAP annual reporting process.

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### **VIII. References**

#### Regulations:

- Welfare and Institutions Code sections 18965; 18966; 18966.1; 18967; 18968

#### County Fiscal Letters:

- <http://www.cdss.ca.gov/lettersnotices/PG959.htm>

### **IX. Program Resources**

- Strengthening Families [www.cssp.org](http://www.cssp.org)
- Title II—Community Based Grants for the Prevention of Child Abuse and Neglect at Friends National Resource Center: <http://www.friendsnrc.org/cbcap>
- California Evidence-Based Clearinghouse [www.cebc-4cw.org](http://www.cebc-4cw.org)
- Family Development Matrix  
<http://matrixoutcomesmodel.com/famdevmatrix.php>
- Strategies  
<http://www.familyresourcecenters.net/>