DATE: February 3, 2014

TO: Regional Managing Directors

THROUGH: Pete Nore, Deputy Secretary
H. Stephen Pennypacker, Esq., Assistant Secretary for Programs

FROM: Andrea M. Tulloch, Esq., Director, Office of Child Welfare


PURPOSE: To collect workforce information for the federal Annual Progress and Services Report, as required by the Administration for Children and Families.

BACKGROUND: States are required under Title IV-B, subparts 1 and 2 and Section 477 of Title IV-E of the Social Security Act, CAPTA, and federal regulations in 45 CFR Part 1357 to submit an Annual Progress and Services Report. States have been instructed to include workforce data.

ACTION REQUIRED: Contract managers must ensure that each lead community based care agency and each sheriff’s office complete and submit the workforce survey no later than February 26, 2014. The survey includes questions about recruitment, selection, staff demographics, caseload size, and turnover rates. The survey is found at the following link: http://centerforchildwelfare.fmhi.usf.edu/DataReports/WorkforceSurvey.shtml

CONTACT INFORMATION: If you have any questions or need further information, please contact Sandy Neidert at sandy_neidert@dcf.state.fl.us or (850) 717-4487.

cc: DCF Regional Contract Managers