



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Esther Jacobo
Interim Secretary

DATE: February 3, 2014

TO: Regional Managing Directors

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

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

SUBJECT: Assessment of the Child Welfare Workforce for Case Management and the Sheriffs' Offices, Due: February 26, 2014

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

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency