DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Administration on Children, Youth and Families
1250 Maryland Avenue, S.W.
Washington, D.C. 20024

JUL 2 3 2010

Ms. Carmela Welte
Deputy Chief Executive Officer
National Court Appointed Special Advocate Association
100 West Harrison
North Tower, Suite 500
Seattle, WA 98119

Dear Ms. Welte:

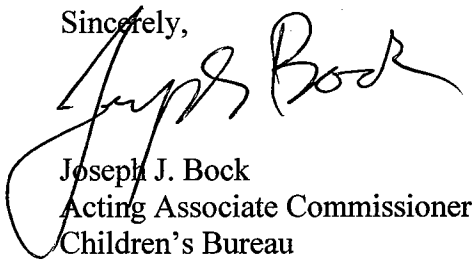
Thank you for consulting with the Children's Bureau on the allowability of the National Court Appointed Special Advocate (CASA) training curricula.

We have reviewed the CASA training curricula and based on the statutory language in section 474(a)(3) of the Social Security Act and the criteria we have provided in section 8.1H of the Child Welfare Policy Manual, we have determined that most of the National CASA volunteer training curricula would be allowable as title IV-E training topics. The exceptions are "Introducing the CASA/GAL Volunteer Role" and "Pulling it All Together" which are partially allowable based on the information provided. The portion of the first course that relates to CASA-specific functions does not relate to title IV-E administrative functions and is, therefore, not title IV-E allowable. Training, in the second course, focused on self-care for volunteers and CASA administrative processes do not relate to title IV-E administrative functions and are, therefore, not title IV-E allowable. The enclosed chart provides more information on the allowability of the training topics for the purpose of title IV-E claiming.

Please note, however, that each title IV-E agency must determine for itself what training to provide and must submit its title IV-E training plan with the Child and Family Services Plan and Annual Progress and Services Report. The title IV-E agency is also responsible for properly allocating costs for title IV-E training to all benefiting programs. Of course, agencies must also provide the appropriate match, as required by the Federal regulations at 45 CFR 92.24. We are aware that other sources of Federal funding may support CASA training, but State IV-E agencies may not use Federal funds for the required State match.

I hope this information is useful to you. We appreciate the important work done by CASA volunteers throughout the country.

Sincerely,



Joseph J. Bock
Acting Associate Commissioner
Children's Bureau

Enclosure

cc: Gail Collins
Children's Bureau Regional Program Managers

CASA Training Curriculum & Title IV-E[1]

Course Title	Description	Criteria[2]
[illegible]	Allowable for Title IV-E [illegible]	
Introducing the law, the child protection system and the courts	Development of child abuse and neglect laws, roles in a juvenile court case	Related to case management, preparation for and participation for judicial determinations
Developing cultural competence	Varying cultural heritages, personal values, culturally competent child advocacy	Cultural competency related to children and families.
Understanding families, parts 1 & 2	Stress in families, risk factors for abuse, mental illness, domestic violence, poverty, substance abuse	Related to case management, substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if not related to providing treatment or services.
Understanding children	Growth and development, attachment, separation, permanence for children	Related to case management, impact of child abuse and neglect on a child, assessments to determine whether a situation requires a child's removal
Communicating as a CASA/GAL volunteer	Communicating with children, dealing with conflict	Related to case management, communication skills required to work with children and families.
Practicing the CASA/GAL volunteer role – gathering information	Interviewing and assessing case participants	Related to case management, assessments to determine whether a situation requires a child's removal, as long as the training is not related to a CPS investigation.
Practicing the CASA/GAL role – reporting and	Making court reports, appearing in court, monitoring	Related to case management, preparation for and

[1] This assessment of the title IV-E allowability of the CASA training curriculum is limited to the National CASA Facilitator Edition materials reviewed as of July, 2010.

[2] We base our criteria for evaluating the allowability of a training course on statutory provisions at section 474(a)(3) of the Social Security Act, regulatory provisions at 1356.60(b), and the Child Welfare Policy Manual section 8.1H.

monitoring	a case	participation in judicial determinations
[redacted]		
Course title	**Description**	**ACF criteria**
Introducing the CASA/GAL volunteer role	Overview of child abuse and neglect, seeing the whole child, the best interests of the child. Detailed information on the CASA/GAL volunteer mission and role.	Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations are title IV-E allowable topics, if the training is not related to how to conduct an investigation of child abuse and neglect. The portion of the training covering CASA specific functions does not relate to title IV-E administrative functions and is, therefore, not title IV-E allowable.
Pulling it all together	Self-care for volunteers, local CASA administrative procedures, steps to maintain personal safety, training on working with children and families in the child welfare system including a child's sense of time and the need for permanency.	A portion of this course covers issues such as principles of permanency, a child's sense of time, keeping case records, circle of knowledge, and establishing boundaries. This material is related to case management and is, therefore, title IV-E allowable. Training focused on self care for volunteers and CASA administrative processes do not relate to title IV-E administrative functions and are, therefore, not title IV-E allowable.