



JENNIFER TROIA
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

744 P Street Sacramento, CA 95814 www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

February 9, 2026

Shelby Boston, Director
Department of Child, Family, and Adult Services
Sacramento County
9750 Business Parkway Drive, Suite 220
Sacramento, CA 95823-2501

**SUBJECT: ADOPTION ASSISTANCE PROGRAM (AAP) MONITORING FINDINGS
REPORT**

Dear Director Boston:

The California Department of Social Services (CDSS), Adoption Services Branch, conducted AAP monitoring of Sacramento County, September 19, 2025, to September 25, 2025. This monitoring was performed to determine the county's compliance with federal Title IV-E and state AAP requirements.

The county of Sacramento is responsible for the administration of AAP per Social Security Act, Title IV-E, Sections 471, 472, 473 and 475; Welfare and Institutions Code Sections 16115 through 16125; and Title 22 CCR Sections 35325 through 35352.1. The AAP case file monitoring included an assessment of all available supporting documentation to verify Title IV-E AAP eligibility determinations were made in accordance with federal requirements. The following AAP documents were also reviewed: Federal Eligibility Certification for AAP (FC 8), Eligibility Certification AAP (AAP 4), AAP Negotiated Benefit Amount and Approval (AAP 6), AAP Agreement (AD 4320), Payment Instructions AAP (AAP 2), AAP Non-Recurring Adoption Expenses Agreement (AAP 8), AAP LOC Matrix (AAP 9A), AAP LOC Digital Scoring Form (AAP 9B), Notices of Action, and related AAP documentation.

A total of 20 AAP case files were monitored, and 13 case files were found to be out of compliance with federal policy and/or California's AAP statutes and regulations. Please refer to the tables at the end of this report that list the items found out-of-compliance for each file that was monitored.

The CDSS is requesting that the county prepare a Corrective Action Plan (CAP) that addresses the following two areas:

- Short-term: Describe how the county will satisfactorily resolve each finding. For example, what action will the county take and what evidence will be provided to ensure the county corrected the findings so that the file in question is no longer out of compliance?

- Long-term: Describe and implement new policies and procedures and/or revisions to current policies and procedures that ensure the administration of AAP is in accordance with federal and state laws and regulations. For example, if an incorrect form was used, how will the county ensure the correct form will be used in the future?

The county will have 30 days from the date of this letter to submit the CAP to the AAP Monitoring unit. Please ensure the CAP addresses both the short-term and the long-term areas described above. The CAP should be forwarded to the monitor assigned to your county, Liliya Slavova, at Liliya.slavova@dss.ca.gov.

Previous Monitoring

The county submitted a CAP dated November 13, 2023, to correct findings from the last monitoring review conducted in July of 2023. A review of 7 previously monitored cases was performed to determine whether corrections to prior findings had been properly addressed. It was determined that all findings in the CAP have been properly addressed, and a CAP completion letter will be forthcoming.

The monitoring staff wishes to express their appreciation for the cooperation received from your county liaison during the process. If you or your staff have any questions or comments about this letter, or if you would like assistance in any area, including the development of your CAP, please contact Liliya Slavova, AAP Monitor, at Liliya.slavova@dss.ca.gov.

Original Document Signed By

STEVE SHIELDS
Manager
Adoptions Services Branch

c: Edward Fernando, Program Manager
Ulaine Howard, Adoptions Supervisor