



State of Florida  
Department of Children and Families

Rick Scott  
Governor

Esther Jacobo  
Interim Secretary

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**DATE:** February 3, 2014

**TO:** Regional Managing Directors

**THROUGH:** Pete Digre, 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

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**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](mailto:sandy_neidert@dcf.state.fl.us) or (850) 717-4487.

cc: DCF Regional Contract Managers

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