

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 24, 2007

**SUBJECT: BIENNIAL FOSTER FAMILY AGENCY RATE REQUEST
REQUIREMENTS – AID TO FAMILIES WITH DEPENDENT CHILDREN -
FOSTER CARE (AFDC-FC) PROGRAM – NOVEMBER 2007 FILING**

IMPORTANT NOTICE

Dear Provider:

This letter serves as a courtesy reminder that your Foster Family Agency's (FFA) biennial rate request is due. Providers were informed in the September 30, 2005 and the January 31, 2006 Foster Care Audits and Rates Letters (FCARL #2005-04 and FCARL #2006-02) that as an odd numbered provider, you would be required to submit an FFA rate request on October 1, 2007. **However, to allow providers a full sixty (60) days to prepare and submit a rate request, the California Department of Social Services (CDSS) has extended this deadline to November 1, 2007.** Copies of the FCARLs can be found on the Foster Care Audits Policy and Support Bureau's website at: http://www.childsworld.ca.gov/FosterCare_1445.htm .

Enclosed are the requirements for a complete biennial FFA rate request. **Please be advised that late penalties will be applied to all late or incomplete rate requests. To avoid late penalties as described in Manual of Policies and Procedures Section 11-403(f) (3), please be sure to submit your rate request on or before November 1, 2007.**

Providers can obtain the FCR forms online at:
http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm . For general information on Rates, visit the Foster Care Rate Bureau's (FCRB) website at:
http://www.childsworld.ca.gov/FosterCare_1447.htm .

If you have any questions about the rate request process or forms, please contact your Foster Care Rates Consultant at (916) 651-9158.

Sincerely,

A handwritten signature in black ink, appearing to read "Sheilah Dupuy", written over a white background.

SHEILAH DUPUY, Chief
Foster Care Rates Bureau

Enclosure

COMPLETE RATE REQUEST

A complete rate request must be submitted for each foster family agency program in operation. A complete rate request is one that contains all the required documents necessary to set the rate. Forms have changed to reflect submission of information for a biennial reporting period. This means that data is required **for the corporation's prior two fiscal years**. Please refer to the regulations and the instructions on the reverse side of each FFA form when preparing the rate request. The instructions will assist you in completing the rate request package correctly. The forms and documents listed in Sections I, II & III are required for a complete FFA rate request.

I. REQUIRED FORMS

A. FCR forms:

- **Foster Family Agency Data and Certification Sheet (FCR 1FFA)**
With the original signature
- **Program Description Checklist (FCR 2FFA)**
- **Days of Care Schedule (FCR 3FFA) - Two separate FCR 3FFA's are required**; one for Fiscal Year (FY) 2005/06 and one for FY 2006/07 (Use actual data, do not average or estimate.)

II. REQUIRED DOCUMENTS

- A list of the corporation's Board of Directors and members including full names, titles, mailing addresses and phone numbers.
- A declaration signed by the non-profit corporation's Board of Directors that the non-profit corporation will operate during the biennial rate period in the public interest for scientific, education, service or charitable purposes; is not organized for profit-making purposes; and, uses its net proceeds to maintain, improve or expand its operations.

Note: A foster family agency provider is to immediately notify the Department if the foster family agency ceases to operate on a nonprofit basis, becomes inactive, suspended, or otherwise is not in good standing with the California Secretary of State (SOS).

III. ADDITIONAL DOCUMENTS

(If any of the following documents in Section III were previously submitted, it is not necessary to resubmit; however, please indicate if the documents are already on file with the FCRB).

- A copy of all current Community Care Licensing (CCL) licenses for each office, including sub offices.

- B. The organization's tax exempt status letter from either the Internal Revenue Service or the California Franchise Tax Board designating the organization as tax exempt.
- C. An endorsed copy of the agency's Articles of Incorporation filed with the SOS.
- D. A copy of your social workers' degrees as specified in Health and Safety Code Section 1506.

Providers with internet access can obtain the revised FCR/FFA forms online at the following address: http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm .

GOOD CAUSE REQUESTS

A provider who is unable to submit a complete rate request by the due date because of circumstances beyond the provider's control, may submit a "good cause" request to extend the due date. Typical circumstances that constitute good cause include, but are not limited to, natural disasters and emergency medical situations [MPP 11-400g(1)].

The procedures for submitting a good cause request are contained in MPP Section 11-403(l)(1). **A good cause request must be submitted by a provider to the FCRB and must be postmarked no later than five calendar days following the rate request due date.** The good cause request must contain a clear statement requesting good cause and include the specific reasons(s) for submitting an incomplete or untimely rate request. Please include the provider name, program number, address, and phone number. Please be aware that when the Department approves a request for good cause, a complete rate request is due within 30 days of the postmark of the Department's approval notification or 30 days after the original rate request due date, whichever is later.

Additionally, for those providers whose request for good cause is approved, complete rate requests submitted in accordance with the above paragraph will have an effective date of the rate as identified in MPP 11-403(f)(2). However, rate requests that are incomplete or are not submitted in accordance with above paragraph will be subject to penalties as described in MPP 11-403(f)(3). Good cause requests should be signed by the executive director.

TIMELINES AND PENALTIES

The timelines and penalties for late and incomplete rate requests contained in MPP Section 11-403(f)(3) have changed as a result of the biennial rate request process and are as follows:

- Rate requests not submitted on or before the due date and requests that are incomplete are considered late requests.

- The rates for late rate requests are subject to a monetary penalty equal to three (3) percent which will be applied to the agency's administrative component of the rate per child.
- The rate is subject to the penalty for the number of months the rate request was late, beginning on either the rate effective date or the date the rate is reinstated if the rate expired.
- The rate is subject to the rate expiration process if the complete rate request is not received on or before the rate effective date.

Example: Rate request is due November 1, 2007 and the rate is effective January 1, 2008: if the rate request is not completed by January 1, 2008, the foster family agency program will be subject to the rate expiration process as specified in MPP Section 11-403(f) (1) (C) (1) for failure to submit a complete rate request prior to the rate effective date.

- A program rate which has expired for failure to submit a timely or complete rate request can be reestablished by meeting the requirements of MPP Section 11-403(f)(4). The new rate will be set based on the lesser of the provider's most recent rate minus three (3) percent of the administrative rate component per child per month for the number of months a rate request is incomplete or late; or the current Foster Family Agency Schedule of Rates minus three (3) percent of the administrative rate component per child per month for the number of months a rate request is incomplete or late in accordance with MPP 11-403(f)(4)(A)(2).
- If a private consultant or CPA completes and/or mails a rate request on behalf of a provider, responsibility for the content of the documents filed and the date of filing remains with the provider. A private consultant's/CPA's failure to submit a timely rate request will not excuse untimely submission of a complete rate request and may result in a penalty.

A complete copy of the regulations is online at the following websites:

<http://www.dss.cahwnet.gov/getinfo/pdf/fcmanb.pdf>
<http://www.dss.cahwnet.gov/getinfo/pdf/fcmanc.pdf>

WHERE TO SEND APPLICATIONS

A complete rate request should be mailed the attention of your rates consultant at the following address:

**California Department of Social Services
 Foster Care Audits and Rates Branch
 Foster Care Rates Bureau
 744 P Street, M.S. 9-74
 Sacramento, CA 95814**