California Department of Social Services
Fiscal Systems Bureau

PROGRAM CODE DESCRIPTIONS DECEMBER 2016

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

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1. SOCIAL SERVICES FUNCTION
UPDATED: 12/16

GENERAL FUNCTION DEFINITION

Any activity related to achieving or maintaining economic self growth to prevent, reduce, or eliminate dependency; preventing or remedying neglect, abuse, or exploitation of children and adults; preserving, rehabilitating or reuniting families; preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and providing services to individuals in institutions.

TIME STUDY STAFF

Staffs performing the activities listed below are required to record time to the Social Services programs. Also, staffs who are not listed must obtain prior authorization from California Department of Social Services (CDSS) to record casework time to Social Services programs.

A. Caseworkers performing social services activities specified in the program descriptions below;

B. Staff performing adoptions and appeals activities; and

C. First-line supervisors of the staff listed in A and B above

The criteria to be considered Skilled Professional Medical Personnel (SPMP) are as follows:

- Must have completed a two-year or longer program leading to an academic degree or certificate in a medically related profession;
- Must possess a medical license or certificate issued by a recognized national or state medical licensure or certifying organization or a degree in a medical field issued by a college or university certified by a professional medical organization (e.g., registered nurse);
- Must be in a position that requires their professional medical knowledge and skills as evidenced by position descriptions, job announcements, or job classifications; and
- Must be County Welfare Department (CWD) or other county agency staff contracted to perform allowable activities.
- The services rendered by a SPMP must be to a Medi-Cal eligible individual in order to be reimbursed at the enhanced 75% federal financial participation level.
- The definition and activities of an SPMP must meet the criteria found in Section 1903(a)(2) of the Social Security Act and 42 CFR 432.

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NOTE: "Caseworkers" are CWD staff that performs activities that benefit public assistance recipients. Caseworker activities may include any of the following:

- Case management;
- Determination of eligibility for grants and services;
- Grant maintenance;
- Needs assessment;
- Arranging for and providing employment training services or social services; and
- Welfare fraud investigations.

See Manual of Policies and Procedures (MPP) Section 25-810.4 entitled "Nonallocable Activities" that states: "This is a provision shown on each time study to record time for the activities that are not considered either Social Services or Eligibility functions. An example would be the time a social worker or eligibility worker spends on administrative duties."

ADOPTIONS:

CODE 1171 ADOPTIONS – CASE MANAGEMENT

This includes activities directed to a child in adoptive placement or activities immediately preceding an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, home study, Adoptions Assistance Program assessment, and adoption backlog. Use for activities generally supportive of the county's adoption program. (See Child Welfare Services Case Management examples). Training activities include the following for all elements of the Adoptions Program:

- Preparing for or providing training to CWD staff;
- Participating in continuing training received after induction training;
- Participating in short-term training provided by outside agencies;
- Participating in training conferences; and
- Providing training to current or prospective adoptive parents or to adoption agency staff.

CODE 1181 ADOPTIONS INDEPENDENT/NONFED

Include activities directed to a child in adoptive placement or activities involved in an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study. This code is also to be used for non-recurring adoption expenses for children who are not eligible for Title IV-E non-recurring adoption expenses. However, in the event the child is determined to be a child with special needs, as defined in section 473(c) of the Act, and has been placed for adoption in accordance with applicable state and local laws, the child

need not meet the categorical eligibility requirements at section 473(a) (2) and non-recurring costs can be claimed to Program Code (PC) 121.

CODE 1511 – FEDERAL ADOPTION AND GUARDIANSHIP INCENTIVE PROGRAM

• Providing post adoption services to ~~older children~~ to avert adoption disruptions **for children and youth**.
• **Conducting** family finding to locate relatives willing to make lifelong commitments to youth, including adoption and guardianship.~~;~~
• ~~recruitment of~~ **Recruiting** adoptive **and guardianship** parents who ~~will make homes for entire sibling sets~~ **are committed to keeping sibling sets together.** ~~;~~
• ~~p~~**P**reparing youth for **successful** permanency **options.** ~~;~~
• ~~r~~**R**esolving barriers to adoption **and guardianship.** ~~; and may include~~
• **Providing** other ~~services~~ **related activities** and supports to ensure successful permanency options for ~~older~~ foster youth including reunification with family members whose reunification services were previously terminated.

ADULT PROTECTIVE SERVICES (APS):

CODE 5691 APS-EMERGENCY RESPONSE

Includes time spent performing activities in response to all reports or referrals alleging abuse, neglect, or exploitation of elder or dependent adult clients who meet APS criteria. Public Guardians (PG), who are employees of the CWD, may time study to this code only if the PG is responsible for performing APS activities or for activities that would normally be the responsibility of APS workers. APS clients are defined as only elder or dependent adults who are unable to protect their own interests; harmed or threatened with harm; caused physical or mental injury due to action or inaction of another person or as a result of ignorance, illiteracy, incompetence, mental limitation, substance abuse or poor health, lacking in adequate food, shelter, or clothing; exploited for their income and resources; or deprived of entitlements due them. Allowable response activities may include, but are not limited to:

- Immediate in-person face-to-face response for purposes of providing immediate intake or intervention to new reports of immediate life-threatening circumstances or imminent danger to an elder or dependent adult or to crisis in existing cases;
- Implementing and operating a 24-hour APS response program;
- Evaluating and investigating reports of abuse, neglect, or exploitation, including reports on the 24-hour hotline.
- Investigation activities include, but are not limited to:
    - A systematic inquiry to determine the validity of a report of elder or dependent adult abuse;

- Gathering of information to develop an intervention plan to address any condition that places the elder or dependent adult at risk;
- Interviews with the elder or dependent adult and with other persons including other members of the family or household, service providers or other members of the multidisciplinary team.

- Determining client risk for response by screening in-coming calls, and when necessary, through face-to-face meetings or during home visits;
- Determining response needs;
- Providing social work activities designed to remedy or prevent situations of abuse, neglect, or exploitation;
- Arranging for the provision of food, housing, medical, counseling, emergency shelter, and in-home temporary services, as needed;
- Providing crisis intervention;
- Assisting clients voluntarily into shelter in response to emergencies;
- Gathering documentation of abuse for law enforcement agencies during an investigation, as requested;
- Documenting client activities in the case file;
- Locating a friend or relative to act as a collateral contact or a support system;
- Processing court petitions and declarations for Conservatorship; and
- Preparing written reports and assessments.

CODE 5701 APS - CASE MANAGEMENT

Includes time spent performing case management activities during the period following the initial investigation and response to reports involving abuse, neglect, or exploitation of elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691). Public Guardians (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or is responsible for activities that would normally be the responsibility of APS workers. Allowable activities are those necessary to bring about changes in the lives of victims and to provide a safety net to enable victims to protect themselves in the future. Case management activities are those performed after the initial response and investigation of reports of abuse. Such activities may include, but are not limited to:

- Further investigation of alleged abuse after the case has been established and subsequent reporting of protection issues including, but not limited to, social, medical, environmental, physical, emotional, socio-economic, or developmental issues;
- Investigation activities including, but not limited to:

  - A systematic inquiry to determine the validity of a report of elder or dependent adult abuse;

- Gathering of information to develop an intervention plan to address any condition that places the elder or dependent adult at risk;
- Interviews with the elder or dependent adult and with other persons including other members of the family or household, service providers or other members of the multidisciplinary team.

- Assessing the client's concerns and needs as well as concerns and needs of other members of the family and household as it pertains to the report, occurrence, prevention, or remediation of adult abuse or neglect;
- Identification of the client's strengths, problems, and limitations;
- Establishing and updating a service plan to alleviate identified problems and coordinating with other agencies that may include:

  - Identification of problems to be alleviated;
  - Time-limited objectives based on problems and strengths identified in the assessment;
  - The services to be provided and activities to meet service plan objectives and goals;
  - Description of how the client will be stabilized and linked with community services;
  - Provisions for monitoring, follow-up, and reassessment to determine effectiveness of the service plan;
  - Brokering case management services with peripheral agencies;
  - Money management;
  - Voluntary placement;
  - Removal of client from their home;
  - Family issues, including stress, conflict, management, and care-giving issues; and
  - Conservatorship in-home services needs.

- Providing counseling for clients and significant others to alleviate identified problems and to implement the service plan, including negotiating, mediating, and participating in problem solving;
- Training for law enforcement, banking officials, etc.;
- Arranging for food, housing, medical, and counseling services, as needed;
- Conducting Conservatorship investigations when appropriate, and preparing petitions for Conservatorship and;
- Providing 24-hour shelter, respite care for providers, in-home temporary services for clients whose caregivers have left the home or been arrested.

<u>CODE 5711 APS - SPMP RESPONSE</u>

Includes time spent by SPMP staff who are not claiming these same activities through Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM)

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performing eligible administrative activities in response to reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible elder or dependent adults who meet eligibility criteria for APS (see definition in Code 5691). Activities may only be claimed, at the level of SPMP, if the worker performing the activity meets the requirements to be an SPMP. Activities are limited to those necessary to help clients access services covered under the State's Medi-Cal plan, in order to reduce the risk of poor health outcomes. Allowable response activities by SPMP staff include those program planning and policy development activities to include:

- Liaison on medical aspects of the program with providers of Medi-Cal services and other agencies that provide medical care covered by the Medi-Cal program;
- Furnishing of expert medical opinions in order to facilitate access to Medi-Cal services;
- Assessing, through case management activities, the necessity for and the adequacy of medical care and services provided by Medi-Cal providers;
- Developing and reviewing policies and procedures for coordinating medical services for geriatric patients with Medi-Cal providers; and
- Consult with medical providers on Medi-Cal policies and procedures to ensure clients receive the Medi-Cal services for which they are eligible.

"SPMP can include time spent on referrals and coordination involved in managing the client's medical services, mental health services, home health care, durable medical equipment, etc. If these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate."

CODE 5721 APS - SPMP CASE MANAGEMENT

These activities will be performed by a SPMP qualified person. Includes selected activities to help eligible elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691), and who are Medi-Cal eligible, to gain access to services covered under the State's Medi-Cal plan, in order to reduce their risk of poor health outcome. Includes time spent by SPMP staff who are not claiming these same activities through Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM). These activities include, but are not limited to, development, implementation and management of Medi-Cal service plans; interagency coordination and liaison with Medi-Cal providers to improve the service delivery system; completing, updating, and disseminating any paperwork necessary to completion of these activities; and receiving or providing training related to these activities.

NOTE: SPMP performing non-enhanced health related activities record this time to Program 570.

The following describes eligible activities, which may be claimed under the enhanced rate of 75 percent.

- Developing and monitoring progress on time-limited objectives, based on problems and strengths identified in the assessment;
- Monitoring the Medi-Cal plan covered services to be provided and activities to be performed in order to meet Medi-Cal service plan objectives and goals;
- Providing description of how the client will be stabilized and linked with services covered by the Medi-Cal plan;
- Monitoring, follow-up, and reassessment to determine effectiveness of the Medi-Cal service plan.
- Assisting clients and significant others to implement the Medi-Cal service plan;
- Stabilizing and linking with community Medi-Cal services for treatment of health related needs; and
- Arranging for medical, mental health counseling, transportation, and other services covered by the Medi-Cal state plan, as needed.

SPMP can include time spent on referrals and coordination involved in managing the client's medical services, mental health services, home health care, durable medical equipment, etc. if these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate.

CODE 5731 APS – HR RESPONSE

Includes time spent performing activities necessary to assist APS clients in gaining access to services covered by the DHCS state Medicaid plan in order to reduce risk of poor health outcomes in response to reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible adults who meet the eligibility criteria for APS (see definition in Code 5691). Public Guardian's (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or for activities which would normally be the responsibility of APS workers, and only if the PG is not claiming for this activity under Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM). Allowable activities are limited to those necessary to help clients gain access to services covered by the DHCS state Medicaid plan in order to reduce risk of poor health outcomes. Allowable response activities include, but are not limited to:

- Addressing clients' needs for services covered by the DHCS state Medicaid plan and evaluating the need for a Medi-Cal service plan: (1) when providing immediate intake or intervention to new reports of immediate life-threatening circumstances or imminent danger to an elder or dependent adult or to crisis in existing cases; or (2) when evaluating and investigating reports of abuse, neglect, or exploitation, including reports on the 24-hour hotline.

  Allowable health-related activities include, but are not limited to:

- Gathering information to develop an intervention plan involving Medi-Cal services to address any condition that places the elder or dependent adult at risk of a poor health outcome;
- Determining immediate health needs that may be covered by the DHCS state Medicaid plan; and
- Preparing written reports and assessments.

CODE 5741 APS – HR CASE MANAGEMENT

Includes time spent performing case management activities involving Medi-Cal state plan covered services during the period following initial investigation and response to reports involving abuse, neglect, or exploitation of Medi-Cal eligible elder or dependent adult clients who meet the criteria for APS (definition in Code 5691). Public Guardians (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or is responsible for activities that would normally be the responsibility of APS workers and only if the PG is not otherwise claiming these activities under Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM). Allowable activities are those necessary to help clients gain access to services covered by the Sate Medi-Cal plan, including guidance and recommendation for appropriate services and transportation to medical and mental health appointments, in order to reduce risk of poor health outcomes, to provide a safety net to enable victims to protect themselves in the future and bring about changes in the lives of victims. Such case management activities may include, but are not limited to:

- Gathering of information to develop an intervention plan involving Medi-Cal state plan covered services, to address any health-related condition that places the elder or dependent adult at risk of a poor health outcome;
- Assessing client's health-related needs, and the concerns and needs of other members of the family and household, in order to arrange Medi-Cal state plan covered services for the client;
- Analyzing health problems and strengths of the client and family or household so as to arrange the most useful combination of Medi-Cal state plan covered services for the client;
- Establishing and updating a health-related service plan to alleviate identified problems and coordinating with other agencies by:

    - Identification of health problems to be alleviated using Medi-Cal services;
    - Inclusion of time-limited objectives based on health problems and strengths identified in the assessment;
    - Inclusion of health-related services to be provided by Medi-Cal and action steps to meet the health-related service plan objectives and goals;
    - Description of how the client will be stabilized and linked with community services covered by the State Medi-Cal program;

- Provisions for monitoring, follow-up, and reassessment to determine effectiveness of the health-related service plan;
- Inclusion of family issues related to health-related care-giving issues;
- Providing non-medical guidance for clients and significant others to facilitate implementation of the Medi-Cal service plan; and
- Stabilizing the client and linking the client with Medi-Cal community services for treatment of medical and psychological needs.

CHILD WELFARE SERVICES (CWS):

CASE MANAGEMENT

Case Management means a service-funded activity performed by a social worker that includes assessing the child's/family needs, developing the case plan, monitoring progress in achieving case plan objectives, and ensuring that all services specified in the case plan are provided. Manual of Policies and Procedures (MPP) Section 31-002(c) (1).

CASE PLAN

Case Plan means a written document that is developed based upon an assessment of the circumstances which required child welfare services intervention and that the social worker identifies a case plan goal, objectives to be achieved, specific services to be provided, and case management activities to be performed. MPP Section 31-002(c) (2).

PUBLIC LAW # 96-272

Public Law # 96-272 requires developing a case or services plan for a child including an initial plan and a comprehensive reunification plan.

Additional reference: Public Law # 101-239.

COUNSELING

Counseling means assisting the child and his/her family to analyze and better understand the situation; select methods of problem-solving; identifying goals; and exploring alternative behavior. MPP Section 31-002(16).

CODE 1381 CWS - SPMP

These activities will be performed by a SPMP qualified person. This includes selected activities to help children who are Medi-Cal eligible, including children in foster care, to gain access to services covered by the state Medi-Cal plan in order to reduce their risk of poor health outcome. These activities will not duplicate TCM activities provided

through the state plan. These activities require the use of medical expertise and include, but are not limited to:

- Development, implementation and management of health related service plans for Medi-Cal covered services;
- Interagency coordination and liaison with Medi-Cal providers to improve the Medi-Cal service delivery system;
- Completing, updating, and disseminating any paperwork necessary to completion of these activities; and

- Receiving or providing training related to these activities

NOTE: SPMP performing non-enhanced health related activities also record this time to Time Study Code 1441-1444.

"SPMP can include time spent on referrals and coordination involved in managing the client's medical services, mental health services, home health care, durable medical equipment, etc. If these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate."

CODE 1501 EARLY, PERIODIC, SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT)

Includes support activities for EPSDT, such as consultation, outreach, and follow-up, when performed by an EPSDT unit under contract to the local Child Health and Disability Prevention Agency. This does not include information and referral activities performed by eligibility workers.

CWS - PREPARATION FOR ELIGIBILITY DETERMINATION:

CODE 1431 CWS - PRE-PLACEMENT PROGRAM
CODE 1432 CWS - FAMILY MAINTENANCE PROGRAM
CODE 1433 CWS - FAMILY REUNIFICATION PROGRAM
CODE 1434 CWS - PERMANENT PLACEMENT PROGRAM

Includes activities related to preparing for determination of a child's eligibility for the Foster Care or Adoption Assistance Program; not actual eligibility determination. For example:

- Gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support;
- Filling out and processing necessary forms;
- Querying systems, records, and other staff for current AFDC status;

- Preparing and conducting Title IV-E eligibility reviews; and
- Travel time associated with any of the above activities.

CWS - HR FOR MEDI-CAL ELIGIBLE CHILDREN:

CODE 1441 CWS - PRE-PLACEMENT PROGRAM
CODE 1442 CWS - FAMILY MAINTENANCE PROGRAM
CODE 1443 CWS - FAMILY REUNIFICATION PROGRAM
CODE 1444 CWS - PERMANENT PLACEMENT PROGRAM

Any activity to help children who are Medi-Cal eligible, or potentially eligible, including all foster children, gain access to services covered by the Medi-Cal State plan in order to attain or maintain a favorable physical or mental health condition. These activities will not duplicate TCM activities provided through the state plan. Such activities include, but are not limited to:

- Assisting Medi-Cal eligible children in identifying and understanding their health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal;
- Facilitating the Medi-Cal eligibility application, by explaining the Medi-Cal eligibility rules and the eligibility process to parents/guardian of prospectively eligible children; assisting such applicants to fill out the eligibility applications; gathering information related to the application and eligibility determination or redetermination from the client, including resource information and third party liability information, as a prelude to submitting a formal Medi-Cal application to the county welfare department; providing necessary forms and packaging all forms in preparation for the Medi-Cal eligibility determination.
- Development, implementation and management of care plans for Medi-Cal eligible children for their health-related needs covered by Medi-Cal;
- Referrals to other agencies and programs in order to meet the Medi-Cal covered health care needs of Medi-Cal eligible clients;
- Statistical reporting;
- Outreach activities to Medi-Cal eligible or potential eligible to communicate about available Medi-Cal services and programs; and
- Liaison activities with Medi-Cal providers to facilitate case planning.

CODE 1456 CWS - TRAINING

This Program Code (PC) for CWS Training, at the enhanced rate of 75 percent, is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training is limited to topics necessary for performing the following specific foster care program administrative functions:

- Referral to services
- Case plan development
- Case Management and Supervision
- Preparation for and participation in judicial determinations
- Placement of the child
- Case reviews
- Recruitment and licensing of foster homes and institutions and,
- Eligibility determination

CODE 1465 CWS - SERVICES

The individual child's case plan shall be the basic guideline for the provision of child welfare services. Services include, but are not limited to, the following:

- Providing counseling or other therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems, behaviors, or home conditions, as referenced;
- Providing homemaking instruction, through discussion and example when parent/guardian functioning can be improved by teaching more effective child care skills and home maintenance. MPP 31-002(t)(1);
- Parenting training.

CWS - COURT-RELATED ACTIVITIES:

CODE 1471 CWS - PRE-PLACEMENT PROGRAM

Any court-related activity directed to a child who is a candidate for foster care at imminent risk of removal or not in out of home-placement but whose case record indicates that without case management or preventive services out of home care would be necessary. This code may also be used when a petition for the child's removal has been filed or when a court hearing has been held but the child has not yet been removed from his home. These activities include, but are not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with a District Attorney, County Counsel, or guardian to prepare a case for court;
- Filing a motion for extension or termination of a dependency or custodial orders,
- Preparing/presenting pre-dispositional reports;
- Arranging for pre-placement visits;

- Case management and supervision;
- Travel time associated with the above activities.

CODE 1472 CWS - FAMILY MAINTENANCE PROGRAM

Any court-related activity directed to a child who is a candidate for foster care at imminent risk of removal or not in out of home-placement but whose case record indicates that without preventive services, out of home care would be necessary. These activities include, but are not limited to the following

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with a District Attorney, County Counsel, or guardian to prepare a case for court;
- Filing a motion for extension or termination of a dependency or custodial orders;
- Preparing/presenting pre-dispositional reports;
- Arranging for pre-placement visits;
- Case management and supervision;
- Travel time associated with the above activities.

CODE 1473 CWS - FAMILY REUNIFICATION PROGRAM

Any court-related activity directed to a foster care child who is in out-of-home placement, but who is receiving family reunification services in order to be reunited with his or her parent. Includes, but not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with foster parents to prepare them to receive a child;
- Assessing child's/family's needs and developing a case plan as indicated in regulations;
- Evaluation or assessment of the child and family’s condition;
- Arranging for provisions of protective services when necessary;
- All planning, assessments, and paperwork which contribute to the above activities;
- Case management and supervision;

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- Recruitment activities, finding and developing resources, coordinating and consulting with service providers and community groups, distributing resource materials;
- Travel time associated with the above activities.

CODE 1474 CWS - PERMANENT PLACEMENT PROGRAM

Any court-related activity directed to-foster care child-who remains in out-of-home placement. Includes, but not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with foster parents to prepare them to receive a child;
- Assessing child's/family's needs and developing a case plan as indicated in regulations;
- Evaluation or assessment of the child and family’s condition;
- Arranging for provisions of protective services when necessary;
- All planning, assessments, and paperwork which contribute to the above activities;
- Case management and supervision;
- Recruitment activities, finding and developing resources, coordinating and consulting with service providers and community groups, distributing resource materials;
- Travel time associated with the above activities.

CWS CASE MANAGEMENT

CODE 0371 CWSOIP

This includes federally eligible Title IV-E activities required to implement the System Improvement Plans. Activities shall include, but not be limited to the following:

- Implementing new procedures;
- Providing special training to staff or caregivers;
- Conducting focused/targeted recruitment of caregivers;
- Improving coordination between public and/or private agencies;
- Reducing high worker caseloads;
- Increasing clerical or paraprofessional support;
- Implementing permanency and youth transition practice improvements;
- Implementing system improvements to support better service delivery;

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- Implementing additional home visits;
- Enhancing and/or expanding family finding efforts;
- Developing better methods and procedures for collecting and analyzing data;
- Improving internal communication and information sharing;
- Improving oversight of social workers**.**

CODE 0591 CWSOIP/NONFED SGF/COHORT 1

These activities are required to implement the county Improvement Plans and include services provided to a child and/or the child's family. The range of service activities shall include, but not be limited to, the following: Emergency/Temporary in-home caretakers; therapeutic day services; teaching and demonstrating to homemakers; parenting training services and respite care.

CODE 0771 CHILD WELFARE SERVICE (CWS) BASIC NON-FEDERAL

This includes activities performed on behalf of non-federally Title IV-E eligible child, the child's family or the child's foster family, and non-federal eligible activities on behalf of federally eligible and non-federally eligible children. This includes all services: documentation of services in the case plan, investigative activities and case management activities for children, when these activities do not meet the Title IV-E requirements and are not specific to the CWSOIP. The range of services and activities shall include, but not be limited to the following: prevention and early intervention services, permanency and youth services, and other activities to better serve children and families that are not eligible for Title IV-E funding and cannot be claimed to PC 146 – CWS – Services/Non-Federal.

CODE 0881 PEER REVIEW (PR)

Includes federally eligible Title IV-E activities to learn, evaluate and promote the exchange of best practice ideas for the Child Welfare Services (CWS) delivery systems and social worker practices to obtain measurable outcomes. Activities shall include, but not be limited to the following:

- Preparing, coordinating, and participating in entrance/exit reviews for the host and peer reviewers;
- Provide technical assistance and training for host county staff and reviewers;
- Identifying trends, program weaknesses and strengths, and improvement areas;
- Facilitating and developing better methods and procedures for collecting and analyzing data and review tools;
- Reviewing and validating case file information;

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- Summarizing findings, data and writing reports;
- Coordinating post review meetings to present findings; conducting oversight, focus and/or stakeholder interviews.

CODE 8281 Peer Review (PR) NON-TITLE IV-E

Includes PR costs allocated to all benefiting programs, not just Title IV-E. Activities include travel and review time for county peer reviewers to chair, conduct, or participate in county peer reviews and include the following:

- Conducting entrance meetings;
- Oversight coordination of onsite interviewers;
- Conducting focus and/or stakeholder interviews;
- Facilitating daily briefings;
- Conducting exit meetings;
- Collecting and analyzing completed review tools;
- Summarizing findings and writing reports;
- Conducting post review meetings to present findings.

Additionally, reviewers of the host and peer ~~quality case~~ review counties perform the following activities:

- Participate in entrance meetings and interview training;
- Review case file information;
- Prepare and complete interview tool;
- Conduct on-site interviews;

- Present interview findings and discuss emerging themes, trends, program strengths and areas for improvement at daily debriefings;
- Participate in exit meetings.

CODE 1481 CWS – PRE-PLACEMENT PROGRAM
CODE 1482 CWS – FAMILY MAINTENANCE PROGRAM

Activities claimed to this code can only be performed on candidates for foster care who are at serious risk of removal from home as evidenced by the state agency either pursuing his/her removal from the home or making reasonable efforts to prevent such removal and (1) have a defined case plan which clearly indicates that, absent effective preventive services, foster care is the planned arrangement for the child, (2) an eligibility determination form which has been completed to establish the home. (Evidence of AFDC eligibility in and of itself is insufficient to establish a child's candidacy for foster care.), or (3) evidence of court proceedings in relation to the removal of the child from the home, in the form of a petition to the court, a court order, or a transcript of the court

proceedings. Activities may include the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. The following are allowable activities:

- Assessing the child's/family's needs and developing a case plan as indicated in regulations;
- Referrals to services when necessary;
- Arranging for pre-placement visits;
- Working with foster parents to prepare them to receive a child;
- Monitoring progress in meeting case plan objectives and updating the case plan;
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative review;
- Travel time associated with any of the above activities;
- Do not include court document preparation or petition filing- these are Code 147 (CWS-Court Related Activities).

CODE 1483 CWS – FAMILY REUNIFICATION PROGRAM
CODE 1484 CWS – PERMANENT PLACEMENT PROGRAM

Includes activities directed to a specific child when the child is in out-of-home placement, including relative placements and emergency shelter care. Included is the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. The following are allowable activities:

- Assessing the child's/family's needs and developing a case plan as indicated in regulations;
- Referrals to services when necessary;
- Arranging for pre-placement visits;
- Working with foster parents to prepare them to receive a child;
- Monitoring progress in meeting case plan objectives and updating the case plan;
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative review;
- Recruitment activities, developing and distributing resource materials, consulting and coordinating with service providers and community based organization;
- Credit check of youth in care age 16 and older (SB 1521);
- Visits for non-group home foster care placements (i.e., relatives and foster family homes). See TSC 5771 for visits related to children in group home placements;
- Travel time associated with any of the above activities;
- Do not include court document preparation or petition filing- these are Code 147 (CWS-Court Related Activities).

CODE 1485 NOTIFICATION OF RELATIVES

When a child has been removed from parental custody (as mandated by federal Fostering Connections to Success and Increasing Adoptions Act (P.L.110-351), signed into law October 7, 2008, Section 103 requires that counties perform due diligence to identify and provide notice to all adult relative with 30 days of removal with the exception of potentially abusive relatives. Relatives will be notified that the child has been or is being removed from parental care, the options they have under federal, state, and local laws and the requirements to become a foster family home. Activities will include but not limited to:

- Providing written and oral notifications to a relative or non-relative extended family member (NREFM) with 30 days of removal from the biological parent(s).

CODE 0071 RELATIVE/NONRELATIVE HOME APPROVAL PROCESS

Includes time spent assessing the relative/nonrelative caregiver suitability, performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to relative concerns and other tasks related to the relative grievance procedure process.

CODE 3591 CWS – LIVE SCAN/CLETS BACKGROUND CHECKS

Includes activities associated with conducting CWS Live Scan/CLETS Background Checks, using Live Scan equipment to fingerprint foster parents and conducting searches through the Child Abuse Index, Federal Bureau of Investigation and California Department of Justice databases when processing background checks for criminal records of parents, relative foster parents, or legal guardians.

NOTE: Caseworkers performing activities associated with processing background checks when licensing non-relative foster parents should report their time to TSC 1551 (Licensing/Foster Family Home).

CODE 5231 SA/HIV INFANT-RECRUIT

Includes time spent performing Foster Parent recruitment activities for the Options for Recovery Program.

CODE 5441 CWS - MINOR PARENT INVESTIGATIONS (MPI) AB 908 (CHAPTER 307, STATUTES OF 1995)

This code has been established to capture social worker time spent performing in-person investigation activities for teen pregnancy disincentive requirements. Investigation activities include:

- Completing an in-home investigation of a minor parent's allegation of risk of abuse/neglect and returning the CA 25s to the eligibility worker indicating the results of the investigation;
- Completing an in-person assessment of the minor parent and his/her child(ren);
- Developing a safety plan that will include MPS for the minor parent and his/her child(ren);
- Referrals of minor parent to other available services.

CODE 5561 CWS - MPS (AB 908)

Supportive services provided to parents and their child(ren) to assist them in creating a healthy and safe environment. MPS activities include: Provision of in-home based services, in-home visits, on-going assessments of the minor parent and his/her child(ren), and referrals to appropriate community services.

COMMUNITY CARE LICENSING (CCL):

CODE 1551 FOSTER FAMILY LICENSING

This includes recruitment, study, certification, and licensing of foster family homes for children; re-certification, renewal, suspension, revocation, and complaint investigation actions affecting licensing; public information on out-of-home care programs and supporting participation of the public in such care; licensing information/data system activities; and travel related to any of these activities. Includes the following training activities for the Foster Family Licensing Program:

- Preparing and providing training to prospective foster parents on foster family home licensing requirements;
- Participating in continuing training received after induction training;
- Participating in short term training provided by outside agencies;
- Participating in training conferences.

CODE 1571 LICENSING/DAY CARE

Includes the provision of licensing requirements to facilitate the development of new family day care homes; evaluation and verification of the application, including the required on-site evaluation; renewal applications and site visit, if required; follow-up on complaints and deficiencies; and maintenance of a list of licensed family day care homes.
Additional activities include:

- Review facility records prior to visits;
- Contact local resource and referral agencies for information about the facility;
- Review staff and child records on site;

- Interview children regarding facility conditions;
- Interview staff regarding qualifications and training;
- Provide licensees with copies of licensing regulations and inform licensees about changes in licensing law and regulations since the last on-site visit;
- Provide information about new community resources.

COUNTY SERVICES BLOCK GRANT (CSBG):

CODE 1131 CSBG - SPMP

Includes time spent by SPMP staff who are not claiming these same activities through Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM) performing activities which require the expertise of a medical professional to help adult CSBG clients who are Medi-Cal eligible to gain access to services covered by the State Medi-Cal plan in order to reduce their risk of poor health outcome. These activities include coordination and management of required Medi-Cal services, as assessed for the client, if these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate.

NOTE: SPMP staff cannot charge their time to 75% administrative costs if the activities were performed at the time of a medical service, as the medical service reimbursement rate includes administrative activities such coordinating and managing the client's medical services, mental health services, home health care or durable medical equipment.

CODE 1142 CSBG - HR

Includes time spent performing activities to help adult CSBG recipients, who are Medi-Cal eligible or potentially eligible, gain access to l services covered under the State Medi-Cal plan in order to attain and/or maintain a favorable physical condition. Activities described in this code will not duplicate TCM activities provided through the DHCS state Medicaid plan. These activities include, but are not limited to:

- Assisting Medi-Cal recipients in identifying and understanding their health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal;
- Facilitating the Medi-Cal eligibility application;
- Development, implementation and management of care plans for Medi-Cal eligible CSBG recipients for health-related needs covered by Medi-Cal;
- Outreach activities to Medi-Cal eligible or potentially eligible persons about available services and programs covered by Medi-Cal;
- Providing assistance to eligible recipients to access needed health services covered by the Medi-Cal state plan, including transporting and/or accompanying them to appointments, or arranging transportation; and Statistical reporting.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

CODE 1151 CSBG

Includes time spent performing activities not eligible for Title XIX funding for adult CSBG recipients. This includes out-of-home care for adults and optional services funded under CSBG.

EMERGENCY ASSISTANCE (EA):

CODE 2231 EMERGENCY ASSISTANCE (EA) - FOSTER CARE (FC)-ELIGIBILITY

This program was previously entitled “Emergency Assistance (EA) Child Welfare Services (CWS) Eligibility”. It includes eligibility determinations, screening for prior EA episodes, approvals, denials, authorization actions, and issuance of notice.

CODE 5131 EMERGENCY ASSISTANCE (EA) - ER APPLICATION COMPLETION

Includes time spent completing the EA-ER application. Time spent obtaining the parent's signature on the EA application may be included.

CODE 5132 EMERGENCY ASSISTANCE (EA) - ER TRAINING

Includes time spent preparing for and providing EA-ER training for staff.

CODE 5134 EMERGENCY ASSISTANCE - ER REFERRALS

Includes time spent receiving emergency referrals, completing the ER protocol, and investigating emergency allegations in response to an investigation of all reports or referrals alleging abuse, neglect or exploitation of children, assessing whether the referral is a child welfare services referral, making collateral contacts with community partners for purpose of implementing Differential Response and utilizing safety/risk assessments.

This includes time spent closing those cases in which allegations are unfounded. For those cases that the allegations are not unfounded, it includes time spent in investigation activities, reporting to the California Department of Justice and notifying the parents regarding the temporary custody of the child. Allowable Emergency Hotline Response activities include but are not limited to:

- Operating a 24-hour emergency hotline response program;
- Evaluating and investigating telephone reports of abuse, neglect or exploitation, including reports on the 24-hour hotline;
- Determining client risk for emergency response by screening in-coming calls;

- Determining whether a reported situation is an emergency or non-emergency within required timeframes;
- Determining emergency response needs;
- Providing crisis intervention;
- Referring clients to appropriate emergency response service agencies;
- Gathering documentation of abuse for law enforcement agencies;
- Documenting and completing all required forms;
- Preparing written reports and assessments.

FAMILY PRESERVATION PROGRAM (FPP):

CODE 1591 FAMILY PRESERVATION PROGRAM - SPMP

These activities will be performed by a SPMP qualified person. This includes selected activities to help children who are Medi-Cal eligible, including children in foster care, gain access to services covered by the state Medi-Cal plan in order to reduce their risk of poor health outcome. Activities described in this code will not duplicate TCM activities provided through the Medicaid State Plan. These activities require the use of medical expertise and include, but are not limited to:

- Development, implementation and management of Medi-Cal service plans;
- Interagency coordination and liaison with Medi-Cal providers to improve the Medi-Cal delivery system;
- Completing updating and disseminating any paperwork necessary to complete these activities; and
- Receiving or providing training related to these activities.

NOTE: SPMP performing non-enhanced activities should use PC 1681. "SPMP can include time spent on referrals and coordination involved in managing the client's medical services, mental health services, home health care, durable medical equipment, etc. If these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate."

CODE 1651 SB 163 WRAPAROUND SERVICES PILOT

Captures costs associated with pilot program to keep eligible children in or return them to permanent family settings.

CODE 1681 FAMILY PRESERVATION PROGRAM - HR

Activity to help children who are Medi-Cal eligible, including foster, gain access to services covered by the state Medi-Cal plan in order to attain or maintain a favorable physical or mental health condition. These activities will not duplicate TCM activities provided through the state plan.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

Such activities include, but are not limited to:

- Assisting children and their caregivers in identifying and understanding the child's health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal;
- Facilitating Medi-Cal eligibility;
- Development, implementation and management of care plans for coordinating Medi-Cal services;
- Referrals to other agencies and programs which are Medi-Cal providers;
- Statistical reporting;
- Outreach activities to Medi-Cal eligible or potentially eligible persons about available Medi-Cal services and programs; and
- Liaison activities with Medi-Cal providers.

CODE 1751 FAMILY PRESERVATION PROGRAM - SERVICES/NON-FEDERAL

Services include, but are not limited to, counseling, parenting, Respite, day treatment, transportation, and homemaking.

CODE 1771 FAMILY PRESERVATION PROGRAM- PRE-PLACEMENT PREVENTION CASE MANAGEMENT

Includes activities directed to a specific child when the child remains in the home to prevent out-of-home placement. This code does not include time associated with the delivery of or documentation of family preservation preventative services. Included with this code is the development of the case plan which indicates specific services necessary to meet the protective needs of the child. Following are allowable case management activities:

- Assessing needs and developing a case plan as required;
- Referrals for services;
- Monitoring the case plan;
- Management and supervision of the case.

FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.
(A separate code for the FPP case management was established only for State budgeting purposes. Activities in this code duplicate those of code 148 and enable counties to access funds the State budgets in a separate line item only.

CODE 1791 FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT: FOSTER CARE

Includes activities directed to a specific child when the child is in out-of-home placement. Also, includes development of the case plan, which indicates specific services necessary to meet the protective needs of the child. Activities include but are not limited to:

- Assessing the needs and developing a case plan as required;
- Referrals for services;
- Monitoring the case plan;
- Management and supervision of the case;
- Working with foster parents to receive the child;
- Arranging pre-placement visits.

FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.

(A separate code for the FPP case management was established only for State budgeting purposes. Activities in this code duplicate those of code 148 and enable counties to access funds the State budgets in a separate line item only.)

KINSHIP SUPPORT SERVICES (STATE PROGRAM):

CODE 5821 KINSHIP SERVICES

Activities include the implementation and expansion of existing Kinship Support Services Programs through AB 1193 (Chapter 794, Statutes of 1997). The programs provide community based family support services to relative caregivers and children placed in their homes by juvenile court and those at risk of dependency or delinquency. Also provides post permanency services to relative caregivers who become legal guardians or adoptive parents of formerly dependent children.

PROMOTING SAFE AND STABLE FAMILIES (PSSF):

CODE 5151 PSSF - FAMILY PRESERVATION SERVICES

Activities include, but are not limited to, services designed to help families alleviate crises that might lead to out-of-home placement of children; services that maintain safety of children in their home; services that support families preparing to reunite or to adopt a child; information and referral services.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

CODE 5161 PSSF - FAMILY SUPPORT SERVICES

Family support activities include, but are not limited to, home visitation, parent education, information and referral services, family counseling services, respite care for parents and other caregivers, early development of children to assess the needs of children, literacy services, and health education for children and parents.

CODE 6751 PSSF - ADOPTION PROMOTION AND SUPPORT

Includes pre-and post-adoptive services designed to expedite the adoption process and support adoptive families; identifying prospective adoptive parents; assuring a foster care permanency option or, with older adolescents preparing for independent living; and preparing an adoption plan assessment on child.

CODE 6761 PSSF -TIME LIMITED FAMILY REUNIFICATION

This includes activities that are provided to a child who is removed from the child's home and placed in a foster family home or a childcare institution. These services are also for the parents or primary caregiver of such a child, in order to facilitate reunification of the child safely and appropriately, but only during the 15-month period that begins on the date that the child is considered to have entered foster care. Services include individual, group and family counseling; inpatient, residential or outpatient substance abuse treatment services; mental health services; assistance to address domestic violence; temporary child care and therapeutic services for families, including crisis nurseries; and transportation to and from any of the above services.

CODE 6771 PSSF – MONTHLY CASEWORKER VISITS

Includes time spent by caseworkers with an approved case plan performing activities designed to support increased monthly caseworker visits to children in foster care to create positive outcomes for children; and activities to improve caseworker retention, recruitment, training, and the ability to access the benefits of technology (i.e. to report/record the frequency of completed "in person" visits of children in their residence to the Child Welfare Services Case Management System (CWS/CMS). The requirements for "Increase Funding for Caseworker Visits" activities are associated with the children included below:

- Children who are in stable placement with a relative or foster parent who has had the child at least 12 months;
- Children placed voluntarily and the child's parents/guardians who visit at least monthly;
- The child is under two years of age and less frequent Social Worker (SW) visit can facilitate more frequent parent/SW visit thus facilitating reunification;

- Children residing out of state in a facility other than a group home;
- A dependent child's case has approval by the court for less frequent visits;
- A voluntary child's case has approval by a county deputy director for less frequent visits.

FOSTER CARE (FC):

CODE 5041 AB 2129 (CHAPTER 1089, STATUTES OF 1993) FOSTER PARENT TRAINING

Includes time spent preparing for and providing short-term training to current and prospective foster parents.

CODE 5061 AB 2129 FOSTER PARENT RECRUITMENT

Includes time spent performing foster parent recruitment activities for the AB 2129 Foster Parent Training and Recruitment Program, and travel associated with recruitment activities.

CODE 5771 MONTHLY VISITS/GROUP HOMES/CWD
Includes those activities performed by CWD social workers when providing monthly visits to all children placed in-group homes (in-and out-of-state).
FOSTER FAMILY AUDIT (FFA):

CODE 5331 COUNTY-OPERATED FFA

Includes time spent by caseworkers and support staff on county-operated FFA activities. It is restricted to San Mateo County.

IN-HOME SUPPORTIVE SERVICES (IHSS):

CODE 0031 IHSS - QUALITY ASSURANCE

Includes activities performed by staff at county social services offices that are charged with the responsibility of assuring that services are consistent with federal and State regulations, policies and guidelines. Such activities are within the scope of Senate Bill 1104 (Chapter 229, Statutes of 2004) may include, but are not limited to the following: reading case files; conducting desk reviews and home visits with program recipients to validate the assessment of need and ensure that services authorized are provided; providing training to other county social staff regarding the quality assurance process; providing written and verbal feedback to county management; compiling and reporting quality assurance data; evaluating data for potential overpayments or fraud; meeting with State and other designated staff regarding quality assurance issues. Also includes activities related to the detection and identification of suspected fraud; and the referral

of suspected fraud-as specified in protocols established pursuant to Assembly Bill 19 of the Fourth Extraordinary Session (2009).

CODE 1021 IHSS - SPMP

Includes the following activities for welfare staff meeting SPMP requirements:

- A registered/public health nurse reviewing the case, reviewing services authorized by the social worker as outlined in the needs assessment, reviewing the certification of medical necessity for consistency with authorized services, providing consultation on the recipient's service needs, monitoring the recipient's condition and effectiveness of the client's Personal Care Services Program (PCSP) services, providing expert medical opinions related to the treatment plan, and liaison activity with service providers and other agencies that provide medical care on the medical aspects of PCSP.

"SPMP can include time spent on referrals and coordination involved in managing the client's medical services, mental health services, home health care, durable medical equipment, etc. if these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate."

IHSS – PCSP/HR:

Program code 103 captures costs for PCSP and HR activities for the IHSS program, including Supported Individual Providers (SIP) and SPMP costs not eligible for enhanced Federal Financial Participation. Related time study codes are as follows:

CODE 1031 IHSS –HR –ELIGIBILITY/ REDETERMINATIONS

This includes facilitating the eligibility process~~,~~ and making IHSS eligibility determinations/re-determinations for PCSP/Plus Option.

CODE 1032 IHSS - SUPPORTED INDIVIDUAL PROVIDERS (SIP) PCSP/PLUS OPTION

Includes time spent assisting IHSS-PCSP/Plus Option recipients in selecting individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and actual transporting or accompaniment of the recipient to services related to personal care.

Coordinating outreach and recruitment of potential individual providers; establishing and maintaining a list of potential providers that recipients can choose from, and conducting orientation for recipients and individual providers on the IHSS program.

CODE 1033 IHSS - SIP HR

Includes time spent assisting IHSS-Non PCSP who are HR and Medi-Cal eligible recipients in selecting an individual provider(s); assisting and training the recipient in supervision of their individual provider(s); and the actual transporting or accompaniment of the recipient to services.

CODE 1034 PCSP/PLUS OPTION- CASE MANAGEMENT

Includes development, implementation, and management of the plan of treatment; assessing service needs for PCSP/ Plus Option applicant; explaining, arranging for, and authorizing IHSS services when such activities are HR and provided to Medi-Cal eligible IHSS recipients; referrals to other agencies and programs; referring IHSS PCSP/Plus Option recipients to potential individual providers to assist them in selecting a provider; explain the new provider reimbursement process; transporting or accompanying recipients to obtain services related to Medi-Cal personal care services; obtaining a completed doctor's certificate as part of the process of arranging State Plan covered services; outreach activities to inform IHSS Medi-Cal eligible recipients of available services and programs; statistical reporting; Fair Labor Standards Act (FLSA) related activities; voter registration activities; processing provider grievances and managing provider reimbursements for incorrect Medi-Cal SOC pay warrant deductions.

CODE 1035 IHSS PCSP/Health Related

Includes time spent on a variety of case management and administrative activities performed by a CCT IHSS caseworker assisting CCI participants. IHSS caseworkers perform functions necessary for the administration of the program including assessments and determining authorized hours. With the IHSS recipient's consent, IHSS caseworkers may share information with other CCT team members to facilitate care management, develop and implement a care plan, meet periodically including at the recipient's request, work closely to stabilize medical conditions, maintain functional status and meet care plan goals.

CODE 1041 IHSS - SIP NON-HR/PCSP/PLUS OPTION

Includes time spent assisting IHSS Program recipients not eligible for federal Medi-Cal funding, including non-PCSP/non-Plus Option recipients, in selecting an individual provider(s); assisting and training the recipient in supervision of their individual provider(s); and actual transporting or accompaniment of the recipient to services.

CODE 1042 IHSS – NON-HR/PCSP/PLUS OPTION

This includes IHSS activities not eligible for Title XIX funding. These activities are related to non-PCSP/non-Plus Option cases. This includes time spent explaining IHSS

program benefits to applicants/recipients; the new provider reimbursement process; employee and employer responsibilities; assessing service needs; development, implementation, and management of treatment plans; implementation activities for any IHSS court case; processing a claim form and calculating benefits related to a court case ruling; managing provider reimbursements for incorrect Medi-Cal SOC pay warrant deductions; data input of claims; preparing reports; Fair Labor Standards Act (FLSA) related activities; participation in case reviews and audits; voter registration activities, appeals, case dictation, and statistical reporting.

CODE 2721 IHSS – CONLAN v. BONTA PCSP

County welfare department (CWD) responsibilities include:

- Referring clients, as needed, to the DHCS Beneficiary Service Center for assistance with questions or obtaining/completing Conlan claim forms;
- Providing copies of NOAs (690) that demonstrate medical necessity and/or SOC 828 County Verification Forms;
- Responding to questions and/or providing documentation for State Hearings upon request from State staff.

CODE 3301 IHSS – NON-HR/PCSP/PLUS OPTION FRAUD

This includes fraud activities related to the IHSS Residual Program that are not eligible for Title XIX funding performed by Welfare Fraud Investigators and their first-line supervisors who have peace officer status under Penal Code Section 830.

CODE 7391 IHSS ANTI-FRAUD BACKGROUND CHECKS

Includes activities performed by staff at county social services offices who are charged with the responsibility of monitoring the delivery of supportive services to detect and prevent potential fraud and maximize the recovery of overpayments. Such activities may include but are not limited to the following: conducting criminal background checks of any provider including processing criminal offender record information, review of the fingerprinting results, subsequent arrest information, and appeals; providing written and verbal feedback to county management; compiling and reporting data; and meeting with State and other designated staff regarding anti-fraud issues.

CODE 7401 IHSS NON-PCSP/PLUS OPTION ANTI-FRAUD PLAN

Includes all non-Title XIX eligible activities specified in a county's anti-fraud plan, approved by the appropriate County Board of Supervisors and CDSS. This includes implementation activities related to the provision of fraud prevention, detection, referral, investigation and program integrity, which must not be duplicated by other activities claimed to other IHSS codes.

CODE 7411 IHSS PCSP/PLUS OPTION ANTI-FRAUD PLAN

This includes all Title XIX eligible activities specified in the county's anti-fraud plan approved by the appropriate County Board of Supervisors and CDSS. In addition, the implementation activities related to the provision of fraud prevention, detection, referral, investigation and program integrity, which must not be duplicated by other activities claimed to other IHSS codes.

CODE 7431 IHSS ANTI-FRAUD INITIATIVE

Includes activities performed by staff at county social services offices or its designee who are charged with the responsibility of monitoring the delivery of supportive services to detect, prevent and mitigate potential fraud, and investigate suspected cases to maximize the recovery of overpayments. Such activities may include but are not limited to the following: reviewing referred case files to ensure compliance with documentation requirements; reviewing provider timesheets; conducting targeted program integrity activities including targeted mailings and unannounced in-home monitoring; providing written and verbal feedback to county management; compiling and reporting data; meeting with State and other designated staff regarding anti-fraud issues; and performing duties related to the investigation of suspected fraud in the PCSP/Plus Option programs that are within the scope of the protocols established pursuant to Assembly Bill 19 of the Fourth Extraordinary Session (2009).

CODE 8361 - IHSS Provider Exclusions

Costs include reviewing and processing requests for waivers to provider exclusions for applicant providers who have been convicted of a Tier 2 crime. These crimes as specified in section 12305.87 of the Welfare and Institutions Code include:

- Violent or serious felonies, as specified in sections 667.5 (c) and 1192.7 (c) of the Penal Code.
- Felonies for which the individual is required to register as a sex offender, as specified in section 290(c) of the Penal Code.
- Felonies of fraud against a public social services program, as specified in sections 10980(c) (2) and 10980(g) (2) of the Welfare and Institutions Code.

Allowable activities may include, but are not limited to:

- Reviewing and processing requests for waivers for applicant providers whose applications were denied on the basis of a conviction(s) of a Tier 2 crime.
- Determining what convictions are exclusionary.
- Contacting recipients who wish to hire a person who is applying to be a provider and has been convicted of a Tier 2 crime.
- Including a summary explanation of exclusionary crimes, the waiver process, waiver form, the provider appeal process, and the general exception process.
- Administering the waiver process and ensuring that all needed information is clearly stated for applicant providers.

INDEPENDENT LIVING PROGRAM (ILP):

CODE 1821 ILP - CASE MANAGEMENT

This includes ILP case management activities for children: assessing need for ILP services, developing ILP service plan, and referring the child to services.

CODE 1841 ILP - SERVICES

Includes provision of ILP services to children: independence counseling; providing training on occupational and college preparatory high school classes, financial aid and scholarships, acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management; and other necessary services; including administrative activities related to the implementation of NYTD surveys.

CODE 7451 ILP NONFED CASE MANAGEMENT

Includes activities for ILP case management~~,~~ for non-federally eligible ILP populations (youth between the ages of 16 and 17 who were placed in NRLGs or KinGAP placements prior to age 16).). These activities include~~s~~ assessing the child's need for ILP services, developing the ILP service plan~~,~~ and referring the child to services.

CODE 7461 ILP NONFED SERVICES

Includes activities for ILP services~~,~~ for non-federally eligible ILP populations (youth between the ages of 16 and 17 who were placed in NRLGs or KinGAP placements prior to age 16). These activities include independence counseling, providing training on occupational and college preparatory high school classes, financial aid and scholarships, acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management, and referral to necessary services.

EDUCATION AND TRAINING VOUCHER (ETV) PROGRAM:

CODE 0671 EDUCATION AND TRAINING VOUCHER

Includes social work time spent on notifying and counseling former foster youth of the availability of, and potential eligibility for ETV funds, time spent on the preparation and distribution of flyers, pamphlets, and other outreach activities as necessary to advertise information about the ETV program.

SUPPORTIVE TRANSITIONAL EMANCIPATION PROGRAM (STEP):

CODE 3001 STEP-ELIGIBILITY

Allowable activities include: conducting eligibility determinations; benefit payment functions; Medi-Cal Program functions; and various intake activities such as screening, approvals, denials, and other dispositions of requests for aid, including restorations, budget computations, and authorizing actions.

OFFICE OF CHILD ABUSE PREVENTION (OCAP):

CODE 1671 CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT)

This includes provision of services for child abuse and intervention.

REFUGEE RESETTLEMENT PROGRAM (RRP):

CODE 1401 RRP - CWS

Includes time spent arranging for and providing the following services to eligible refugees in support of a CWS plan:

- Information and referral services,
- Outreach services, including activities designed to familiarize refugees with available services, explain the purpose of these services, and to facilitate access to these services

Social adjustment services include:

- Emergency services as follows: assessment and short term counseling to persons or families in a perceived crisis, referral to appropriate resources, and making arrangements for necessary services.
- Health-related services as follows: information, referral to appropriate resources, assistance in scheduling appointments and obtaining services, and counseling to

individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.

- Home management services as follows: formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.

    - Day care for children;
    - Transportation;
    - Translation and interpretation services;
    - Case management services.

CODE 1411 RRP - CSBG

Includes same activities specified for Code 1401 except activities identified must be provided to eligible refugees in support of a service plan directed at goals other than Employability or CWS.

SPECIALIZED TRAINING FOR ADOPTIVE PARENTS (STAP):

CODE 0051 STAP - RECRUITMENT

Includes time spent performing STAP recruitment activities that are performed in order to find and develop required resources that either do not exist, or do not exist in sufficient quantity to meet the needs of the population being served. This includes travel time associated with recruitment activities.

CODE 0052 STAP - TRAINING

Includes time spent preparing for and providing training to recruit adoptive parents to care for eligible children.

STATE MANDATES:

Case Management activities include:

- SB 1667 – Instructing caregivers on filing caregiver information forms, ensuring the child's caregiver is provided a copy of the form.
- AB 1331 – Screening foster youth in foster care who are at least 16.5 years of age and not older than 17.5 years of age in order to determine whether the youth is eligible for federal SSI benefits, submitting SSI applications for eligible youth in foster care.
- SB 703-this legislation aims to minimize the risk of predictable and preventable harm to vulnerable children in out-of-home care by detecting the presence/residence of a registered sex offender check (RSOC) in prospective and approved licensed

facilities and prospective and approved relative/Non-Relative Extended Family Member (NFREFM) homes.

CODE 7091 STATE MANDATES FEDERAL

Includes state mandated Title IV-E eligible activities performed by county welfare departments to improve outcomes for case management activities such as instructing caregivers on filing caregiver information forms, ensuring the child's caregiver is provided a copy of the form in caregiver's native language, screening foster youth to determine eligibility for SSI benefits and submitting SSI applications that are Title IV-E eligible youth in foster care. This code is only used for state mandates with no county share for Title IV eligible youth in foster care.

Also, includes but not limited to the following out of home care activities:

- Assessing relative/NREFM caregivers suitability
- Performing criminal records checks, checking for prior child abuse/neglect allegations and completing in-home safety inspections
- Responding to relative/NREFM concern and other tasks related to grievance procedure process, performing a registered sex offender check (RSOC)
- Checking Megan's Law Public Website for address match with prospective and approved relative/NREFM caregiver homes at initial approval and reassessment, investigation of matches,
- Conducting grievance review hearings associated with a match, removal and placement of dependent child due to RSOC address match.

CODE 7101 STATE MANDATES NON-FED

Includes state mandated non-federally activities performed by county welfare departments to improve outcomes for case management activities such as instructing caregivers on filing caregiver information forms, ensuring the child's caregiver is provided a copy of the form in caregiver's native language, screening foster youth to determine eligibility for SSI benefits and submitting SSI applications that are non-federally eligible youth in foster care. This code is only used for State mandates with no county share for non-federally eligible youth in foster care.

SUPPLEMENTAL SECURITY INCOME/STATE SUPPLEMENTAL PAYMENT (SSI/SSP):

CODE 1351 SSI/SSP - OUT OF HOME CARE

This includes determining and certifying the need for out-of-home care for an SSI/SSP applicant or recipient who resides in an unlicensed home. This activity must be initiated by Form SSP 22.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

SUPPORTIVE AND THERAPEUTIC OPTIONS PROGRAM (STOP):

CODE 5881 STOP-ASSESSMENT/CASE PLAN

Activities are directed at developing a case plan, which indicates specific services necessary to promote a successful transition home and allows for continuity in service delivery. Activities include but are not limited to, the following:

- Identifying and developing specific services needed by children and their families;
- Developing a strength-based assessment;
- Linking families with community-based services and local service providers, along with teaching families how to access needed services;
- Coordinating with service providers and community based organizations;
- Activities that are directed towards enhancing, expanding or supporting STOP; and
- Travel time associated with any of the above activities.

This is a state program.

CODE 5882 STOP-SERVICES

Includes, but is not limited to, services designed to help families alleviate crisis to prevent out-of-home placement, parent education, individual and family counseling, social and vocational skills training, and therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems and behaviors.

OTHERS:

CODE 0161 IV-E WAIVER EVALUATION

This Time Study Code can only be used by Los Angeles Department of Children and Family Services and Alameda County Social Services Agency as these counties have been approved by CDSS to participate in the Title IV-E Wavier Demonstration Project.

The Time Study Code has been established to capture staff time participating in the collection Title IV-E Wavier evaluation information during face-to-face meeting, conference calls, or in completing specific forms for the Title IV-E Waiver evaluation. A support staff DPT has also been established for clerical staff providing support to the above referenced staff.

CODE 1761 IV-E WAIVER COUNTY ALLOCATION PLAN DEVELOPMENTAL

For counties who are participating in the Title IV-E Child Welfare Waiver Demonstration Project, one-time developmental administrative costs can be claimed at the onset of the

program, beginning with the date the demonstration project was approved, March 31, 2006, and continuing to prior to the implementation of the project. Allowable activities for Time Study Code 1761 include but are not limited to the following:

- Developing the letter of interest/intent;
- Development of county plans, proposals, policies and procedures, etc.;
- Developing fiscal data;
- Establishment of new policy and procedures for the demonstration project.

CODE 7071 – GOMEZ v. SAENZ LAWSUIT

County welfare department (CWD) responsibilities include:

- Providing a notification and information regarding the process for requesting a grievance hearing to individuals currently on or about to be added to the Child Abuse Central Index (CACI);
- Track actual time spent in the implementation of the *Gomez v. Saenz* settlement by both clerical and social worker staff (including supervisors and managers).

Implementing and carrying out the notification and grievance process actual activities may include, but are not limited to; staff development of clerical and social worker staff (including supervisors and managers); and aspects of the hearing process, such as obtaining the underlying case file, preparing testimony, and follow-up activities once the hearing is concluded. Support staff activities directly related to the *Gomez v. Saenz* grievance hearings are to be claimed to the Direct to Program Support Staff Code A66.
AB 1512 HEALTH BENEFIT DETERMINATION:

AB 1512 mandates counties to develop urgent disenrollment determinations and procedures for foster children enrolled in a county organized health system that are placed out-of-county. A determination must be made no later than one working day after an out-of-county placement begins.

When foster children are placed out-of-county, they face existing and ongoing health care barriers which interfere with access to routine medical care, non-emergency mental health services, dental care, and prescription medications; also causes providers to mistakenly deny children their health care benefits.

CODE 7161 AB 1512—HEALTH BENEFIT DETERMINATION

Captures costs for activities performed by county welfare departments to make disenrollment determinations and to request timely disenrollment from a county organized health system for foster care children placed out-of-county. This is for the Medical Eligibility Date System (MEDS) only.

CODE 7301 PUBLIC LAW (P.L.) 110-351 IV-E TRAINING – FOSTER CARE

Includes costs providing short-term training to current or prospective relative guardians, State-licensed or State-approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. The State-licensed or State-approved child welfare agencies engage in the development and/or implementation of the case plan for current foster care children and those residing in home who receives Title IV-E assistance. The expanded list of allowable trainees include agencies and/or individuals who are, contracted or voluntarily participate in support of the child and family at the behest of a state-licensed or state-approved child welfare agency. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees.

- Parent/Family Support Partners individuals or organizations: activities of engagement result in reduced resistance by the family/child and increased readiness to engage and make necessary changes as described in their case plan;
- Faith based community: provide culturally relevant sources of support, training, re-assessment and capacity building for family-providing ready access support at the local/community level;
- Extended family members, caregivers and non-caregivers: maintain the continuity of care, connection, and support for children in care. As the child transitions to permanency, sustain and implement the case plan, and support and facilitate visitation;
- Tribal ICWA workers without a Title IV-E plan: provide essential service and supports for tribal children youth and families;
- Licensed child care providers: support families in the implementation of the case plan and address protective issues;
- Providers of visitation services: link providers who support visitation with case plan goals and objectives for children and families;
- Providers of domestic violence and child abuse services: support team members in assessment, case planning, and implementation to address protective issues for children and families;
- Regional Center staff, licensed medical staff, providers of mental health services, educational providers and advocates: assess and assist in meeting the child or youth's developmental, medical, mental health, and educational needs in support of the case plan;
- Licensed counselors: support the child and family in resolving key issues and make necessary changes as described in their case plan;
- CalWORKs Linkages staff: support the family and team members in assessment, case planning, and implementation of the case plan to address protective issues for children and families.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

Funding is available at differing FFP rates during a five year phase-in period. Starting with the Federal Fiscal Year (FFY) 2009, expenditures will be reimbursed at 55 percent and will increase by five percent each FFY thereafter until reaching 75 percent in FFY 2013.

CODE 7321 INCREASE FAMILY CASE PLANNING MEETINGS TO IMPROVE CHILD WELFARE OUTCOMES

In accordance with requirements of the State's Program Improvement Plan (PIP); for activities associated with the Increase Family Case Planning Meetings to Improve Child Welfare Outcomes that includes parents, extended family members, community service providers, and others in order to strengthen reunifications and decrease foster care reentries. This includes but is not limited to the following activities:

- Assessment of the child's/family's needs and developing a case plan as indicated in regulations;
- A joint development of safety plan based on safety and risk assessments;
- Facilitating a discussion with parents, foster parents and as appropriate, the children regarding the review of referrals and services associated with the case plan for the child and family;
- Team decision meeting/family case conferences that includes facilitating a formal family meeting involving the development of specific measurable goals and family objectives, upon their participation and agreement;
- Administrative arrangement (scheduling) of specific participants: Social Worker, Social Work Supervisor, child, birth parents, foster parents, relatives, CalWORKs staff, professional staff support (therapists, doctor, etc);
- Documentation of minutes of the meeting in CWS/CMS;
- Mediation with family involving specifically court mediation meeting with the family to resolve issues related to the court hearings;
- Including travel associated with the activities above.

The training costs captured to this code are those associated with the operation of the staff development office and the provision of CWD staff training. FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.

CODE 7331 INCREASE RELATIVE SEARCH AND ENGAGEMENT (IRSAE)

Counties are provided additional funding sources to increase family finding and engagement efforts statewide in compliance with the state's federal Program Improvement Plan. This would facilitate the location of relatives as a placement option for children who are not currently place with relatives upon entry into foster care and

establishing strong familial connections for youth non-relative placements approaching emancipation. Activities includes but not limited to:

- Collecting relative/NREFM information including search/identification, engagement, and referral for assessment.

The training costs captured to this code are those associated with the operation of the staff development office and the provision of CWD staff training. FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.

CODE 7471 Kin-GAP TITLE IV-E CASE MANAGEMENT

Includes the following activities performed on behalf of Kin-GAP cases: Conducting benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.

CODE 7481 PUBLIC LAW (P.L.) 110-351 IV-E TRAINING - ADOPTION

Includes activities providing short term training to current or prospective relative guardians, State-licensed or State approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. The State-licensed or State-approved child welfare agencies engage in the development and/or implementation of the case plan for current adoptive children who receive Title IV-E assistance. The expanded list of allowable trainees includes agencies and/or individuals who are contracted, or voluntarily participate in support of the child and family at the behest of a state-licensed or state-approved child welfare agency. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees.

- Parent/Family Support Partners individuals or organizations: activities of engagement result in reduced resistance by the family/child and increased readiness to engage and make necessary changes as described in their case plan;
- Faith based community: provide culturally relevant sources of support, training, re-assessment and capacity building for family-providing ready access support at the local/community level;
- Extended family members, caregivers and non-caregivers: maintain the continuity of care, connection, and support for children in care;

- As the child transitions to permanency, sustain and implement the case plan, and support and facilitate visitation;
- Tribal ICWA workers without a Title IV-E plan: provide essential service and supports for tribal children youth and families;
- Licensed child care providers: support families in the implementation of the case plan and address protective issues;
- Providers of visitation services: link providers who support visitation with case plan goals and objectives for children and families;
- Providers of domestic violence and child abuse services: support team members in assessment, case planning, and implementation to address protective issues for children and families;
- Regional center staff, licensed medical staff, providers' of mental health services, educational providers and advocates: assess and assist in meeting the child or youth's developmental, medical, mental health, and educational needs in support of the case plan;
- Licensed counselors: support the child and family in resolving key issues and make necessary changes as described in their case plan;
- CalWORKs Linkages staff: support the family and team members in assessment, case planning, and implementation of the case plan to address protective issues for children and families.

Funding is available at differing FFP rates during a five year phase-in period.Starting with the Federal Fiscal Year (FFY) 2009, expenditures will be reimbursed at 55 percent and will increase by five percent each FFY thereafter until reaching 75 percent in FFY 2013.

CODE 7851 ADOPTIONS ELIGIBILITY FOR NON-MINOR DEPENDENTS (NMDs)

Per AB 118 (Chapter 4, Statutes of 2011), the funding for agency adoptions was realigned to the Local Revenue Fund to allow for these services to be provided for at the county level. In addition, ABX 1-16 (Chapter 14, Statutes of 2011) allowed for counties that have not previously provided agency adoption services, one of four options which are to:

1) contract with CDSS to continue to provide services;
2) directly provide agency adoption services;
3) contract with another county to provide services; or
4) form a consortium of counties to provide services.

This Program Code (PC) is meant to capture the eligibility costs for Non-Minor Dependents (NMD) (18-21 years old). Allowable activities include: Conducting eligibility determinations; Title IV-E determinations and benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations;

budget computations and authorizing actions; child support referrals; home visits; inter-county/interstate transfers; program status changes; and case maintenance.

CODE 7861 NON-RELATED EXTENDED FAMILY MEMBER (NREFM) UNDER 18

Assessing the nonrelative caregiver suitability; performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to nonrelative concerns and other tasks related to the nonrelative grievance procedure process.

CODE 7871 NREFM NMD

For non-minor dependents: Assessing the nonrelative caregiver suitability; performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to nonrelative concerns and other tasks related to the nonrelative grievance procedure process.

CODE 8921 NMD ADOPTIONS – CASE MANAGEMENT

This TSC includes activities directed to a NMD who is being adopted, such as advising and providing instruction on the process of obtaining his or her historical and psychosocial background information and allowable case management activities supportive of the county's AAP. Training activities include the following for all elements of the AAP:

- Preparing for or providing training to County Welfare Department staff;
- Participating in continuing training received after induction training;
- Participating in short-term training provided by outside agencies;
- Participating in training conferences;
- Providing training to current or prospective adoptive parents or to adoption agency staff.

AB 12 - EXTENDED FOSTER CARE (EFC)

AB 12 allows California to implement provisions of Public Law (PL) 110-351, the Fostering Connections to Success and Increasing Adoptions Act of 2008. This law provides states the option to fund the federal Kinship Guardianship Assistance Payment (Kin-GAP) program through the Title IV-E option of the Social Security Act for relatives who assume legal guardianship of foster youth. AB 12 also allows the extension of FC, federal Kin-GAP, Kin-GAP, and Adoptions Assistance Program (AAP) benefits to eligible youth up to age 21 on a staggered schedule. The extension of benefits up to age 19 will implement on January 1, 2012. On January 1, 2013, the extension of

benefits will increase to age 20. On January 1, 2014, if the California Department of Social Services (CDSS) determines that there are sufficient funds available, benefits may be extended up to age 21.

CODE 8371 EFC ELIGIBILITY DETERMINATION

Includes activities related to preparing for determination of a child's eligibility for Foster Care (FC) or Adoption Assistance Program (AAP); not actual eligibility determination. For example:

- Gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support;
- Filling out and processing necessary forms;
- Querying systems, records, and other staff for current Aid to Families with Dependent Children (AFDC) status;
- Preparing and conducting Title IV-E eligibility reviews;
- Travel time associated with any of the above activities.

CODE 8381 EFC HEALTH RELATED SERVICES

Any activity to help children who are Medi-Cal eligible, or potentially eligible, including all foster children, gain access to services covered by the Medi-Cal state plan in order to attain or maintain a favorable physical or mental health condition. These activities will not duplicate Targeted Case Management activities provided through the State Plan. Such activities include, but are not limited to:

- Assisting Medi-Cal eligible children in identifying and understanding their health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal;
- Facilitating the Medi-Cal eligibility application, by explaining the Medi-Cal eligibility rules and the eligibility process to the parents/guardian of prospectively eligible children; assisting such applicants to fill out the eligibility applications; gathering information related to the application and eligibility determination or redetermination from the client, including resource information and third party liability information, as a prelude to submitting a formal Medi-Cal application to the county welfare department or providing necessary forms and packaging all forms in preparation for the Medi-Cal eligibility determination;
- Development, implementation, and management of care plans for
- Medi-Cal eligible children for their health-related needs covered by Medi-Cal;
- Referrals to other agencies and programs in order to meet the Medi-Cal covered health care needs of Medi-Cal eligible clients;
- Statistical reporting;

- Outreach activities to Medi-Cal eligibles or potential eligibles to communicate about available Medi-Cal services and programs;
- Liaison activities with Medi-Cal providers to facilitate case planning.

CODE 8391 EFC TRAINING

This PC is for CWS training, at the enhanced rate of 75 percent, is for people employed or preparing for employment in all classes of positions by the state or local agency administering the program. Training is limited to topics necessary for performing the following specific FC program administrative functions:

- Referral to services;
- Case plan development;
- Case management and supervision;
- Preparation for and participation in judicial determinations;
- Placement of the child;
- Case reviews;
- Recruitment and licensing of foster homes and institutions;
- Eligibility determination.

CODE 8401 EFC SERVICES/NON-FEDERAL

The individual child's case plan shall be the basic guideline for the provision of CWS. Services include, but are not limited to, the following:

- Providing counseling or other therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems, behaviors, or home conditions, as referenced;
- Providing homemaking instruction, through discussion and example when parent/guardian functioning can be improved by teaching more effective child care skills and home maintenance. Manual of Policies and Procedures 31-002(t) (1);
- Parenting training.

CODE 8411 EFC COURT RELATED ACTIVITIES

Any court-related activity directed to foster care child who remains in out-of-home placement. Includes, but not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;

- Paperwork and contacts related to judicial activity;
- Working with foster parents to prepare them to receive a child;
- Assessing child's/family's needs and developing a case plan as indicated in regulations;
- Evaluation or assessment of the child and family's condition;
- Arranging for provisions of protective services when necessary;
- All planning, assessments, and paperwork which contribute to the above activities;
- Case management and supervision;
- Recruitment activities, finding and developing resources, coordinating and consulting with service providers and community groups, distributing resource materials;
- Travel time associated with the above activities.

CODE 8421 EFC CASE MANAGEMENT

Includes activities directed to a specific child when the child is in out-of-home placement, including relative placements and emergency shelter care. Included is the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. The following are allowable activities:

- Assessing the child's/family's needs and developing a case plan as indicated in regulations;
- Referrals to services when necessary;
- Arranging for pre-placement visits;
- Working with foster parents to prepare them to receive a child;
- Monitoring progress in meeting case plan objectives and updating the case plan;
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative review;
- Recruitment activities, developing and distributing resource materials, consulting and coordinating with service providers and community based organization;
- Visits for non-group home FC placements (i.e., relatives and foster family homes). See TSC 5771 for visits related to children in group home placements and TSC 8431 for visits related to NMDs in group home placements;
- Travel time associated with any of the above activities;
- Do not include court document preparation or petition filing. These are Code 147 (CWS-Court Related Activities) and Code 841 (EFC-Court Related Activities).

CODE 8431 EFC GROUP HOME MONTHLY VISITS (CWD)

Includes those activities performed by County Welfare Department (CWD) social workers when providing monthly visits to all children placed in group homes (in-and out-of-state).

CODE 8481 OVER 18 KIN-GAP IV-E ELIGIBLE CASE MANAGEMENT

Includes the following activities performed on behalf of Kin-GAP cases: conducting reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.

NON-RELATED LEGAL GUARDIANS (NRLG):

Due to federal guidance received from the Administration on Children and Families (ACF), PCs 863, 864 and 865 have been created for county caseworkers to direct charge their time study hours to a specific time study code for the NRLGs. Previously, the NRLGs were not included in the non-federal IV-E Foster Care discount rate. ACF has advised the California Department of Social Services to create direct charge codes which counties can claim to instead of including this population in the discount rate.

CODE 8631 NON-RELATED LEGAL GUARDIANS NMD

This code is for case management activities for NRLGs participating in EFC. Activities include but are not limited to: developing and updating written assessment and case plan, and conducting caseworker visits.

CODE 8641- NON-RELATED LEGAL GUARDIANS PROBATE COURT

This code is for case management activities for NRLGs in the probate court system. Activities include but are not limited to: Developing and updating written assessment and case plan, and conducting caseworker visits.

CODE 8651 NON-RELATED LEGAL GUARDIANS JUVENILE COURT

This code is for case management activities for NRLGs in the juvenile court system. Activities include but are not limited to: developing and updating written assessment and case plan, and conducting caseworker visits.

CODE 8881 RESOURCE FAMILY APPROVAL (RFA)

The time study code includes activities performed for an applicant or an approved family applicant or an approved resource family (resource families may be related or non-related caregivers). Activities include RFA recruitment, completing the comprehensive assessment as described in the Resource Family Written Directives and may also include but are not limited to:

- Background checks, clearances and assessment
- Home environment assessment
- Permanency assessment
- Pre-approval training
- Written assessment
- Activities related to emergency placements and placements based on a compelling reason
- Information and data system activities
- Travel related to any of the above activities

Background check clearances include Child Welfare Services Live Scan/California Law Enforcement Telecommunications System, Child Abuse Index searches, Federal Bureau of Investigation and California Department of Justice databases background checks for criminal records. Activities may also include tasks associated with the provision of information to resource families including their rights to a due process.

CODE 9181 COMMERCIALLY SEXUALLY EXPLOITED CHILDREN (CSEC) YOUTH TRAINING, SERVICES AND SUPPORT

Allows costs for specialized county staff that are trained to work with children who are victims of commercial sexual exploitation to support victims and their caregivers, and to provide support for case management and the interagency and cross-departmental response.

CODE 9201 CSEC PROGRAM PROTOCOL AND DEVELOPMENT

For those counties who are participating in the CSEC Program, staff are able to report time spent on administrative activities related to the interagency protocol development of a multidisciplinary team to serve CSEC youth.

Allowable activities include, but are not limited to:

- Developing the required CSEC program interagency protocol;
- Developing the required multidisciplinary team; and/or
- Establishing new policy and procedures, if needed.

Costs associated with training qualify for reimbursement at the enhanced rate of 75 percent for people employed or preparing for employment in all classes of positions by the local agency administering the program.

CODE 9221 – CWS Case Review

Captures staff time on qualitative case review activities for cases receiving child welfare services. Case reviews include, but are not limited to, an extensive online review process and in-depth interviews with individuals involved in the case plan for each case selected for review. Activities shall include, but are not limited to:

- Completing the federal assessment instrument;
- Developing a process for qualitative reviews;
- Reviewing selected case records;
- Planning, scheduling and conducting interviews with the children, parents, caseworkers, foster parents and service providers;
- Training for staff.

CODE 9281 – Federal Preventing Sex Trafficking and Runaway Activities

Allowable activities include those directed to a child, identified as a victim, or at risk of, commercial sexual exploitation (CSE). Activities are limited to Title IV-E administrative activities directly related to the Federal Sex Trafficking and Runaway Provisions. These activities are codified in state law in W&I Code Sections 16501.1(f)(19), 16501.35, 16501.45; and Penal Code
Section 11166(j)(2)-(3). These activities include:

- Developing and implementing policies and procedures for identifying, documenting, and determining services for children and youth who are victims or at risk of sex trafficking.
- Developing and implementing specific protocols for expeditiously locating and responding to children who run away from foster care, including screening youth for CSE.
- Identifying, documenting and determining services for children and youth who are victims, or at risk of sex trafficking, including conducting human trafficking screenings, documenting victims in case files, determining appropriate services, including referrals to services and completing reports required for law enforcement.
- Expeditiously locating any child or non-minor dependent missing from care, determining the primary factors that contributed to them being absent from care, responding to such identified factors in subsequent placements, determining their experience while absent from care, determining whether they are a possible victim of CSE, and documenting these activities and this information.
- Reporting to law enforcement instances of sex trafficking when a child or youth receiving child welfare services is identified as a victim.
- Reporting to law enforcement when a child or youth receiving child welfare services, who is reasonably believed to be the victim or at risk of CSE, is missing or abducted, for entry into the National Crime Information Center and to the National Center for Missing & Exploited Children.

- Documenting in CWS/CMS when a child is receiving child welfare services and is a victim or at risk of CSE.

Counties may not claim the costs for conducting investigations of allegations of sex trafficking or other forms of child abuse or neglect or for providing social services, such as counseling or treatment, to victims of sex trafficking or other children or youth.

CODE 9321 - Foster Parent Recruitment, Retention and Support (FPRRS) - Federal

Allowable activities include those outlined in the county's approved FPRRS plan. The FPRRS Title IV-E allowable activities include but are not limited to:

- Administrative activities to provide and improve direct services and supports to foster parents, relative caregivers, and resource families;
- Removal of barriers in those areas defined as priorities in the county's FPRRS plan and subsequent reports on outcomes;
- Intensive relative finding, engagement and navigation efforts;
- Emerging technological, evidence-informed or other non-traditional approaches for outreach to potential foster parents, relative caregivers and resource families.

CODE 9351 – FPRRS FP Training – Federal

Includes time spent preparing for and providing short-term training to current and prospective foster parents. Activities must be included in the county's approved FPRRS plan (staff development enhanced training for FPRRS should be claimed to PC 932).

CODE 9441 CHILD FAMILY TEAM (CFT) – FEDERAL
This PC captures costs related to the CWD activities associated with the convening of child, youth and family-centered CFT meetings to assess, plan, identify and monitor support and services that are needed to achieve safety, permanency and well-being. Activities include, but are not limited to:

- **Providing input for the development of a child and family-centered case plan that articulates specific strategies for achieving the child, youth and the family's goals based on addressing identified needs, including meeting related court orders when required and building on or developing strengths.**
- **Providing input into the placement decision made by the CFT and the services to be provided in order to support the child or youth.**
- **Engaging and developing CFT members.**
- **Coordinating and conducting a CFT meeting.**
- **Participation time at the CFT meeting.**
- **Documenting results of the CFT.**

*The PC 9441 will be effective with the March 2017 quarter.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

CODE 7001 GENERIC

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- Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent training or in conference or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

2. CALWORKS FUNCTION
UPDATED: 12/16

GENERAL FUNCTION DEFINITION

Any activity related to the California Work Opportunity and Responsibility to Kids (CalWORKs) Program.

TIME STUDY STAFF

A. Workers performing CalWORKs eligibility determinations and grant maintenance activities; as well as referrals for services (such as mental health, substance abuse and domestic violence);

B. Staff providing employment training services, including case management and needs assessment as well as referrals for services (such as mental health, substance abuse and domestic violence);

C. Appeals Workers;

D. County Performance Sample Data Collection Staff;

E. Welfare Fraud Staff (i.e., Welfare Fraud Investigators [WFI] and their first-line supervisors) whom have peace officer status under Penal Code Section 830. Investigative staff who do not have peace officer status - a requirement necessary for reporting time to the same Fraud codes used by WFI - should report time to applicable program codes that do not indicate that they are restricted to WFI staff.)

F. Clerical and administrative staff performing CalWORKs activities on a full-time basis (e.g., case budget computations and Child Support disregard);

G. Caseworkers, clerical and administrative staff performing fiscal or case budget activities associated with Title IV-D Child Support collections; and

H. First-line supervisors of the staff listed in A-G, above.

CalWORKs:

Includes information and referral, eligibility determinations and grant maintenance functions for the CalWORKs Program; Medi-Cal and CalFresh functions for linked cash grant CalWORKs cases; Welfare to Work (WTW) activities; voter registration activities; Income and Eligibility Verification System (IEVS) functions including inquiries, matches, fraud referrals, and follow-up; preparing and/or presenting a case for hearing; and modified Quality Control Information System (QCIS) activities for the CalWORKs. This

category also includes Integrated Earnings Clearance/Fraud Detection System (IFD) functions including earning clearance reviews; IFD fraud referrals; IFD overpayment computations, and related contacts; and CalWORKs zero grants.

IDENTIFY ALL TIME TO ONE OF THE FOLLOWING:

CODE 2041 CALWORKS - IEVS

Includes reviewing and verifying that a discrepancy identified by the Integrated Earnings Clearance/Fraud Detection System (IFD) Wage Match and New Hire Match (NHM) exists between the gross earnings and employment reported by the recipient to the county, and by the employer to Employment Development Department (EDD); contacting recipients and employers to verify if earnings were unreported or underreported by the recipient and determining if an overpayment/overissuance was made; reviewing and verifying whether recipients received duplicate aid as indicated by the IFD Wage Match; contacting recipients, financial institutions, or any persons/agencies to verify existence and ownership of assets identified by the Franchise Tax Board Asset Match System, and determining if the recipient was ineligible for aid; determining whether an overpayment/overissuance was made and the amount of overpayment/overissuance if total ineligibility exists; and preparing associated Notice of Action and IEVS Response Document and IEVS Management Report (DPA 482). (*NOTE*: NHM information must be processed by dedicated IEVS staff who time study in accordance with CDSS time study instructions. As in the case with the wage match, we recommend that any resulting overpayments and grant reduction collections be initiated by dedicated IEVS or Collections staff, and time studied to Code 2781 (CalWORKs Overpayment Collections).

CODE 2261 CHILD/SPOUSAL SUPPORT DISREGARD

TSC 2261 (Child/Spousal Support Disregard) inadvertently dropped off in the December 1999 quarter. It includes preparing and authorizing payments, preparing any required notices, and responding to client inquiries about the disregard payment.

CODE 2691 CALWORKS SAVE PROGRAM

Primary and/or secondary verification activities to establish alien Satisfactory Immigration Status (SIS) with Immigration and Nationalization Service (INS) including: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

CODE 2781 CALWORKS OVERPAYMENT COLLECTIONS (SB 627)

Includes the following CalWORKs collection activities:

- Discovery and computation of overpayment, and notification of recipients (excluding IEVS matches);
- Establishment of overpayment record and initiation of grant reduction or cash collection (for all overpayments including those discovered by IEVS);
- Recording and accounting of collections;
- Referral of closed cases for cash collection;
- Re-establishment of grant reduction on reopened cases; and
- Reporting of collection activity.

CODE 6101 CALWORKS JAIL MATCH (SB 1556)

CalWORKs and Public Assistance CalFresh (PACF) cases - Jail Match casework activities required by SB 1556: includes reviewing and verifying that a recipient identified by the Jail Match System is, or has been, incarcerated; contacting recipients and jail facilities to verify whereabouts and exact dates of incarceration; determining if the recipient was eligible for aid and whether an overpayment/overissuance was made and the amount of the overpayment/overissuance if ineligibility exists for the recipient or case.

CODE 6141 CALWORKS ELIGIBILITY

This includes eligibility determinations for the CalWORKs Program in accordance with mandated reporting intervals. Activities includes review applications, required forms and verifications, fingerprint imaging, request for information, home and office visits, completion of Notice of Actions, sanctions, computer data input, and activities in support of non-Administrative Disqualification Hearings (ADH)/non-Intentional Program Violations (IPV) cases. Public Assistance CalFresh (PACF) and Two-Parent Family activities are time studied here, but the PACF shift and Two-Parent Family caseload shifts are applied to this program code. Activities that can be specifically identified to Medi-Cal, Non-Assistance CalFresh Program, and Non-Federal Recent Noncitizens are captured under other program codes. Note: Mandated reporting intervals; In accordance with AB 6 (Chapter 501, Statutes of 2011) and SB 1041 (Chapter 47, Sections 7-10, Statutes of 2012), in place of quarterly reporting the state now requires Annual Reporting for Child-Only cases (AR/CO).

CODE 6151 INITIAL ELIGIBILITY DETERMINATION FOR CALWORKs, -CALFRESH, AND MEDI-CAL PROGRAMS

This includes initial eligibility determination intake and grant determination activities that are common to CalWORKs, CalFresh, and Medi-Cal Programs. Included activities are review of SAWS 1, application, review required forms and verifications, request for information, early fraud referral, home and office visits, computer data input, fingerprint imaging, and completion of Notice of Actions.

This code is intended for new applicants or returning recipients requiring a full intake due to a break in aid. It is intended for applicants whose eligibility for these three programs is unknown (or uncertain) pending eligibility determination. If the applicant indicates that they are applying for CalWORKs only (i.e., no CalFresh or Medi-Cal assistance) use Code 6141.

CODE 6161 NON-FEDERAL CALWORKs ELIGIBILITY

Includes eligibility determinations performed on behalf of non-federal CalWORKs participants (e.g., recent noncitizens ineligible under TANF guidelines, but eligible for CalWORKs) in accordance with mandated reporting intervals. Allowable activities include review of SAWS 1, application, required forms and verifications, request for information, early fraud referral, home and office visits, computer data input, fingerprint imaging, and completion of Notice of Actions. Note: Mandated reporting intervals; In accordance with AB 6 (Chapter 501, Statutes of 2011) and SB 1041 (Chapter 47, Sections 7-10, Statutes of 2012), in place of quarterly reporting the state now requires Annual Reporting for Child-Only cases (AR/CO).

CODE 6181 CALWORKS PROGRAM INTEGRITY

This code is for non-WFI staff performing activities related to CalWORKs and Welfare-to-Work ADH/IPV cases, and CalWORKs Early Detection/Prevention Program (ED/PP). ED/PP activities with CalWORKs cases may include, but are not limited to: conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports.

CODE 6631 CALWORKS CASE MANAGEMENT

Includes time spent performing case management activities. Allowable activities include grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families and data collection conducted by County Performance Sample staff through the modified QCIS.

CODE 6641 INFORMATION AND REFERRAL

This includes providing applicant with information regarding programs and services available within the California Department of Social Services: and referrals to community agencies. Activities include explaining support services for employed

persons, diversion program, childcare program, Welfare-to-Work Supportive Services, Cal-Learn program, CalFresh Program, voter registration, etc.

CODE 6651 NON-FEDERAL CALWORKS CASE MANAGEMENT RECENT NONCITIZENS

Includes time spent performing case management activities. Allowable activities include grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families, and data collection conducted by County Performance Sample staff through modified QCIS.

CAL-LEARN PROGRAM:

Includes time spent performing administrative activities associated with Cal-Learn program sanctioned cases. Allowable activities include identifying Cal-Learn sanctioned cases; providing a teen parent with information; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; authorization and processing of sanctions. This also includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CODE 0261 STATE ONLY CAL-LEARN-ELIGIBILITY

Includes time spent performing administrative activities associated with Cal- Learn program sanctioned cases. Allowable activities include identifying WTW Teen Parent sanctioned cases; providing a teen parent with information; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; authorization and processing of sanctions. This also includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CODE 0271 STATE ONLY CAL-LEARN CASE MANAGEMENT

Includes time spent performing case management activities associated with - Cal-Learn Program sanctioned cases. Allowable activities include providing assistance to a teen parent to obtain educational, social and health services, scheduling and providing orientations to teen parents for the Cal-Learn Program; counseling; developing case plans; identifying need for, arranging, and authorizing supportive services; coordinating the child care plan with the educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustment to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions.

CODE 2571 SUPPORTIVE SERVICES OUTREACH

Includes time spent performing activities to expand existing outreach efforts and to develop and implement new outreach strategies. This may include media spots, posters, employment fairs, and providing information on availability of income support including Earned Income Tax Credit (EITC), health coverage, and food and nutrition programs.

CODE 6171 CAL-LEARN CASE MANAGEMENT

Includes providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the Cal-Learn Program; counseling; developing case plans; identifying the need for, arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making changes to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions.This code does not include activities that can be specifically identified to Child Welfare Services-Minor Parent Investigations.

CODE 6301 CAL-LEARN ELIGIBILITY

This includes identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program; preparing informational notices and Notices of Action; processing supportive services payments; making grant determinations; authorization and processing of sanctions and bonuses. This includes time spent determining deferral and exemption status; determining good cause; approving sanction/bonus recommendations; and preparation for hearings.

CODE 6401 NON-FEDERAL CAL-LEARN ELIGIBILITY

Includes time spent performing program administrative activities associated with the Cal-Learn Program on behalf of non-federally-eligible CalWORKs recipients (e.g., legal aliens though ineligible under Temporary Assistance for Needy Families [TANF] guidelines remain eligible for aid under CalWORKs). Allowable activities include identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; authorization and processing of sanctions and bonuses. This includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CODE 6411 NON-FEDERAL CAL-LEARN CASE MANAGEMENT

Includes time spent performing case management activities associated with the - Cal-Learn Program on behalf of non-federal eligible CalWORKs recipients. Allowable activities include providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the Cal-Learn Program; counseling; developing case plans; identifying need for arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustments to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions; deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CalWORKs FRAUD ACTIVITIES:

Includes any activity performed by WFIs related to the investigation and prosecution of fraud when a person, on behalf of himself or herself, has knowingly with the intent to deceive or defraud made a false statement or representation to obtain aid, to obtain a continuance or increase of aid, or to avoid reduction or denial of aid.

WFIs are required to record time for investigative activities to the codes specified below. Investigators and their first-line supervisors are required to have peace officer status under California Penal Code Section 830 in order to record time to fraud programs. Investigative staff who do not have peace officer status must record time spent on investigative activity as casework time, identified to the applicable program.

<u>CODE 3011 CALWORKS FRAUD</u>

This includes fraud activities related to a federal CalWORKs case. A case is defined as federal if at any time during the investigation period it was federally eligible.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

<u>CODE 3051 NON-FEDERAL CALWORKS FRAUD</u>

This includes fraud activities related to a non-federal CalWORKs case, including Two-Parent program participants. A case is defined as non-federal if during the entire investigation period it was non-federally eligible (e.g., legal aliens ineligible under TANF guidelines, but eligible for CalWORKs).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3151 FEDERAL CALWORKs AND CALFRESH FRAUD

Includes activities related to a case receiving both federal CalWORKs and CalFresh. When investigation ceases on one of the program components of the case, activities are reported solely to the remaining component (i.e., either CalWORKs fraud or CalFresh fraud).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3201 NON-FEDERAL CALWORKS and CALFRESH FRAUD

Includes activities related to a case receiving both non-federal CalWORKs and CalFresh (e.g., legal aliens ineligible under TANF guidelines, but eligible for CalWORKs). When investigation ceases on one program component of the case, activities are reported solely to the remaining component (i.e., either non-federal CalWORKs fraud or non-federal CalFresh fraud).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3401 EARLY FRAUD DETECTION/PREVENTION (EFD/P) - FEDERAL CALWORKS

Activities with federal CalWORKs cases include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for prosecuting authority, maintaining complete reports of fraud investigative activities, and completing statistical reports.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3421 EFD/P CALWORKS and CALFRESH

Includes EFD/P activities related to combined CalWORKs and CalFresh cases.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

ASSEMBLY BILL (AB) 74 EXPANDED SUBSIDIZED EMPLOYMENT (ESE) PLAN

The ESE Program is one part of Early Engagement strategies being implemented as a result of the passage of AB 74, Chapter 21 and Statutes of 2013. The CalWORKs ESE Program is a component of the 24-Month Early Engagement Redesign strategies being

implemented described in detail in ACL No. 13-81. The AB 74 amended WIC section 11322.63 and added section 11322.64 to implement the ESE Program on July 1, 2013.

CODE 3721 – ESE ADMINISTRATION FEDERAL

Includes activities necessary for the proper administration of the ESE Program (i.e., general administration, which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, costs for the goods and services, contract costs, etc.) performed on behalf of the federally-eligible population.

CODE 3741 – ESE NON-ADMINISTRATION FEDERAL

Includes activities related to a county's direct costs for the federally-eligible participants of the ESE Program (i.e., salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities. Program services include, but are not limited to, program case management, providing information to clients, screening and assessments, development of employability plans, work site recruitment, placement, etc.). It is not considered to be general administration and/or coordination of the ESE Program.

CODE 3761 – ESE ADMINISTRATION NON-FEDERAL

Includes activities necessary for the proper administration of the ESE Program (i.e., general administration, which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, costs for the goods and services, contract costs, etc.) performed on behalf of the non-federally-eligible population. These include, but are not limited to, activities related to a county's ESE Program, such as coordination and preparation of program plans and program oversight.

CODE 3781 – ESE NON-ADMINISTRATION NON-FEDERAL

Includes activities related to a county's direct costs for the non-federally-eligible participants of the ESE Program (i.e., salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities. Program services include, but are not limited to, program case management, providing information to clients, screening and assessments, development of employability plans, work site recruitment, placement, etc.). It is not considered to be general administration and/or coordination of the ESE Program. These include, but are not limited to, activities related to a county's ESE Program, such as work site recruitment and development, placement and case management.

WELFARE TO WORK (WTW) CASEWORKER ACTIVITIES:

Effective with the March 1998 quarter, Greater Avenues to Independence (GAIN) Placement and Development Services activities formerly captured separately under Code 4052 (GAIN-Placement and Development Services), have been re-classified as "general" WTW caseworker activities listed below. These activities include: soliciting and developing employment and training slots for the Work Experience component; negotiating employment and training contracts; and performing on-site programmatic monitoring of contracts, including contractor compliance in meeting the participant's employment goal and resolution of participation problems.

General WTW caseworker activities include: determining exemptions**;** arranging for the participant's entry into the WTW component; referring clients to the tribal TANF program; assessing the need for, and arranging of supportive services, other than child care; calculating supportive service overpayments (OP); completing OP Notices of Actions; coordinating OP grant adjustments with CalWORKs caseworker; tracking and monitoring participant activities; securing and referring participants to job interviews; arranging for or providing**-** employment or training-related counseling; completing subsequent WTW plans; coordinating grant-based OJT with the CalWORKs caseworker; conducting good cause and compliance determinations; determining the need for, and coordinating, sanction activities with the CalWORKs caseworker; preparing, for and presenting, information at hearings; providing client services, and referrals to mental health/substance abuse services. WTW caseworker activities listed within each WTW Code listed below are in addition to the general WTW caseworker activities listed above.

PLEASE IDENTIFY ALL CASEWORKER ACTIVITIES TO THE FOLLOWING WTW PROGRAM COMPONENTS ACCORDING TO PROGRAM PARTICIPANT ASSIGNMENT.

CODE 3351 CALWORKS DATA REPORTING

Includes time spent performing data reporting activities based on federal data reporting requirements, including actual hours of participation. Allowable activities include identification of sample cases, review of case files (including automated systems) to obtain necessary monthly demographic and participation information for the Research and Data Enterprise Project (RADEP) for cases in the federal sample and participation information for Enterprise, Phase II Lite (E2Lite) for cases in the county-specific sample. Also includes activities associated with inputting information into RADEP or E2Lite data collection tools and reconciling the data to ensure accurate and consistent reporting.

CODE 4512 NON-FEDERAL WTW

Includes activities for all WTW components performed on behalf of a non-federal participant (e.g., legal aliens ineligible under TANF guidelines but eligible for CalWORKs).

CODE 6201 WTW PRE-ASSESSMENT

Includes providing a CalWORKs applicant/recipient with WTW Program appraisal orientation, which may include use of the Online CalWORKs Appraisal Tool (OCAT), for the WTW program and available supportive services; advising the client of his/her rights and responsibilities; conducting activities associated with the Welfare Opportunity Tax Credit (WOTC) Program; administering the basic skills screening tests; developing and documenting the preliminary employment goal; completing General and Initial Activity Agreement; referring participant to the initial assignment or WTW Assessment; and activities prior to and after assessment related to one-week job readiness workshop and activities related to supervised or unsupervised job search. This includes Job Club Case Management (CM) and Program Operations, Supervised Job Search CM and Program Operations, and Other Job Search Services CM activities.

CODE 6211 WTW POST-ASSESSMENT: COMMUNITY SERVICE

Includes any activities performed relating to the provision of community service assignments to WTW program participants who are participating in Community Service activities prior to reaching the 18 or 24 month time limit as well as those who have reached their time limit (18th month or 24th month, as applicable) and have not found unsubsidized employment sufficient to meet required minimum hours of participation.

CODE 6221 WTW POST-ASSESSMENT: OTHER

This includes any WTW post-assessment activities other than those related to either Vocational Education or Community Service WTW components.

CODE 6231 WTW POST-ASSESSMENT: VOCATIONAL EDUCATION

This includes job-specific training in a classroom or on-site setting and other college training, including post secondary education and self-initiated programs.

CODE 6241 WTW ASSESSMENT

Includes activities related to a participant's entry into the component; amended WTW plans; third party assessment; vocational assessment; evaluation of participant's education and employment history and need for supportive services; evaluation and completion of the participant’s WTW plan; and reappraisals.

CODE 6311 CALWORKS TRANSITIONAL SERVICES

For counties that have provisions for transitional services in their county plans. This includes transitional services case management activities.

CODE 6481 NON-FEDERAL CALWORKS TRANSITIONAL SERVICES

For counties that have provisions for transitional services to legal aliens and Two-Parent Families (e.g., legal alien's ineligible under TANF guidelines, but eligible for CalWORKs) in their county plans. This includes transitional services case management activities.

CODE 6781 WTW TWO-PARENT FAMILIES: PRE ASSESSMENT

This includes WTW pre-assessment activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6201 (WTW Pre-Assessment).

CODE 6791 WTW TWO-PARENT FAMILIES POST ASSESSMENT: COMMUNITY SERVICES

This includes WTW community service activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6211 (WTW Community Service).

CODE 6801 WTW TWO-PARENT FAMILIES POST ASSESSMENT: VOCATIONAL EDUCATION

This includes WTW vocational education activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6231 (WTW Vocational Education).

CODE 6811 WTW TWO-PARENT FAMILIES: ASSESSMENT

This includes WTW assessment activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6241 (WTW Assessment).

CODE 6821 WTW TWO-PARENT FAMILIES-POST-ASSESSMENT OTHER

This includes WTW post-assessment activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6221 (WTW Post-Assessment: Other).

CODE 6831 TWO-PARENT RECIPIENT CHILD CARE TRAINING

This project will focus on necessary training and teaching of basic childcare and safety to CalWORKs Two-Parent families. Expected outcome is the ability for these families to serve as in-home license exempt, in-home licensed or center-based childcare providers.

CODE 6851 CALWORKS DOMESTIC VIOLENCE SERVICES

Includes time spent by county staff in direct provision of domestic violence services. These services may include, but are not limited to: community domestic violence services; individual counseling of the participant and children; group counseling; parenting skills training; independent living skills training.

CODE 6861 RECIPIENT CHILD CARE TRAINING

This project will focus on necessary training and teaching of basic childcare and safety to CalWORKs recipients. Expected outcome is the ability for these recipients to serve as in-home license exempt, in-home licensed or center-based childcare providers.

CODE 6871 TANF Timed-Out Employment Services

Captures costs which include case management and related WTW activities such as determining exemptions, arranging for the participant's entry into WTW component, performing needs assessment provided to employed individuals who are part of the hardship population. For additional activities, please refer to program code descriptions for WTW caseworker activities for the following codes:

- CODE 6201 WTW PRE-ASSESSMENT
- CODE 6211 WTW POST-ASSESSMENT: COMMUNITY SERVICE
- CODE 6221 WTW POST-ASSESSMENT: OTHER
- CODE 6231 POST-ASSESSMENT: VOCATIONAL EDUCATION
- CODE 6241 WTW ASSESSMENT

CODE 6891 TANF Timed-Out Employment Services

Captures costs that includes case management and related WTW activities provided to hardship population individuals such as determining exemptions, arranging for the participant's entry into WTW component, performing needs assessment.

For additional activities, please refer to program code descriptions for WTW caseworker activities for the following codes:

- CODE 6201 WTW PRE-ASSESSMENT
- CODE 6211 WTW POST-ASSESSMENT: COMMUNITY SERVICE
- CODE 6221 WTW POST-ASSESSMENT: OTHER
- CODE 6231 POST-ASSESSMENT: VOCATIONAL EDUCATION
- CODE 6241 WTW ASSESSMENT

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

CODE 3701 EMPLOYMENT SERVICES CASE MANAGEMENT
EMPLOYED NON-MOE

Includes case management and related WTW activities (e.g., determining exemptions, arranging for the participant's entry into the WTW component; performing needs assessment, etc.,) provided to employed safety net individuals and Long-Term Sanction cases.

For additional activities, please refer to the Program Code Descriptions for WTW caseworker activities and the following time study codes**:**

- CODE 6201 WTW PRE-ASSESSMENT
- CODE 6211 WTW POST-ASSESSMENT: COMMUNITY SERVICE
- CODE 6221 WTW POST-ASSESSMENT: OTHER
- CODE 6231 POST-ASSESSMENT: VOCATIONAL EDUCATION
- CODE 6241 WTW ASSESSMENT

CODE 3711 EMPLOYMENT SERVICES CASE MANAGEMENT
UNEMPLOYED NON-MOE

Includes case management and related WTW activities (e.g., determing exemptions, arranging for the participant's entry into the WTW component; performing needs assessment, etc.) provided to unemployed Safety Net and Long-Term Sanction cases.

For additional activities, please refer to the PC Descriptions for WTW caseworker activities and the following time study codes:

- Code 6201 WTW Pre-Assessment
- Code 6211 WTW Post-Assessment: Community Service
- Code 6221 WTW Post-Assessment: Other
- Code 6231 WTW Post-Assessment: Vocational Education
- Code 6241 WTW Assessment

CODE 8841 Family Stabilization Federal Case Management

This includes time spent providing Family Stabilization intensive case management to federally eligible WTW participants or potential WTW participants, prior to signing a WTW plan. This includes, but is not limited to: identification of barriers that prevent the work-eligible adult from being successfully engaged in WTW activities; arranging for services to support the family in overcoming an identified situation or crisis that is destabilizing; and time spent on providing additional outreach to clients who are in non-compliance or sanctioned.

CODE 8851 Family Stabilization Non-Federal Case Management

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

This includes time spent providing Family Stabilization intensive case management to non-federally eligible WTW participants or potential WTW participants, prior to signing a WTW plan. This includes, but is not limited to: identification of barriers that prevent the work-eligible adult from being successfully engaged in WTW activities; arranging for services to support the family in overcoming an identified situation or crisis that is destabilizing; and time spent on providing additional outreach to clients who are in non-compliance or sanctioned.

The nonfederal population is only the recent non-citizen entrant population where the individual has resided in the country for less than five years and is ineligible to receive Temporary Assistance for Needy Families (TANF) assistance and services. Under federal law, persons who legally entered the United States are ineligible for any means-tested public benefit for a period of five years, unless that person meets an exception based on his/her immigration status (i.e., this excludes refugees and asylees).

DEMONSTRATION PROJECTS:

CODE 2631 U.S. RESIDENCY PROJECT – CALWORKS

For Imperial and San Diego Counties only - includes interviewing applicants and recipients of public assistance to determine residency; reviewing documents for authenticity, completeness, and accuracy; determining case status; data collection for project evaluation; and referral of sampled cases for fraud investigation follow-up.

CalWORKs COUNTY PEER REVIEWS:

Assembly Bill (AB) 1808 (Chapter 75, Statutes of 2006) requires counties to participate in a peer review process, known as County Peer Review (CPR). CDSS, together with County Welfare Departments (CWDs) will visit other CWDs to review their CalWORKs program policies, procedures, and data to improve performance outcomes. The purpose of the CPR program is to share best practices between the CWDs and CDSS, identifying potential obstacles that may prevent CWDs from achieving the performance outcomes required by federal law.

CODE 7121 COUNTY PEER REVIEW (CPR)

Captures costs for activities for participating counties (up to five days per county site review) include: travel, staff interviews, case file reviews, facility visual observations and evaluations, development of county site visit summary reports, and ongoing technical assistance to counties. Counties will be reimbursed to backfill for any non-managerial/non-supervisorial county staff associated with county site review visits, such as caseworkers or employment specialists.

SENATE BILL (SB) 1569 (CHAPTER 672, STATUTES OF 2006):

The Trafficking Victims Protection Act (TVPA) of 2000 [Public Law (PL) 106-386] and the Trafficking Victims Protection Reauthorization Act (TVPRA) of 2003 (PL 108-193) extended eligibility for federally funded benefits and services to human trafficking victims and certain eligible family members, to the same extent as refugees. In order to receive benefits and services, adults must be certified as trafficking victims by the federal Office of Refugee Resettlement (ORR).

Effective January 1, 2007, SB 1569 (Chapter 672, Statutes of 2006) established a state-only program to extend benefits and services to trafficking victims prior to ORR certification. The SB 1569 also extended benefits and services to noncitizen victims of human trafficking, domestic violence and other serious crimes.

The benefits and services made available under SB 1569 include Trafficking and Crime Victims Assistance Program (TCVAP), State Funded Employment Services, California Food Assistance Program (CFAP), Cash Assistance Program for Immigrants (CAPI), and California Work Opportunity and Responsibility to Kids (CalWORKs), including Welfare-to-Work (WTW) Services.

<u>CODE 7131 TCVAP NONCITIZEN ADMIN</u>

Counties will time study activities related to the CalWORKs, TCVAP and the CAPI programs provided to noncitizen victims of human trafficking, domestic violence and other serious crimes. This time study code includes eligibility and grant maintenance activities, fraud investigations, information and referral and child care activities. Specific activities include:

- All eligibility-related activities for CalWORKs, TCVAP, and CAPI in accordance with mandated reporting intervals. Activities include initial determinations, regularly scheduled eligibility determinations, and review of eligibility report~~s~~ forms and verification, performed on behalf of non-federal CalWORKs participants (e.g., recent noncitizens ineligible under TANF five year ban guidelines, but eligible for CalWORKs), accepting/screening applications for SSI for CAPI applicants;
- Other allowable activities include but not limited to review of SAWS 1, application, required forms, verifications such as immunization records and school attendance documentation, request for information, assignment and treatment of child support, early fraud referral, home and office visits, computer data input, fingerprint imaging, and completion of Notice of Actions, sanctions, activities in support of State Administrative Hearings, non-Administrative Disqualification Hearings (ADH)/non-Intentional Program Violations (IPV) cases, conducting cause determinations and compliance for clients;
- Time spent by non-Welfare Fraud Investigator staff performing activities related to CalWORKs and WTW ADH/IPV cases and CalWORKs Early Detection/Prevention

Program. Activities may include, but are not limited to, conducting investigations, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports;

- Time spent performing grant calculations and grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families and data collection conducted through the Research and Development Enterprise Project (RADEP) and Enterprise II Lite (E2Lite) system;
- Providing applicants with information regarding programs and services available within the California Department of Social Services and includes referrals to community agencies. Other activities include explaining support services for employed persons, diversion program, childcare program, WTW Supportive Services, Cal-Learn program, CalFresh Program, voter registration, etc.;
- Child care activities include initiating and securing child care slots for use by CalWORKs participants who are employed or participating in an approved CalWORKs work activity, within the existing universe of child care providers; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; and coordinating or consulting with other child care delivery systems; program notifications; benefit computations; overpayments and underpayments and adjustments; overpayment NOAs, and coordinating overpayment grant adjustments with the CalWORKs caseworker; outreach; and preparing for and providing presentations to community groups and organizations; and verifying hours.

<u>CODE 7141 TCVAP NONCITIZEN SVCS</u>

Counties will time study activities for WTW and State Funded Employment Services provided to noncitizen victims of human trafficking, domestic violence and other serious crimes. This time study code includes employment related activities.

Specific activities include:

- Providing a CalWORKs applicant or recipient with an orientation and appraisal to the WTW program and available supportive services, advising the client of his/her rights and responsibilities, conducting activities associated with the Welfare Opportunity Tax Credit (WOTC) Program, administering the basic skills screening tests, developing and documenting the preliminary employment goal, completing General and Initial Activity Agreement, referring participant to the initial assignment or WTW Assessment, and activities prior to and after assessment related to one-week job readiness workshop and activities related to supervised or unsupervised job search. This includes Job Club Case Management (CM) and Program Operations, Supervised Job Search CM and Program Operations, and Other Job Search Services CM activities;

- Activities performed relating to the provision of community service assignments to WTW program participants who are participating in Community Service activities;
- Post-assessment activities other than those related to either Vocational Education or Community Service WTW components;
- WTW job-specific training in a classroom or on-site setting and other college training, including post secondary education and self-initiated programs;
- Activities related to participant's entry into the component; amended WTW plans; third party assessment; vocational assessment; evaluation of participant's education and employment history and need for supportive services; evaluation and completion of the participant's WTW plan; and reappraisals;
- For counties that have provisions for transitional services in the county's CalWORKs plan. This includes transitional case management activities.
- Necessary training and teaching of basic child care and safety. Expected outcome is the ability for these families to serve as in-home license exempt, in-home licensed or center-based child care providers.
- Time spent by WTW county staff in direct provision of domestic violence services. These services may include, but are not limited to: community domestic violence services; individual counseling of the participant and children; group counseling; parenting skills training; independent living skills training;
- Includes all TCVAP activities related to employment, training, and other social services provided by the county.

CODE 7371 ARRA 2009 EARNED EFC-ADMIN

Captures costs providing for the proper administration of the TANF EFC subsidized employment program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, cost for the goods and services, contract costs and all indirect or overhead costs, etc.). These include but are not limited to activities related to a county's subsidized employment program, such as, work site recruitment and development, placement, case management, and program oversight.

NOTE: This time study code is available for counties who have earned their FFY 2009 EFC in order to meet the FFY 2010 base by quarter.

WORKFORCE INVESTMENT ACT (WIA):

CODE 8201 WIA DISLOCATED WORKER PROGRAM

Captures costs for activities directed at the Dislocated Worker Program; workers who have lost jobs due to layoff or other economic transitions and need assistance finding or preparing for new jobs at their local One Stop Centers.

CODE 8211 WIA ADULT PROGRAM ACTIVITIES

Captures costs for activities directed towards employment and training services for adults and dislocated workers at One Stop Centers; to assist these eligible individuals (older than 18 years old), in finding and qualifying for meaningful employment; receive core, intensive, training and supportive services.

CODE 8221 WIA YOUTH PROGRAM ACTIVITIES

Captures costs directed at activities that provide employment and training services for eligible youth (between 14 and 21 years old) in finding meaningful employment, with qualifying problems; low income, high school dropout, homeless, runaway or foster care child, pregnant or a parent, an offender and others with (e.g., learning & physical disabilities, substance abuse, and domestic violence).

CODE 8231 WIA RAPID RESPONSE ACTIVITIES

To capture costs of funding Rapid Response activities (employment & training) for employers and workers who lose their jobs as a result of company closings, mass layoffs, or disasters.

CODE 8241 WIA FORMULA GRANT ACTIVITIES

Captures costs for formula grant activities on funds allocated to local areas for eligible adults, youth, and dislocated workers to provide core, intensive and training services through the One-Stop delivery system.

CODE 8251 WIA RETENTION ACTIVITIES

Captures costs for activities associated with providing job retention services for eligible adults, youth and dislocated workers through the One-Stop delivery system.

CODE 8261 WIA WTW 30%-70% ACTIVITIES

Captures cost for activities associated with the development/obtaining and providing grants to fund employment services for adult/dislocated workers/youth, particularly to unemployed participants and disadvantaged youth under the WIA 1998.

CODE 8271 WIA OTHER ACTIVITIES

Captures costs providing other supportive activities (i.e., increase employment, job retention, state vocational rehabilitation services [including those with disabilities], informational and referral services) at One-Stop centers.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

CODE 8931 CALWORKS HOUSING SUPPORT NON-MOE

Captures time spent providing housing support services to families within the Safety Net, drug felon and fleeing felon population by assisting in finding and retaining safe, affordable and stable housing.

CODE 8941 CALWORKS HOUSING SUPPORT NON-FEDERAL

Captures time spent providing housing support services to non-federally eligible CalWorks families by assisting in finding and retaining safe, affordable and stable housing. The non-federal population includes the recent non-citizen entrant population, an individual who has resided in the country for less than five years and is ineligible to receive Temporary Assistance for Needy Families' (TANF) assistance and services. Under federal law, persons who legally enter the United States are ineligible for any means-tested public benefit for a period of five years, unless that person meets an exception based on immigration status (i.e., this excludes refugees and asylees). This also includes the TANF Timed-Out population, recipients who have reached their 60-month TANF time limit but are still eligible for CAlWorks.

CODE 8951 CALWORKS HOUSING SUPPORT FEDERAL

Captures time spent providing housing support services to federally eligible CalWorks families by assisting in finding and retaining safe, affordable and stable housing.

CODE 9261 FAMILY STABILIZATION NON-MOE CASE MANAGEMENT

Includes time spent providing Family Stabilization intensive case management to non-MOE WTW participants. This includes but is not limited to; identification of barriers that prevent the work-eligible adult from being successfully engaged in WTW activities; arranging for services to support the family in overcoming an identified situation or crisis that is destabilizing; time spent on providing additional outreach to clients who are in non-compliance or sanctioned.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. Also includes time spent training or in conference or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

3. OTHER PUBLIC WELFARE FUNCTION
UPDATED: 12/16

GENERAL FUNCTION DEFINITION

Includes activities associated with the eligibility determination process performed on behalf of public assistance applicants (other than CalWORKs) and case management activities for continuing cases.

Assembly Bill (AB) 433 required the California Department of Social Services (CDSS) to propose a new name for the CalFresh Program (CFP) in California. The new name chosen was "CalFresh." Please refer to All County Letter No. 10-55, dated November 23, 2010.

TIME STUDY STAFF

A. Staff performing activities listed below should record time to appropriate Other Public Welfare codes.

B. Workers performing public assistance eligibility determinations and associated case management activities, including CalFresh certification workers; as well as referrals for services (such as mental health, substance abuse and domestic violence);

C. Quality Control/Quality Assurance Staff;

D. Caseworkers who generally perform program activities associated with another function (e.g., CalWORKs, Social Services, etc.) and perform Other Public Welfare Function activities;

E. Clerical and administrative staff performing Other Public Welfare Programs Function activities on a full-time basis;

F. Welfare Fraud Staff (NOTE: These are Welfare Fraud Investigators [WFI] and their first-line supervisors who have peace officer status under Penal Code Section 830. Investigative staff who do not have peace officer status - a requirement necessary for reporting time to the same fraud codes used by WFI -should report time to applicable program codes that do not indicate that they are restricted to WFI staff.);

G. Caseworkers, clerical, and administrative staff performing fiscal or case budget activities associated with Title IV-D Child Support collections; and

H. First-line supervisors of staff listed in A – F above.

CODE 0301 STATE-ONLY KIN-GAP

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

Includes the following activities performed on behalf of Kin-GAP cases: conducting eligibility determinations and benefit payment functions; various intake activities such as screening, approvals, denials; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty transfers; and program status changes. Code 0301 also includes activities performed for continuing Kin-GAP case maintenance.

CODE 0311 KIN-GAP NON FED ELIGIBLE

Includes the following activities performed on behalf of Kin-GAP cases: conducting program eligibility determinations/redeterminations, and benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.

CODE 2111 ELECTRONIC BENEFIT TRANSFER (EBT) ISSUANCE

Costs associated with issuance include but are not limited to: card embossing, host to host benefits, issuance of Personal Identification Numbers (PINs) and providing replacement authorization documents. For costs associated with issuance of EBT, cards that include CalFresh, CalWORKs and/or General Relief (GR), Cash Assistance for Immigrants (CAPI) and/or Refugee Cash Assistance/Entrant Cash Assistance (RCA/ECA), counties shall calculate a ratio based on their caseload in the EBT system, during one month of the quarter. Using the calculated ratio, redistribute and charge each program as if a check were being issued. The exception is CalFresh, since the correct code to charge is PC 211. The CalWORKs costs should be claimed to PC 614-CalWORKs Eligibility. The GR costs should be county only costs and claimed to PC 352-Other County Only Program [OCOP]/General Relief [GR]. The CAPI share of EBT costs should be claimed to PC 308-Cash Assistance Program for Immigrants. The RCA/ECA share of EBT costs should be claimed to PC 351-Refugee Cash Assistance/Entrant Cash Assistance program.

CODE 2171 COUNTY MEDICAL SERVICES PROGRAM

This “County Only Program” includes eligibility determinations and case maintenance for the following population:

- Applicants or recipients identified as incompetent, poor, indigent persons and those incapacitated by age, disease, or accident that are not supported and relieved by other means.

Note: Medical and Health care services are administered by a CMSP Governing Board that contracts with 34 participating counties; the Medically Indigent Services Program (MISP) and Local Health Services (LHS) are for non-participating counties.

CODE 2191 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) - PROBATION ELIGIBILITY

This includes eligibility determinations, screening for prior TANF probation episodes, approvals, denials, authorization actions, and issuance of notices.

CODE 2251 CHILD SUPPORT

Includes activities related to processing support obligations collected by the District Attorney, recoupment and pass-on calculations, and activities performed when disbursing funds to appropriate parties.

CODE 2301 ADOPTION ASSISTANCE PROGRAM (AAP)

This includes eligibility determinations and payment maintenance activities on AAP cases; for under 18 years old population.

CODE 2451 SPECIAL CIRCUMSTANCES ALLOWANCE PROGRAM

Includes time spent determining eligibility, assessing and verifying need for special circumstances, informing applicants of program requirements/ benefits, maintaining case files, performing benefit computations, and preparing authorization actions for eligible SSI/SSP recipients.

CODE 3081 CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)

Includes time spent performing selected activities for CAPI applicants and recipients. Activities include, but are not limited to, accepting/screening applications, including applications for SSI; determining/re-determining eligibility; performing grant calculations and grant maintenance functions; informing applicants of program requirements; preparing notice of actions; ~~making fraud referrals~~; **conducting fraud related activities**; and preparing reports

CODE 3451 AFDC FOSTER CARE (FC) ELIGIBILITY

Includes the following activities performed on behalf of FC cases: conducting eligibility determinations and benefit payment functions; various intake activities, such as screening, approvals, denials, and other dispositions of requests for aid, including restorations; budget computations and authorizing actions, referrals to other public assistance programs, inter-county transfers, (i.e., a transfer of responsibility for

determination of eligibility and referral to services from one county to another); and program status changes.

CODE 3481 OCOP/GR Non-EDP

For activities associated with the (General Relief) GR program and for individuals who are not eligible for services under other programs. This code is to be used for those programs that do not benefit from county EDP operations/costs. Programs that do benefit from EDP should be claimed to Code 3521 (OCOP/GR).

CODE 3501 RRP-MEDICAL

Includes RRP Medically Needy Only (MNO) refugees, refugee children less than 21 years of age, pregnant refugee women, and refugees residing in an ICF/SNF.

CODE 3511 REFUGEE CASH ASSISTANCE/ENTRANT CASH ASSISTANCE PROGRAM (RCA/ECA)

This includes eligibility determinations and grant maintenance activities for time eligible RCA/ECA recipients and for Unaccompanied Refugee/Entrant Minors. This also includes conducting cause determinations and conciliation for RCA clients.

CODE 3521 OTHER COUNTY ONLY PROGRAM (OCOP)/GENERAL RELIEF (GR)

For the GR program and for individuals who are not eligible for services under other programs. This includes the following activities: eligibility determinations (including fingerprint imaging) and grant maintenance functions; fraud activities related to OCOP or GR programs; providing employment training services to GR recipients and other individuals who are not eligible for services under other employment programs; providing Welfare to Work (WTW) and social services to GR and RCA recipients. This also includes provision of non-CSBG services to refugees. This code is to be used for those programs that benefit from county EDP operations/costs. Programs that do not benefit from EDP should be claimed to Code 3481 (OCOP/GR Non-EDP).

CODE 3601 CALFRESH SANCTION/REINVESTMENT PROJECT

Includes activities associated with developing and implementing a CalFresh reinvestment project aimed at reducing CalFresh error rates. Staff should only use this code to report time spent on activities that benefit the CalFresh program.

CODE 7851 ADOPTIONS ELIGIBILITY FOR NON-MINOR DEPENDENTS (NMDs)

Per AB 118 (Chapter 4, Statutes of 2011), the funding for agency adoptions was realigned to the Local Revenue Fund to allow for these services to be provided for at

the county level. In addition, ABX 1-16 (Chapter 14, Statutes of 2011) allowed for counties that have not previously provided agency adoption services, one of four options:

1) to contract with CDSS to continue to provide services;
2) directly provide agency adoption services;
3) contract with another county to provide services;
4) form a consortium of counties to provide services.

This Program Code (PC) is meant to capture the eligibility costs for Non-Minor Dependents (NMD) (18-21 years old). Allowable activities include: Conducting eligibility determinations; Title IV-E determinations and benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; inter-county/interstate transfers; program status changes; and case maintenance.

CODE 8461 EFC AFDC-FOSTER CARE (FC) ELIGIBILITY

Includes the following activities performed on behalf of FC cases: conducting eligibility determinations and benefit payment functions; various intake activities, such as screening, approvals, denials, and other dispositions of requests for aid, including restorations; budget computations and authorizing actions; referrals to other public assistance programs; inter-county transfers; (i.e., a transfer of responsibility for determination of eligibility and referral to services from one county to another); and program status changes. and program status changes.

NOTE: For activities pertaining to NMD's, age 18-21, participating in EFC

CODE 8471 OVER 18 KIN-GAP NON-FEDERALLY ELIGIBLE

Includes the following activities performed on behalf of Kinship Guardianship Assistance Payment (Kin-GAP) cases: conducting program eligibility determinations/redeterminations, and benefit payment functions; reassessment activities; various intake activities such as screening, approvals and denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.

CODE 8581 OVER 18 KIN-GAP TITLE IV-E ELIGIBILITY

Allowable activities include conducting Title IV-E eligibility determinations and redeterminations for the over 18 Kin-GAP population.

CODE 8601 KIN-GAP TITLE IV-E ELIGIBILITY

Allowable activities include conducting Title IV-E eligibility determinations and redeterminations.

OTHER CALFRESH EMPLOYMENT AND TRAINING **(**CFET) ACTIVITIES:

CODE 4641 CFET ADMINISTRATIVE ACTIVITIES

Program code 464 captures costs for the employment and training activities for Non-Assistance CalFresh (NACF) applicants and recipients who meet Federal Nutrition Services requirements for CalFresh eligibility.

This reporting code includes staff time associated with the following activities:

- Conducting assessment, placement, and case management activities for CFET program participants;
- Arranging for supportive services payments;
- Conducting good cause determinations;
- Administering Employment and Training (E&T) activities; including conducting E&T training;
- Monitoring and tracking E&T participation;
- Discussing and disseminating materials related to nonmedical alcohol and other drug rehabilitation services to CFET participants.

CALFRESH NUTRITION EDUCATION PROGRAM: INNOVATIVE IDEAS PROJECT

The Innovative Ideas Project is a pilot program under the CalFresh Nutrition Education program. The objective of the Innovative Ideas Project is to allow counties the opportunity and funding to partner with other organizations, such as local community-based organizations, University of California extension offices, food banks, etc. to provide nutrition education services to the CalFresh population. Under current federal regulations included in 7 CFR 272.2, states have the option of providing nutrition education to CalFresh participants as part of their program operations. The funding for the Innovative Ideas Project was authorized by the Healthy, Hunger-Free Kids Act of 2010.

CODE 3621 – CALFRESH NUTRITION EDUCATION – GET FRESH

Allowable activities include, but are not limited to, conducting activities that promotes nutrition education and obesity prevention, local media outreach and program planning for evaluating neighborhood nutrition factors that will guide strategic and intensive nutrition education efforts with target neighborhood populations.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

NON-ASSISTANCE CALFRESH (NACF):

The following codes currently assigned to the NACF Program were established to capture caseworker hours associated with performing specific activities previously identified as those that benefit NACF or pure CF cases only. As indicated by the program title, NACF cases are CF cases that include individuals whom, aside from receiving CF benefits, are not currently receiving a cash grant through the CalWORKs (previously AFDC program). NACF cases may also include Refugee, GR, Cuban/Haitian Entrant, or MI members.

In contrast, with the exception of Code 2110 (CalFresh Issuance), caseworker hours performed on behalf of Public Assistance CalFresh (PACF) cases (i.e., cases that receive both CalWORKs and CalFresh), as opposed to NACF cases, should be reported to the appropriate CalWORKs time study code located in the CalWORKs Function PCDs. Code 2110 (CalFresh Issuance) is an exception because CalFresh issuance activities are by definition CalFresh costs; therefore, there is no need to distinguish between PACF and NACF cases. In addition to the various activities listed below for each individual NACF time study code, allowable NACF activities also include: Income and Eligibility Verification System (IEVS) related functions (e.g., inquiries, matches, fraud referrals, Integrated Earnings Clearance/Fraud Detection System (IFD) overpayment computations and related follow- up contacts), fingerprint imaging, hearing preparation and/or presentation, and CF Quality Control (QC) activities.

<u>CODE 2181 NACF-IEVS</u>

Includes reviewing and verifying that a discrepancy identified by the IFD Wage Match and New Hire Match (NHM) exists between gross earnings and employment reported by the recipient to the county, and by the employer to EDD; contacting recipients and employers to verify if earnings were unreported or underreported by the recipient; determining if an overpayment/overissuance was made; reviewing and verifying whether recipients received duplicate aid as indicated by the IFD Wage Match; contacting recipients, financial institutions, or any persons/agencies to verify existence and ownership of assets identified by the Franchise Tax Board Asset Match System; determining if the recipient was ineligible for aid; determining whether an overpayment/overissuance was made and the amount of overpayment/overissuance if total ineligibility exists; and preparing the associated Notice of Action and IEVS Response Document and IEVS Management Report (DPA 482). (NOTE: NHM information must be processed by dedicated IEVS staff who time study in accordance with CDSS time study instructions. As in the case with the wage match, we recommend that any resulting overpayments and grant reduction collections be initiated by dedicated IEVS or Collections staff, and time studied to 3431 NACF Eligibility.

CODE 2681 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM - NACF

Satisfactory Immigration Status (SIS) verification activities for aliens applying for the NACF program. Primary and/or secondary verification activities to establish alien SIS with Immigration and Nationalization Service (INS) including: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

CODE 2751 EARLY FRAUD DETECTION/PREVENTION PROGRAM (EFD/P) NA-CF

This is for counties that have an approved plan for 100% federal and state funding. Activities listed for ED/PP in Code 3441 (NA**CF** Program Integrity) apply to this program.

CODE 3101 NACF-FRAUD

This includes fraud activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830 related to NA**CF** cases. Do not report time spent on investigative activities to Code 3100 for cases receiving both CalWORKs and CalFresh benefits.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3411 EFD/P-NACF (WFI)

This includes NACF case-related EFD/P activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830. Allowable activities include conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for prosecuting authority, maintaining complete records of investigative activities, and completing statistical reports.
NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3431 NACF ELIGIBILITY

Includes NACF Program intake activities such as: certification or denial of benefits on behalf of new applicants; recertification following a break in receiving benefits; verification of income, mandatory deductions, and other asset-related issues; activities in support of non-Administrative Disqualification Hearings/non-Intentional Program

Violation (IPV) cases; budget computation, quality assurance, supervisorial review activities; and Work Opportunity Tax Credit (WOTC) Program-related activities. This also includes continuing NACF activities, such as: informational and outreach**,** performing budget recomputations, program eligibility termination, making Employment Development Department (EDD) referrals, authorizing actions, intercounty transfers, program loss computations and adjustments, fraud or collection referrals, over issuance and benefit reduction collections, home visits, expedited service, recertification with no break in benefits, authorization for benefit issuance, budget computations for recertifications, quality assurance or supervisorial review activities, and WOTC Program activities. This also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in completion of these forms as necessary, and processing voter registration forms for submission to the Secretary of State. NACF activities performed on Indian Reservations should also be included here.

CODE 3441 NACF PROGRAM INTEGRITY

This code is intended for use by non-WFI staff performing NACF administrative hearing activities for IPV cases and CalFresh ED/PP activities. ED/PP activities may include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports.

CODE 3471 NACF QUALITY CONTROL

This includes case reviews, desk audits, third-party verifications, home visits related to case reviews, and all other activities specifically related to Quality Control Review of CalFresh certification. Do not include time spent performing quality assurance, supervisory reviews or other activities that are not an integral part of the required Quality Control Review. (See 7 CFR Section 271.2)

CODE 6111 NACF -JAIL MATCH - SB 1556 (Chapter 205, Statutes of 1996)

NACF cases Jail Match casework activities required by SB 1556 includes reviewing and verifying that a recipient identified by the Jail Match System is, or has been, incarcerated; contacting recipients and jail facilities to verify eligible for aid and whether an overpayment/overissuance was made, and the amount of the overpayment/overissuance if ineligibility exists for the recipient or case.

MEDI-CAL:

Includes activities performed on behalf of MNO and Medical Intake (MI) Medi-Cal Program applicants and recipients. MNO activities are defined as those performed on behalf of applicants/recipients that are linked to an aid program and are not currently receiving aid in the form of a cash grant. MI activities are defined as those performed

on behalf of nonaided, nonlinked, applicants and recipients provided that they are either: children under 21 years of age, pregnant, or persons residing in an ICF/SNF.

CODE 2151 MEDI-CAL – INTAKE

Includes screening and referral of MNO applicants; accepting and processing initial applications, reapplications, and transfers-in; hearing activities; and preparing and/or presenting a case for hearing. This also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in completion of these forms as necessary, and processing voter registration forms for submission to the California Secretary of State. Activities and individuals must be federally eligible and in accordance with the Department of Health Care Services State Medicaid Plan.

CODE 2153 MEDI-CAL – CONTINUING

This includes processing approved cases, including budget changes, address changes, redeterminations, discontinuances and rescinded discontinuances, income reporting, and hearings for either MNO or MI recipients. Also includes issuing temporary Medi-Cal cards to SSI/SSP recipients who did not receive their regular Medi-Cal card because of a failure of the SSA system, replacing lost or stolen Medi-Cal cards, and providing additional proof of eligibility labels for SSI/SSP recipients. Activities and individuals must be federally eligible and in accordance with the Department of Health Care Services State Medicaid Plan

CODE 2711 SAVE – MEDI-CAL

This includes SIS verification activities for aliens applying for MNO and MI programs. Primary and/or secondary verification activities to establish alien SIS with the INS include: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination. Activities and individuals must be federally eligible and in accordance with the Department of Health Care Services State Medicaid Plan.

TANF FISCAL INCENTIVES:

Welfare and Institutions Code Section 10544.1 established performance incentives to counties to move CalWORKs recipients into employment. Counties may use TANF federal incentive funds for expanded services and benefits that directly lead (or can be expected to lead to) the accomplishment of one of the four purposes of the TANF program.

The following Time Study Codes have been established to capture costs for federal reporting purposes, activities consistent with benefits, or services provided under TANF.

These codes will only be used for reporting federal fiscal incentives. Counties may no longer report fiscal incentive expenditures to extraneous; all expenditures must be reported under existing and new program codes. Both state and federal fiscal incentive expenditures will continue to be reported on the addendum page.

The listing of potential activities below is by no means exhaustive, but serves to illustrate a few possibilities that counties may consider when designing their programs.

TANF FISCAL INCENTIVES – PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES:

Activities consistent with the first purpose of TANF are those that provide assistance to needy families so children may be cared for in their own homes or in the homes of relatives. It does not cover children living with non-relatives. Benefits or services may include funding of home repairs or food banks to provide groceries to needy families. Benefits provided under this purpose are not limited to those within the definition of "assistance."

CODE 0911 TANF FISCAL INCENTIVES–PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES-NON-ADMIN

This includes time spent providing program service information to clients, screening and assessments, case management, data collection, and supportive services.

CODE 0951 TANF FISCAL INCENTIVES–PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES-ADMIN

Includes time spent performing general administrative activities including, but not limited to, coordination of the program, preparation of program plans, budgets and schedules, and program eligibility determinations.

TANF FISCAL INCENTIVES-PROGRAMS THAT END DEPENDENCE OF NEEDY PARENTS:

Activities consistent with the second purpose of TANF are those that end the dependence of needy parents on government benefits by promoting one of three objectives: 1) job preparation; 2) work; and 3) marriage. Activities would include time spent helping any needy parent, including a noncustodial parent or a working parent, by providing employment, job preparation, or training services. Potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits, childcare services, and employment services designed to increase the noncustodial parent's ability to pay child support. Activities that promote any one of the three objectives (i.e., job preparation, work, and marriage) would be consistent with this purpose.

CODE 0921 TANF FISCAL INCENTIVES-PROGRAMS THAT END DEPENDENCE OF NEEDY PARENTS-NON-ADMIN

This includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

CODE 0961 TANF FISCAL INCENTIVES-PROGRAMS THAT END DEPENDENCE OF NEEDY PARENTS-ADMIN

Includes time spent performing general administrative activities including, but not limited to, coordination of the program, preparation of program plans, budgets and schedules, and program eligibility determinations.

TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR REDUCE OUT-OF-WEDLOCK PREGNANCIES:

Activities consistent with the third purpose of TANF are those that prevent and reduce incidence of out-of-wedlock pregnancies, and establish annual numerical goals for preventing and reducing incidence of these pregnancies. Neither this purpose nor the following purpose is limited to needy families or individuals. Potential activities that are reasonably calculated to accomplish this purpose include abstinence programs, visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session. Counties may also fund a media campaign for the general population on abstinence or preventing out-of-wedlock childbearing.

CODE 0931 TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR REDUCE OUT-OF-WEDLOCK PREGNANCIES – NON-ADMIN.

This includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

CODE 0971 TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR REDUCE OUT-OF-WEDLOCK PREGNANCIES – ADMIN.

Includes time spent performing general administrative activities including but not limited to coordination of the program, preparation of program plans, budgets and schedules, and program eligibility determinations.

TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES:

Activities consistent with the fourth purpose of TANF are those that encourage the formation and maintenance of two-parent families. This includes parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and visitation; job placement and training services for noncustodial parents; initiatives to promote responsible fatherhood and increase capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services.

CODE 0901 TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES-NON-ADMIN

This includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

CODE 0941 TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES - ADMIN

Includes time spent performing general administrative activities including, but not limited to, coordination of the program, preparation of program plans, budgets and schedules and program eligibility determinations.

CODE 4781 REFUGEE EMPLOYMENT SOCIAL SERVICES

Includes all activities related to provision of employment and training services that are approved in the county's plan. These activities are provided to eligible refugees and funded by Refugee Employment Social Services.

CODE 4801 REFUGEE TARGET ASSISTANCE

Includes all activities related to the provision of employment and training services that are approved in the county's plan. These activities are provided to eligible refugees and funded by Refugee Targeted Assistance.

CODE 4561 - Work Incentive Nutritional Supplement (WINS) Administration

Allowable administrative activities include, but are not limited to, staff time dedicated towards the administration of the WINS program, such as, application intake for WINS-eligible Non-Assistance CalFresh (NACF) and Transitional CalFresh cases to discuss the requirements of the WINS program and ongoing eligibility determination for work verification and documentation requirements of WINS participants.

CODE 8871 - Work Incentive Nutritional Supplement (WINS) CFAP Administration

Allowable administrative activities include, but are not limited to, staff time dedicated towards the administration of the WINS program, such as, application intake for WINS-eligible Non-Assistance California Food Assistance Program (CFAP) cases, including Transitional CFAP cases, to discuss the requirements of the WINS program and ongoing eligibility determination for work verification and documentation requirements of WINS participants.

Note: Caseworkers will not directly time study to this code.

CODE 9271 WORK INCENTIVE NUTRITIONAL SUPPLEMENT (WINS)

Includes time spent performing data reporting activities based on federal data reporting requirements, including actual hours of participation. Allowable activities include identification of sample cases, review of case files (including automated systems) to obtain necessary demographic and participation information for federal sample cases in the Research and Development Enterprise Project (RADEP) data collection tool. It also includes activities associated with inputting information into the RADEP tool and reconciling the data to ensure accurate and consistent reporting.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent in training, or in conference, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

4. CHILD CARE FUNCTION
UPDATED: 09/15

GENERAL FUNCTION DEFINITION

Any activity related to a child care program, including providing supportive services to CalWORKs applicants/recipients and other eligible participants who are employed or participating in an approved CalWORKs work activity to help enable them to obtain employment.

TIME STUDY STAFF

A. Staff providing child care program, training services, referrals, including case management and needs assessment;

B. Appeals Workers; and

C. First-line supervisors of A and B above.

CHILD CARE:

Includes securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/ calculating child care payments and registration fees; preparing Notices of Actions (NOAs); coordinating overpayment grant adjustments with caseworker; fraud referrals; coordinating or consulting with other child care delivery systems, and reviewing and verifying of self-certifications forms. Also included is maintaining records for parental complaints; and referral and verification activities in conjunction with local Resource and Referral agency for families who select a license exempt child care provider under CalWORKs.

CHILD CARE STAGES:

<u>CODE 0361 TWO PARENT FAMILIES (STATE ONLY) STAGE ONE-CHILD CARE</u>

This includes costs associated with the provision of child care services for Two-Parent families when both parents are simultaneously participating in an approved CalWORKs work activity or where one adult is unavailable or unable to participate in an approved CalWORKs work activity. Please note that this PC is for all other Two-Parent families, excluding non-federal child care, Cal-Learn individuals, Safety Net families and Temporary Assistance for Needy Families (TANF) Timed-Out families.

NOTE: Child care payments for unemployed former recipients should also be claimed to this PC.

<u>CODE 3681 CHILD CARE CASE MANAGEMENT EMPLOYED NON-MOE</u>

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

This includes case management and related activities provided to employed Safety Net and Long-Term Sanction families include, but are not limited to: determining exemptions; arranging for the participant's entry into the WTW component; referring clients to Tribal TANF for securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Actions; coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; reviewing and verifying of self-certification forms; maintaining records for parental complaints; and referral and verification activities in conjunction with local resource and referral agencies for families that select a license exempt child care provider under CalWORKs.

CODE 3691 CHILD CARE CASE MANAGEMENT UNEMPLOYED NON-MOE

Case management and related activities provided to unemployed Safety Net and Long-Term Sanction families include, but are not limited to: determining exemptions; arranging for the participant's entry into the WTW component; referring clients to Tribal TANF for securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Action; coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; reviewing and verifying of self-certification forms; maintaining records for parental complaints; and referral and verification activities in conjunction with local resource and referral agencies for families that select a license exempt child care provider under CalWORKs.

CODE 4531 STAGE ONE CHILD CARE

This includes costs associated with the provision of child care services to those individuals who are ~~newly~~ working or beginning participation in a work activity while receiving TANF assistance payments. The child care services are provided under Stage One until the county determines that the family's child care situation is stable and a Stage Two slot is available. Please note that this PC is for all other non-two parent families, excluding non-federal child care, Cal-Learn individuals, Safety Net families and TANF Timed-Out families.

NOTE: Child care payments for employed former CalWORKs recipients previously receiving aid under the all other families aid codes may be claimed here. Employed former recipients should be charged to the PC which aligns with the recipient's former aid code.

CODE 6881 – TANF Child Care for Timed-Out Families – Employed

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

Captures expenditures provided to employed individuals who have exceeded their 60-month on TANF assistance as defined in 45 CFR 260.31.

CODE 6921 – TANF Timed-Out Families – Unemployed

Captures expenditures provided to unemployed individuals who have exceeded their 60-month on TANF assistance as defined in 45 CFR 260.31.

CODE 9031 NON-FEDERAL CHILD CARE (RECENT NON-CITIZEN ENTRANTS)

The state continues to provide state-funded aid to recent non-citizen entrants (RNEs) who are not federally eligible for TANF assistance. This population is defined as individuals who meet the federal requirements of a qualified alien but entered the United States on or after August 22, 1996, or meet the eligibility requirement of an alien as described in the California Department of Social Services Eligibility and Assistance Standards (EAS) Manual 42-431.

CODE 9051 STAGE TWO CHILD CARE

This is funded through the California Department of Education (CDE) and serves those individuals who are working or participating in a work activity while on aid once it is determined that they are in a stable situation, and those transitioning off aid due to increased employment. PC 905 permits counties who are Alternative Payment Program (APP) providers to identify their Stage Two Child Care costs, via the child care function on the County Expense Claim (CEC). The CDE is the responsible State agency for administering Stage Two Child Care, which includes reimbursement of costs associated with securing child care slots. Stage Two is funded through the Child Care and Development Fund (CCDF), with state and local MOE requirements. Since Stage Two Child Care is funded through CDE; there is no need to identify the costs as "assistance" or "non-assistance."

CODE 9071 STAGE THREE CHILD CARE

This is funded through CDE and serves those who are transitioning off aid and the working poor. PC 907 permits counties who are APP providers to identify all Stage Three Child Care costs via the child care function on the CEC. The CDE is the responsible state agency for administering and reimbursing Stage Three Child Care. Stage Three is funded through the CCDF with state and local MOE requirements.

Since Stage Three Child Care is funded through CDE, there is no need to identify the costs as "assistance" or "non-assistance."

CAL-LEARN CHILD CARE:

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

CODE 8111 STATE-ONLY CAL-LEARN CHILD CARE

Effective with the June 1999 quarter, State-Only Cal-Learn Child Care for sanctioned Cal-Learn teen parents have been established to capture activities related to the provision of child care services for the sanctioned Cal-Learn cases and those Assistance Units that contain a sanctioned Cal-Learn teen parent who are eligible for services.

CODE 9091 CAL-LEARN CHILD CARE

The Cal-Learn Child Care program is for custodial teen parents, age 19 or younger, who have not obtained a high school diploma or the equivalent. PC 909 captures the costs of providing child care for those Cal-Learn Teen Parent participants who are receiving TANF assistance payments.

CODE 9121 NON-FEDERAL CAL-LEARN CHILD CARE

Non-Federal Cal-Learn Child Care is available to capture activities related to the provision of child care services for recent non-citizen entrants who remain eligible under the CalWORKs WTW Program as state-only cases.

OTHER CHILD CARE PROGRAMS/RESOURCES:

CODE 1601 CHILD CARE AND DEVELOPMENT PROGRAM – COUNTY ONLY

The Child Care and Development Program is a subsidy program for low-income working families administered by CDE with participating counties via a contract. The funds are available to reimburse the California Welfare Department for costs directly related to the provision of services set forth in each county's individual agreement with CDE.

CODE 9011 CHILD CARE HEALTH AND SAFETY SELF-CERTIFICATION

License-exempt child care providers must self-certify that they meet the health and safety requirements of the CCDF. The self-certification process is used to gather information from child care providers confirming that they meet the minimum health and safety standards. The CCDF health and safety requirements apply to all child care programs. Aunts, uncles, and grandparents of the child in care are exempt from these requirements.

CODE 9021 CHILD CARE TRUSTLINE

The Trustline system is a registry of license-exempt child care providers who have had their backgrounds checked by the California Department of Justice to ensure they do not have disqualifying criminal convictions and/or records of substantiated child abuse. License-exempt child care providers are required to be Trustline registered in order to be eligible for payment (either directly or through reimbursement to the parent) if they care for the children of a CalWORKs eligible family. Providers who are the aunts, uncles, or grandparents of the child in care are exempt from the Trustline requirement

CODE 9061 CHILD CARE CAPACITY BUILDING PROGRAM

With the implementation of CalWORKs, it became necessary to expand the availability of child care statewide with the recruitment of additional licensed child care providers, and to provide quality improvement training for both licensed and license-exempt child care providers. The continuing focus of the Capacity Building Program is on recruitment, providing incentives for participants to become licensed, quality improvement, supportive efforts to improve communications with providers, and ongoing coordination.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent training, or in conference, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

5. NON-WELFARE FUNCTION
UPDATED: 09/05

GENERAL FUNCTION DEFINITION

Any activity related to a non-welfare program. Costs of non-welfare program activities may be identified to this function or as an Extraneous Cost on the CEC. If claimed to the non-welfare function, all associated overhead costs are allocated to county-only funding. If claimed as extraneous, County Welfare Departments (CWDs) must apply the appropriate indirect cost rate to these non-welfare costs.

TIME STUDY STAFF

Casework and support staff performing those activities in support of non-welfare programs administered and/or operated by the CWD must record time to non-welfare.

NON-WELFARE PROGRAMS:

Examples of non-welfare programs include, but are not limited to, Public Guardian and Veterans Affairs.

State established Non-welfare codes are as follows:

<u>CODE 8051 NON-WELFARE PROGRAMS</u>

This code is to be used for those non-welfare programs that benefit from county EDP operations/costs.

<u>CODE 8061 NON-WELFARE PROGRAMS – NON-EDP</u>

This code is to be used for those non-welfare programs that do not benefit from county EDP operations/costs.

<u>CODE 7001 GENERIC</u>

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent in training or in conference, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

6. STAFF DEVELOPMENT
UPDATED: 09/07

The 45 CFR 1356.60(b) specifies (1) Federal matching funds for State and local training for foster care and adoption assistance under Title IV-E is available at the rate of 75 percent for the costs of: (i) Training personnel employed or preparing for employment by the State or local agency administering the plan, and (ii) Providing short-term training (including travel and per diem expenses) to current and prospective foster or adoptive parents and the members of the State-licensed or approved child care institutions providing care to foster and adopted children receiving Title IV-E assistance. (2) All training activities and costs funded under Title IV-E shall be included in the State agency's training plan for Title IV-B. (3) Short and long term training at educational institutions and in-service training may be provided in accordance with provisions of Section 235.63 through 235.66(a) of this title.

For purposes of 45 CFR 1356.60(b)(1)(ii), the State or local agency administering the plan is limited to State and County Welfare Department (CWD) and another public agency that has responsibility for placement and care and has entered into a Title IV-E Section 472(a)(2) agreement with the CWD to operate Title IV-E. The only agency who currently has this agreement is County Probation.

COSTS REIMBURSABLE AT 75 PERCENT FEDERAL FINANCIAL PARTICIPATION (FFP)

The federal regulations at 45 CFR 235.64 established the guidelines for training expenditures that are eligible for reimbursement at the enhanced rate of 75 percent. These costs include:

Salaries, fringe benefits, travel, and per diem for:

- Staff development personnel (including support staff) assigned full time to training functions; and
- Staff development personnel assigned part time to training functions to the extent the time is spent performing such functions.

For agency training sessions, FFP is available for:

- Salaries, fringe benefits, travel and per diem for employees in initial in-services training of at least one week;
- Travel and per diem for employees in agency training sessions away from the employee's work site, or in institutes, seminars, or workshops related to the job and sponsored by professional organizations;

- Salaries, fringe benefits, travel and per diem for experts outside the agency engaged to develop or conduct special training programs; and
- Costs of space, postage, teaching supplies, purchase or development of teaching material and equipment, and costs of maintaining and operating the agency library as an essential resource to the agency's training program.

For training and education outside of the agency, FFP is available for:

- Salaries, fringe benefits, dependency allowance, travel, tuition, books and educational supplies for employees in full-time, long-term training programs (with no assigned agency duties);
- Salaries, fringe benefits, travel, tuition, books, and educational supplies for employees in full-time, short-term training programs of four or more consecutive work weeks;
- Travel, per diem, tuition, books, and educational supplies for employees in short-term training programs of less than four consecutive work weeks, or part-time training programs; and
- Employees in full-time, long-term training who make a commitment to work in the local agency for a period of time equal to the period of which financial assistance is granted.

For training and education for persons preparing for employment with the local agency, FFP is available for:

- Stipends, travel, tuition, books and educational supplies for persons preparing for employment with the State or local agency, as long as the following conditions are met:

    - The individual is selected by the local agency and accepted by the school;
    - The program is approved by the State;
    - The individual has a legally binding commitment to work for the local agency for a period of time at least equal to the period for which financial assistance is granted;
    - The local agency offers the individual a job within two months after completion of training;
    - The State evaluates the program;
    - The local agency keeps a record of the employment of persons trained which also specifies the reason for non-employment; and
    - Any recoupment of funds from trainees failing to fulfill their commitment shall be deducted from total training costs.

In addition, FFP is available for:

- Payments to educational institutions to develop, expand, or improve training for agency personnel for salaries, fringe benefits, and travel for instructors, clerical assistance, teaching materials, and equipment; and
- Providing short-term training (including travel and per diem) to current and prospective foster or adoptive parents, and the members of the state-licensed or approved child care institution providing care to foster and adoptive children receiving Title IV-E assistance.

COSTS REIMBURSABLE AT 50 PERCENT FFP

The costs of training any other county staff are eligible only for the 50 percent Title IV-E administrative match rate provided that the staff is contracted by the CWD to perform a Title IV-E administrative function and training is necessary for such staff to perform the Title IV-E administrative function, e.g. multi-disciplinary teams.

COST NOT ELIGIBLE UNDER STAFF DEVELOPMENT AND TRAINING

The federal regulations do not allow the following costs to be claimed as staff development and training, but may be claimed under Title IV-E administrative costs:

- Salaries of supervisors (day-to-day supervision of staff is not a training activity); and
- Employment of students on a temporary basis, such as in the summertime.

COSTS NOT ELIGIBLE FOR TITLE IV-E

FFP is for administrative costs necessary for the proper and efficient administration of the Title IV-E State Plan. Therefore, county staff, which are not necessary for the administration of the Title IV-E foster care program, are not eligible for claiming Title IV-E for training. Training costs must be relevant to the operation of the Title IV-E foster care and adoption assistance programs. For example, training mandated reporters is not eligible for Title IV-E at any rate. Similarly, training for hotline workers, and emergency response workers such as investigating allegations of child abuse and neglect is not considered necessary for administering Title IV-E.

DISCOUNT RATE

It should be noted that <u>all</u> Title IV-E training costs will have a non-federal discount rate applied pursuant to California's countywide cost allocation plan. The discount rate is applied automatically on the CEC using each county's individual non-federal discount rate. Please ensure local procedures for claiming Title IV-E training costs are in compliance with federal regulations.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

GENERAL FUNCTION DEFINITION

Staff development personnel are required to complete a continuous time study. In addition, part-time staff must record time spent performing staff development activities on a continuous basis as well.

TIME STUDY STAFF

- Trainers, their first-line supervisors, and non-supervisory training coordinators time study to staff development all activities that are specified in the county's Annual Training Plan. For staff not assigned full-time, non-staff development time is recorded as casework or administrative activity in accordance with Support Staff Time Reporting Plan (SSTRP).
- Clerical staff, who are assigned to support the staff development unit, record this time to Staff Development Support on the DFA 7. For those staff that also provides support to non-staff development units, non-staff development support time is recorded in accordance with SSTRP and, as a result, their salaries and benefits are prorated between staff development costs and other applicable cost pools.
- Second-line staff development supervisors who are assigned to the staff development unit record their time to Staff Development Support on the DFA 7. If not assigned solely to staff development, non-staff development time is recorded in accordance with SSTRP, their salaries and benefits are prorated between Support Staff Costs and Staff Development Costs pools.
- Staff Development Trainees do not time study to staff development.
- Caseworkers attending induction training or full-time training of at least four consecutive weeks do not complete any time study.
- Caseworkers in continuing training record the time to the benefiting program as a casework activity; generic training is recorded as generic.
- In SSTRP counties, administrative and clerical staff record time for program or function-related training to the level approved in SSTRP on the Support Staff Time Report; generic training is recorded as generic.

TIME STUDY INSTRUCTIONS

Staff development activities include planning, needs assessment, course design, presenting training, monitoring and evaluation. Staff development activities are identified to three categories: function, specific to program, or generic. Identify activities to the category based on the following definitions:

- Function: The training activity relates to a function, but is not specific to one program within the function:

- Social Services – General
- CalWORKs – General
- Other Public Welfare – General
- Child Care – General
- Non-welfare – General
- Generic

- Program: The training activity relates to one or more specific programs that can be identified. For example, CalWORKs eligibility worker induction training covers both CalFresh and CalWORKs programs, the training activity is prorated between the two programs based on training time spent in each program area. Activities are recorded to programs using the appropriate four-digit code; refer to Program Code Description for each function to obtain the appropriate code.

- Generic: The training activity does not relate to a particular function or program. Some examples of Generic training subjects are time management, supervising techniques, civil rights, first aid, and stress reduction.

7. ELECTRONIC DATA PROCESSING (EDP)
UPDATED: 03/01

TIME STUDY STAFF

County welfare department employees who are assigned to perform EDP activities on a temporary or permanent basis will record time as specified. Eligible EDP activities include: analysis, feasibility and system studies, system design, development, programming, implementation, and maintenance.

Electronic data processing staff and first-line EDP supervisors who perform these EDP activities will record time to developmental or maintenance and operations (i.e., M and O) category, as applicable. These staff must complete continuous time studies.

Other CWD staff who are temporarily assigned to perform EDP activities will record their EDP time to the developmental category only. Their non-EDP time will be recorded, as applicable, to those activities in accordance with Staff Support Time Reporting Plan (SSTRP). Both the EDP and non-EDP time must be recorded on a continuous basis in order to capture total hours worked for the day.

Administrative and clerical staff who are assigned to support the EDP unit record this time to EDP Support on the DFA 7. For the staff who also provide support to the non-EDP units, the non-EDP support time is recorded in accordance with the SSTRP, and as a result their salaries and benefits are prorated between EDP and other cost pools.

TIME STUDY INSTRUCTIONS

County welfare department staff are required to record their EDP activities to M & O or Developmental.

<u>M and O</u>:

Activities are recorded to the program, function, or SAWS project, if EDP activity benefits one specific program, function or one SAWS project. If the activity benefits more than one function, the activity is recorded to Generic. Record activities to these designators:

A. Social Services	B3. SAWS	E. Non-welfare
B1. CalWORKs	C. Other Public Welfare	F. Generic
B2. Central Data Base SAWS	D. Child Care	G. Direct-to-Program

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

Developmental Projects:

Activities or Purchase of Service benefiting developmental projects are recorded to project number, project title, and/or program code.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

8. SUPPORT STAFF TIME REPORTING INSTRUCTIONS
UPDATED: 06/06

STAFF REQUIRED TO COMPLETE SUPPORT STAFF TIME REPORT (DFA 7)

The DFA 7 is completed by all county welfare department (CWD) support staff who perform department administrative support, program administrative support, and clerical support identified in the Support Staff Time Reporting Plan (SSTRP). In non-SSTRP counties, CWD support staff complete the DFA 7 if they perform: direct service delivery, electronic data processing (EDP) support, staff development support, non-welfare activities, or direct-to-program/functions.

SUPPORT STAFF SALARY POOLS

- General Administrative Support: Staff (includes both management/supervisory and clerical) who perform activities having department-wide benefit or who are not in direct support of casework staff.
- Program Administrative Support: Administrative staff who predominantly supports casework staff.
- Clerical Support: Clerical staff who are predominantly in direct support of casework staff.

BENEFITING LEVEL

- Generic: activities of unit staff typically have department wide benefit.
- EDP Support: staff who are organizationally assigned to support an EDP office on a full or part-time basis. The salary of individuals reporting time to EDP support will be reported on the DFA 325.1A, EDP Cost Detail Schedule.
- Staff Development Support: staff who are organizationally assigned to support a staff development office on a full- or part-time basis. The salary of individuals reporting time to staff development support will be reported on the DFA 325.1C, Staff Development Schedule.
- Non-welfare: staff who supports non-welfare activities.
- Function(s): activities of unit staff are identified to one or more of the functions individually.
- Multifunction: activities of unit staff are identified to combined functions. There are now 25 combinations of functions. Staff should write on their time studies the functions they support. Multifunction combinations are available each quarter on the CEC template.
- Direct Service Delivery (DSD): the DSD codes listed below are for use by staff who provide services to clients on a full- or part-time basis. The salary of individuals who perform DSD will be reported on the DFA 325.1B, Direct Cost Schedule.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

- Direct-to-Program/Functions: activities time studied to functions/programs by recording the applicable alphanumeric support staff codes that are listed below.

NON-WELFARE SUPPORT TIME

Support staff salaries, benefits and overhead costs (determined by the indirect cost rate) will be identified to the Direct Cost pool when there are no casework hours for the non-welfare program. Counties shall report non-welfare support costs, when there are casework hours, to the Non-welfare Function to allow for appropriate distribution of allocable costs.

COMPLETING THE DFA 7

- Check the appropriate box to indicate the worker's classification: General/Direct-to Program/Function management/supervisory or clerical, EDP support, or staff development support. A worker may have more than one classification.
- If a worker is recording time to the program level, enter the program code from the appropriate function Program Code Descriptions and record on the generic DFA 7.
- Record travel and continuing training time to the program or function level approved in the SSTRP. Travel and training time having a department-wide benefit or cannot be identified to a program or function will be recorded as generic. For staff not included in a SSTRP, record this time to time study code used for all other customary activity.

    - Time Study Staff
    - Complete the DFA 7 on a daily basis throughout the month.
    - Check Time Study box.

- Time Certification Staff;
- Record nonallocable time daily; record total allocable time at the end of the month only;
- Check the Time Certification box.

At the end of each time study month, each first-line supervisor will attest to the accuracy of the time studies and certifications completed by employees in their units by signing the designated line.

TIME REPORTING INSTRUCTIONS FOR FIRST-LINE SUPERVISORS:

First-line supervisors may certify time spent supervising their unit if their staff certify. If their staff time study, they must prorate their supervisory time based on the allocable time reported by unit staff.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

TIME REPORTING FOR SECOND-LINE SUPERVISORS THROUGH DIRECTORS:

Second-line supervisors and above will time study/time certify as specified in the SSTRP. Please refer to General Time Study Instructions.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

9. DIRECT-TO-PROGRAM/FUNCTION SUPPORT STAFF CODES
UPDATED: 12/16

SOCIAL SERVICES FUNCTION

A1	IHSS	-----
	IHSS-PCSP/Non HR	103
	IHSS-PCSP/HR	-----
	IHSS-Non PCSP/Non HR	104
A2	CSBG	------
	CSBG-HR	114
	CSBG	115
A3	Adoptions	------
	Adoptions - Case Management	117
	Independent Adoptions	118
A4	SSI/SSP Out-of-Home Care	135
A5	RRP	------
	RRP – CWS	140
	RRP – CSBG	141
A6	CWS	-----
	CWS – Eligibility Determination	143
	CWS – HR	144
	CWS – Training	145
	CWS – Services, Non-federal	146
	CWS – Court Related Activities	147
	CWS – Case Management	148
	EFC Eligibility Determination	837
	EFC Health Related	838
	EFC Training	839
	EFC Services Non-Federal	840
	EFC Court Related Activities	841
	EFC Case Management	842
A7	Early Periodic Screening, Detection, and Treatment	150
A8	Foster Family Licensing	-----
	Foster Family Licensing	155
A9	Licensing – Day Care	157
	Child Care and Development Program	160
A11	FPP	-----
	FPP – HR	168
	FPP – Services	175

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

	FPP Pre-Placement Prevention CM	177
	FPP – Case Management – Foster Care	179
A12	ILP	-----
	ILP – Case Management	182
	ILP – Services	184
	ILP – Non Fed – Case Management	745
	ILP – Non – Fed Services	746
A13	IHSS-Quality Assurance	003
A14	Emergency Assistance (EA) - CWS	-----
	EA – ER	513
	EA – FC Eligibility	223
A15	PSSF Support Services	516
A16	PSSF Adoption and Promotion	675
A17	Time Limited Family Reunification	676
A18	Edu and Trng Voucher	067
A19	CWS – Minor Parent Investigation	544
A20	CWS – MPS	556
A21	IHSS – CSBG	330
A22	AB 2129 – Foster Parent Recruitment	506
A23	FPSP – Family Preservation Services	515
A25	Adult Protective Services (APS)	-----
	APS – Emergency Response	569
	APS – Case Management	570
	APS – HR – Response	573
	APS – HR – Case Management	574
A28	STOP – Assessment/Case Plan	588
A31	Specialized Training for Adoptive Parents (STAP)	005
A44	IV-E Waiver Evaluation	016
A46	Kinship Supportive Services	582
A49	SA/HIV Infant-Recruit	523
A50	Wraparound Services	165
A52	CWS Live Scan/CLETS Background Checks	359
A53	Relative/Nonrelative Home Approvals	007
A54	STEP – Eligibility	300
A56	CAPIT	167
A57	Kin-GAP Title IV-E Case Management	747
	Over 18 Kin-GAP IV-E Case Management	848
	Kin-GAP Title IV-E Eligibility	860
A58	CWSOIP/Cohort1	037
A59	CWSOIP Nonfed SGF/Cohort 1	059

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

A61	Title IV-E Waiver	176
A63	CWS Basic Non-federal	077
A64	IHSS – Conlan v. Bonta PCSP	272
A66	Gomez v. Saenz hearings (clerical)	707
A67	Health Benefit Determination	716
A69	PL 110-351 IV-E Training – Foster Care	730
	PL 110-351 IV-E Training – Adoption	748
A70	IHSS Anti-Fraud Background Checks	739
	IHSS Anti-Fraud Initiative	743
A71	Resource Family Approval	888
A73	CSEC Protocol and Development	920
	Federal Preventing Sex Trafficking and Runaway Activities	928
A74	CWS Case Review	922
A76	SACWIS M&O	536
A77	FPRRS	---
	FPRRS - Federal	932
	FPRRS - Non-Federal	934
	FPRRS - FP Training Federal	935
A80	IHSS Non PCDP Plus Option Anti-Fraud	740
	IHSS PCDP Plus Option Anti-Fraud	741
A91	Non-Related Legal Guardian (NRLG) NMD	863
	NRLG Probate Court	864
	NRLG Juvinile Court	865
A92	NREFM Under 18	786
	NREFM NMD	786

CALWORKS FUNCTION

B1	CalWORKs Eligibility	614
	Two Parent Families – State-Only	-----
B2	ESE Admin Fed	372, 374
B3	ESE NonAdmin Fed	376,378
B4	Recipient Child Care Training	686
B7	Child/Spousal Support Disregard	226
B12	Two-Parent Recipient Child Care Training	683
B13	CalWORKs Overpayment Collection (SB 627)	278
B14	Cal-Learn Eligibility	630
B15	CalWORKs Transitional Services/Non-Federal	648
B16	Calworks Data Reporting	335
B19	Safety Net Employment Services Assistance	371
B20	CalWORKs Program Integrity	618

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B21	Safety Net Employment Services Non-Assistance	370
B22	Initial Eligibility Determination for CalWORKs/-CalFresh/and Medi-Cal Programs	615
B23	Non-federal CalWORKs Eligibility	616
B24	CalWORKs IEVS	204
B25	CalWORKs Systematic Alien Verification for Entitlements (SAVE) Program	269
B26	Cal-Learn Case Management	617
B27	CalWORKs Transitional Services	631
B28	CalWORKs Jail Match (SB-1556)	610
B29	CalWORKs Fraud	301
B30	Non-federal CalWORKs Fraud - Welfare Fraud Investigators (WFI)	305
B31	Federal CalWORKs & CalFresh Fraud Investigators (WFI)	315
B32	Non-federal CalWORKs & CalFresh Fraud (WFI)	320
B33	Early Fraud Detection/Prevention - (EDP/P) –Federal CalWORKs Investigators (WFI)	340
B34	EFD/P – CalWORKs and CalFresh Investigators (WFI)	342
B35	Welfare To Work (WTW)	-----
	WTW Pre-Assessment	620
	WTW Assessment	624
	WTW Post-Assessment: Community Services	621
	WTW Post Assessment – Other	622
B35	WTW Post-Assessment-Vocational Education	623
	Non-federal WTW	451
	WTW Two-Parent Families: Pre Assessment	678
	WTW Two-Parent Families: Assessment	681
	WTW Two-Parent Families: Post-Assessment-Community Services	679
	WTW Two-Parent Families: Post Assessment – Other	682
	WTW Two-Parent Families: Post Assessment – Vocational Education	680
B36	Non-federal Cal-Learn	-----
	Non-federal Cal-Learn Eligibility	640
	Non-federal Cal-Learn Case Management	641
B41	State Only Cal-Learn Eligibility	026
B43	CalWORKs Case Management Two-Parent Families State-Only	663
B44	Information and Referral	664
B45	Non-Federal CalWORKs Case Management – Recent Non- Citizens	665
B46	Workforce Investment Act (WIA)	-----
	WIA Dislocated Worker Program	820
	WIA Adult Program Activities	821
	WIA Youth Program Activities	822
	WIA Rapid Response Activities	823
	WIA Formula Grant Activities	824

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	WIA Retention Activities	825
	WIA WTW 30% - 70% Activities	826
	WIA Other Activities	827
B56	Supportive Services Outreach	257
B58	TANF Timed-out Employment Svcs Employed	687
B60	TANF Timed-out Employment Svcs Unemployed	689

OTHER PUBLIC WELFARE FUNCTION

C10	CalFresh Sanction/Reinvestment Project	360
C11	CalFresh Issuance	211
C12	County Medical Services Program Non - RRP/CHEP	217
C13	Temporary Assistance for Needy Families – Probation – Eligibility	219
C14	Child Support	225
C15	Adoption Assistance Program	230
C16	AFDC Foster Care Eligibility	345
	EFC AFDC-FC Eligibility	846
C19	RRP – Medical	350
C20	Refugee Employment – Social Services	478
C21	Refugee Targeted Assistance	480
C22	Refugee Cash Assistance/Entrant Cash Assistance Program	351
C23	Other County Only Program/General Relief (OCOP/GR)	352
C24	OCOP/GR-Non-EDP	348
C25	Other CFET Activities	464
C26	Non Assistance CalFresh (NA-CF) Eligibility	343
C27	NACF – IEVS	218
C28	SAVE Program NACF	268
C29	EFD/P – NACF	275
C30	NACF Fraud	310
C31	EFD/P – NACF (WFI)	341
C32	NACF – Program Integrity	344
C33	NACF – Quality Control	347
C34	NACF – Jail Match (SB 1556)	611
C35	Medi-Cal	-----
	Medi-Cal-Intake	215(1)
	Medi-Cal-Continuing	215(3)
C36	SAVE – Medi-Cal	271
C41	Cash Assistance Program for Immigrants	308
C42	Special Circumstances Allowance Program	245
C43	CAPI, SSI/Naturalization Case Management	389
C44	TANF Fiscal Incentives – Programs That Encourage Formation and	090

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	Maintenance of Two-Parent Families	
C45	TANF Fiscal Incentives – Programs That Provide Assistance to Needy Families	091
C46	TANF Fiscal Incentives – Programs that End Dependency of Needy Parents	092
C47	TANF Fiscal Incentives-Programs that Prevent or Reduce Out-of-Wedlock Pregnancies	093
C48	TANF Fiscal Incentives – Programs That Encourage Formation and Maintenance of Two-Parent Families – Admin	094
C49	TANF Fiscal Incentives – Programs That Provide Assistance to Needy Families – Admin	095
C50	TANF Fiscal Incentives – Programs That End Dependence of Needy Parents – Admin	096
C51	TANF Fiscal Incentives – Programs that Prevent or Reduce Out-of Wedlock Pregnancies – Admin	097
C52	State Only Kinship Guardianship Assistance Payment (Kin-GAP)	030
	Over 18 KinGAP Title IV-E Eligibility	858
C53	Kin-GAP Non-Federal Program	031
	Over 18 Kin-GAP Non-Federally Eligible	847
C57	CWD/LHD Expansion for Community Nutrition	834
C60	Adoptions Eligibility NMD	785
C61	CALFRESH NUTRITION EDUCATION – GET FRESH	362
C62	Work Incentive Nutritional Supplement (WINS) Administration	456
C63	Work Incentive Nutritional Supplement (WINS) CFAP Administration	887
C64	Fresno E&T Pilot	930
C65	WINS Data Reporting	927

CHILD CARE FUNCTION

D11	Stage One Child Care	453
D13	Cal-Learn Child Care	909
D14	Child Care Health and Safety Self-Certification	901
D15	Child Care Trustline	902
D16	Non-federal Child Care	903
D18	Stage Two Child Care	905
D19	Child Care Capacity Building	906
D20	Stage Three Child Care	907
D21	Child Care and Development Program	160
D22	Nonfederal Cal-Learn Child Care	912
D24	Two Parent Families (State-Only) Stage One Child Care Program	036

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D25	TANF Timed-Out Families-Unemployed	692
D26	TANF Timed-Out Families-Employed	688
D27	Safety Net Child Care Non-Assistance	368
D28	Safety Net Child Care Assistance	369

NON-WELFARE FUNCTION

E1	Non-welfare	805
E2	Non-welfare-Non-EDP	806

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2016 through June 30, 2017

10. DIRECT SERVICE DELIVERY (DSD) CODES
UPDATED: 12/16

SOCIAL SERVICES FUNCTION

PIN	TITLE	PROGRAM
037060	DSD	CWSOIP/COHORT 1
059060	DSD	CWSOIP NONFED SGF/COHORT 1
077060	DSD	CWS Basic Non-federal
101060	DSD	IHSS-Welfare Staff Service Providers
102060	DSD	IHSS-Skill Professional Medical Personnel
103003	Transportation	IHSS-HR/Personal Care Services Program (PCSP)
103103	Transportation	IHSS-HR-Eligibility/Redetermination
103060	DSD	IHSS-HR/Personal Care Services Program (PCSP)
104060	DSD	IHSS-Non-HR/Non-PCSP
103260	DSD	IHSS-SIP PCSP/Plus Option
103360	DSD	IHSS-SIP-HR
104160	DSD	IHSS-SIP Non-HR/PCSP/ IPO
108060	DSD	IHSS-PCSP Welfare Staff Service Providers
111003	Transportation	Emancipated Youth Stipends
113060	DSD	CSBG-SPMP
114003	Transportation	CSBG-Health Related
115003	Transportation	CSBG
117003	Transportation	Adoptions - Case Management
138060	DSD	CWS-SPMP
140003	Transportation	Refugee Resettlement Program (RRP/ CWS
141003	Transportation	R.R.P. / CSBG Services
144060	DSD	CWS Health Related
144103	Transportation	Pre-Placement Program
144203	Transportation	Family Maintenance Program
144303	Transportation	Family Reunification Program
144403	Transportation	Permanent Placement Program
147103	Transportation	Pre-Placement Program
147203	Transportation	Family Maintenance Program
147303	Transportation	Family Reunification Program
147403	Transportation	Permanent Placement Program
148103	Transportation	Pre-Placement Program
148303	Transportation	Family Reunification Program
148403	Transportation	Permanent Placement Program
148203	Transportation	Family Maintenance Program
148503	Transportation	Notification of Relatives

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151060	**DSD**	**Fed Adoption & Guardianship Incentive Program**
167060	DSD	CAPIT
159060	DSD	FPP-SPMP
168003	Transportation	FPP-Health Related
175003	Transportation	FPP-Services/Non-federal
179003	Transportation	FPP-Case Management Foster Care
184003	Transportation	ILP-Services
184060	DSD	ILP-Services
515060	DSD	PSSF-Family Preservation Services
516060	DSD	PSSF-Family Support Services
569060	DSD	APS-Emergency Response
570003	Transportation	APS-Case Management
570060	DSD	APS-Case Management
571060	DSD	APS-SPMP-Response
572060	DSD	APS-SPMP-Case Management
573060	DSD	APS-HR-Response
574003	Transportation	APS-HR-Case Management
574060	DSD	APS-HR-Case Management
577003	Transportation	Monthly Visits/Group Homes/CWS
675160	DSD	PSSF-Adoption Promotion & Support
676160	DSD	PSSF-Time-Limited Family Reunification
588103	Transportation	STOP-Assessment/Case Plan
588160	DSD	STOP-Assessment/Case Plan
677060	DSD	PSSF Monthly Caseworker Visits
709060	DSD	State Mandates Federal
710060	DSD	State Mandates Non-Federal
713060	DSD	TCVAP Admin
713003	Transportation	TCVAP Admin
714060	DSD	TCVAP Services
713103	Transportation	TCVAP Admin
714160	DSD	TCVAP Services
714003	Transportation	TCVAP Services
707060	DSD	Gomez Grievance Hearings
716060	DSD	Health Benefit Determination
716160	DSD	Health Benefit Determination
748060	DSD	PL 110-351 IV-E Training - Adoption
746060	DSD	ILP Nonrelative Nonfed-Services
746003	Transportation	ILP Nonrelative Nonfed-Services

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CALWORKs FUNCTION

PIN	TITLE	PROGRAM
432003	Transportation	Cal-Learn Support Services
451003	Transportation	Non-federal WTW
633003	Transportation	WTW General
649003	Transportation	Nonfed Cal-Learn Support Services
028003	Transportation	State Only Cal-Learn Support Services
620060	DSD	WTW Pre-Assessment
621060	DSD	WTW Post-Assessment: COMM SVC
622060	DSD	WTW Post-Assessment: OTHER
623060	DSD	WTW Post-Assessment: VOC ED
624060	DSD	WTW Assessment
678060	DSD	WTW-2 Parent Family-PRE Assessment
679060	DSD	WTW 2 Parent Family-PST Assessment: COM SVS
680060	DSD	WTW 2 Parent Family-PST Assessment: VOC ED
681060	DSD	WTW 2 Parent Family-Assessment
682060	DSD	WTW 2 Parent Family-PST Assessment: OTHER
109003	Transportation	WTW 2 Parent Family - General
685060	DSD	CALWORKs Domestic Violence Services
687060	DSD	Hardship Employment Service Non Assistance
689003	Transportation	Hardship Employment Service Assistance
689060	DSD	Hardship Employment Service Assistance
893003	**Transportation**	**CalWORKs Housing Support Non-MOE**
894003	**Transportation**	**CalWORKs Housing Support Non-Federal**
894003	**Transportation**	**CalWORKs Housing Support Federal**

OTHER PUBLIC WELFARE PROGRAMS FUNCTION

PIN	TITLE	PROGRAM
215060	DSD	Medi-Cal
217060	DSD	CMSP/Non-RRP/CHEP
245003	Transportation	SPEC CIRCUM ALLOW PROG
308003	Transportation	Cash Assistant/Immigrants (CAPI)
468003	Transportation	CFET/Support Services
478003	Transportation	Refugee Employment social Services
480003	Transportation	Refugee Targeted Assistance

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Effective Date: July 1, 2016 through June 30, 2017

11. GENERAL TIME STUDY INSTRUCTIONS
UPDATED: 03/09

GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

1. Complete the time study on a continuous basis throughout the day.

2. Round hours to the nearest quarter hour.

3. Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity that caused the overtime. If the county is unable to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.

4. Record travel time to the program with which it is associated.

5. Record docks, furlough, leave without pay, holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch and normal days off are not recorded.

6. Times spent on breaks are allocable hours and must be reported to the last activity that staff was performing prior to going on break.

7. Record time spent in continuing training to the associated program; if not identifiable to a program, record as generic.

8. Record quality control/quality assurance and program integrity activities to the associated program.

9. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as generic.

10. The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours as defined by the County Welfare Department (CWD).

11. Caseworkers, who perform administrative activities, whether full-time or part-time, will record these activities to generic.

12. First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activities on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.

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