



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

March 31, 2013

COUNTY FISCAL LETTER (CFL) NO. 12/13-32

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITOR CONTROLLERS  
ALL COUNTY PROBATION OFFICERS  
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM  
(CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE  
JUNE 2013 QUARTER

This CFL provides counties time study and claiming instructions for the April through June 2013 quarter, which includes information and reminders regarding the following functions/programs:

	<b>Functions/Programs</b>	<b>Time Study Instructions</b>	<b>Claiming Instructions</b>	<b>General Information</b>	<b>Page Number</b>
<b>I</b>	<b>Social Services</b>				
	<b>A.</b> Program Code (PC) 123 - Adoptions	No	Yes	Yes	3
	<b>B.</b> Opening of Type of Expense (TOE) Code 60 for PC 144- CWS Health Related	No	Yes	Yes	3
	<b>C.</b> IHSS Maintenance of Effort (MOE) Share Adjustment	No	No	Yes	3
<b>II</b>	<b>California Work Opportunity and Responsibility to Kids (CalWORKs)</b>	No	No	No	4
<b>III</b>	<b>Other Public Welfare</b>	No	Yes	No	4

	<b>Functions/Programs</b>	<b>Time Study Instructions</b>	<b>Claiming Instructions</b>	<b>General Information</b>	<b>Page Number</b>
<b>IV</b>	<b>Child Care</b> A. Allow Electronic Data Processing (EDP) costs to PC 036	No	Yes	Yes	4
<b>V</b>	<b>Non-Welfare</b>	No	No	No	4
<b>VI</b>	<b>General</b> A. County Cash Claiming – Reporting B. Debarment and Suspension C. Support Staff Time Reporting Plan (SSTRP) D. Federal Fund Monitoring Requirements E. Annual County Training Plan	No No No No No	No No No No No	Yes Yes Yes Yes Yes	4 5 5 6 6

The Program Code Descriptions (PCDs) and SSTRP instructions for county use during the April through June 2013 quarter are as follows:

<b><u>Section</u></b>	<b><u>Revised</u></b>
Social Services	03/13
CalWORKs	03/13
Other Public Welfare	03/13
Child Care	12/10
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	06/06
Direct-to-Program (DTP)/Function Support Staff Codes	03/10
Direct Service Delivery (DSD) Codes	06/10
General Time Study Instructions	03/09
TOE Definition List	06/13

For the latest version of the PCD manual, please go to the following link:

<http://www.dss.cahw.net.gov/lettersnotices/P959.htm>.

Please note that any changes to the PCDs and/or SSTRP Instructions may be shown in an underlined, highlighted, bolded, or strikeout format.

## **I. Social Services**

### **A. PC 123- Adoptions**

Per CFL 12/13-26, dated December 31, 2012, counties are to use the SOC 812 form (Abatements Not Processed through the CEC) to adjust Title IV-E unallowable (medical) costs for the September 2011, December 2011, March 2012 and June 2012 quarters, that were previously claimed to PC 123. Unallowable medical costs claimed to PC 123 for the September 2012 quarter and forward will need to be adjusted using the applicable adjustment quarter's claim. If appropriate, starting with the September 2012 quarter, medical costs should be billed directly to Medi-Cal for services provided to Medi-Cal eligible recipients. Counties should claim those costs for other allowable medical services provided to non-Medi-Cal eligible recipients to PC 118 - Adoptions Independent/Nonfed.

In accordance with CFLs 11/12-18, dated September 16, 2011 and 12/13-16, dated September 27, 2012, counties are reminded that effective with the September 2011 quarter claim, all costs will be covered by the county with realignment funding from the Protective Services Subaccount by using the State-Use-Only (SUO) overmatch codes. This will be accomplished by setting the affected allocation's ledger to zero for the realigned program ledgers.

### **B. Direct Service Delivery TOE Code for PC 144 – Child Welfare Services (CWS) Health Related**

Effective with the March 2013 quarter, counties may use TOE code 60 (Direct Service Delivery) for the salaries and benefits of support staff for costs associated with PC 144 – CWS Health Related. By opening this TOE code, counties can now properly claim salaries and benefits of support staff transporting children to and from CWS health related activities, including but not limited to medical appointments or other service related appointments.

### **C. IHSS MOE Share Adjustment**

Per CFL No. 12/13-28, dated January 24, 2013, counties have an IHSS MOE requirement in lieu of paying a fixed share of the nonfederal IHSS costs. State Use Only (SUO) code 792 – IHSS MOE County Share Adjustment has been established to shift the county share of the IHSS administrative expenditures to the state General Fund. This will ensure that counties would not be

“double-charged” their fair share of IHSS administrative expenditures.

The SUO 792 fund shift was originally scheduled to occur in the March 2013 quarter claim. However, earlier programming into the CEC allowed this shift to occur during the December 2012 quarter. The California Department of Social Services (CDSS) will work with the County Welfare Director’s Association to provide updated information to counties regarding this process, as necessary.

## **II. California Work Opportunity and Responsibility to Kids (CalWORKs)**

No Changes.

## **III. Other Public Welfare**

No Changes.

## **IV. Child Care**

### **A. Allow Claiming EDP to PC 036**

Effective with the March 2013 quarter, counties will be able to claim EDP related costs to PC 036– Two-Parent Families [State Only] Stage One Child Care for computer activities, such as application processing, informing notices, record maintenance, data entry and reporting in accordance with activities outlined in Manual of Policies and Procedures section 47-301, Administration of Child Care Services.

## **V. Non Welfare**

No changes.

## **VI. General**

### **A. County Cash Claiming – Reporting**

As a reminder, costs must be claimed in accordance with cash claiming requirements set forth in CFL No. 06/07-06, dated July 13, 2006. Adjustment claims must be submitted in a timely manner to ensure that the two year limit for claiming federal funds is met. Due dates for these claims are provided in advance within every March quarterly CFL. Furthermore, counties are to maintain supporting documentation for all claims.

## **B. Debarment and Suspension**

Pursuant to federal regulations, CWDs must be in good standing with the federal government to receive federal funds. To ensure that CWDs are not debarred or suspended from federal financial assistance programs by any federal department or agency, CDSS must verify that the CWD is not listed on the federal Excluded Parties Listing System prior to issuance of any federal funds.

To ensure accuracy of the verification, CDSS requires submissions of the CWD's exact legal name of the entity and Employer Identification Number (EIN) or Tax Identification Number (TIN) as submitted to the Internal Revenue Service when applying for an EIN or a TIN. If a CWD is operating under multiple names or identification numbers, each name and identification number must be submitted.

The information requested must be submitted via email by July 1, 2013, to CDSS at [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov) with "EIN or TIN for the County of (*insert county name*)" in the subject line. Counties should review the federal fund monitoring responsibilities for counties outlined in CFL No. CFL 11/12-09, dated August 12, 2011 and 11/12-09E, dated December 5, 2011.

## **C. SSTRP for Fiscal Year (FY) 2013-14**

This notice is to remind counties that their SSTRP for FY 2013-14 is due to the CDSS on August 1, 2013. Please refer to CFL No. 00/01-74, dated April 30, 2001, for instructions on the development and submission of the SSTRP.

The SSTRPs are required in order to comply with the state's federally approved Cost Allocation Plan, which requires counties to specify the level to which county clerical and administrative support staff will report their time.

Please mail the SSTRPs and any revisions to the County Systems Section (CSS) at the following address:

California Department of Social Services  
County Systems Section  
744 P Street, MS 9-5-03  
Sacramento, CA 95814

The SSTRP will be reviewed by the state's analyst for completeness. The CSS will then review and acknowledge receipt of the SSTRP within 30 days of receiving the plan. It is important to note that the CSS review of a SSTRP constitutes an acknowledgement of a CWD's method to accumulating costs for

distribution under the County Cost Allocation Plan and does not imply that the CSS has approved the organizational structure of the CWD.

#### **D. Federal Fund Monitoring Responsibilities**

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to CFL No. 11/12-09 dated August 12, 2011 and CFL No. 11/12-09E dated December 5, 2011, for the specific requirements and link for the terms and conditions of each available federal grant administered by CDSS.

#### **E. Annual County Training Plan**

The reimbursement of staff development expenditures is subject to the completion of the Annual County Training Plan. Please complete your Annual County Training Plan and return the certification page to CDSS by August 1, 2013 to comply with the Manual of Policies and Procedures, Division 14, Staff Development Regulations. An ACIN with the updated Annual County Training Plan Form (GEN 1031) will be issued soon. The updated GEN 1031 will be available by May 1, 2013 on the CDSS internet at:

<http://www.dss.cahw.net.gov/cdssweb/entres/forms/English/GEN1031.pdf>

Complete the GEN 1031, print it, and keep it on file at your office. Additionally, after completing the GEN 1031, sign the certification statement, and mail only the certification page no later than August 1, 2013 to:

California Department of Social Services  
County Systems Section  
744 P Street, MS 9-5-03  
Sacramento, CA 95814  
Attn: Jeff Himalaya

Please refer to ACIN I-20-12, dated April 25, 2012 for additional instructions on completing the GEN 1031, until a new ACIN is issued.

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If counties have any questions regarding this CFL, please direct them to the Fiscal Systems Bureau at [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

DIANNE OKAMOTO  
Chief  
Fiscal Systems and Accounting Branch

c: CWDA