



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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GOVERNOR

October 1, 2013

COUNTY FISCAL LETTER (CFL) NO. 13/14-04

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
DECEMBER 2013 QUARTER

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

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
I	Social Services				
	A. Peer Quality Case Review (PQCR) Methodology for Fiscal Year (FY) 2013-14	No	No	Yes	3
	B. Foster Youth Credit Reports	No	No	Yes	4
	C. Emancipated Youth Stipends (EYS) Description Update	No	No	Yes	4
II	California Work Opportunity and Responsibility to Kids (CalWORKs)				
	A. Revised Assembly Bill (AB) 98 Subsidized Employment Calculation	No	No	Yes	5
	B. Safety Net and Drug/Fleeing Felon	Yes	Yes	Yes	6

	Population C. Title Change for Support Staff Codes for B19 and B21	No	No	Yes	8
III	Other Public Welfare A. CalFresh Nutrition Education - Get Fresh Project	Yes	Yes	Yes	8
IV	Child Care A. Safety Net and Drug/Fleeing Felon population	Yes	Yes	Yes	9
	B. Title Change for Support Staff Codes D27 and D28	No	No	Yes	11
V	Non Welfare	No	No	No	12
VI	General A. Electronic Data Processing (EDP) Methodology Changes	No	Yes	Yes	12
	B. Indirect Cost Rates (ICRs)	No	No	Yes	13

The PCDs and Support Staff Time Reporting (SSTR) instructions for county use during the October through December 2013 quarter are as follows:

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

For the latest version of the PCD manual, please go to the following link:
<http://www.dss.cahwnet.gov/lettersnotices/PG959.htm>.

Please note that any changes to the PCDs and/or SSTR Instructions may be shown in an underline, highlight, bold, or strikethrough format.

I. Social Services

A. PQCR Methodology for FY 2013-14

Costs related to PQCR require additional steps to manually allocate the costs to other benefitting programs. To do this, the CDSS calculates the proper ratios annually that will be used for the cost allocation in accordance with the federally approved County Cost Allocation Plan (CCAP) requirements. The ratios are listed below for FY 2013-14. This methodology is effective retroactive to the September 2013 quarter. For more information on the PQCR allocation methodology, please see [CFL 11/12-21](#), dated October 6, 2011.

CODE	PROGRAM NAME	RATIO	PROGRAM
088	Peer Quality Case Review	0.6645	Title IV-E
828	Non IV-E PQCR	0.3355	State General Fund

The CCAP requires the counties to take the following manual steps in allocating and claiming PQCR costs:

1. County social work staff should report PQCR activities to Time Study Code (TSC) 0881
2. Take the total hours reported to TSC 0881 and multiply by the two ratios listed above.
3. Take the resulting split in the time study hours and report them to the corresponding TSCs (0881 for federally eligible hours and 8281 for non-federally eligible hours).
4. Use the ratios to split any direct costs associated with the PQCR by multiplying the total direct costs by the two ratios listed above.
5. Report the results to the appropriate Program Identifier Numbers (PINs) for PC 088 and PC 828.

This supporting documentation must be retained with the county's claim for audit purposes. Please note that in accordance with AB 118 (Chapter 40, Statutes of 2011) and ABX1 16 (Chapter 13, Statutes of 2011), Child Welfare Services (CWS) state funding was realigned to the county Local Revenue

Fund (LRF). The previous state share of cost for PC 828 is now paid from the county LRF using the State Use Only overmatch code.

B. Foster Youth Credit Reports

Pursuant to Senate Bill (SB) 1521 (Chapter 847, Statutes of 2012), the California Department of Social Services (CDSS) implemented a federal mandate to require the county welfare or probation department to request a consumer credit report on behalf of a foster youth age 16 and older who are under the jurisdiction of the juvenile court. The foster youth population eligible for the credit report is defined in All County Letter (ACL) [No. 13-31](#), dated April 19, 2013. As provided in [CFL No. 12/13-44](#), dated June 28, 2013, activities associated with the credit report are now part of regular case management activities.

To further clarify the previously released claiming instructions, activities associated with requesting consumer credit reports on behalf of foster youth or assisting the youth in resolving any errors on the reports should be reported to the appropriate case management PC. This includes Extended Foster Care (EFC) Case Management PC 842.

C. EYS Description Update

The EYS provide assistance to emancipated youth for items such as finding affordable housing, text books for college or vocational training, employment searches, emergency personal needs and bus vouchers. The [CFL No. 00/01-46](#), dated December 4, 2000, established PC 111-Emancipated Youth Stipends to capture costs associated with providing special needs stipends for emancipated foster youth.

Changes to the California Welfare and Instruction Code (W&IC) section 10609.3 no longer limits the use of the EYS solely for emancipated youth. The language now allows flexibility in the use of the stipend to include all eligible youth with independent living needs, including non-minor dependents (NMD). Counties shall maintain a stipend to supplement and not supplant the Independent Living Program.

Effective with the September 2013 quarter, the description for PC 111 has been updated as follows:

PC 111- EMANCIPATED YOUTH STIPENDS

Established to capture the costs that assist **non-minor dependents and** emancipating foster youth with finding affordable housing, text books for college or vocational training, employment searches, emergency personal needs and bus vouchers.

II. CalWORKs

A. Revised AB 98 Subsidized Employment Calculation

In response to SB 1041 (Chapter 47, Statutes of 2012), which restored the Earned Income Disregard (EID) to \$225 for recipients of CalWORKs aid payments, counties will need to use a revised subsidy calculation for participants of the AB 98 Subsidized Employment Program beginning October 1, 2013. Currently \$112 and 50 percent of earned income is disregarded when calculating the CalWORKs aid payment. Under the new rules beginning October 1, 2013, \$225 and 50 percent of earned income is disregarded when calculating the CalWORKs aid payment. In order for CWDs to continue in existing contracts with employers for ongoing participants who started in the AB 98 Program prior to October 1, 2013, funding for the \$57 difference in the AB 98 subsidy calculation is being provided through the Single Allocation. For more information regarding the distribution of this additional funding, please refer to [CFL No. 13/14-11](#), dated September 12, 2013.

The AB 98 subsidy calculation is aligned with the EID calculation in order to be cost neutral to the state budget by offsetting the cost of the subsidy with an equivalent reduction to the CalWORKs cash grant. Additional information regarding the EID restoration can be found in [ACL No. 13-42](#), dated May 23, 2013 and information regarding the new AB 98 subsidy calculation can be found in a future ACL.

Counties are instructed to continue claiming AB 98 Program expenses to the same codes in accordance with [CFL No. 10/11-65](#), dated May 3, 2011 and [CFL No. 10/11-65E](#), dated August 19, 2011, which provides detailed claiming instructions for the AB 98 Program. For any remaining county costs of operating the subsidized employment program, counties may continue to utilize the Single Allocation and/or third party codes.

B. Safety Net and Drug/Fleeing Felon Population

To prevent the Safety Net and Drug/Fleeing Felon population from having a negative impact on the state's Work Participation Rate (WPR), the entire population of Safety Net and Drug/Fleeing Felons is being assigned new non-Maintenance Of Effort (Non-MOE) aid codes (K1 and 3F) instead of 3A, 3C, or 33, which were MOE-eligible.

As a result, PC 370- Safety Net Employment Services Employed Non-MOE and PC 371- Safety Net Employment Services Unemployed Non-MOE were created to replace PC 055-Safe Net Employment Services Case Management Non-Assistance and PC 056- Safe Net Employment Services Case Management Assistance. The PCs 055 and 056 will be deleted effective with the March 2014 quarter.

Time Study Instructions:

CODE 3701 – SAFETY NET EMPLOYMENT SERVICES CASE MANAGEMENT EMPLOYED NON-MOE

Includes case management and related Welfare to Work (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.

For additional activities, please refer to the PCDs 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 6231 WTW Assessment

CODE 3711 – SAFETY NET EMPLOYMENT SERVICES CASE MANAGEMENT UNEMPLOYED 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 unemployed Safety Net individuals.

For additional activities, please refer to the PCDs 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 6231 WTW Assessment

Claiming Instructions:

PC	370	Safety Net Employment Services Employed Non-MOE
TSC	3701	Safety Net Employment Services Case Management Employed Non-MOE
PIN	370016	Ancillary-Education (Employed)
	370028	Work-Related Activities and Expenses (Employed)
	370032	Contracted Activities (Employed)
	370088-91	Support Operating*
	370092	Casework OT/CTO Costs
	370093	Support Staff OT/CTO Costs
	370094	Start up/Nonrecurring Costs
	370097	Transportation (Employed)
DTP	B21	Safety Net Employment Services Case Management
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

PC	371	Safety Net Employment Services Unemployed Non-MOE
TSC	3711	Safety Net Employment Services Case Management Unemployed Non-MOE
PIN	371003	Transportation (Unemployed)
	371029	Other Supportive Services (Unemployed)
	371031	Contracted Activities (Unemployed)
DTP	B19	Safety Net Employment Services Case Management
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

**The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).*

C. Title Change for Support Staff Codes for B19 and B21

The Safety Net DTP code titles are being changed to omit references to “assistance” and “non-assistance.” Counties are reminded that support staff codes may only be used with the certain PCs. The DTP Code B19 may currently be used with PCs 371 and 056 and DTP Code B21 may be used with PCs 370 and 055. Counties should directly charge DTP costs to the appropriate PC for the December 2013 quarter. Beginning with the March 2014 quarter, PCs 055 and 056 will be deleted.

Code	Support Staff Code Title	Support Staff Code New Title
B19	Safety Net Employment Services– Case Management – Asst	Safety Net Employment Services Case Management
B21	Safety Net Employment Services – Case Management – Non Assistance	Safety Net Employment Services – Case Management

III. Other Public Welfare

A. CalFresh Nutrition Education - Get Fresh Project

The Get Fresh Project replaces two pilot projects within the CalFresh Nutrition Education program, the County Welfare Department/Local Health Department Expansion for Community Nutrition Project ([CFL No. 11/12-30](#), dated November 1, 2011 and [CFL No. 11/12-30E](#), dated December 16, 2011) and the Innovative Ideas Project ([CFL No. 11/12-42](#), dated March 9, 2012 and [CFL No. 11/12-42E](#), dated April 18, 2012), which both end on September 30, 2013. Although the program ended, the codes will still be available in the December 2013 quarter since they are tracked by the Federal Fiscal year. They will then be deleted in March 2014 quarter.

Effective with the December 2013 quarter, PC 362-CalFresh Nutrition Education – Get Fresh and State Use Only (SUO) code 363- SUO CalFresh Nutrition Education – Get Fresh have been established to capture activities/costs associated with the Get Fresh program.

Time Study Instructions:

CODE 3621 – CALFRESH NUTRITION EDUCATION – GET FRESH

Allowable activities include, but are not limited to, conducting activities that

promote 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.

Claiming Instructions:

Effective with the December 2013 quarter, the following PCs and associated PINs are made available to participating counties to capture costs incurred in the operation of the Get Fresh Project.

PC	362	CF Nutr Ed–Get Fresh
TSC	3621	CF Nutr Ed–Get Fresh
PIN	362031	Contracted Activities–Unemployed
	362032	Contracted Activities–Employed
	362068	Direct Costs
	362088– 91	Support Operating *
	362092	Casework–OT/CTO Costs
	362093	Support Staff–OT/CTO Costs
	362094	Start Up/Nonrecurring Costs
DTP	C61	CF Nutr Ed–Get Fresh
Costs will be funded at 100/00/00/00 (Federal/State/Health/County).		

**The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).*

Nineteen (19) counties are approved to participate in the Get Fresh Project, namely, Alameda, Colusa, Del Norte, Kern, Lake, Madera, Mendocino, Merced, Nevada, Riverside, San Diego, San Francisco, San Joaquin, Santa Clara, Santa Cruz, Shasta, Sutter, Tehama and Yuba.

Please see [CFL No. 13/14-17](#), dated September 19, 2013, for additional information regarding the Get Fresh Project.

IV. Child Care

A. Safety Net and Drug/Fleeing Felon population

To prevent the Safety Net and Drug/Fleeing Felon population from having a negative impact on the state's WPR, the entire population of Safety Net and Drug/Fleeing Felons is being assigned new non-MOE aid codes (K1 and 3F)

instead of 3A, 3C, or 33, which were MOE-eligible. As a result, PCs 368- Safety Net Child Care Case Management Employed Non-MOE and PC 369-Safety Net Child Care Unemployed Non-MOE were created to replace PC 053-Safety Net Child Care Non-Assistance and PC 054- Safety Net Child Care Assistance. The PCs 053 and 054 will be deleted effective with the March 2014 quarter.

Time Study Instructions:

CODE 3681 – SAFETY NET CHILD CARE - CASE MANAGEMENT - EMPLOYED NON-MOE

Allowable case management and related activities provided to employed Safety Net 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 (NOAs); coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; review 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 who select a license exempt child care provider under CalWORKs.

CODE 3691 – SAFETY NET CHILD CARE - CASE MANAGEMENT - UNEMPLOYED NON-MOE

Allowable case management and related activities provided to unemployed Safety Net 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 NOAs; coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; review 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 who select a license exempt child care provider under CalWORKs.

Claiming Instructions:

PC	368	Safety Net Child Care Employed Non-MOE
TSC	3681	Safety Net Child Care Case Management Employed Non-MOE
PIN	368032	Contracted Activities (Employed)
	368082	Child Care Services (Employed)
	368088-091	Support Operating*
	368092	Caseworker OT/CTO Costs
	368093	Support Staff OT/CTO Costs
	368094	Start Up/Nonrecurring Costs
DTP	D27	Safety Net Child Care Case Management
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

PC	369	Safety Net Child Care Unemployed Non-MOE
TSC	3691	Safety Net Child Care Case Management Unemployed Non-MOE
PIN	369018	Child Care Services (Unemployed)
	369031	Contracted Activities (Unemployed)
	369048	Timed-Out Child Care Payments/Center
	369088-091	Support Operating*
	369092	Caseworker OT/CTO Costs
	369093	Support Staff OT/CTO Costs
	369094	Start Up/Nonrecurring Costs
DTP	D28	Safety Net Child Care Case Management
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

**The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).*

B. Title Change for Support Staff Codes D27 and D28

The Safety Net DTP code titles are being changed to omit references to “assistance” and “non-assistance.” Counties are reminded that support staff codes may only be used with the certain PCs. The DTP Code D27 may be used with PCs 368 and 053 and DTP Code D28 may be used with PCs 369 and 054. Counties should directly charge DTP costs to the appropriate PC for the December 2013 quarter. Beginning with the March 2014 quarter, PCs 053 and 054 will be deleted.

Code	Support Staff Code Title	Support Staff Code New Title
D27	Safety Net Child Care Non-Assistance	Safety Net Child Care Case Management
D28	Safety Net Child Care Case Management – Assistance	Safety Net Child Care Case Management

V. Non Welfare

No changes.

VI. General

A. EDP Methodology Changes, CWS/Case Management System (CMS) Statewide Automated Child Welfare Information System (SACWIS) and Non-CWS/CMS (Non SACWIS)

The following cost allocation methodology for CWS/CMS has been updated for FY 2013-14 and is to be effective retroactive to the September 2013 quarter. Please refer to [CFL No. 06/07-36](#), dated May 21, 2007 for instructions and information. Effective July 1, 2011, AB 118 (Chapter 40, Statutes of 2011) and ABX 116 (Chapter 13, Statutes of 2011) realigned CWS. PCs 135 - SSI/SSP Out-Of-Home Care, 175 - FPP - Services/Nonfederal, 588- Supportive Therapeutic Options Program (STOP) Assessment/Case Plan, 786- NREFM Under 18, 787- NREFM Over 18, 840- EFC Services NonFederal, 863- NonRelated Legal Guardian NMD, 864- NRLG Probate Court and 865- NRLG Juvenile Court are subject to the realignment provisions of AB 118 per [CFL No. 11/12-18](#), dated September 16, 2011.

Therefore, although these are state programs and listed as such in the below table, these costs are covered by the county.

PC	Program Name	Percent	Program
536	SACWIS	0.6854	Title IV-E/ IV-B
513	EA-ER	0.1843	TANF
544	CWS MPI (AB 908)	0.0048	TANF
556	CWS-MPS (AB 908)	0.0017	TANF
144	CWS-Health Related	0.1115	Title XIX
150	EPSDT	0.0000	Title XIX
168	FPP-Health Related	0.0005	Title XIX

838	EFC-Health Related	0.0011	Title XIX
182	ILP-Case Management	0.0032	Chafee
184	ILP-Services	0.0031	Chafee
135	SSI/SSP OHC	0.0001	State
175	FPP Services/NonFed	0.0012	State
588	STOP-Assessment/Case Plan	0.0001	State
165	SB 163 Wraparound Services	0.0003	County
786	NREFM Under 18	0.0002	State
787	NREFM NRLG	0.0004	State
840	EFC Services NonFederal	0.0005	State
863	NRLG NMD	0.0005	State
864	NRLG Probate	0.0004	State
865	NRLG Juvenile	0.0006	State

B. ICRs

The CDSS has developed ICRs for use by counties during FY 2013-14 (please see Attachment I). ICRs are used to identify overhead costs associated with support staff that performs activities for non-welfare programs with no equivalent casework hours. The CDSS County Allocations Unit develops ICRs based on actual indirect cost (i.e., Travel, Space, Space – CCAP, Other Operating Costs, Public Agencies CCAP and Public/Private Agencies Direct Billed) that were reported as generic by each county for the four quarters of FY 2012-13. The totals are divided by the total direct salary and benefit costs (caseworker, administrative/clerical support and EDP staff salaries and benefits). The resulting percentages are each county’s individual ICR.

The CWDs have the option of either using the predetermined ICR developed by CDSS or developing an ICR specific to allocable support staff. An ICR developed by a CWD must be developed in accordance with [“A Guide for State, Local and Indian Tribal Government-Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government”](#) (ASMB C-10).

The ICRs are applied to the salaries and benefits of support staff performing activities for non-welfare programs only. The salaries and benefits plus overhead are reported as Direct Costs on the CEC using PIN 805068 (non-welfare Programs) or PIN 806068 (non-welfare Programs-Non EDP). Counties are reminded that non-welfare activities must be reported in the non-welfare function, which will draw down associated overhead through the CEC based on the time study hours of caseworkers performing the

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non-welfare activity.

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

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO
Chief
Fiscal Systems and Accounting Branch

Attachment

c: CWDA

ATTACHMENT I

FY 2013/14 INDIRECT COST RATE (ICR) Data from FY 2011/12 County Expense Claims	
COUNTIES	ICR
ALAMEDA	0.19
ALPINE	0.91
AMADOR	0.44
BUTTE	0.21
CALAVERAS	0.38
COLUSA	0.60
CONTRA COSTA	0.38
DEL NORTE	0.43
EL DORADO	0.19
FRESNO	0.17
GLENN	0.22
HUMBOLDT	0.23
IMPERIAL	0.26
INYO	0.32
KERN	0.17
KINGS	0.19
LAKE	0.22
LASSEN	0.37
LOS ANGELES DPS	0.19
MADERA	0.27
MARIN	0.47
MARIPOSA	0.71
MENDOCINO	0.15
MERCED	0.12
MODOC	0.48
MONO	0.47
MONTEREY	0.22
NAPA	0.29
NEVADA	0.43
ORANGE	0.20
PLACER	0.42
PLUMAS	0.38
RIVERSIDE	0.12
SACRAMENTO-DHA	0.22
SAN BENITO	0.26
SAN BERNARDINO	0.18
SAN DIEGO	0.22
SAN FRANCISCO	0.23
SAN JOAQUIN	0.16
SAN LUIS OBISPO	0.19
SAN MATEO	0.25
SANTA BARBARA	0.16
SANTA CLARA	0.23
SANTA CRUZ	0.22
SHASTA	0.30
SIERRA	0.26
SISKIYOU	0.18
SOLANO	0.23
SONOMA	0.16
STANISLAUS	0.14
SUTTER	0.24
TEHAMA	0.11
TRINITY	0.30
TULARE	0.35
TUOLUMNE	0.28
VENTURA	0.23
YOLO	0.16
YUBA	0.27
LOS ANGELES DCS	0.23
SAC-DHHS-CHILD	0.34
SAC-DHHS-ADULT	0.27
SMATEO DP AGING	0.15
PLACER-ASOC	0.38
STATEWIDE	0.21