



CDSS

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GOVERNOR

February 5, 2014

COUNTY FISCAL LETTER (CFL) NO. 13/14-35

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL CONSORTIA PROJECT MANAGERS

SUBJECT: CLAIMING AND TIME STUDY INSTRUCTIONS FOR THE
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CaWORKs) PROGRAM IMPLEMENTATION OF FAMILY
STABILIZATION

REFERENCES: [All County Letter \(ACL\) No. 14-12, dated February 5, 2014](#)
[CFL No. 13/14-32, dated November 27, 2013](#)
[Assembly Bill \(AB\) 74 \(Chapter 21, Statutes of 2013\)](#)
[Senate Bill 1041 \(Chapter 47, Statutes of 2012\)](#)
[Welfare & Institutions \(W&I\) Code Section 11325.24](#)

This CFL provides administrative claiming instructions for the new program codes for administrative and services costs associated with the implementation of Family Stabilization on January 1, 2014.

As stated in ACL No. 14-12, Family Stabilization is a new component of the CaWORKs Program that provides intensive case management and services to families that meet the criteria set forth in AB 74. The Family Stabilization Program is designed to ensure a basic level of stability within a family prior to, or concurrently with, participation in Welfare-to-Work (WTW) activities. The CaWORKs clients are eligible to participate in Family Stabilization intensive case management and services if a county determines that a family is experiencing an identified situation and/or crisis that is destabilizing and would interfere with the adult clients' ability to participate in WTW activities and services. In accordance with instructions in ACL No. 14-12, only eligible clients may receive Family Stabilization services.

On November 27, 2013, the CFL No. 13/14-32 notified counties of their Fiscal Year 2013-14 administrative allocation of funds. Please note that Family Stabilization funding is allocated and tracked separately from CaWORKs Single Allocation (SA). This additional funding is meant to provide Family Stabilization-eligible clients with targeted, and more intensive case management and services than using solely CaWORKs SA funds. Counties have the ability to claim to the new Family Stabilization allocation as a supplement to, simultaneously with or in lieu of claiming to their CaWORKs SA.

Effective with the March 2014 quarter, Program Codes (PC) 884 - Family Stabilization Federal, PC 885 - Family Stabilization Non-Federal and associated Direct-to-Program (DTP) codes have been established to capture activities/costs for the Family Stabilization Program. Counties may begin time studying prospectively from the date of this CFL. As a reminder, counties may not time study retroactively.

Time Study Instructions

1. CODE 8841 – Family Stabilization Federal Case Management

This code 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; time spent on providing additional outreach to clients who are in non-compliance or sanctioned.

2. CODE 8851 – Family Stabilization Non-Federal Case Management

This code 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; 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 to Needy Families 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).

Claiming Instructions

Effective with the March 2014 quarter, the following PCs and associated Program Identification Numbers (PINs) are made available to capture costs incurred in the operation of the Family Stabilization program:

PC	884	Family Stabilization-Federal
TSC	8841	Family Stabilization-Fed Case Management
PIN	884003	Transportation-Unemployed
	884016	Ancillary Expenses-Employed
	884028	Work-Related Activities & Exp-Employed
	884029	Other Supportive Services-Unemployed
	884031	Contracted Activities–Unemployed
	884032	Contracted Activities-Employed
	884068	Direct Costs
	884088–91	Support Operating*
	884092	Casework–OT/CTO Costs
	884093	Support Staff–OT/CTO Costs
	884094	Start Up/Nonrecurring Costs
	884097	Transportation-Employed
DTP	B84	Family Stabilization-Fed
Costs will be funded at 100/00/00/00 (Federal/State/Health/County).		

PC	885	Family Stabilization-Non-Federal
TSC	8851	Family Stabilization-NonFed Case Management
PIN	885003	Transportation-Unemployed
	885016	Ancillary Expenses-Employed
	885028	Work-Related Activities & Exp-Employed
	885029	Other Supportive Services-Unemployed
	885031	Contracted Activities–Unemployed
	885032	Contracted Activities-Employed
	885068	Direct Costs
	885088–91	Support Operating*
	885092	Casework–OT/CTO Costs
	885093	Support Staff–OT/CTO Costs
	885094	Start Up/Nonrecurring Costs
	885097	Transportation-Employed
DTP	B85	Family Stabilization-NonFed
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).

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Costs claimed in excess of the county's Family Stabilization allocation, in accordance with CFL 13/14-32, will be shifted to the CalWORKs SA via State Use Only (SUO) code 886 – SUO Family Stabilization Overmatch.

If you have questions regarding this letter, please direct your questions to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

LILIA A. YOUNG, Chief
Fiscal Forecasting and Policy Branch