



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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EDMUND G. BROWN JR.  
GOVERNOR

June 11, 2014

COUNTY FISCAL LETTER (CFL) NO. 13/14-56

TO: COUNTY FISCAL OFFICERS  
COUNTY WELFARE DIRECTORS  
CHIEF PROBATION OFFICERS  
COUNTY AUDITOR CONTROLLERS

SUBJECT: COUNTY PROBATION DEPARTMENT (CPD) CLAIMING TITLE IV-E  
REIMBURSEMENT FOR COURT RELATED ACTIVITIES

REFERENCE: [COUNTY FISCAL INFORMATION NOTICE \(CFIN\) NO. 08-2011](#),  
DATED NOVEMBER 4, 2011  
[ALL COUNTY LETTER \(ACL\) NO. 07-48](#), DATED  
NOVEMBER 20, 2007  
[ACL NO. 04-32](#), DATED SEPTEMBER 7, 2004.

This CFL provides instructions for CPDs regarding reimbursement for Title IV-E Foster Care case management costs due to the Administration for Children and Families (ACF) Regional Office and California Department of Social Services (CDSS) site visit of two CPDs in September 2013. The purpose of the review was to assess CPDs' procedures to ensure the following activities are being performed:

- Identify and record administrative costs associated with “pre-placement” activities performed on behalf of children who have been determined candidates for foster care;
- Determine how a probation officer identifies a candidate for foster care;
- Determine and document eligibility;
- Submit claims for Title IV-E reimbursement.

The results of the review indicated CPDs were unable to distinguish between candidates for foster care and other types of cases, as well as the allocation of unallowable activities to the Title IV-E program; therefore, ACF requested CPDs to cease claiming Title IV-E reimbursement for candidacy (pre-placement costs) beginning October 1, 2013, until the CPDs can demonstrate the proper claiming and administrative procedures for claiming pre-placement activities. The ACF has also inquired about the administrative procedures and claims regarding the court related activities claimed for pre-placement (Program Code [PC] 128 - Probation Title IV-E Pre-Placement Prevention) and out-of-home (foster care) (PC 127 - Probation Title IV-E Case Management) activities. The ACF has required CPDs to submit supporting

documents to verify that the court related costs claimed to PC 127 are valid and accurate. Until ACF deems the court related costs claimed to PC 127 are valid, Title IV-E reimbursement for the probation case management code, PC 127, will also be withheld.

The ACF has agreed to allow CPDs to submit supporting documents for consideration to claim Title IV-E reimbursement. The supporting documents must demonstrate claiming of probation court related activities for youth in a foster care placement is in accordance with federal rules. The CPDs who have the necessary and proper supporting documentation and wish to seek approval for allowable court related claims made to PC 127 retroactive to October 1, 2013, must submit a certified template titled "Probation Court Related Costs" (Attachment I) along with the required documentation for Title IV-E reimbursement. The request for reimbursement will require CPDs to work with their County Welfare Department to submit the necessary information and supporting documents. Examples of supporting documentation include but are not limited to invoices, time study records, etc.

Attachment I must contain the following information:

Section A – This section will provide:

- The county name and contact information;
- An explanation of the CEC reporting methodology for court related costs;
- An explanation of how CPDs decided court related costs were eligible to be claimed to PC 127;
- An explanation of how the court related costs were claimed on the CEC.

Section B – This section will detail the court related costs once counties have re-evaluated if the costs are eligible to be claimed to PC 127 or if the costs are ineligible.

**Line 1:** Total costs charged to PC 127 for the December 2013 quarter.

**Line 2:** Total of all eligible costs claimed to PC 127, excluding all court related costs. There should be no court related costs included in this amount.

**Line 3:** Total eligible court related costs segregated from the original amount submitted on the December 2013 quarter claim. These costs have been re-evaluated by CPDs and determined eligible to be claimed to PC 127.

**Line 4:** Total court related costs that are not eligible to be claimed to PC 127 that are for pre-placement or probation only cases. The CPDs are to explain (in the

blank lines below the matrix) where the ineligible costs will be shifted to in the adjustment claim due in September 2014.

**Line 5:** Total revised costs for the PC 127 for the December 2013 quarter claim. These costs will include only the eligible court related and case management costs for the probation youth that are in a foster care placement.

Counties are to obtain County Welfare Director and Auditor-Controller certification and submit it to the address listed on the form.

All counties must submit a completed Attachment I, even if counties are no longer seeking reimbursement or if no changes are needed. The purpose of this form is to identify the changes (if any) in claiming for court related costs only. The only adjustment to be made on this form will be regarding court related costs. Counties will have the regular nine-month claiming period to make other adjustments as necessary.

***Please note: If additional space is needed for any particular section, additional pages may be attached. Please reference this CFL number on all additional documents. Please complete and submit the completed template (Attachment I) and supporting documentation within 30 days of the date of this CFL.***

If you have any questions regarding this CFL, please direct them to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov) and indicate in the subject line of the e-mail that the questions are related to this CFL.

Sincerely,

***Original Document Signed By:***

LILIA A. YOUNG, Chief  
Fiscal Forecasting and Policy Branch

**PROBATION COURT RELATED COSTS**

**County Expense Claim Reporting Period: December 2013 Quarter**

For the December 2013 quarter, based on the Title IV-E eligibility review findings by the Administration for Children and Families (ACF), funding to the California Department of Social Services (CDSS) for County Probation Department Pre-Placement and Case Management expenses have been suspended pending submittal of supporting documentation for claims. The ACF has agreed to allow counties to submit supporting documents for consideration to claim Title IV-E reimbursement for the court related costs claimed to Program Code (PC) 127. For the period beginning October 1, 2013, through December 31, 2013, supporting documentation for court related expenses will need to be submitted by the counties to obtain reimbursement for costs claimed to PC 127. Court related expenses are eligible for Title IV-E administrative costs as described in [45 CFR 1356.60](#) for Probation youth in both out-of-home (foster care) placement and in-home placement (candidacy). The ACF is requiring the counties to substantiate claims for court related expenses by submitting supporting documentation that demonstrates the manner in which costs were reported. Counties are to complete this form when submitting supporting documentation for court related expenses. Please attach additional documentation as needed. Counties are to certify and submit this form along with any supporting documentation to the CDSS Fiscal Policy Bureau at the address provided below, or fax the information to (916) 651-6682. Please note that payments are pending ACF's approval of submitted supporting documentation.

**SECTION A:**

COUNTY NAME: \_\_\_\_\_ COUNTY CONTACT PERSON: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_

Explanation of methodology used to determine how "Court Related" were determined to be eligible for Title IV-E and how costs were reported on the County Expense Claim via invoices to the County Welfare Department (Attach additional pages, if necessary): \_\_\_\_\_

**SECTION B:**

PC 127- Probation Title IV-E Case Management		Amounts (\$)				
		Federal	State/County 2011*	Health*	County	Total
1	Original total amount charged to PC 127 on December 2013 Quarter Claim					
2	Total eligible non-court related expenses originally charged to PC 127 for the December 2013 Quarter Claim					
3	Total eligible court related expenses amount charged to PC 127					
4	Total Ineligible court related expenses claimed to PC 127					
5	Total revised eligible amount charged to PC 127 for the December 2013 Quarter claim					

\*Note: The sharing ratio for PC 127 is funded with Federal and County only funds. Therefore, the State/County 2011 and Health columns have been blocked. The sharing ratio for PC 127 is 50/00/00/50 (Federal/State-County2011/Health/County).

