



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

July 1, 2014

COUNTY FISCAL LETTER (CFL) NO. 13/14-58

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 SEPTEMBER 2014 QUARTER

This CFL provides counties time study and claiming instructions for the July through September 2014 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	No	No	No	3
II	California Work Opportunity and Responsibility to Kids (CalWORKs)				
	A. CalWORKs Hardship	No	No	Yes	3
	B. Supportive Services Outreach	No	No	Yes	4
	C. Expanded Subsidized Employment (ESE)	No	Yes	No	4
III	Other Public Welfare				
	A. Non Assistance CalFresh (NACF) Income Eligibility Verification System (IEVS)	Yes	No	No	5

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
	B. Supplemental Nutrition Assistance Program Funding	No	Yes	No	6
	C. Innovative Ideas Project	No	No	Yes	7
	D. Work Incentive Nutritional Supplement (WINS)	Yes	No	No	7
	E. TOE Code 72 - CalFresh Outreach Costs	No	Yes	No	8
IV	Child Care	No	No	No	9
V	Non-Welfare	No	No	No	9
VI	General				
	A. Statewide Automated Child Welfare Information System Maintenance and Operations (SACWIS M&O)	No	No	Yes	9
	B. County Cash Claiming Reporting	No	Yes	No	10
	C. Federal Fund Monitoring Responsibilities	No	No	Yes	10

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) instructions for county use during the July through September 2014 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	09/14
CalWORKs	09/14
Other Public Welfare	09/14
Child Care	09/14
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing (EDP)	03/01
SSTR Instructions	06/06
Direct-to-Program (DTP)/Function Support Staff Codes	03/14

Direct Service Delivery (i.e., DSD) Codes	03/14
General Time Study Instructions	03/09

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

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

I. Social Services

No changes

II. California Work Opportunity Responsibility to Kids (CalWORKs)

A. CalWORKs Hardship

PC 687– Hardship Employment Services Non-Assistance and PC 689 - Hardship Employment Services Assistance were reinstated in the December 2009 quarter via [CFL 09/10-19](#), dated September 30, 2009. However, they were reinstated with the incorrect PC titles. These PCs are meant to be used for employment services costs for the TANF Timed-Out population (aid codes 32 and 3W). The PC titles will be updated as such and will also be updated to align with the CalWORKs reporting requirements for use of the terms “employed” and “unemployed”.

Effective with the September 2014 quarter, the following PCs are retitled:

PC	Old Title	New Title
687	Hardship Employment Services Non-Assistance	TANF Timed-Out Employment Services Employed
689	Hardship Employment Services Assistance	TANF Timed-Out Employment Services Unemployed

Additionally, the DTP codes B58- Hardship Employment Services Non-Assistance and B60- Hardship Employment Services Assistance that are associated with these PCs will be retitled as follows:

DTP	Old Title	New Title
B58	Hardship Employment Services Non-Assistance	TANF Timed-Out Employment Services Employed
B60	Hardship Employment Services Assistance	TANF Timed-Out Employment Services Unemployed

B. Supportive Services Outreach

The [CFL 00/01-48](#), dated December 22, 2000, advised counties of the implementation of PC 257 - Supportive Services Outreach. The objective of this outreach was to inform families about ongoing support for working families, including Earned Income Tax Credit (EITC), health coverage and food and nutrition programs. At the time PC 257 was implemented, use of this code was limited only to counties specified in [CFL 00/01-48](#), dated December 22, 2000. Effective with the September 2014 quarter, this code is made available to all counties so that they may claim their supportive services outreach activities as part of the CalWORKs Single Allocation.

C. Expanded Subsidized Employment (ESE)

In collaboration with County Welfare Directors Association (CWDA) and county staff, the CDSS will add the TOE code 28 – Work-Related Activities and Expenses – Employed, to PC 374 – ESE Non-Administration Federal and PC 378 – ESE Non-Administration Non-Federal. This TOE code may be used by counties for costs to provide on-site job mentoring and coaching to ESE participants as well as job development, information and referral and outreach to business and nonprofit community groups. This change is effective with the September 2014 quarter.

For more information about ESE claiming instructions, please see [CFL 13/14-22](#), dated September 30, 2013.

TOE Code	TOE Title	TOE Description
28	Work-Related Activities and Expenses – Employed	Costs for work uniforms, training, tools, and parental travel cost for under-aged, unemployed participants attending training, including but not limited to: <ul style="list-style-type: none"> • Work activities not reported as education or work subsidies. • Related services such as employment counseling, coaching, job development, information and referral, and outreach to business and nonprofit community groups.

III. Other Public Welfare

A. NACF-IEVS

The description to the Time Study Code (TSC) 2181 NACF-IEVS and TSC 3431-NACF Eligibility has been revised. Effective with the September 2014 quarter, the two TSC descriptions are revised as follows:

CODE 2181 NACF -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 gross earnings and employment reported by the recipient to the county, and by the employer to the Employment Development Department (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 Code ~~2780 (CalWORKs Overpayment Collections [SB 627])~~ **3431 NACF Eligibility**).

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, **overissuance 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.

B. Supplemental Nutrition Assistance Program (SNAP)

Due to a recent audit finding by Food and Nutritional Services (FNS), Electronic Data Processing (EDP) activities will no longer be charged to any CalFresh PCs that are 100 percent funded with SNAP grant funds. The EDP costs will be blocked from the following four PCs retroactive to the December 2013 quarter in order to align with the start of Federal Fiscal Year 2014. The retroactivity of this change is a necessary requirement for the CDSS' corrective action.

PC	Title	Ratios (Fed./State/Health/County)
306	CFET ABAWDS-WORKFARE (C 09/12)	100/00/00/00
307	CFET ABAWDS-EDUCATION/TRAINING (C9/12)	100/00/00/00
362	CF NUTR ED-GET FRESH (A12/13)	100/00/00/00
464	OTHER CFET ACTIVITIES (C 09/12)	100/00/00/00

PC 468 CalFresh E&T/SUPP SVCS is a non-time study code and therefore no EDP costs have ever been assigned.

C. Innovative Ideas Project

The Innovative Ideas Project, a pilot program under the CalFresh Nutrition Education program, ended on September 30, 2013. The following PCs which were implemented via [CFL 11/12-42](#), dated March 9, 2012, will be deleted retroactive to the March 2014 quarter:

PC	Title	Ratios (Fed./State/Health/County)
856	CF NUTR ED INNOV IDEAS ADMIN	100/00/00/00
857	SUO CF NUTR ED INNOV IDEAS O/M	00/00/00/100
883	CF NUTR ED INNOV IDEAS SVCS	100/00/00/00

Any costs claimed in the March 2014 quarter will be shifted to County only because there will be no future federal funding for this program.

D. WINS

Effective with the September 2014 Quarter, TSC 4561 – WINS Administration and TSC 8871- WINS CFAP Administration have been revised to incorporate the Transitional CalFresh and Transitional CFAP populations into the time study descriptions as follows:

TSC 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** ~~Non-Assistance California Food Assistance Program (CFAP) cases~~ to discuss the requirements of the WINS program and ongoing eligibility

determination for work verification and documentation requirements of WINS participants.

TSC 8871 - 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. Caseworkers will not directly time study to this code. Counties shall use instructions in [CFL 13/14-55](#) to shift costs from TSC 4561 to this code.

E. TOE Code 72 - CalFresh Outreach Costs

The new Farm Bill, the [Agricultural Act of 2014](#) (2014 Farm Act), was signed into law on February 7, 2014, as outlined in [ACL 14-54](#), dated May 29, 2014. The new Farm Bill bans the use of SNAP funds for television, radio or billboard advertisements that are designed to promote SNAP benefits and enrollment, which was previously an allowable use of SNAP. As a result of this law change, effective with the September 2014 quarter, the language for TOE Code 72- CalFresh Outreach Costs has been updated as follows:

72	CalFresh Outreach Costs	<p>Costs associated with CalFresh outreach activities. Activities include:</p> <ul style="list-style-type: none"> • Hosting outreach exhibits/booths at community events. • Conducting outreach workshops with outreach partners/community organizations. • Placement of advertisements on radio, television, print or electronic media, including production and distribution of public service announcements; • Development of printed educational or informational materials for clients. • Use or customization of Food & Nutrition Service outreach materials for clients. • Training or train-the-trainer programs for CalFresh outreach partners and community organizations. • Translation of materials and bilingual accommodation to convey eligibility requirements and assist persons with limited English proficiency during the application process. • Program access activities.
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IV. Child Care

No changes

V. Non Welfare

No changes.

VI. General

A. SACWIS Maintenance and Operations

As stated in [CFL 13/14-51](#), dated May 20, 2014 retroactive to the September 2013 quarter, counties are now required to begin using the “Claim Notes” section under the “Additional Information Main Menu” to provide the breakdown of costs for SACWIS M&O costs claimed within the quarter. This should include the Advanced Planning Document (APD) project number, costs allocated to PC 536 SACWIS M&O and the benefitting programs. The adjustment claim for costs

previously claimed to PC 536, including System Support Staff costs will require claim notes. This reporting must also be done on an on-going basis beginning with the June 2014 quarter claim. Counties should continue to track their M&O costs to the APD project number outside of the claim for future verification and potential audits.

As a reminder, any county SACWIS and non-SACWIS M&O expenses incurred before receiving approval cannot be claimed for reimbursement and must be reported as in the Extraneous Section as “County Only” costs. Please see [CFL13/14-51](#), dated, May 20, 2014, for more clarification.

B. County Cash Claiming – Reporting

As a reminder, costs must be claimed in accordance with cash claiming requirements set forth in [CFL 06/07-06](#), dated July 13, 2006. In accordance with Federal Regulations at 45 Code of Federal Regulations (CFR) Part 95.13, the CEC is a cash claim and costs should be claimed according to the date the payment is made. The requirement to claim costs on a cash basis through the CEC does not preclude counties from compliance with Generally Accepted Accounting Principles for county financial statements that are used for purposes other than CEC claiming.

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.

C. Federal Fund Monitoring Responsibilities

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to [CFL 13/14-57](#), dated June 18, 2014, for a description of the federal requirements and a link to the terms and conditions of each current federal grant administered by CDSS. Additionally, new terms and conditions will be posted to this link on an ongoing basis.

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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.

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO, Chief
Fiscal Systems and Accounting Branch

c: County Welfare Directors Association