



CDSS

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EDMUND G. BROWN JR.  
GOVERNOR

June 10, 2015

COUNTY FISCAL LETTER (CFL) NO. 14/15-74

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CALWORKS PROGRAM SPECIALISTS  
ALL COUNTY AUDITOR CONTROLLERS  
ALL COUNTY FISCAL OFFICERS

SUBJECT: WORK INCENTIVE NUTRITIONAL SUPPLEMENT (WINS)  
DATA REPORTING CLAIMING INSTRUCTIONS

REFERENCES: [CFL NO. 13/14-34, DATED DECEMBER 17, 2013](#)  
[CFL NO. 13/14-34E, DATED FEBRUARY 27, 2014](#)  
[CFL NO. 13/14-55, DATED JUNE 4, 2014](#)  
[ACL NO. 13-71, DATED SEPTEMBER 10, 2013](#)  
[ACL NO. 13-71E, DATED JULY 4, 2014](#)  
[CFL NO. 14/15-01, DATED JULY 23, 2014](#)

This CFL provides counties with claiming instructions for federally mandated reporting activities associated with the WINS program. The WINS program was established in CFL 13/14-34, dated December 17, 2013, and is a ten dollar (\$10) per month additional food supplement benefit for eligible CalFresh, transitional CalFresh, California Food Assistance Program (CFAP) and transitional CFAP households. As noted in ACL 13-71, dated September 10, 2013, federal sampling requirements require the same annual number of cases to be sampled for the WINS program as the TANF program.

A new WINS Program Code (PC) is necessary to isolate WINS data reporting costs to only Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE) CalFresh cases. CFAP WINS cases do not have the same data reporting requirements as CalFresh WINS cases. Current use of PC 456 - WINS Administration for data reporting will inaccurately include data reporting costs to PC 887 - WINS CFAP Administration. For more information about the WINS CFAP shift that occurs for PC 456 and PC 887, please see CFL 13/14-34, dated December 17, 2013.

**Administrative Claiming Instructions:**

Beginning with the September 2015 quarter, counties will time study the following activities associated with WINS data collection and reporting to time study code (TSC) 9271. Please note that costs claimed to TSC 9271 and PC 927 should not be included in the external calculation of CFAP Administrative costs outlined in CFL 13/14-34.

**TSC 9271 – Work Incentive Nutritional Supplement (WINS) Data Reporting**

Includes time spent performing data reporting activities based on federal data reporting requirements, including actual hours of participation. Allowable activities include identification of sample cases, review of case files (including automated systems) to obtain necessary demographic and participation information for federal sample cases in the Research And Development Enterprise Project (RADEP) data collection tool. It also includes activities associated with inputting information into the RADEP tool and reconciling the data to ensure accurate and consistent reporting.

**Claiming Instructions:**

Effective with the September 2015 quarter, the following PC and associated program identification numbers (PINs) have been established to capture the administrative costs associated with WINS data reporting activities.

PC	927	WINS Data Reporting
TSC	9271	WINS Data Reporting
PIN	927092	Casework OT/CTO Costs
	927093	Support Staff OT/CTO Costs
	927094	Start up/Nonrecurring Costs
Costs will be funded at 00/100/00/00 (Federal/State/Health/County)		

Costs claimed in excess of each county’s WINS allocation, as described in CFL 14/15-01 will be shifted to county-only share using state-use-only (SUO) PC 455 – SUO WINS overmatch.

If you have questions regarding this letter, please direct your questions to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

**Original Document Signed By:**

LILIA A. YOUNG, Chief  
Fiscal Forecasting and Policy Branch