



CDSS

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GOVERNOR

December 30, 2015

COUNTY FISCAL LETTER NO. 15/16-37

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL CHIEF PROBATION OFFICERS
ALL COUNTY AUDITOR CONTROLLERS

SUBJECT: FOSTER PARENT RECRUITMENT, RETENTION AND SUPPORT PROGRAM

REFERENCE: [ACIN NO. I-94-15, DATED DECEMBER 22, 2015](#)
[ACL NO. 15-76, DATED OCTOBER 8, 2015](#)
[ACL NO. 15-88, DATED NOVEMBER 20, 2015](#)
[CFL NO. 97/98-26, DATED OCTOBER 15, 1997](#)
[SSA SECTION 475 \(4\)\(A\)](#)
[MPP DIVISION 31, SECTION 31-002\(6\)](#)
[MPP DIVISION 14, SECTION 14-213.1.16](#)
[45 CFR SECTION 1356.60](#)
[45 CFR SECTION 1356.60\(c\)\(2\)\(vii\)](#)
[42 USC SECTION 629\(a\)\(1\)\(D\)](#)
[42 USC SECTION 475 \(4\)\(A\)](#)
[CALIFORNIA CONSTITUTION ARTICLE XIII SECTION 36](#)
[SUBPART \(b\)\(2\)\(c\)\(4\)\(A\)](#)
[CHILD WELFARE POLICY MANUAL, SECTION 8.3B1, QUESTION THREE](#)

The purpose of this County Fiscal Letter (CFL) is to provide claiming instructions for those counties that submitted and received approval of their Foster Parent Recruitment, Retention and Support (FPRRS) plan (refer to All County Letter [ACL] No. 15-76). A preliminary allocation award letter was recently sent to those counties who received approval of their plan. While the amount allocated is General Fund, some of these funds may be used as a match for Title IV-E funding for eligible activities. This funding is to be used to supplement, not supplant, existing funding.

Claiming Instructions

Counties will claim allowable FPRRS administrative costs to the County Expense Claim (CEC) using Program Codes (PCs), Time Study Codes (TSCs) and Program Identifier Numbers (PINs). The administrative costs associated with these allocated

funds are specific to the activities stated in the approved FPRRS plan. Title IV-E maintenance payments (defined at [Social Security Act Section 475 \[4\]\[A\]](#)) to cover the cost of (and the cost of providing) food, clothing, shelter, daily supervision, school supplies and a child's personal travel to the child's home for visitation will not be eligible for reimbursement using these FPRRS program funds.

Effective with the December 2015 claiming quarter, FPRRS related Title IV-E allowable costs detailed in a county's approved plan shall be claimed to the new PCs 932 (FPRRS-Federal) and 935 (FPRRS FP [Foster Parent] Training-Federal). Counties may begin time studying prospectively from the date of this claiming letter. As a reminder, counties may not time study retroactively. Any augmented and/or new Title IV-E allowable FPRRS plan activities shall be claimed to PC 932, which includes enhanced training for social workers. Training costs for foster parents shall be claimed to PC 935. Allowable training activities can be claimed to PCs 932 and 935 and will receive the enhanced 75 percent rate based on the Title IV-E training regulations at [45 Code of Federal Regulations \(CFR\) section 1356.60](#). The Title IV-E non-federal discount rate will be applied to the PCs 932 and 935.

Child care costs are allowed when child care is required for foster parents to participate in a FPRRS plan activity. For example, the cost of child care provided by the county while a parent is attending training is an allowable direct cost and may be claimed to PIN 932068. Under the FPRRS program, child care meeting this definition may also be claimed for non-federally eligible children and should be claimed to PC 934. Child care should not be interchanged with respite care. In accordance with All County Information Notice No. I-94-15, more information regarding child care assistance claiming instructions will be issued in a forthcoming county letter.

Costs for activities which are not Title IV-E federally eligible (for example, respite care) shall be claimed to PC 934 (FPRRS Non-federal). Respite care is defined at [42 United States Code \(USC\) section 629\(a\)\(1\)\(D\)](#) as "care of children to provide temporary relief for parents and other caregivers (including foster parents)." Per the [Child Welfare Policy Manual, section 8.3B1, Question Three](#), respite care is not a Title IV-E eligible activity and should be claimed to PIN 934068. Other non-federal costs would include exceptional child needs not covered by the caregiver-specific Title IV-E rate that should normalize the child's experience, stabilize the placement or enhance the dependent's well-being. For example, costs associated with parent partners and peer-to-peer mentoring is not Title IV-E allowable and is considered non-federal.

Costs claimed in excess of the FPRRS allocation will be shifted to State Use Only (SUO) 933 (SUO FPRRS Overmatch), and funded at 100 percent county. The following is a list of the TSCs, PINS and Direct-To-Program (DTP) codes for PCs 932, 934 and 935.

For ongoing activities related to Foster Parent Training and Recruitment which were implemented prior to the FPRRS plan approval, counties may continue to claim to existing PCs 504 (Assembly Bill [AB] 2129 Foster Parent Training) and 506 (AB 2129 Foster Parent Recruitment).

| PC | 932 | FPRRS - Federal |
|-----------|------------|------------------------------|
| TSC | 9321 | FPRRS - FED |
| PIN | 932031 | Contracted Activities |
| PIN | 932068 | Direct Costs |
| PIN | 932088-91* | Operating Costs |
| PIN | 932092 | Casework OT/CTO Costs |
| PIN | 932093 | Support Staff - OT/CTO Costs |
| PIN | 932094 | Start Up/Nonrecurring Costs |
| DTP | A77 | FPRRS Support Staff |

The sharing ratio for this code is 50/50/00/00 (Federal/State/Health/County) for administrative costs and 75/25/00/00 (Federal/State/Health/County) for staff development costs. The Title IV-E non-federal discount rate will be applied to this PC and will be funded via SUO 934. The associated DTP code is available for clerical staff providing support to the above referenced staff.

| PC | 935 | FPRRS - FP Training Federal |
|-----------|------------|------------------------------------|
| TSC | 9351 | FPRRS-FP Training FED |
| PIN | 935031 | Contracted Activities |
| PIN | 935068 | Direct Costs |
| PIN | 935088-91* | Operating Costs |
| PIN | 935092 | Casework OT/CTO Costs |
| PIN | 935093 | Support Staff - OT/CTO Costs |
| PIN | 935094 | Start Up/Nonrecurring Costs |
| DTP | A77 | FPRRS Support Staff |

The sharing ratio for this code is 75/25/00/00 (Federal/State/Health/County) for foster parent training. The Title IV-E non-federal discount rate will be applied to this PC and will be funded via SUO 934.

| PC | 934 | FPRRS - Non-federal |
|-----------|------------|----------------------------|
| PIN | 934068 | Direct Costs |
| DTP | A77 | FPRRS Support Staff |

The sharing ratio for this code is 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 ending in 88-91.

Time Study Instructions

The Program Code Descriptions for the FPRRS Program are as follows:

CODE 9321 - Foster Parent Recruitment, Retention and Support - Federal

Allowable activities should reflect those outlined in the county's approved FPRRS plan. The FPRRS Title IV-E allowable activities include but are not limited to:

- Administrative activities to provide and improve direct services and supports to foster parents, relative caregivers, and resource families;
- Removal of barriers in those areas defined as priorities in the county's FPRRS plan and subsequent reports on outcomes;
- Intensive relative finding, engagement and navigation efforts;
- Emerging technological, evidence-informed, or other non-traditional approaches for outreach to potential foster parents, relative caregivers and resource families;

Non-traditional approaches may be utilized in recruitment as stated in [45 CFR section 1356.60\(c\)\(2\)\(vii\)](#) (per [CFL No. 97/98-26](#)).

Activities and costs associated with training county staff for the FPRRS program may be claimed on the DFA 325.1C, Staff Development page on the CEC using the FPRRS three-digit PC. Costs associated with training qualify for reimbursement at the enhanced rate of 75 percent for the costs of developing curriculum, presenting the training and training supplies, as well as the cost of staff time to attend the training for people employed or preparing for employment in all classes of positions by the local agency administering the program.

CODE 9351 – FPRRS FP Training - Federal

Includes time spent preparing for and providing short-term training to current and prospective foster parents. Activities must be included in the county's approved FPRRS plan (staff development enhanced training for FPRRS should be claimed to PC 932).

The responsibility for child welfare and protective services was realigned to the counties in 2011 as part of 2011 Public Safety Realignment. Pursuant to Proposition 30, legislation enacted after September 30, 2012, that has an overall effect of increasing the costs already borne by a local agency for programs or levels of service mandated by 2011 Realignment shall apply to local agencies only to the extent that the state provides annual funding for the cost increase. Local agencies are not obligated to provide programs or levels of service required by legislation, above the level for which funding has been provided. Therefore, funding for the remaining non-federal costs is 100 percent GF.

Per [ACL No. 15-76](#), counties are encouraged to include Probation in their FPRRS plan but a separate plan for Probation may also be submitted. For joint plans, although child welfare agencies will be the recipients of the state allocation, local agencies will need to determine a way to ensure that both child welfare and probation departments are funded for their eligible activities/costs. Program instructions for separate probation plan submittal are provided in [ACL 15-88](#). Claiming instructions for a separate probation plan will be provided in a forthcoming CFL.

For questions regarding the FPRRS program, contact the Foster Caregiver Policy and Support Unit at (916) 651-7465 or by email at kinship.care@dss.ca.gov. Questions regarding the fiscal information in this letter should be directed to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

SALENA CHOW
Acting Branch Chief
Fiscal Forecasting and Policy Branch