



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

December 31, 2015

COUNTY FISCAL LETTER (CFL) NO. 15/16-40

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

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM
(CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE
MARCH 2016 QUARTER

This CFL provides counties time study and claiming instructions for the January through March 2016 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				
	A. Kinship Guardianship Assistance Payment (Kin-GAP) Program	No	Yes	Yes	3
	B. Fiscal Year (FY) 2015-16 State-Funded County-Optional Commercially Sexually Exploited Children (CSEC) Program	No	No	Yes	3
	C. Foster Parent Recruitment, Retention and Support (FPRRS) Program	No	No	Yes	3
II	CalWORKs				
	A. California Work	No	Yes	Yes	4

	Opportunity and Responsibility to Kids (CaWORKs) Eligibility Program				
III	Other Public Welfare				
	A. Work Incentive Nutritional Supplement (WINS) Data Reporting	No	No	Yes	4
	B. Other County Only Program (OCOP)/ General Relief (GR)	No	Yes	Yes	4
IV	Child Care	No	No	No	5
V	Non-Welfare	No	No	No	5
VI	General				
	A. County Cash Claiming - Reporting	No	No	Yes	5
	B. Direct Charge Methodology	No	No	Yes	5
	C. Submission of the Countywide Cost Allocation Plan (CCAP) CFR §200.416 (formerly known as A-87) Budget Units and Cover Letter for FY 2015-16	No	No	Yes	6
	D. County Expense Claim (CEC) Due Dates for _____ FY 2016-17	No	No	Yes	6
	E. California Department of Social Services (CDSS) Policy Regarding Late CEC Submissions	No	No	Yes	7
	F. Debarment and Suspension	No	No	Yes	7
	G. Federal Fund Monitoring Responsibilities	No	No	Yes	8

The Program Code Descriptions (PCDs), Support Staff Time Reporting (SSTR) instructions and Type of Expense (TOE) code descriptions for county use during the January through March 2016 quarter are as follows:

<u>Section</u>	<u>Revised Quarter</u>
Social Services	03/16
CalWORKs	09/15
Other Public Welfare	12/15
Child Care	09/15
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	06/06
Direct-to-Program (DTP)/Function Support Staff Codes	03/16
Direct Service Delivery (DSD) Codes	09/14
General Time Study Instructions	03/09
Type of Expense Code (TOE) Descriptions	12/15

For the latest version of the PCD manual, please go to the following link:

<http://www.dss.cahwnet.gov/lettersnotices/PG959.htm>. Please note that any changes to the PCDs and/or SSTR Instructions may be shown in bold, underline or strikeout format.

I. Social Services

A. Kinship Guardianship Assistance Payment (Kin-GAP) Program

The [CFL No. 10/11-64](#) dated May 2, 2011, incorrectly stated PC 030 shall be deleted when all existing Kin-GAP cases are converted to the Federal Guardianship Assistance Payment (FedGAP) Program during the annual redetermination. This is because some cases will not convert as they are not eligible for FedGAP and will remain state-only Kin-GAP cases. As a result, PC 030 was not deleted and is available for those state-only Kin-GAP cases in which the expenditures are eligible for the state's Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE) requirement. Please refer to [CFL No. 11/12-32E](#) dated March 2, 2012, for claiming instructions.

B. Fiscal Year (FY) 2015-16 State-Funded County-Optional Commercially Sexually Exploited Children (CSEC) Program

Claiming instructions for the FY 2015-16 State-Funded County-Optional CSEC program have been updated. Refer to [CFL No. 15/16-29](#) dated October 30, 2015, for the updated instructions.

C. Foster Parent Recruitment, Retention and Support (FPRRS) Program

Claiming instructions for the FPRRS program have been established on [CFL No. 15/16-37](#) dated December 30, 2015.

II. California Work Opportunity and Responsibility to Kids (CalWORKs)

A. CalWORKs Eligibility Program

The CalWORKs program was established in 1998 and implemented through AB 1542 as California's version of the Temporary Assistance for Needy Families program. The [CFL No. 97/98-40](#) dated December 18, 1997, established PC 614 - CalWORKs Eligibility to capture costs associated with eligibility determinations for the CalWORKs program. Costs associated with issuance of EBT cards include CalFresh, CalWORKs and/or Other County Only Program (OCOP)/General Relief (GR). The CalWORKs share of EBT issuance costs should be claimed to PC 614. Counties shall calculate a ratio based on their caseload in the EBT system, during one month of the quarter. Using the calculated ratio, redistribute and charge each program as if a check were being issued. Please refer to [CFL No. 14/15-57](#) dated March 30, 2015 for more information.

Claiming Instructions

Effective with the December 2015 quarter, **TOE code 25** has been added to PC 614 - CalWORKs Eligibility to capture the CalWORKs share of EBT issuance costs. Counties must calculate the CalWORKs share of costs for EBT issuance activities from PC 211 and shift it to Personal Identifier Number (PIN) 614025.

PC	614	CalWORKs Eligibility
PIN	614025	Issuance

III. Other Public Welfare

A. Work Incentive Nutritional Supplement (WINS) Data Reporting

Effective with the March 2016 quarter, the direct-to-program support staff code C65 - WINS Data Reporting has been added to PC 927- WINS data reporting code in order to capture costs of support staff performing WINS data reporting activities as described in [CFL No. 14/15-74](#) dated June 10, 2015.

B. Other County Only Program (OCOP)/General Relief (GR)

The OCOP/GR PC 352 was established in the March 1998 quarter with the implementation of CalWORKs. The [CFL No. 97/98-40](#) dated December 18, 1997, established PC 352 OCOP/GR replacing four other OCOP/GR codes including PC 190 OCOP/GR – Social Services, PC 220 OCOP/GR – Eligibility, PC 390 OCOP/GR – Welfare Fraud and PC 490 OCOP/GR – Employment Services to capture costs associated with OCOP/GR cash benefits. Costs associated with issuance of EBT cards include CalFresh, CalWORKs and/or OCOP/GR. The OCOP/GR share of EBT issuance costs should be claimed to PC 352. Counties shall calculate a ratio based on their caseload in the EBT system, during one month of the quarter. Using the calculated ratio, redistribute and charge each program as if

a check were being issued. Please refer to [CFL No. 14/15-57](#) dated March 30, 2015, for more information.

Claiming Instructions

Effective with the December 2015 quarter, **TOE code 25** has been added to PC 352 - Other County Only Program (OCOP)/General (GR). Counties must calculate the OCOP/GR share of costs for EBT Issuance activities from PC 211 and shift it to PIN 352025.

PC	352	Other County Only Program (OCOP)/General Relief (GR)
PIN	352025	Issuance

IV. Child Care

No changes.

V. Non-Welfare

No changes.

VI. General

A. County Cash Claiming – Reporting

As a reminder, costs must be claimed in accordance with cash claiming requirements set forth in [CFL No. 06/07-06](#) dated July 13, 2006. In accordance with Code of Federal Regulations (CFR) at [45 CFR §95.13](#), the CEC is a cash based claim and costs must be claimed in the quarter in which the payment is made. The requirement to claim costs on a cash basis through the CEC does not remove a county's responsibility to comply 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. Adjustment claims should include corrections to the original quarter submission. They should not include any corrections for other quarters. The due dates for the adjustment claims are provided annually, in advance, within every March quarterly CFL. Counties must maintain supporting documentation for three years for all claims. Fiscal records must be retained and produced in the event of a federal, state, county or A-133 audit as outlined in Manual of Policies and Procedures (MPP) [Division 10-119](#) and MPP [Division 23-353](#).

B. Direct Charge Methodology

The [CFL No. 00/01-78](#) dated May 21, 2001, informed the counties of the discontinuance of the Direct Charge Methodology Detail Certification Form, DFA 327.9. The DFA 327.9 was replaced by a Letter of Intent to Direct Charge. The [CFL No. 04/05-34](#) dated January 6, 2005, informed counties that as of

July 1, 2005, CDSS no longer recognizes the DFA 327.9. The only acceptable method of notifying CDSS of your intent to direct charge support operating costs is through a Letter of Intent to Direct Charge submitted and addressed to:

California Department of Social Services
County Systems Section
Attn: Racquel Flanagan, Manager
744 P Street, MS 9-5-03
Sacramento, CA 95814

Please refer to [CFL No. 00/01-78](#) dated May 21, 2001, for the required contents and a sample of the letter. All state and federal laws/regulations/guidelines with respect to claiming direct costs still apply. The CDSS is requiring all counties to submit a new Letter of Intent by June 15, 2016, in order to direct charge for FY 2016-17. A new Letter of Intent is required annually.

**C. Submission of the Countywide Cost Allocation Plan (CCAP)
2 CFR §200.416 (formerly known as OMB A-87) Budget Units and Cover Letter
for FY 2015-16**

The CCAP [2 CFR §200.416](#) must be submitted to and approved by the Office of the State Controller County Cost Plan Section on an annual basis. All counties are required to submit the CCAP Budget Units and Cover Letter before the September CEC Current quarter is due on October 31, 2016, to:

California Department of Social Services
County Claims Unit
744 P Street, MS 9-5-03
Sacramento, CA 95814

The cover letter must identify the budget units as provided in the Supplemental Information Checklist (Exhibit 1303) and include the total budgeted amounts from the summary report of the approved plan (CCAP CFR 200.416). Please refer to [CFL No. 97/98-26](#) dated October 15, 1997, [CFL No. 00/01-111](#) dated June 26, 2001; and [CFL No. 02/03-68](#) dated June 13, 2003, for additional information.

D. County Expense Claim (CEC) Due Dates for Fiscal Year (FY) 2016-17

The original CEC is due to CDSS on the first working day, 30 days after the end of the quarter. The following are the due dates for FY 2016-17 original claims:

<u>Original CEC</u>	<u>Final Filing Date</u>
September 2016	October 31, 2016
December 2016	January 31, 2017
March 2017	May 1, 2017
June 2017	July 31, 2017

Adjustment CECs and the DFA 325.5 (Expenditure Certification for the CWD CEC) are to be received at CDSS by the first working day after the last day of the ninth month from the original claiming quarter. The following are due dates for FY 2015-16 adjustment quarter claims:

<u>Adjustment CEC</u>	<u>Final Filing Date</u>
September 2015	July 1, 2016
December 2015	October 3, 2016
March 2016	January 3, 2017
June 2016	April 3, 2017

E. California Department Social Services Policy Regarding Late County Expense Claim Submissions

Due to recent policy enforcement by the federal Administration for Children and Family (ACF), CDSS needs to report CEC data within 45 days after the quarter ends ([TANF-ACF-PI-2014-02](#)). The ACF Washington D.C. Headquarters requires CEC data for nationwide budgeting and distribution of their federal funds. As a result, CDSS is unable to accept late CECs without jeopardizing federal funding for California. This information was previously shared at the County Welfare Directors Association Fiscal Committee meeting. As a result, any county requests for extensions must be received by CDSS at least two weeks before the due date and will need to be requested in writing from the County Welfare Director. Requests for extension should be sent to:

California Department of Social Services
 County Systems Section
 Attn: Racquel Flanagan, Manager
 744 P Street, MS 9-5-03
 Sacramento, CA 95814

F. Debarment and Suspension

Pursuant to federal regulations, CWDs must be in good standing with the federal government to receive federal funds. To ensure that CWDs are not debarred or suspended from federal financial assistance programs by any federal department or agency, CDSS must verify that the CWD is not listed on the federal Excluded Parties Listing System prior to issuance of any federal funds.

To ensure accuracy of the verification, CDSS requires submissions of the CWD's exact legal name of the entity and Employer Identification Number (EIN) or Tax Identification Number (TIN) as submitted to the Internal Revenue Service when applying for an EIN or a TIN. If a CWD is operating under multiple names or identification numbers, each name and identification number must be submitted. The information requested must be submitted via email on or before July 1, 2016, to CDSS at Fiscal.Systems@dss.ca.gov with "EIN or TIN for the County of (*insert county name*)" in the subject line. Counties should review the federal fund monitoring responsibilities for counties outlined in [CFL No. 14/15-77](#) dated

June 26, 2015; and further described in Section G of this CFL.

G. Federal Fund Monitoring Responsibilities

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to [CFL No. 14/15-77](#) dated June 26, 2015, for a description of federal requirements and a [link](#) to the terms and conditions for each federal grant administered by CDSS. Updated terms and conditions will be posted to this [link](#) on an ongoing basis.

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: CWDA