



CDSS

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DIRECTOR

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

September 30, 2016

COUNTY FISCAL LETTER (CFL) NO. 16/17-23

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITOR CONTROLLERS  
ALL COUNTY PROBATION OFFICERS  
ALL TITLE IV-E AGREEMENT TRIBES  
ALL COUNTY ELECTRONIC BENEFIT TRANSFER PROJECT MANAGERS

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

This CFL provides counties time study and claiming instructions for the October through December 2016 quarter, which includes information and reminders regarding the following functions/programs:

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The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) instructions for county use during the October through December 2016 quarter are as follows:

<b><u>Section</u></b>	<b><u>Revised Quarter</u></b>
Social Services	12/16
CalWORKs	12/16
Other Public Welfare	12/16
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	12/16
Direct Service Delivery (DSD) Codes	09/14
General Time Study Instructions	03/09

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 for addition of new language and strikeout for deletion of language.

## **I. Social Services**

### **A. Adoptions and Legal Guardianship Incentive Program**

Effective with the December 2016 quarter, the Preventing Sex Trafficking and Strengthening Families Act (Public Law 113-183) reauthorized, renamed and revised the Adoption Incentive Payments program to the Adoption and Legal Guardianship Incentive Payments Program. As stated in [All County Letter \(ACL\) No. 16-35](#), dated April 28, 2016, the Adoption and Legal Guardianship Incentive Program provides for payment of incentive funds to eligible States that increase the number of adoptions and guardianships in specific circumstances. With the reauthorization of the

Adoption and Legal Guardianship Incentive Program, California was qualified to receive a total of \$50,000 incentive funds for Fiscal Year 2016-17.

### Claiming Instructions

Effective with the December 2016 quarter, Program Codes (PC) 151 (FED Adopt Guardianship Incent) and 152 (State Use Only [SUO] - Adopt Guardianship Incent) have been re-established to capture activities and costs when serving a child in a finalized adoptive or legal guardianship home. Eligible costs can include Contracted Services, Direct Service Delivery, Direct Costs, and Direct Support Operating Costs associated with the program activities listed above. These costs should be claimed to the program identifier number (PIN) codes listed below and will be funded with 100 percent federal Title IV-E funds. Overmatch will be shifted to 100 percent county only via SUO 152.

PC	PIN	Federal Adoption and Guardianship Incentive Program
TSC	1511	Federal Adoption and Guardianship Incentive Program
151	151041	Contracted Services
	151060	Direct Service Delivery
	151068	Direct Costs
	151088-91	Support Operating
	151092	Casework–OT/CTO Costs
	151093	Support Staff–OT/CTO Costs
	151094	Start Up/Nonrecurring Costs
DTP	A47	Federal Adoption and Guardianship Incentive Program

\*A County must have a Letter of Intent on file with CDSS to direct charge support operating PIN codes (088-091).

### Time Study Instructions

Effective with the December 2016 quarter, the county should time study eligible activities to Time Study Code (TSC) 1511 (Federal Adoption and Guardianship Incentive Program). Any eligible direct-to-program support staff time will be reported to Direct-to-Program (DTP) Code A47.

### **CODE 1511 – Federal Adoption and Guardianship Incentive Program**

- Providing post adoption services to ~~elder children~~ to avert adoption disruptions **for children and youth.**
- **Conducting** family finding to locate relatives willing to make lifelong commitments to youth, including adoption and guardianship.;
- ~~recruitment of~~**Recruiting** adoptive **and guardianship** parents who ~~will make homes for entire sibling sets~~ **are committed to keeping sibling sets together.** ;
- ~~p~~**Preparing** youth for **successful permanency options.** ;
- ~~r~~**Resolving** barriers to adoption **and guardianship.** ; ~~and may include~~
- **Providing** other ~~services related~~ **activities** and supports to ensure successful permanency options for ~~elder~~ foster youth including reunification with family members whose reunification services were previously terminated.

#### **Reinvestment Instructions**

As stated in [ACL No. 16-35](#), the county must reinvest the incentive award funds on any services (including post-permanency services) provided under Title IV-E and Title IV-B by September 30, 2018. Also, incentive funds must be used to supplement and not supplant other funds already being used for these activities. Information regarding the funding available to each county will be released in a forthcoming CFL.

## **II. CalWORKs**

### **A. Subsidized Employment**

Effective with the September 2016 quarter, the PCs 403 (AB 98 Subsidized Employment) and PC 404 (Non-federal AB 98 Subsidized Employment) and associated Program Identifier Numbers (PINs) for Assembly Bill (AB) 98 (Chapter 589, Statutes of 2007) have been deleted as a result of the passage of [AB 1603 \(Chapter 25, Statutes of 2016\)](#) which repeals the Welfare & Institutions Code (W&IC) section 11322.63 associated with the AB 98 Subsidized Employment program as of January 1, 2017. A forthcoming All County Letter (ACL) will provide additional details.

<b>PC</b>	<b>403</b>	<b>AB 98 Subsidized Employment</b>
<b>PIN</b>	<b>403070</b>	<b>Contractor Admin</b>
<b>PIN</b>	<b>403071</b>	<b>Contractor Non Admin</b>
<b>PIN</b>	<b>403098</b>	<b>Work Subsidy</b>
Costs were funded at 100/00/00/00 (Federal/State/Health/County)		

<b>PC</b>	<b>404</b>	<b>NonFed AB 98 Subsidized Employment</b>
<b>PIN</b>	<b>404070</b>	<b>Contractor Admin</b>
<b>PIN</b>	<b>404071</b>	<b>Contractor Non Admin</b>
<b>PIN</b>	<b>404098</b>	<b>Work Subsidy</b>
Costs were funded at 00/100/00/00 (Federal/State/Health/County)		

### Claiming Instructions

Eligible costs intended to be claimed to the above referenced PCs in the September 2016 quarter or a subsequent quarter should be claimed to one of the following: PC 372 (Expanded Subsidized Employment [ESE] Admin, Federal), PC 374 (ESE Non-Admin, Federal), PC 376 (ESE Admin, Non-Federal) or PC 378 (ESE Non-Admin, Non-Federal) as explained in [CFL No. 13/14-22](#), dated September 30, 2013. The PC 633 (Welfare-to-Work [WTW] General) and PC 451 (Non-Federal WTW) are also available as described in the [CFL No. 13/14-22](#).

### **B. CalWORKs Housing Support Program**

Effective with the September 2016 quarter, the TOE code 03 (Transportation, Unemployed) and TOE code 97 (Transportation, Employed) have been added to the PC 895 (CalWORKs Housing Support Federal) and PC 894 (CalWORKs Housing Support Non-Federal). These PINs are to be used for transportation related costs (for example, providing transportation for clients to go to housing appointments, transportation costs for meeting housing coordinators and transportation costs as outlined in a client's housing plan) associated with CalWORKs Housing Support Program.

<b>PC</b>	<b>895</b>	<b>CalWORKs Housing Support Federal</b>
TSC	8951	CalWORKs Housing Support Fed Case Mgmt.
<b>PIN</b>	<b>895003</b>	<b>Transportation-Unemployed</b>
PIN	895005	Housing Assistance
PIN	895031	Contracted Activities–Unemployed
PIN	895032	Contracted Activities-Employed
PIN	895068	Direct Costs
PIN	895088–91	Support Operating*
PIN	895092	Casework–OT/CTO Costs
PIN	895093	Support Staff–OT/CTO Costs
PIN	895094	Start Up/Nonrecurring Costs
<b>PIN</b>	<b>895097</b>	<b>Transportation-Employed</b>
DTP	B87	CalWORKs Housing Support
Costs will be funded at 100/00/00/00 (Federal/State/Health/County).		

<b>PC</b>	<b>894</b>	<b>CalWORKs Housing Support Non-Federal</b>
TSC	8941	CalWORKs Housing Support Non Fed Case Mgmt.
<b>PIN</b>	<b>894003</b>	<b>Transportation-Unemployed</b>
PIN	894005	Housing Assistance
PIN	894031	Contracted Activities–Unemployed
PIN	894032	Contracted Activities-Employed
PIN	894068	Direct Costs
PIN	894088–91	Support Operating*
PIN	894092	Casework–OT/CTO Costs
PIN	894093	Support Staff–OT/CTO Costs
PIN	894094	Start Up/Nonrecurring Costs
<b>PIN</b>	<b>894097</b>	<b>Transportation-Employed</b>
DTP	B87	CalWORKs Housing Support
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

<b>PC</b>	<b>893</b>	<b>CalWORKs Housing Support Non-MOE</b>
TSC	8931	CalWORKs Housing Support Non-MOE Case Mgmt.
<b>PIN</b>	<b>893003</b>	<b>Transportation-Unemployed</b>
PIN	893005	Housing Assistance
PIN	893031	Contracted Activities–Unemployed
PIN	893032	Contracted Activities-Employed
PIN	893068	Direct Costs
PIN	893088–91	Support Operating*
PIN	893092	Casework–OT/CTO Costs
PIN	893093	Support Staff–OT/CTO Costs
PIN	893094	Start Up/Nonrecurring Costs
<b>PIN</b>	<b>893097</b>	<b>Transportation-Employed</b>
DTP	B87	CalWORKs Housing Support
Costs will be funded at 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 (88-91).

### **C. Refugee Social Services (RSS)**

Refugee programs provide services to all refugees including Refugee Cash Assistance (RCA) recipients, unaided refugees and refugees participating in the California Work Opportunity and Responsibility to Kids (CalWORKs) program. (Different resources are available to serve refugees who are receiving

CalWORKs and/or RCA, including RSS, and/or Single Allocation funds). The RSS funds are helpful for those refugee clients who may have specific needs that may not be available under the mainstream program, such as cultural orientation, social adjustment, English as a Second Language/Vocational English as a Second Language, conflict resolution, and intensive case management specifically designed for refugees. Services that are suitable for refugees may include work activities that are designed to appropriately address the special language and cultural barriers that refugees face as newcomers to the United States. However, Single Allocation or Temporary Assistance for Needy Families (TANF) funds are an additional resource for refugee employment services and can be used in place of RSS, as appropriate, or after RSS funds have been depleted, if additional services are needed.

In accordance with 45 Code of Federal Regulations (CFR) part [400.146 \(1995\)](#), states must use RSS funds primarily for employability services designed to enable refugees to obtain jobs within one year of becoming enrolled in services in order to achieve economic self-sufficiency as soon as possible. Employability services are defined as services designed to enable an individual to obtain employment and to improve the employability or work skills of the individual.

Issues pertaining to a refugee participating in CalWORKs-funded services pursuant to [Manual of Policy and Procedures \(MPP\) section 42-711](#) (Welfare to Work Participation Requirements) should be addressed in accordance with CalWORKs Regulations.

This serves as a reminder that within these parameters, county refugee-specific programs have the flexibility in their use of federal funding toward social services to refugees, as specified in their county plans. For more information regarding refugee programs, please contact Bao Her at [Bao.Her@dss.ca.gov](mailto:Bao.Her@dss.ca.gov).

### **III. Other Public Welfare**

#### **A. Cash Assistance Program for Immigrants (CAPI)**

According to [CFL No. 12/13-33](#), dated May 17, 2013, TOE code 24 (Investigations) is defined as, “contracted costs associated with County District Attorney staff performing fraud investigations, including but not limited to: Welfare fraud investigation, preparing investigative and statistical reports (i.e., activities directly related to clarifying an allegation of fraud or contracted activities performed by the District Attorney’s Office).” The TOE code 24 has been added to PC 308 (Cash Assistance Program for Immigrants [CAPI]) with claiming instructions listed below.

Claiming Instructions

Effective with the December 2016 quarter, TOE code 24 (Investigations) has been established under PC 308 (CAPI) to allow CWDs to claim fraud related investigation activities. Additional claiming information is available in [CFL No. 98/99-52](#), dated December 17, 1998, and [CFL No. 15/16-23](#), dated September 30, 2015.

PC	308	Cash Assistance Program for Immigrants
PIN	308003	Transportation – Unemployed
<b>PIN</b>	<b>308024</b>	<b>Investigations</b>
PIN	308025	Issuance
PIN	308031	Contracted Activities – Unemployed
PIN	308088-91	Operating Costs
PIN	308092	Casework OT/CTO Costs
PIN	308093	Support Staff - OT/CTO Costs
PIN	308094	Start Up/Nonrecurring Costs
Costs will be funded at 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 (88-91).

Time Study Instructions

The description for TSC 3081 (Cash Assistance Program for Immigrants [CAPI]) has been updated as follows:

**CODE 3081 CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)**

Includes time spent performing selected activities for CAPI applicants and recipients. Activities include, but are not limited to, accepting/screening applications, including applications for SSI; determining/re-determining eligibility; performing grant calculations and grant maintenance functions; informing applicants of program requirements; preparing notice of actions; **making fraud referrals; conducting fraud related activities;** and preparing reports

**B. CalFresh Third Party Consultant**

Effective with the December 2016 quarter, a new TOE Code 30 (CalFresh Third Party Consultant), has been created to allow counties that have received approval from the CDSS CalFresh Operations Bureau to access reimbursement of third party consultant costs associated with the CalFresh Program. Access to TOE code 30 (CalFresh Third Party Consultant) is permitted after notification and approval from CDSS that all activities and

deliverables are allowable under applicable state and federal guidelines. Contract submissions should be sent electronically to [Tami.Gutierrez@dss.ca.gov](mailto:Tami.Gutierrez@dss.ca.gov) or mailed to:

CalFresh Operations Bureau  
 ATTN: Tami Gutierrez  
 744 P Street, MS 8-9-32  
 Sacramento, CA 95814

<p><b>TOE 30</b></p>	<p><b>CalFresh Third Party Consultant</b></p>	<p>Access to this TOE code for the reimbursement of third party consultant costs associated with the CalFresh Program is permitted, after notification and approval from CDSS, that all activities and deliverables adhere to Federal regulations and policy outlined in the <a href="#">All County Welfare Directors Letter dated May 9, 2016</a>:</p> <ul style="list-style-type: none"> <li>• On the first day of the quarter prior to the effective quarter, contracts have been submitted to CDSS and Food and Nutrition Services for review of vendor deliverables.</li> <li>• The county will notify CDSS at least 10 days prior to trainings led by the vendor, including the date, time, and location.</li> </ul>
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Effective with the December 2016 Quarter, PIN code 343030 (CalFresh Third Party Consultant) has been added under PC 343 (NACF – Eligibility). Claiming reimbursement to the new CalFresh Third Party Consultant PIN requires prior CDSS review of contract deliverables as outlined in the TOE Code 30 description.

<b>PC</b>	<b>343</b>	<b>NACF Eligibility</b>
PIN	343025	Issuance
<b>PIN</b>	<b>343030</b>	<b>CalFresh Third Party Consultant</b>
PIN	343072	CalFresh Outreach Costs
PIN	343088-91	Support Operating*
PIN	343092	Casework OT/CTO Costs
PIN	343093	Support Staff – OT/CTO Costs
PIN	343094	Start Up/Nonrecurring Costs
Costs are funded at 50/35/00/15 (Federal/State/Health/County)		

\* The county must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).

### C. California Healthcare Enrollment, Eligibility and Retention System (CalHEERS)

Effective with the December 2016 Quarter, the PC 890 (CalHEERS – Related Local Call Centers M&O) and PC 891 (LEADER/CalHEERS Interface M&O) have been deleted and CWDs will no longer have the ability to claim costs to these codes.

<b>PC</b>	<b>890</b>	<b>CalHEERS-Related Local Call Centers M&amp;O</b>
<b>PIN</b>	<b>890088-91</b>	<b>Support Operating</b>
<b>PIN</b>	<b>890094</b>	<b>Start Up/Nonrecurring Costs</b>

<b>PC</b>	<b>891</b>	<b>LEADER/CalHEERS Interface M&amp;O (LA Only)</b>
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Please contact Rocky Evans, Department of Health Care Services, at (916) 319-8434 or at [Rocky.Evans@dhcs.ca.gov](mailto:Rocky.Evans@dhcs.ca.gov) for questions regarding CalHEERS M&O costs and reimbursement.

### IV. Child Care

No changes.

### V. Non Welfare

No changes.

### VI. General

#### A. Electronic Data Processing (EDP) Methodology Changes, CWS/CMS SACWIS and Non-CWS/CMS (Non-SACWIS)

This CFL reminds CWDs of the proper CWS/CMS SACWIS claiming policies and procedures necessary for claiming and allocating Automated Data Processing activities and expenditures appropriately to the CWS/CMS SACWIS and non-SACWIS categories in accordance with federal policy and guidelines. The following cost allocation methodology for CWS/CMS is effective retroactive to the September 2016 quarter. Please refer to the [CFL No. 06/07-36](#), dated May 21, 2007 for more information on the SACWIS methodology.

Effective July 1, 2011, AB 118 (Chapter 40, Statutes of 2011) and ABX 116 (Chapter 13, Statutes of 2011) realigned CWS. The PCs listed below are subject to the realignment provisions of AB 118 per [CFL No. 11/12-18](#), dated September 16, 2011.

The PC 165 (SB 163 Wraparound Services) will no longer be used to capture SACWIS costs. Counties will use PC 584 (SB 163 County Only) for capturing county-only SACWIS costs.

Please note: Changes to the code list are shown in bold (for new) or strikethrough (for deleted).

\*The following is the FY 2016-17 CWS/CMS percentage allocation to benefiting programs:

<b>Program Code</b>	<b>Program Name</b>	<b>Percent</b>	<b>Program</b>
536	SACWIS	0.6529	IV-E/ IV-B
513	EA-ER	0.1814	TANF
544	CWS MPI (AB 908)	0.0066	TANF
556	CWS-MPS (AB 908)	0.0020	TANF
144	CWS-Health Related	0.1158	Title XIX
150	EPSDT	0.0000	Title XIX
168	FPP-Health Related	0.0005	Title XIX
838	EFC Health Related	0.0024	Title XIX
182	ILP-Case Management	0.0028	Chafee
184	ILP-Services	0.0026	Chafee
135	SSI/SSP OHC	0.0027	State
175	FPP Services/NonFed	0.0217	State
588	STOP-Assessment/Case Plan	0.0005	State
465	<del>SB 163 Wraparound Services</del>	<del>0.0000</del>	<del>County</del>
<b>584</b>	<b>SB 163 COUNTY ONLY</b>	<b>0.0041</b>	<b>County</b>
786	NREFM Under 18	0.0002	State
787	NREFM NRLG	0.0012	State
840	EFC Services NonFederal	0.0003	State
863	NRLG NMD	0.0007	State
864	NRLG Probate	0.0009	State
865	NRLG Juvenile	0.0007	State

## **B. Indirect Cost Rates (ICRs)**

The CDSS has developed ICRs for use by counties during FY 2016-17 in the enclosed Attachment entitled FY 2016-17 Indirect Cost Rate (ICR).

The ICRs are used to identify overhead costs associated with support staff that perform activities for non-welfare programs with no equivalent casework hours. The CDSS' Financial Analysis Unit develops ICRs based on actual indirect cost (i.e., Travel, Space, Space – County Cost Allocation Plan [CCAP], Other

Operating Costs, Public Agencies CCAP and Public/Private Agencies Direct Billed) that were reported as generic by each county for the four quarters of FY 2014-15. The totals are divided by the total direct salary and benefit costs (caseworker, administrative/clerical support and EDP staff salaries and benefits). The resulting percentages are each county's individual ICR. The CWDs have the option of either using the predetermined ICR developed by CDSS or developing an ICR specific to allocable support staff. An ICR developed by a CWD must be developed in accordance with "A Guide for State, Local and Indian Tribal Government-Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government" ([OMB CFR § 200.416](#)). The ICRs are applied to the salaries and benefits of support staff performing activities for non-welfare programs only. The salaries and benefits plus overhead are reported as Direct Costs on the CEC using PIN 805068 (Non-welfare Programs) or PIN 806068 (Non-welfare Programs-Non EDP). Counties are reminded that Non-welfare activities must be reported in the Non-welfare function, which will draw down associated overhead through the CEC based on the time study hours of caseworkers performing the Non-welfare activity.

### **C. 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 federal regulations at [45 CFR § 95.13](#) the CEC is a cash claim and costs can only be claimed on the date the service is received/rendered and the payment is made. For example if a service/activity is performed March 30 and the payment for service is made April 6, the costs should be claimed in the June quarter. 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 include corrections to the original quarter submission and cannot include corrections for any other quarters. Due dates for these claims are provided annually in advance in every March quarterly CFL. As outlined in [MPP section 25-965.38](#), counties are required to maintain supporting documentation for all claims and must retain this documentation for three years.

#### **D. California Department of Social Services Policy Regarding Late County Expense Claim Submissions**

Due to recent policy enforcement by the federal ACF, CDSS needs to report CEC data within 45 days after the quarter ends ([TANF-ACF-PI-2014-02](#)). The ACF requires this information for nationwide budgeting and distribution of 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.

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 an 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

#### **E. 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, 2017, to CDSS at [Fiscal.Systems@dss.ca.gov](mailto: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. 15/16-62](#), dated June 26, 2016.

#### **F. Federal Fund Monitoring Responsibilities**

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to [CFL No. 15/16-62](#), dated June 26, 2016, for a description of federal requirements and a [link](#) to the

terms and conditions for each federal grant administered by CDSS. Additionally, new terms and conditions will be posted to this [link](#) on an ongoing basis.

### **G. Advanced Planning Document**

As a reminder, Advanced Planning Documents must be submitted for all Automated Data Processing equipment as the threshold has been changed from \$10,000 to \$0 in accordance with the Administration for Children and Families Action Transmittal (AT) #: [OISM-ACF-AT-93-3](#), dated January 3, 1993. These instructions supersede requirements stated in Manual of Policies and Procedures, Division 28 Regulations section 105 (MPP 28-105).

If counties have any questions regarding this CFL, please direct them to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

***Original Document Signed by:***

SALENA CHOW, Chief  
Fiscal Forecasting and Policy Branch

Attachment

**FY 2016-17 INDIRECT COST RATE (ICR)**  
Data from FY 2014-15 County Expense Claims

<b>COUNTIES</b>	<b>ICR</b>
ALAMEDA	0.19
ALPINE	0.62
AMADOR	0.38
BUTTE	0.24
CALAVERAS	0.28
COLUSA	0.54
CONTRA COSTA	0.37
DEL NORTE	0.29
EL DORADO	0.36
FRESNO	0.15
GLENN	0.26
HUMBOLDT	0.24
IMPERIAL	0.21
INYO	0.33
KERN	0.18
KINGS	0.20
LAKE	0.22
LASSEN	0.41
LOS ANGELES DPS	0.20
MADERA	0.29
MARIN	0.37
MARIPOSA	0.54
MENDOCINO	0.17
MERCED	0.13
MODOC	0.50
MONO	0.46
MONTEREY	0.18
NAPA	0.26
NEVADA	0.51
ORANGE	0.24
PLACER	0.57
PLUMAS	0.38
RIVERSIDE	0.11
SACRAMENTO-DHA	0.21
SAN BENITO	0.28
SAN BERNARDINO	0.20
SAN DIEGO	0.22
SAN FRANCISCO	0.18
SAN JOAQUIN	0.14
SAN LUIS OBISPO	0.17
SAN MATEO	0.24
SANTA BARBARA	0.16
SANTA CLARA	0.21
SANTA CRUZ	0.23
SHASTA	0.30
SIERRA	0.27
SISKIYOU	0.16
SOLANO	0.21
SONOMA	0.19
STANISLAUS	0.17
SUTTER	0.16
TEHAMA	0.10
TRINITY	0.27
TULARE	0.31
TUOLUMNE	0.31
VENTURA	0.25
YOLO	0.20
YUBA	0.22
LOS ANGELES DCS	0.18
SAC-DHHS-CHILD	0.37
SAC-DHHS-ADULT	0.26
SMATEO DP AGING	0.32
PLACER-ASOC	0.39
<b>STATEWIDE</b>	<b>0.21</b>