



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

June 30, 2011

ALL-COUNTY INFORMATION NOTICE NO.: I-37-11

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL IHSS PROGRAM MANAGERS  
PUBLIC AUTHORITY EXECUTIVE DIRECTORS

SUBJECT: **PUBLIC AUTHORITY (PA) INVOICE (SOC 448) PAYMENT PROCESS**

The purpose of the notice is to notify county representatives of the cutoff dates for submission of the SOC 448 in order to be placed on the payment schedule for the month.

The In-Home Supportive Services (IHSS) Program Public Authority Invoice for Administrative Costs form SOC 448 is submitted quarterly by each county. The invoices are received and expenditures are verified by a California Department of Social Services (CDSS) Adult Programs county analyst. The verified invoices are then forwarded to accounting section for payment at which time the payment amount is placed on the State Controller's Office (SCO) warrant schedule for payment.

Counties use the information from the Case Management, Information, and Payrolling System (CMIPS) Management Statistical Report and the IHSS Plus Option (IPO) Adjustment Report to generate the SOC 448. The CMIPS Management Statistical Report run date is the 10th of each month and the IPO Adjustment Report run date is the 20th of each month. Counties can scan and forward the completed and signed SOC 448 electronically to the Adult Programs Branch assigned county analyst to expedite the process. The original SOC 448 can then follow by mail. The following due dates have been set as close to the first of each month as possible, with some adjustments for weekends as necessary:

**Invoice Due Date:**

7/1/11  
7/28/11  
9/1/11  
9/30/11  
10/27/11  
12/1/11

**Warrant Payment Schedule:**

7/15/11  
8/15/11  
9/15/11  
10/14/11  
11/15/11  
12/15/11

Reason For This Transmittal

- State Law Change
- Federal Law or Regulation Change
- Court Order or Settlement Agreement
- Clarification Requested by one or More Counties
- Initiated by CDSS

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All invoices received after the invoice due date will be processed on the next month's warrant payment schedule.

For any questions or concerns regarding the invoice payment process for the SOC 448, please contact Rolonda Moen, Manager, Fiscal and Administrative Unit, at (916) 651-5332.

Sincerely,

***Original Document Signed By:***

EILEEN CARROLL  
Deputy Director  
Adult Programs Division