

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 1, 1982

ALL-COUNTY INFORMATION NOTICE I-60-82

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: TITLE IV-A ELIGIBILITY WORKER TRAINING

REFERENCE:

This Information Notice is to provide you with procedures for contracting with public educational institutions for Title IV-A training for eligibility workers.

As the fiscal situation at both the State and local level becomes increasingly severe, many counties are looking for ways to maximize State, local and Federal funds and still provide adequate training to staff. Over the past two years, we have received several inquiries regarding contracting with educational institutions to provide Title IV-A eligibility worker training. Recently, the University of California at Davis developed a Title IV-A Eligibility Worker Training Program which they have offered on a per person fee basis to several northern California counties. Those counties have also expressed a strong interest in contracting with U.C. Davis.

The following policy and procedures will allow counties or groups of counties to contract with educational institutions to provide Title IV-A training and maximize the available funds by allowing the University to provide an in-kind contribution. Under this policy, counties may enter into a contract with any interested and eligible public educational institution.

The procedure outlines the requirements and responsibilities of the contracting county, the educational institution and the Department of Social Services.

I hope this process will prove useful to those of you who wish to use the resources of educational institutions to meet your Title IV-A eligibility worker training needs.

POLICY

Counties may individually or collectively contract with public educational institutions to provide Title IV-A training to eligibility workers.

FUNDING

Counties may negotiate with the public educational institutions to provide an in-kind match for up to a maximum of 25% of the total staff development contract. The in-kind match provided by the institution will be used as the county's share of the program. If the institution provides less than 25% in-kind match, the counties will be responsible for funding the differential. The balance of the program costs will be funded via the normal funding ratios of 50% IV-A Federal Staff Development and 25% IV-A State Staff Development funds.

PROGRAM REQUIREMENTS

1. The objectives of the training program must relate to the Title IV-A program and the state and local manpower needs.
2. The training must relate to the Title IV-A Program and benefit only Title IV-A employees.

ELIGIBLE EDUCATIONAL INSTITUTIONS

1. Only public educational institutions accredited by the U.S. Commissioner of Education are eligible to provide services.
2. The educational institution must agree to provide an in-kind match in accordance with the funding option selected.

ALLOWABLE COSTS

1. Allowable costs include salaries, fringe benefits and travel for instructors, clerical assistance, administrative salaries, teaching materials, facility costs and equipment. Costs may not include the purchase of major equipment (i.e., typewriters, video machines, copier machines and tape recorders).
2. In-kind contributions must be derived from the actual cost of course development and delivery.

CONTRACT REQUIREMENTSProgram Description

1. The contract must include statements which assure the requirements listed above under PROGRAM REQUIREMENTS, ELIGIBLE EDUCATIONAL INSTITUTIONS and ALLOWABLE COSTS are met.
2. Contracts must comply with the provisions of the State Department of Social Services Manual of Policies and Procedures, Division 10-203, Purchase of Service from Public or Private Agency with the exception that the contracts will not require our Department's review or approval.
3. Contracts are limited to a one-year period and may be renewed.

OUTLINE OF PROCESSES

1. The county identifies the Title IV-A training needs and contacts the educational institution of its choice. Counties are not required to conduct a bid process when contracting with a public educational institution.
2. The county and the educational institution develop a program to meet identified Title IV-A training needs.
3. The county and the educational institution negotiate and develop a contract with specific description of the instruction to be performed in identifiable units of service.
4. The county obtains appropriate local and educational institution approvals.
5. The county finalizes the contract and provides the State Department of Social Services Training Bureau with an informational copy. Address to:

Department of Social Services
 Training Bureau, M.S. 7-173
 744 P Street
 Sacramento, CA 95814

6. The educational institution provides the agreed upon services.
7. The educational institution submits bills to the county in accordance with the contract requirements. The public educational institution must bill the county for the total cost and make an adjustment to the bill to show the in-kind contribution. The educational institution must have adequate accounting records to support claims to the Title IV-A agency.
8. The county pays the educational institution for its services.
9. The county submits a claim to the Department of Social Services in accordance with claiming procedures. If your County chooses to enter into a contract with an educational institution, please contact our Department's Fiscal Policy and Procedures Bureau at (916) 445-7046 for claiming instructions.

RESPONSIBILITIES

Counties

1. Contacting educational institutions to begin negotiations for the contract.
2. Assuring that all provisions of this policy are followed.
3. Developing and finalizing the contract.
4. Submitting a copy of the finalized contract to SDSS Training Bureau.

5. Assuring all bills from the educational institution are made in accordance with this policy and the contract regulations.
6. Paying the educational institution.
7. Evaluating the program in accordance with federal requirements.

Educational Institution

1. Providing services in accordance with the terms of the contract.
2. Providing an in-kind match according to the funding option selected.
3. Submitting bills to the county in accordance with the contract.
4. Maintaining adequate accounting records.

Department of Social Services

1. Providing technical assistance regarding contracting, claiming procedures and this policy.
2. Processing the claims in accordance with the established claiming process.

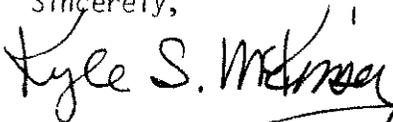
SDSS Technical Assistance

Contracts - Contact Dennis Gilliam of the Contracts Bureau at (916) 323-0223 with questions regarding the contract processes. Mr. Gilliam can provide you with sample contracts and guidelines for developing contracts that meet the contract requirements.

Claim Process - Contact Fiscal Policy and Procedures Bureau at (916) 445-7046 with questions regarding the claiming process.

Other - Contact Michael McIntyre, Training Bureau, at (916) 445-6271 with questions regarding this information letter. If you need assistance in developing and identifying training needs, contact your Training Bureau Consultant.

Sincerely,



KYLE S. MC KINSEY
Deputy Director

cc: CWDA