

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814

OBSOLETE

November 18, 1974

Superseded by

ACL #77-15

ALL-COUNTY LETTER NO. 74-224

Issued

3-17-77

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL SUPERVISORS
COUNTY AUDITORS

SUBJECT: ORGANIZATIONAL COSTING 74/75

REFERENCE:

Each year the Department of Health, Education, and Welfare (HEW) requires the Department of Benefit Payments (DBP) to submit information regarding administrative expenditures. To accomplish this, DBP requires input from the county welfare departments. This input is obtained through the annual organization costing requirements, which is a county estimate of the total amount of dollars each county expects to spend during the fiscal year for administrative expenditures.

The required data must be submitted by all counties on an annual basis. Three copies of the data must be submitted to DBP. Each submittal will cover estimated administrative expenditures for a fiscal year. The submittal to DBP (covering FY 1974/75) must be received by DBP no later than December 2, 1974. If a county has a final or a proposed budget, either may be used for computing the estimate of federal dollars. Any costs that might not be included within a county budget such as A-87 costs or amortization of buildings should be included within the appropriate cost pools for this submittal.

Each county must complete an organization chart as shown in Attachment No. 1. This organization chart is for the purpose of costing each unit to determine the amount of federal dollars that a county estimates they will need. The chart is to be completed in the format shown, and not as a regular organization chart that shows lines of command. The organization chart will be broken down into four main units: (1) Allocable Social Services, (2) Allocable Eligibility, (3) Administrative and Other Support, (4) Staff Development, and (5) Separate Administrative Unit (SAU). Each one of these units must have a description of the functions or activities which it performs, and also which programs (including all county-only programs) the unit serves.

Also included within the costing requirements is a listing of all purchase of social services contracts. This listing must be completed for each purchase of social services contract (excluding contracts with individuals). The form DFA 383 lists the information that will be needed for this requirement.

An outline of what must be submitted by counties is listed below:

1. Organizational chart listing the five units, and the functional statement of these units (Attachment No. 1).
2. Completed DFA 325.1 - .3 and 327.1 - .8 for the entire 1974/75 fiscal year.
3. Listing of social service contracts, DFA 383.
4. Information must be submitted no later than December 2, 1974. Three copies of the organizational costing data must be submitted.

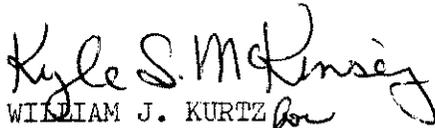
For purposes of listing estimated expenditures on the above forms, the counties should follow the same guidelines as they do for completing the Administrative Expense Claim. Although this organizational costing requirement is an estimate, the importance of accuracy cannot be stressed enough.

If there are any questions regarding this letter, please contact Bobi Gould or Dick Lowry at 916/445-7046.

Completed forms are to be sent to:

Department of Benefit Payments
Financial Planning
744 P Street (Mail Station 13-77)
Sacramento, CA 95814

Sincerely,


WILLIAM J. KURTZ for
Deputy Director

cc: CWDA

Attachments

ATTACHMENT I

SAMPLE

FUNCTIONAL STATEMENT

I. Allocable Social Services

The function of the social services unit is to provide mandatory and optional social services to applicants/recipients upon request. The unit also plans, organizes, and reviews the providing of social services. Programs served include but are not limited to the following: Adults, AFDC, MNO, MI, Adoptions, CPS, GR, Homemakers or Chore providers of Welfare Staff.

II. Allocable Eligibility

The function of the eligibility unit is to determine the eligibility to public assistance of its applicants/recipients and to determine the amount of grant (if any) that they are entitled to. Programs served include but are not limited to the following: AFDC, MNO, MI, GR, Food Stamps, BH Licensing, APSB, State Adult programs, Responsible Relative and Emergency Loans.

III. Administration and other support

The function of the administration and other support unit is to provide any assistance necessary to the Eligibility and Social Services units. The unit is also responsible for the maintenance of proper records for its employees and for the department.

IV. Staff Development

The function of the Staff Development Unit is to develop training programs for all welfare staff. This would include training programs for new employees, and training programs for all employees to understand new regulations.

V. Separate Administrative Unit (SAU)

The function of the SAU is to assure delivery of authorized self-support social services to welfare recipients who volunteer or are required to register for employment, manpower services, or training as a condition of eligibility for public assistance.

ALLOCABLE SOCIAL SERVICES

ALLOCABLE ELIGIBILITY

ADMINISTRATION AND OTHER SUPPORT

STAFF DEVELOPMENT

20 Soc Work Supvr I	\$ 268,320	60 Elig Supvr	\$ 495,744	7 Soc Work Supvr II	\$ 102,856	1 Staff Develop	\$17,134
27 Soc Worker III	325,088	145 EW I	912,405	6 Soc Work Supvr III	95,472	Supvr	
85 Soc Worker II	897,272	154 EW II	1,113,223	2 Soc Work Supvr IV	35,100	1 Clerical Staff	8,450
1 Soc Worker I	9,731	1 Chief Fam	15,912	1 Child Welf Supvr II	16,718	Dev Tech	
8 Community Aides	39,741	Supp Div	9,915	30 Int Typ Clerk	215,000	2 Prof Staff Dev.	27,508
2 Child Welf Worker	24,336	1 Sup & Fraud		50.5 Int Typ Clerk	300,806	Tech	
1 Child Welf Supvr	14,794	Inv I		1 Welf Dir	26,598	1 Sr Typ Clerk	7,647
	<u>\$1,579,282</u>	13 Sup & Fraud	168,066	1 Asst Welf Dir	20,332		<u>\$62,236</u>
		Inv II		1 Asst Work & Ret Coord	10,764		
		2 Sr Sup & Fraud	28,860	1 Work & Ret Coord	12,480		
		Inv		1 Adm Serv Asst I	11,596		
				1 Welf Bus Mgr	15,548		
				2 File Clerk	10,920		
				.5 Int Clerk	3,462		
				1 Jr Clerk	4,958		
				2 Messenger	10,062		
				1 Principal Clerk	8,866		
				4 Receptionist	26,038		
				5 Sr Clerk	36,608		
				1 Head Switch Opr	6,604		
				3 Switchboard Opr	18,623		
				16.5 Jr Typ Clerk	78,781		
				1 Secretary	9,074	10 Soc Worker I	\$155,068
				7 Account Clerk	42,897	5 Soc Worker II	85,500
				1 Sr Acct Clerk	8,034	3 Soc Work	47,269
				1 Int Worker	910	Supvr I	
				Overtime	38,613	5 Acct Clerk	34,567
				Extra Help	30,000		
				Less Salary Savings	<u>\$1,197,720</u>		
					<u>(100,000)</u>		
					<u>\$1,097,720</u>		

SEPARATE ADMINISTRATIVE UNIT (SAU)

These figures include salaries and employee benefits. Employee benefits may be included within the amount of each classification or as a separate line item by functional group, i.e., (services, eligibility, etc.).