

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



October 20, 1975

ALL-COUNTY LETTER NO. 75-222

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL SUPERVISORS
COUNTY AUDITORS
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: TIME STUDY INSTRUCTIONS COUNTY ADMINISTRATIVE CLAIM

REFERENCE: TITLE XX - CALIFORNIA'S COMPREHENSIVE ANNUAL SERVICES PROGRAM PLAN
(OCTOBER 1, 1975 - JUNE 30, 1976)

The Social Service Worker Time Study, DFA 46, has been revised to meet Title XX fiscal funding requirements. Under Title XX there are now four categories of service eligibility.

1. AFDC
2. SSI/SSP
3. Without Regard to Income
4. Income Eligibles
 - a. MNO Income Eligibles
 - b. Income Eligibles (excluding MNO)

For fiscal reporting purposes the medically needy (MNO) income eligibles will be considered a separate category and will be shown as "MNO". Under the AFDC, SSI/SSP, MNO and Income Eligible categories, three services are identified.

1. Family Planning
2. Child Care
3. All Other Services

Social Workers or any other social service personnel that are presently required to complete a time study and are performing service eligibility functions are to record their time to the appropriate service category. Clerical staff performing service eligibility functions that have not been required to time study are not to complete a social service time study.

Complete time study instructions are on the back of the DFA 46 and are included in this letter. There have been no changes in time study instructions for the WIN (Work Incentive) or Indo-Chinese Program. Although Homemaker/Chore, Line D on the DFA 46, and Out of Home Care, Line G on the DFA 46, have been identified as SSI/SSP recipients rather than Adult recipients there have been no time study changes.

Changes were made under the Child Welfare (Protective) Services and Adoptions Program. Please carefully review this material. On the DFA 46, lines J5 and K were purposely left blank.

If you have any questions, please contact Bobi Gould or Ernie Van Sant at 916/445-7046.

Sincerely,



GARY G. ADAMS
Deputy Director

Attachment

cc: CWDA

Categories of Eligible Persons for Title XX Services

Under Title XX provisions, the categories of recipients eligible to receive services have been redefined and/or changed. The categories of recipients eligible for Title XX services are listed on the back of the DFA 46 and are included below:

1. Aid to Families with Dependent Children (AFDC) recipient means a dependent child, parent of the child, needy caretaker relative of the child, AFDC-U father, or a spouse of the parent who is mentally or physically incapacitated and whose needs are met in whole or in part by a cash grant under the state AFDC program in accordance with Title IV-A of the Social Security Act. This includes an Essential Person who is considered part of the Family Budget Unit.
2. Supplemental Security Income/State Supplemental Program (SSI/SSP) recipient means an aged, blind, or disabled person who receives a monthly cash payment made by the Social Security Administration under the provisions of Title XVI of the Social Security Act.
3. Medically Needy Only (MNO) or Title XIX Medically Needy, are persons who are certified on the basis of income, personal and real property, as eligible for medical services under the State Medi-Cal program in accordance with Title XIX of the Social Security Act. These recipients must be categorically linked to either the AFDC or SSI/SSP programs. MNO recipients must qualify for social services on the basis of income similar to Income Eligible recipients.
4. Income Eligible are those individuals whose annual gross income does not exceed 80 percent of California's median income for a family of four adjusted for consideration of family size. Gross income shall be the basis for determining eligibility for social services. Under this category Child Care Services are for those individuals whose annual gross income does not exceed 84% of the California median income for a family of four.

Title XX Services To Be Identified

- a. Family Planning Services - Time is to be shown under this service for those activities and functions of assessment, counseling, arrangement, and provision of resources to individuals of child bearing age (including minors) which enable them to plan and voluntarily to limit the size of their families, to space their children, or to avoid unwanted pregnancies. Services shall be provided on request without regard to sex, marital status, age, or parenthood.
- b. Child Care Services - Time is to be shown under this service for those activities and functions of assessment, counseling, arrangement, and provision of care for a child in his own home or in a day care facility.

- c. All Other Services - Record time under this category for all services provided under the county approved Title XX Services Plan other than Family Planning, Child Care and the actual provision of SSI/SSP Homemakers. This category includes Homemaker assessment time.
5. Without Regard to Income - Record time under this category for (1) Information and referral services, and (2) Protective Services for Children and Adults. All persons are eligible for these services, regardless of income.
 - (1) Information and Referral Services (I&R) are those activities undertaken by services staff to inform people about and help them reach the appropriate and/or necessary resources.
 - (2) Protective Services to Adults and Children are those services undertaken by Social Services staff aimed at the goal of preventing or remedying neglect, abuse, or exploitation of children or adults unable to protect their own interests. Such services may be provided to children and/or adults on an emergency basis to alleviate danger in a critical situation and on an ongoing basis to enable children to return to their parents in safety and to grow and develop normally.
6. SSI/SSP Homemaker/Chore - This category was previously identified as Adult/Homemaker. There have been no changes made in time study instructions. Time is only to be charged under this category by SSI/SSP Homemakers of the county welfare department staff and their immediate supervisors and county welfare department supervisors who are responsible for supervising either contracted individuals or agency homemakers.

The following services are not included in the Title XX Services plan and do not receive Title XX funding.

1. SSI/SSP - Out of Home Care - Include in this category only the time the Social Worker spends certifying that the SSI/SSP recipient has been placed in a 24-hour care facility. There is no change in this time study instruction.
2. Work Incentive Program - WIN - There have been no changes in the time study instructions for the Work Incentive Program.
3. Adoptions - The Adoptions category has been modified and now consists of the following four subcategories.
 - (1) Services to Natural and Adoptive Parents (Preplacement) - Time charged to this category should be for relinquishment adoption services to natural parents and children prior to relinquishment or freedom from custody and control of the child; services to adoptive applicants for intake and home study.
 - (2) Services to Children (Preplacement) - Time charged to this category should be for relinquishment adoption services to children for the first 120 days after relinquishment/freedom from custody and control, until adoptive placement is made.

- (3) Post-placement Services - Include in this category all post-placement services beginning the day the child is placed in an adoptive home.
 - (4) Independent Adoptions - Time to be included in this category is that related to obtaining the consent from the natural parent, investigating the fitness of the prospective adoptive parents, and submitting the required court report.
4. Child Welfare Services (CWS - Title IV-B) - Time charged to this category shall be for services provided which would protect or promote the welfare of children. CWS includes services which cannot be provided under Title XX. Allowable activities under CWS includes services for any child to prevent or remedy neglect, abuse, or exploitation. Wherever possible, protective services should be provided through the AFDC Program.

There have been no other changes in the time study instructions for the remaining categories. Please note that the Indo-Chinese category has been shown on Line O and Sick Leave and Vacation have been consolidated on Line P. These changes had previously been made by county personnel. The Medical Indigent Program has been eliminated. These recipients should be certified for services under Title XX categories.

If you have any questions, please contact Bobi Gould or Ernie Van Sant at 916/445-7046.