

DEPARTMENT OF BENEFIT PAYMENTS
744 P Street, Sacramento, CA 95814



December 4, 1975

ALL-COUNTY LETTER NO. 75-251

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

SUBJECT: TIME STUDY SUMMARY REVISION COUNTY WELFARE DEPARTMENT
ADMINISTRATIVE CLAIM

REFERENCE:

The Social Services Time Study Summary DFA 47 has been revised to meet Title XX fiscal funding requirements and to interface with the recently revised DFA 46, Social Service Worker Time Study. Five categories of services eligibility (AFDC, SSI-SSP, MNO, Without Regard to Income, and Income Eligibles) and three types of services (Family Planning, Child Care, and All Other Services) are shown.

Changes also have been made for the SAU Units.

- A. Counties with SAU units co-located at EDD will show these time study hours in the special SAU co-location modification at the bottom of the page. Enter total hours under Line S, AFDC, or Line T, WIN. The co-located counties will continue to be reimbursed only for these workers salaries and benefits.
- B. SAU units located in the county welfare department will be reimbursed both for the worker's salary and benefits and for the overhead costs incurred by this function. Therefore, the hours for these workers are to be included on Lines A, AFDC, and Line H, WIN, of the DFA 47.

Homemaker/chore Line D and Out of Home Care, Line G, have been identified as SSI/SSP rather than Adult recipients. Lines A4, B4, C4, F4, J5, and K purposely were left blank.

The Eligibility Worker Time Study Summary Form, DFA 323, has been revised to interface with the DFA 43. Time spent performing intake and continuing functions for the MNO, NAFS and Quality Control for the AFDC programs is shown separately. However, only one time study ratio is to be used for each of these programs when computing administrative costs. Complete instructions are included on the DFA 323. This revised form obsoletes the classification and function accumulation sections which were required with the September, 1975, claim.

Please submit the time study summary forms for the Social Service, Eligibility/ Nonservice, and Child Support programs as early as possible. These forms, DFA 47, DFA 323, and DFA 327.8, respectively, should be sent to the following address as soon as they are completed:

Department of Benefit Payments
Accounting 13-70
744 P Street
Sacramento, CA 95814
Attention: Bob Lyon

An additional copy of these forms is to be submitted with the County Administrative Expenditures Claim.

If you have any questions, please contact Bobi Gould or Laura Williams at 916/445-7046.

Sincerely,



GARY G. ADAMS
Deputy Director

cc: CWDA