

DEPARTMENT OF BENEFIT PAYMENTS
744 P Street, Sacramento, CA 95814
(916) 445-7046



July 21, 1976

ALL-COUNTY LETTER NO. 76-100

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

SUBJECT: INSTRUCTIONS FOR COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM TIME STUDIES

REFERENCE:

This is to provide information on the revised time studies, DFA 43, Eligibility Worker Time Study; DFA 323, Eligibility and Nonservice Time Study Summary; and DFA 46, Social Worker Time Study. The revisions on the DFA 43 and 323 will be effective July 1, 1976. The revision to the DFA 46 was necessary in order to conform to previously issued time study instructions. Information is also provided regarding the types of activities to be charged to the WIN Program and factors under consideration for the WIN allocation formula. Claiming instructions are provided for Medi-Cal Simplification, Food Stamp ATP costs, food stamp activities for mixed households, SSA district office inquires, A-87 Plan adjustments, and the DFA 419.

SOCIAL WORKER TIME STUDY, DFA 46

The DFA 46 has been revised to reflect WIN time study instructions previously provided to the counties in All-County Letter No. 76-48 dated March 12, 1976. Also included are provisions to allow time to be charged to the WIN Program by county specialized social services staff who provide services such as family planning and home management to WIN clients and their families. If the county wishes to locate this specialized staff within the SAU, they must provide services exclusively to WIN registrants. If the specialized staff is located outside the SAU unit they may serve both WIN and non-WIN clients but are to show their time broken out to the correct programs on the Social Worker Time Study. The following are time study instructions for WIN Social Services Program activities effective with the June 1976 quarter.

WIN - WORK INCENTIVE PROGRAM

Time should be charged to the WIN Program by SAU staff (social services workers and other professional staff), whether they are located at EDD or the county welfare department. Examples of what should be charged to the WIN Program are listed below.

1. All time spent by the SAU worker with the WIN registrant.

2. All time spent by the SAU worker with the family of the WIN registrant, if that time is spent in providing services which are necessary to enable the registrant to accept employment or participate in the WIN Program.
3. All time spent by the SAU worker in arranging for purchased services or any other services for all WIN registrants and their families.
4. Time spent by the SAU worker in providing 60-day counseling to persons who have refused to participate in the WIN Program without good cause.
5. Time spent by county specialized staff providing WIN social services to WIN registrants and their families, such as family planning and home management. If specialized staff are located within the SAU, they must provide services to WIN recipients exclusively.
6. Time spent by the SAU worker in appraising WIN recipients and in the development of employability plans.
7. Time spent in certifying WIN recipients.
8. Time spent in monitoring WIN supportive services.

If a social service worker is providing services to other than WIN recipients in the SAU or is providing non-WIN services, then he should charge that time to the appropriate non-WIN Program on the time study.

Only those services included in the WIN State Plan are reimbursable from IV-C 90/10 funds. Those services are child care, family planning, counseling, employment-related medical and health related care services not available through Title XX, and selected vocational rehabilitation services not funded through the vocational Rehabilitation Agency.

WIN ALLOCATION FORMULA

WIN allocations for the federal fiscal year starting October 1, 1976, will be based on a formula which will include indicators of program effectiveness as well as indicators of program size. The formula will probably include such factors as WIN savings, number of services and appraisals, staffing, number of registrants, and past expenditures.

When the initial allocation for the 1976-77 federal fiscal year is made, counties will have appropriate response time to evaluate their allocation, make any corrections to the data base, and submit requests for revised allocations. Revised allocations for the fiscal year will then be made in the March 1977 quarter. We have been notified by DHEW that California has a "planning estimate" of \$14 million for the federal fiscal year starting October 1, 1976. This is a proposed estimate and has not been confirmed by DHEW.

ELIGIBILITY AND NONSERVICE TIME STUDY, DFA 43

The DFA 43 has been revised for Medi-Cal Simplification by combining the MNO and Medical Indigent lines into a "Medi-Cal" line. Additionally, the Quality Control Nonassistance Food Stamps line has been deleted, as DBP has taken over that function. Line M, Special SSI/SSP Medi-Cal Cards, is to be used to record time spent issuing temporary Medi-Cal cards to SSI/SSP recipients who did not receive their regular Medi-Cal card because of a failure of the SSA system.

ELIGIBILITY TIME SUMMARY AND PROGRAM ALLOCATION RATIOS, DFA 323

The MNO and Medical Indigent lines have also been combined into a single "Medi-Cal" line on the DFA 323. Additionally, the Quality Control Nonassistance Food Stamps line has been deleted on the DFA 323.

MEDI-CAL SIMPLIFICATION

Under Medi-Cal Simplification, MNO and Medically Indigent (MI) cases will now be handled as an integrated Medi-Cal case for purposes of eligibility determination and budget computation. Accordingly, the MNO and Medical Indigent lines on the DFA 43 and DFA 323 have been combined into a "Medi-Cal" line (Line B). Time spent on Medically Needy cases, Medical Indigent cases, and combined Medically Needy/Medical Indigent cases is to be charged to the Medi-Cal line.

Please break out this time between Medi-Cal intake and Medi-Cal continuing functions. These functions are defined on the back of the DFA 43.

FOOD STAMP ATP COSTS

Current federal and state regulations establish that the food stamp certification process ceases after the issuance of the Authorization to Purchase. Thus expenditures for postage, envelopes, and other operating costs incurred for mailing ATPs are certification costs and are to be included on the DFA 325.1, Group II B, as allocable overhead costs.

FOOD STAMP ACTIVITIES FOR MIXED HOUSEHOLDS

As a reminder, food stamp activities performed for pure Nonassistance Food Stamp cases, as well as for AFDC households that include nonwelfare members, Indochinese, Medically Needy, Medical Indigent and General Relief (assistance) recipients, should be charged to Nonassistance Food Stamps.

SSA DISTRICT OFFICE INQUIRIES

As stated in All-County Letter 76-96, SSA has notified California that reimbursement for responding to written inquiries from local SSA offices is limited to only those inquiries relating to the following seven subjects:

1. Verification of AFDC income for deeming - SSA may request counties to verify the amount of the AFDC grant and the amount of family income considered in determining the grant.

2. Verification of AFDC income as assistance based on need - SSA may ask a county to determine the SSI/SSP eligible's share of the AFDC grant.
3. Verification of foster care payments as income to the SSI recipient - When evidence of receipt of foster care payments is present, counties may be asked to provide certain information related to the foster care payment.
4. Determination of access to resources when county is trustee for the recipient - SSA will request the county to provide information regarding the accessibility of resources to the recipient in cases where the county is acting as trustee for the recipient.
5. Processing state deletes in connection with redetermination - During the conversion process it was found that certain cases were ineligible for a grant in December 1973. These cases were processed as state deletes (i.e., ineligible for conversion). If, during a redetermination, a state delete is discovered by SSA, the county may be contacted for more information regarding the deletion.
6. Obtaining acceptable nonmedical, nonlegal evidence regarding incapability of recipient from the state/county as a social agency to determine necessity for a representative payee - In cases where it is deemed necessary, SSA will use the county as a source of information to aid in its determination of the necessity of a representative payee.
7. Rollback - At SSA's request counties will verify whether a recipient was eligible for Aid to the Disabled prior to July 1973. (This project was for the most part completed during 1974.)

Unless the written inquiries are clearly identified to one of these seven activities, they are to be returned to the SSA district office for the proper identification. All written inquiries are to be retained by the counties as documentation for their claim for reimbursement. These limitations to reimbursable subjects do not preclude the counties from establishing mutual arrangements with local SSA offices for responding to inquiries on other subjects or supplying further data as requested. However, there will be no reimbursement from SSA for any activities other than those listed in items 1-7 above. Any additional county welfare department activities will be funded 100 percent by the county.

Time spent by eligibility workers responding to a written inquiry on one of the seven reimbursable subjects is to be recorded to Line H 1 on the DFA 43, Eligibility Time Study. Time spent by eligibility workers responding to telephone inquiries from local SSA offices or responding to written inquiries on subjects other than the seven listed above will be recorded to Line E, OCOP, on the DFA 43.

A-87 PLAN ADJUSTMENTS TO PRIOR YEARS

The purpose of the "roll forward" in the County A-87 Plan is to adjust estimated expenditures to actual expenditures. It is not to be used to adjust for corrections or modifications to the plan. Plan adjustments are to be made against the fiscal year for which the plan was corrected. An adjusted claim is to be filed for each of the appropriate fiscal years. These plan changes should not be made by incorporating them into the roll forward.

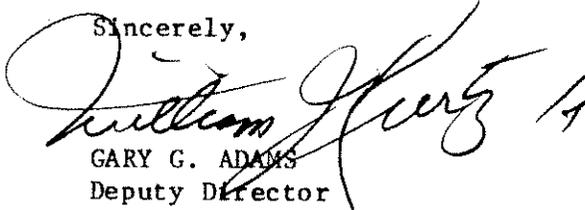
DFA 419

We have been informed that many counties are not entering sufficient information on the DFA 419, Claim Summary Sheet. As the purpose of this form is to provide explanatory data for significant fluctuations (15 percent or more) in costs between claiming periods, it is necessary for counties to provide sufficient explanation for the cost fluctuation. This will alleviate unnecessary telephone inquiries to county staff. In particular, many counties have indicated fluctuations are caused by cash flow problems. In most cases this explanation is insufficient and should be further explained on the back of the DFA 419. For example, if the County EDP Center is unusually late in one quarter submitting a billing to welfare, indicate the cash flow problem is due to internal County EDP Center billing procedures. If the cash flow increase is due to a payment for a purchase of equipment, please indicate this.

At this time we still have not been advised of any new developments in California's SSI/SSP Food Stamp cash-out status. Counties are requested to accept applications, but not to process them until further instructions are issued by Department of Benefit Payments.

If you have any questions on the above material, please contact Ernie Van Sant or Chris Gray at (916) 445-7046.

Sincerely,



GARY G. ADAMS
Deputy Director