

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento 95814

(16) 445-7046



March 12, 1976

ALL-COUNTY LETTER NO. 76-48

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

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This letter is to provide claiming and time study instructions for the April-June 1976 quarter. New time study forms will not be issued for this quarter. Counties should use the time study forms currently in effect dated October 1975 for the DFA 43 and 46 and July 1975 for the DFA 49. However, time study instructions on those forms should no longer be used for the items listed below.

1. WIN-SAU on the DFA 46, Social Worker Time Study.
2. Nonassistance Food Stamp Quality Control on the DFA 43, Eligibility Worker Time Study.
3. IV-D clerical staff and their first-line supervisors on the DFA 49, Child Support Time Study.

Claiming instructions for these three activities plus the interface between Title XX and Title IV-C, Staff Development, Split-Function, and Out-of-Home Care are included in this letter.

WIN-SAU TIME STUDY INSTRUCTIONS

The WIN Redesign Regulations (Title IV-C) are effective with the April-June 1976 quarter. These regulations implement several changes in WIN program activities. A brief outline of the major program changes are listed below. Complete time study instructions begin on page 2.

1. There will be no SAU's in non-WIN counties.
2. In WIN counties, SAU 90/10 funding will be available for all SAU Social Worker time spent with WIN registrants. This is a major departure from previous time study instructions. Formerly, only

WIN assessment time and time spent with recipients who were in WIN components could be charged to the program. If services are purchased, the cost may be direct charged to the WIN program only for services for WIN certified recipients. If the recipient has not been WIN certified, the purchased service must be obtained through Title XX.

3. The Income Maintenance Unit will make good cause determinations for all applicant/recipients other than WIN. There is no provision in Title XX for good cause determinations. Therefore, if a social worker makes a good cause determination, it will be treated as an income maintenance function. This function will be funded through income maintenance.

A county may elect to have either the eligibility workers or social workers perform good cause determinations for non-WIN cases. However, a county may not use both during the same fiscal year. Whichever category of worker the county selects for this activity must remain for the entire fiscal year.

4. The SAU Social Worker will do good cause determinations for AFDC-U fathers who are WIN registered, but not yet certified, who refuse a job offer. This activity will be 90/10 WIN funded.
5. Good cause determinations for certified WIN recipients and all uncertified WIN applicants/recipients who fail to appear for appraisal is an EDD function.

The SAU should, to the greatest extent possible, provide services to only WIN registrants and their families. We realize that the provision for a pure WIN SAU may not be administratively feasible in some counties. Therefore, it is expected some SAU units will provide services to other than WIN registrants and their families. Should this be necessary, the SAU worker must charge time to the appropriate services program other than WIN. However, all SAU workers, to the maximum extent possible, should provide services only to WIN registrants.

- A. The following guidelines are to be used when charging time to WIN on the Social Worker Time Study, DFA 46, line H.

1. All time spent by the SAU social worker providing services to WIN registrants and their families when such services are necessary to enable the registrant to accept employment or participate in the WIN program. The draft WIN regulations define the time the SAU Social Worker spends with the registrant as a direct service. Direct services include counseling (if provided by the SAU worker), conducting or participating in the appraisal interview, reassessment of the need for services as changes occur in the registrant's circumstances, and certification.

2. All time spent by the SAU social worker in arranging for purchased services from WIN funds, Title XX funds, or any other service for all WIN applicants and their families may be charged to the WIN program.
 3. WIN purchased services which may be provided only to WIN certified recipients, include counseling (if purchased), day care, family planning, employment related medical and remedial care, and selected vocational rehabilitation services, when these services are not available through other program sources such as Medi-Cal or Department of Rehabilitation.
 4. If the SAU social worker is providing services to other than WIN applicants and their families, that time is to be charged to the appropriate non-WIN program on the Social Worker Time Study. If the purchased services are provided for other than WIN certified recipients, they must be charged to Title XX or the appropriate non-WIN program.
- B. Time study instructions for good cause determinations for non-WIN cases.
1. If a social worker does good cause determinations, time should be recorded to line K on the DFA 46. Line K is to be labeled "Good Cause Determination." These hours are to be accumulated on the DFA 47, Line K, and labeled "Good Cause Determination." However this time is not to be included in the total hours on the DFA 47, Column 1. This time should then be carried forward to the DFA 323, AFDC, A2, continuing. That portion of the salary applicable to the percentage of time spent on good cause determinations would be claimed on the DFA 325.1, Group I B as an allocable eligibility cost. When completing the DFA 403, Reconciliation of Time Studies, the salary and completed time study are to be counted only under Section A - Allocable Services, Lines 1 and 2. Do not count that portion of his salary or time transferred to the Eligibility/Nonservice pool.
 2. If good cause determinations are made by the eligibility worker, the time should be charged to AFDC on the DFA 43, line A2 continuing.
- C. Time study instructions for good cause determinations for WIN cases.
1. The time spent by the SAU social worker determining good cause for AFDC-U WIN fathers who are not WIN certified but are WIN registrants should be charged to WIN. This cost will be funded out of Title IV-C.

INTERFACE BETWEEN TITLE IV-C AND TITLE XX

Services not available under the WIN program may be provided through Title XX for all WIN applicants and their families. If services are provided through Title XX, an application for social services must be

completed. The counties may use the simplified application method since the eligibility for services has already been established for WIN recipients.

If Title IV-C WIN funds are exhausted by a county, the county's Title XX funds may be utilized to provide services to WIN recipients and their families. However, under no circumstances is a county to transfer funds between Title XX and Title IV-C. When a county provides Title XX services to a WIN recipient and his family, the costs for those services are to be deducted from the county's Title XX social services funds. The applicant can no longer be considered a WIN recipient but must be provided services in the same manner as any other Title XX applicant.

NONASSISTANCE FOOD STAMP QUALITY CONTROL

Effective with the April-June 1975/76 quarter time study, no time is to be recorded on line H, Quality Control Nonassistance Food Stamps, on the Eligibility Worker Time Study, DFA 43. As stated in All-County Letter No. 75-243, the food stamp quality control review functions were assumed by the Department of Benefit Payments on January 1, 1976. Counties will receive no funding for this function after March 31, 1976. Any costs incurred by counties for this function after that date will be funded from the county's General Relief program. Line H is to be blacked out on the DFA 43.

CLAIMING FOR SPLIT FUNCTION - TITLE IV-D

1. Title IV-D Split Function - Clerks and First-Line Supervisors

We have recently received permission from Social and Rehabilitation Services (SRS) for clerical staff and their first-line supervisors, performing fiscal or clerical activities, to perform both Title IV-D, Child Support, and Title IV-A, Income Maintenance, activities. However, this does not include permission for case workers (eligibility workers and social workers) to perform split IV-A/IV-D functions. Only clerical staff such as budget clerks, account clerks, general clerks, etc., that do not qualify as case workers, may perform these split function activities.

Time spent by clerks performing IV-D fiscal service activities, as defined in All-County Letter No. 75-210, should be recorded on the DFA 49, Child Support Time Study. That portion of their salary would then be claimed in the Allocable Child Support salary pool, DFA 325.1, Group I C. Any remaining time spent by these clerks on IV-A clerical activities should be recorded on the DFA 49, Line 8, Non-Child Support, and that portion of their salary included in the clerical support salary pool, DFA 325.1, Group II A1.

2. Title IV-A/IV-D Split Function - Eligibility Workers

There are currently no provisions in federal regulations to allow IV-D funding for IV-A eligibility workers performing split functions. However, DBP is seeking federal approval for a waiver to allow small counties to engage in split-function activities for IV-D. This waiver would ask for approval for those counties considered to be sparsely populated and with a small administrative staff. Counties who feel they fall within the above definition should direct their request for a waiver to:

Department of Benefit Payments
 Financial Planning
 M.S. 13-77
 744 P Street
 Sacramento, CA 95814
 Attention: Evelyn Fisher

CLAIMING FOR SPLIT FUNCTION - COUNTY WELFARE DEPARTMENT ACTIVITIES OTHER THAN IV-D

The split function claiming method was designed for a county welfare department employee working on more than one functional category (services, eligibility, administration). Its purpose was:

1. To allow a county considered to be sparsely populated and with too small of an administrative staff to function in a feasible manner.
2. To allow for proper funding when an employee is changing jobs as outlined in Section 25-815.33 of the Fiscal Manual. Please refer to this manual section for reimbursement procedures.

The split function method is not intended to allow counties to perform a combination of eligibility, services, and administrative duties. Rather, it is intended to be used sparingly and only in justifiable circumstances where county staffing necessitates one or two workers performing in more than one functional category, or if a worker changes jobs during the quarter. Prior approval is necessary if county staffing necessitates a worker performing under more than one functional category.

INCOME MAINTENANCE STAFF DEVELOPMENT

Until further notice, counties are to claim staff development costs for Income Maintenance functions in accordance with instructions contained in Fiscal Manual Section 25-821.4. In order to claim salaries for Income Maintenance workers participating in staff development training, the employees must be in full time training for a minimum of four consecutive weeks. Income Maintenance Staff Development regulations differ from those for social services.

SERVICES STAFF DEVELOPMENT COSTS

In order to claim salaries of Social Service Workers participating in staff development training, the employees must be in full time training for a minimum of eight consecutive weeks. Please refer to All-County Letter No. 75-270 for additional claiming instructions for Social Services Staff Development.

OUT-OF-HOME CARE - SSA AND TITLE XX

Counties should be aware of the difference between out-of-home care activities funded through SSA and out-of-home services for adults funded under Title XX.

1. Out-of-Home Services for Adults - Title XX

Time recorded to this category is by social workers determining the need or lack of need for out-of-home care for adults including SSI/SSP applicants or recipients. This is a social service function funded under Title XX and cannot be performed by an eligibility worker. Activities allowable under Title XX Out-of-Home Services for Adults are listed on page 49 of California's Comprehensive Annual Services Program Plan. Social worker time spent on these activities is charged to lines B3, C3, or F3 on the DFA 46 for SSI/SSP, MNO, or Income Eligible recipients, respectively.

2. Out-of-Home Care - SSA

Time recorded to this category is by social workers completing the SSA Form 8221 at the request of the local SSA office. Only time spent in completing the SSA 8221, formerly the SSA 1620, is to be charged to line G, SSI/SSP Out-of-Home Care on the DFA 46.

WITHOUT REGARD TO INCOME

During the past quarter, excessive amounts of time have been recorded on the Social Services Time Study, DFA 46, to the category Without Regard to Income. If Protective Services or Information and Referral Services are provided to recipients within the aided categories (AFDC, MNO, or SSI/SSP), the social worker's time should be recorded accordingly.

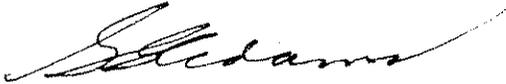
IMPORTANT REMINDERS

1. There is no longer a Medical Indigent Program within Social Services. Those recipients who qualify may receive social services as Income Eligibles under Title XX.

2. Time spent by social workers recruiting or assessing BHI or foster care homes is to be charged to the appropriate Title XX Social Service Program. This time is not to be charged to Licensing, Line L, on the DFA 46.
3. The salaries and time recorded by WIN-SAU workers colocated at EDD offices should not be included on the DFA 403, Reconciliation of Time Studies to Allocable Salary Pools. However, if the WIN-SAU worker is located in the CWD both his time study and salary are to be included on the DFA 403.

If there are any questions, please contact Ernie Van Sant or Laura Williams at (916) 445-7046.

Sincerely,



GARY G. ADAMS
Deputy Director

cc: CWDA