

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



April 21, 1978

ALL-COUNTY LETTER NO. 78-11 (Financial Management Services)

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

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide claiming and time study instructions for the April - June 1978 quarter. Included are time study instructions for AB 922 Homemaker/Chore Services, Adoptions, and Child Support. The DFA 327.6, Social Services Fund Distribution Report, has been revised to include a "State Use Only" grid to summarize Title XX costs for the purpose of applying allocation controls to those costs. In addition, several administrative expense claim forms have been revised to reflect other claiming modifications or clarifications contained in this letter. Revised forms will be forwarded under separate cover.

The following Administrative Expense Claim forms are to be used to complete the June 1977/78 quarter claim.

<u>Form</u>	<u>Revision Date</u>
DFA 46	4/78
DFA 47	4/78
DFA 43	4/78
DFA 323	3/78
DFA 49	4/78
DFA 325.1	4/78
DFA 325.1A	6/76
DFA 325.2	4/78
DFA 325.2A	4/78
DFA 325.3	7/77
DFA 327.1	4/78
DFA 327.2	3/78
DFA 327.3	4/78
DFA 327.4	4/78
DFA 327.5	4/78
DFA 327.6	4/78
DFA 327.7	3/78
DFA 327.8	4/78
DFA 327.9	4/78
DFA 403	8/76
DFA 419	7/76
DFA 396	10/75
DFA 394	10/75

GEN 654 (2/75)

AB 922 HOMEMAKER/CHORE

This is to provide fiscal claiming instructions for county welfare administrative expense for AB 922 Homemaker/Chore services, i.e., In-Home Supportive Services (IHSS), to the severely impaired individuals effective April 1, 1978. Fiscal instructions for the period January through March 1978 were issued previously to counties in All-County Letter No. 78-8 dated March 17, 1978.

AB 922 became effective January 1, 1978, and provides State funding for Homemaker/Chore services and for continuing Medi-Cal eligibility for severely impaired individuals who (1) were once eligible for SSI/SSP benefits as disabled individuals but were discontinued because they engaged in substantial gainful activity, (2) continue to suffer from mental or physical impairments which were the basis of the disability determination, and (3) meet the definition of severely impaired in accordance with IHSS regulations.

Homemaker/Chore services provided to these individuals are not eligible for federal financial participation. Therefore, costs to be recorded for this new group of eligibles must be accounted for separately from current Homemaker/Chore costs.

Time Study Instructions

Only the following county staff may time study to AB 922 Homemaker/Chore.

1. Homemaker persons who are welfare staff engaged in the actual provision of Homemaker/Chore services to AB 922 recipients.
2. The first line supervisors of Homemaker staff described in 1 above.

Note: Supervisory functions to be time studied to AB 922 Homemaker/Chore are limited to the actual inspection of the duties performed by county AB 922 Homemaker staff.

3. Social services workers engaged in assessing the need for Homemaker/Chore services for AB 922 applicants who do not qualify for services under the Title XX Income Eligibles category.

All time study hours charged to AB 922 are to be recorded on Line Q of the DFA 46, carried to the DFA 47 Social Services Time Study Summary, and used to allocate costs to AB 922 Homemaker/Chore throughout the applicable portions of the administrative expense claim.

Direct Costs

The following direct costs are to be identified and claimed to AB 922 on the DFA 325.3, Group III, A2, Operating, or A3, Purchase of Service, whichever, is applicable.

1. Homemaker/Chore payments made directly to the severely impaired AB 922 recipient.

2. Payments made to individuals under contract to the welfare department who provide Homemaker/Chore services to AB 922 recipients.
3. Salaries and benefits of part-time hourly Homemaker workers who are employees of the welfare department; who are not fully vested employees under Merit System standards; and who are engaged in providing Homemaker/Chore services to AB 922 recipients.
4. Payments made to contract agencies for the provision of Homemaker/Chore services to AB 922 recipients.

Medical Determinations Necessary to Establish Eligibility for AB 922 Homemaker/Chore Services

Procedures for determining if an applicant is eligible for AB 922 Homemaker/Chore services are set forth in Options A and B contained in Social Services Letter 78-5 dated January 17, 1978. If, after completing these procedures, it is the county's judgment that further verification is necessary, counties should follow procedures contained in Section four (4) of Attachment "A" of Social Services Letter 78-5.

Medi-Cal Costs

AB 922 recipients will maintain their Medi-Cal eligibility. Vendor costs relating to those cases will be tracked by the State via their individual Medi-Cal card numbers. The purpose of this tracking is to provide information for use in maintaining State records for audit and reporting purposes. Administrative costs of Medi-Cal activities relative to AB 922 cases should be immaterial. In addition, there is no special funding for medical costs. Therefore, counties will not be required to separately identify those costs on the administrative expense claim.

AB 922 Homemaker/Chore Funding

Homemaker/Chore costs incurred by the counties through provisions of AB 922 will be reimbursed 100 percent out of the current State Homemaker/Chore budget. Medi-Cal costs will be funded out of current Medi-Cal funds at the normal sharing rate.

ADOPTIONS

California Administrative Code, Title 22, Chapter 4, Section 30527(c)(3) states that services may be provided and claimed by public adoption agencies for children in preadoptive care for a reasonable period of time.

Previously, DOH had established that a reasonable period of time should not exceed 120 days. Agencies have indicated that, in some cases, this is insufficient time to prepare a child and recruit a suitable home. Consequently, DOH has increased the 120 days to 180 days effective with the April - June, 1978 quarter.

Time spent by social workers providing services to children within 180 days after they have been completely freed for adoption shall be charged to Adoptions, Item J, Line 2, Services to Children (Preplacement) on the DFA 46, Social Services worker time study.

Services provided to children who have been completely free for adoption for over 180 days, or who cannot be placed because of severe problems, must be recorded to the appropriate Title XX category. Exceptions to the 180 day rule will only be made where a definite plan for adoptive placement has already been made and documented in the case record. For program instructions, counties should refer to Social Services Letter No. 2/78, dated March 21, 1978.

IV-D CHILD SUPPORT

With the exception of IV-D welfare fiscal, all IV-D Child Support activities previously performed by welfare have been transferred to the District Attorney.

IV-D welfare related fiscal activities are defined as activities performed by staff involved in handling support obligations collected by the District Attorney's office including calculating recoupment pass-on, and disbursement of funds to the proper parties.

Therefore, effective April 1, 1978, only the following staff performing IV-D welfare related fiscal activities are to time study on DFA 49 Child Support Time Study for IV-D activities:

1. Self Processing Staff:
 - a. First Line Supervisors.
 - b. Clerical Staff.
2. Budget Computation Staff or Clerical Staff.
3. First line supervisors of staff in 2. above.
4. Eligibility Workers or Social Workers performing in any one of the above capacities on a full-time basis.

All time recorded by the above staff while performing IV-D welfare related fiscal activities will be charged to Line 1, AFDC on the DFA 49. The time spent performing any function not related to welfare will be charged to Line 2, Non-child support with approval from the individual's supervisor.

TITLE XX WITHOUT REGARD TO INCOME (WORTI)

Analysis of time study hours reported by the counties on the DFA 47, Social Services Time Summaries revealed a significant shift in Title XX services hours from AFDC to Without Regard to Income (WORTI). Contacts with several counties indicated a need for clarification of when to time study to WORTI vs. Other Title XX categories. Therefore, time study instructions have been expanded as follows:

Without Regard to Income Recipients are individuals who receive the following services without regard to their income and who are not under the AFDC, SSI/SSP or MNO Programs. There is no need for recipient certification to receive the following services.

1. Appeals/Fair Hearings - Functions include the following activities, subsequent to a filing for fair hearing: Prehearing contact with the claimant; attempt to resolve difficulty; explanation of fair hearing rights and procedures; preparation of county position statement; fair hearing activities; posthearing contact with DBP when requesting a rehearing. Record all time to Category E, WORTI, 2., Appeals/Fair Hearings, on the DFA 46, Social Services Worker Time Study.
2. Information and Referral - Activities performed by social service staff to enable persons to have current and accurate knowledge about the available public and private resources available to help alleviate socio-health problems; short-term help to enable persons to identify and gain access to resources appropriate to their needs. Record all time to Category E, WORTI, 3., All Other Services, on the DFA 46, Social Services Worker Time Study.

Note: Time spent in performing the services below must be only for those cases for which a goal of protection has been established. These services must be directed toward that goal of protection. For definitions of specific service, refer to the state and county's services plan.

1. Family Planning Services - FAMILY PLANNING SERVICES PROVIDED TO WITHOUT REGARD TO INCOME RECIPIENTS, MAY ONLY BE PROVIDED TO THOSE RECIPIENTS WHO ARE ACTIVELY RECEIVING PROTECTIVE SERVICES FOR CHILDREN OR COURT-ORDERED OUT-OF-HOME CARE FOR CHILDREN. Record all time to Category E, WORTI, 1, 1., Family Planning, on the DFA 46, Social Services Worker Time Study.
2. Protective Services for Children - Record all time to Category E, WORTI, 3., All Other Services, on the DFA 46, Social Services Worker Time Study.
3. Protective Services for Adults - Record all time to Category E, WORTI, 3., All Other Services, on the DFA 46, Social Services Worker Time Study.
4. Child Care Services - CHILD CARE SERVICES PROVIDED TO WITHOUT REGARD TO INCOME RECIPIENTS MAY ONLY BE PROVIDED TO THOSE RECIPIENTS WHO ARE ACTIVELY RECEIVING PROTECTIVE SERVICES FOR CHILDREN OR COURT-ORDERED OUT-OF-HOME CARE FOR CHILDREN. Record all time to Category E, WORTI, 3., All Other Services, on the DFA 46, Social Services Worker Time Study.
5. Health Related Services - HEALTH RELATED SERVICES PROVIDED TO WITHOUT REGARD TO INCOME RECIPIENTS MAY ONLY BE PROVIDED TO THOSE RECIPIENTS WHO ARE ACTIVELY RECEIVING PROTECTIVE SERVICES FOR CHILDREN OR COURT-ORDERED OUT-OF-HOME CARE FOR CHILDREN. Record all time to Category E, WORTI, 3., All Other Services, on the DFA 46, Social Services Worker Time Study.

6. All Other Services - Other Title XX optional services as provided for in county's services plan. Record all time to Category E., WORTI, 3., All Other Services, on the DFA 46, Social Services Worker Time Study.

EXPLANATION OF CLAIMING FORM CHANGES

1. The DFA 46 Social Services Worker Time Study was changed to include Line O, Indochinese and Line Q, AB 922 Homemaker/Chore and a blank line in each program category for use in emergency situations upon instructions from DBP. The DFA 327.5 was also changed to include the blank line in each Title XX Program. Time study instructions for the Without Regard to Income category were expanded and clarified.
2. The DFA 47 Social Services Time Study Summary was changed to include Line O, Indochinese and Line Q, AB 922 Homemaker/Chore.
3. The DFA 43 Eligibility and Nonservice Time Study was changed to include Line M, Indochinese - Non-AFDC.
4. The DFA 49, Child Support Time Study, was changed to eliminate all but fiscal activities and staff performing those activities as allowable and to delete Non-AFDC activities as a time study category.

Note: Instructions on Item A, Line 3, of the DFA 49 should be corrected to read, "First line supervisors of staff in 2 above."

5. DFA 325.1 Expenditure Schedule and Certification Group II Computation, Item 3, DFA 327.8, Child Support and the DFA 325.2 Group III,C, were changed to reflect the change in the DFA 49 Child Support Time Study.
6. The DFA 325.2A, DFA 327.1, DFA 327.3, and DFA 327.6 were changed to reflect the addition of the AB 922 Homemaker/Chore Program. Included on the DFA 327.6 is Line O for Indochinese Services and a "State Use Only" grid to summarize Title XX costs for the purposes of applying allocation controls to those costs. Within that grid, Title XX Other and Title XX Homemaker/Chore costs will be summarized and funding limitations will be applied by the Claims Audit and Control Section, DBP.
7. The DFA 327.4 was changed to correct the designation of the Food Stamp Modification from C to B.
8. The DFA 327.9 was changed to reflect changes made to the DFA 46, 49, and 43 time study forms.

REPORTING REMINDERS

1. DFA 419 - 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.

2. Prior Year/Prior Quarter Adjustments. All prior year or prior quarter adjustments submitted to the DBP by the counties should include letters and/or back-up material explaining the reason for the adjustment.
3. EPSDT. This is a reminder to those counties who are utilizing clerical staff to perform EPSDT activities. Only that clerical staff spending one-hundred percent of their time performing case work activities may be time studied to EPSDT. That is, they may not perform support-type activities such as general clerical functions. If those staff are performing general clerical functions they are to be claimed as clerical support costs on the DFA 325.1, Group II, A1.

If you have any questions concerning this letter please contact Judy Thompson, Mark Salomon, Laura Williams or your fiscal representative at (916) 445-7046.

Sincerely,



R. E. REICH
Deputy Director

cc: CWDA