

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
916/445-7046



September 29, 1980

ALL COUNTY LETTER NO. 80-58

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

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE CLAIM

This is to provide claiming instructions for the July-September 1980/81 quarter. Included are instructions applicable to In-Home Supportive Services maximum payment per case, restaurant meal allowance maximum; WIN Child Care; DFA 403 modification; claiming of space costs; staff development; Cuban Phasedown Program; and Foster Care Program - Title IV-A. In addition, we have included procedures for submission of Public Vouchers for Purchase and Services Other than Personal (SF 1034), and prior period claims.

The following claim forms are to be utilized for the July-September 1980/81 quarter claim and are being forwarded to the counties under separate cover.

<u>FORM</u>	<u>REVISION DATE</u>	<u>FORM</u>	<u>REVISION DATE</u>
DFA 325.1	7/78	DFA 327.7	7/80
DFA 325.1A	10/78	DFA 327.7A	(optional)
DFA 325.2	1/80	DFA 46	7/80
DFA 325.3	7/79	DFA 47	10/79
DFA 325.4	7/80	DFA 43	7/79
DFA 327.1	7/80	DFA 323	7/79
DFA 327.2	7/80	DFA 403	8/80
DFA 327.3	7/80	DFA 50	7/79
DFA 327.4	7/80	DFA 419	7/78
DFA 327.5	7/80	DFA 394	7/79
DFA 327.6	10/79	DFA 396	7/80

IHSS Maximum Monthly Payments

Effective July 1, 1980, the maximum payments allowable per IHSS case are \$532 for nonseverely impaired and \$767 for severely impaired individuals.

NOTE: Effective July 1, 1980, the restaurant meal allowance increased to \$44 per month for each individual. (Effective January 1, 1981, this amount will be reduced to \$43 per month for each individual.)

WIN Child Care

Effective July 1, 1980, the maximum reimbursement rates for WIN Child Care have been changed to:

1. For children two years of age and older, reimbursement is available at \$1.48 per child/hour or program cost, whichever is less. (Please disregard information provided on DFA 396, a/.)
2. For children under two years of age, reimbursement is available at \$1.77 per child/hour or program cost, whichever is less.

The reimbursement rates per child/hour are not to be computed by an averaging method. The reimbursement rates apply to each case.

DFA 403 Modification

The DFA 403 has been modified subsequent to All-County Letter No. 80-39. The DFA 403 (Rev. 8/80) will capture the number of clerical and administrative staff whose salaries are being claimed in the support salary pools on the DFA 325.1, Group II, A1 and A2 as well as the full time equivalent (FTE) information in this area. Continue to reference All-County Information Notice 1-13-77 for determining eligibility and service staff FTEs and All-County Letter No. 80-39 for determining FTE support staff.

Space

(The following instructions are issued in accordance with the information contained in All-County Letter No. 80-40, July 11, 1980.)

All space costs are to be itemized by facility address and amounts claimed under Group II, B-1, Space.

Costs which are reflected in the Countywide Cost Plan Space Schedule and which are direct billed or cost applied to Welfare should be claimed on a current basis. For any space allocated to Welfare on the Countywide Cost Plan Exhibit of costs, amounts claimed must be the same as amounts shown in the approved Cost Exhibit. Claiming for any fluctuations to allocated space which may occur after the Cost Plan has been approved (change in percentage of occupancy, new occupancy of facilities or vacating of facilities) will be reflected through the roll forward mechanism.

Staff Development

Due to a recent review by the Department of Health and Human Services (DHHS) and this department, it has been determined that several counties have formalized staff development programs which are directly benefiting the Medi-Cal Program. Thus, effective with the July-September 1980/81 quarter, the DFA 325.4 - Staff Development Distribution, has been revised to allow for the allocation of training costs to the Medi-Cal Program for those counties which have a full-time (four weeks or longer) Medi-Cal staff development program.

The Staff Development Time Study (DFA 50) will continue to be used as the basis for allocating training costs to social services and eligibility. This will be done in Part A of the DFA 325.4.

Salaries and benefits of staff attending AFDC or Medi-Cal training for four consecutive weeks or longer and staff in social services training for eight consecutive weeks or longer are to be charged directly to the appropriate program. (NOTE: Only salaries and benefits of staff attending pure Medi-Cal training for four weeks or longer are to be charged to the Medi-Cal Program. Medi-Cal training that is a component of AFDC training is to be considered AFDC training.) The training costs allocated to eligibility in Part A will then be distributed to AFDC and Medi-Cal, based on the proportion of salaries and benefits of eligibility staff in full-time training. This process will occur on the DFA 325.4, Part B.

Additionally, it was also determined that there is little or no direct formalized or full-time staff development provided to county welfare department EPSDT Units. Therefore, effective with the July-September 1980/81 quarter, Social Services training costs will no longer be allocated to the EPSDT program. This change is reflected on the DFA 327.1.

Cuban Phasedown Program

All-County Letter No. 80-23 notified counties of claiming changes in the Cuban Phasedown Program for FFY 1980. The DFA 327.4, Modification B - Cuban - AFDC Reimbursement, Column 4 has been revised to reflect the 100% FFP which was available under the adjusted funding option for those Cuban Refugees on the phasedown program. Columns 5, 6, and 7 have been blocked out. At this time we do not know if sufficient funds will be available under this funding option for phasedown Cuban Refugees for FFY 1981. Counties will be notified as soon as possible of any changes in the FFP for FFY 1981.

Foster Care Program - Title IV-A

All-County Letter No. 80-39, dated June 26, 1980, instructed counties that effective with the July-September 1980/81 quarter, Social Services staff were to separately identify time spent on certain Social Service activities relating to the determination of Federal BHI eligibility, on Line Q of the DFA 46 - Social Services Time Study. Due to the uncertainty of the funding source for these activities, the county administrative expense claim was not revised to include a separate line for the IV-A Foster Care Program. Therefore, counties are instructed to use the blank Line Q on the DFA 47 - Social Services Time Study Summary and the DFA 327.1 - Social Services Program Distribution, by writing in "Foster Care Program - Title IV-A".

At this time, these activities will continue to be reported under Title XX - Other County Social Services (OCSS). The counties are instructed to total DFA 327.1, Lines C, O, and Q. That total will be entered on the DFA 327.5, Title XX - OCSS, Line C.

In the event that Title IV-A funding becomes available, all necessary adjustments to the county administrative expense claim will be completed by the Department of Social Services. In either case, the federal and/or state shares of these activities will be subject to the counties' OCSS allocation limitation.

Submission of Public Vouchers for Purchase and Services Other Than Personal (SF 1034)

The purpose of the SF 1034 is to serve as a federal payment document; therefore, counties must submit an original and one copy of this form for audit with the administrative claim for any food stamp costs paid prior to October 1, 1974.

On the SF 1034 counties should identify the following description under the category Articles or Services:

"Payment of certain costs incurred in the certification of Non-Assistance Households, Food Stamp Programs. Records are available in the files of the State Agency to support these costs."

If this statement or a similar description is omitted, the SF 1034 will be returned to the county, thereby, delaying federal reimbursement.

SF 1034 forms may be requested through written communication to the Department of Social Services:

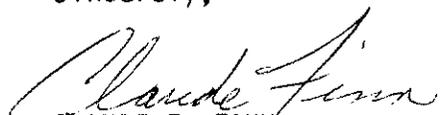
Department of Social Services
Warehouse
6150 27th Street
Sacramento, CA 95822

Prior Period Claims

All prior year or prior quarter adjustments submitted to DSS by the counties should include cover letters or back-up documentation explaining the reason for the adjustment.

All questions concerning this letter should be directed to County Fiscal Administration Bureau, Department of Social Services, at (916) 445-7046.

Sincerely,


CLAUDE E. FINN
Deputy Director
Administration

cc: CWDA