

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 323-0267



July 8, 1981

ALL-COUNTY LETTER NO. 81-69

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY DISTRICT ATTORNEYS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide time study instructions for the July through September 1981 quarter. Included are instructions applicable to the CPS Emergency Response, Child Welfare Services, Refugee Resettlement, Licensing, Food Stamp Fraud, Foster Care and Medi-Cal Programs. Please note that many of the changes specified below are contingent upon approval of the Governor's Budget. Thus, the time study instructions have been developed accordingly and may be subject to change.

The Social Services Time Study (DFA 46) and the Eligibility and Non-Service Time Study (DFA 43) will be revised effective July 1981.

CPS Emergency Response

ACL 81-32 and 81-40 notified counties that the definition of what constitutes an emergency response had been expanded. Specifically, include on the DFA 46, Line E, time spent by social service staff in assessing those cases when a child is brought to an emergency shelter care facility by law enforcement or another person. It should be emphasized that emergency response funds were not intended to fund routine shelter intake and record keeping. Only the time spent by the social worker on the following activities is allowable.

1. Determining the circumstances which prompted the removal of the child.
2. Determining the immediate needs of the child and the resources available.
3. Considering and/or arranging for services which may provide an alternative to emergency shelter care.
4. Development of case records including assessment and service plan.

It should be understood that this activity is recognized as an emergency response activity only when it includes face-to-face contact with the available parent or caretaker by a social worker. It is intended to address those limited emergency situations where contact by a social worker is not possible prior to the child's arrival at the emergency shelter, and the county has fully implemented the basic emergency response program.

Child Welfare Services

It has come to our attention that counties are unclear as to the allowable services under Title IV-B, specifically MPP Section 10-320.15. As a result, the "specialized needs" category has been clarified as follows:

1. If the need is otherwise covered under AFDC, Medi-Cal or another more specific funding source, counties must utilize that funding source instead. Potential sources should include the California's Children's Services Branch of the Department of Health Services which has funds available for treatment of some children's physical disabilities not covered by Medi-Cal including orthodontics. The county should also keep informed of other community resources potentially available.
2. Services necessary for the social adjustment of the individual child should receive an administrative confirmation if that service is not fundable under the above alternative funding sources and the county intends to use IV-B funds.
3. Documentation of all alternative service resources explored, contacted and the results must be included in the case record when IV-B funds are used.

Services not addressed in MPP Section 10-320 require approval in advance by the Operations Bureau of the Family and Children's Services Branch. The request for approval may be written or by phone. Approval must be on a case-by-case basis and documented in the case record.

Refugee Resettlement Program

As you are aware, the continued availability of federal funding for social service activities is still uncertain. In the event the Department is unsuccessful in securing the federal funding required, counties will be allowed to reclaim expenditures for Refugee Resettlement Program services against other social services programs for which eligibility requirements have been met.

In addition to the federal funding shortage issue, the time study has been revised to reflect anticipated budget language which limits the amount of Title XX services, as defined in each county's CASP, that can be provided to refugees.

Therefore, the DFA 46, Line I instructions for the Refugee Resettlement Program have been changed to separately identify the cost of those Title XX services and non-Title XX services.

Licensing Program

Instructions on the Social Services Time Study (DFA 46) have been revised to include only the activities relating to the licensing of foster family homes. However, subsequent to this revision Assembly Bill 251 provided for the licensing of family day care homes. Therefore, contrary to instructions on the July 1, 1981 revision, the following social service activities relating to the licensing of family day care homes should be included on the blank Line T.

Licensing - Family Day Care Homes

Include in this category time spent by workers licensing new family day care homes and insuring the compliance with program requirements once licensed.

Activities include:

1. Preapplication - Provision of information related to licensing requirements which facilitates the development of new family day care homes.
2. Application - Evaluation of initial application and verifying the suitability for licensing through case review and the required on-site evaluation.
3. Renewal - Evaluation of renewal application and site visit if there is an outstanding deficiency at renewal. No other renewal site visit is required. (Site visits not required for AB 1368 pilot counties.)
4. Complaints/Legal Remedy - The follow-up of complaints or deficiencies, including any legal action required by regulation and statute.
5. Ongoing Activities - The maintenance of a list of licensed family day care homes.

Fraud

Implementation of the following policy is subject to both federal approval and budget approval. Counties will receive an All-County Letter officially implementing these provisions. However, in the interim, the time study instructions contained below should be followed in order to allow claiming should funding approval be provided.

As a result of 7 CFR, Part 277, food stamp fraud activities are eligible for 75 percent federal funding. The nonfederal share will be split 50 percent state, 50 percent county thereby reducing state and county share (25 percent to 12-1/2 percent). These activities subject to the 75 percent FFP include the cost of: fraud investigation, prosecution, and the appropriate indirect costs relating to these activities. Implementation of these provisions will result in a number of major changes; 1) indirect costs associated with district attorney investigators previously not reimbursed will be eligible for the 75 percent funding for NAFS and 50 percent funding for AFDC, 2) nonassistance food stamp

prosecution activities previously unallowable will be eligible for the 75 percent reimbursement, 3) all welfare fraud investigators previously direct charged will time study in the same fashion as casework staff, and 4) the food stamp portion of PA cases will be broken out and funded at the 75 percent level from FNS. Claiming activities to the appropriate program applies to all fraud activity, however, the increased funding and the prosecution activity applies only to food stamp fraud.

Consequently, in anticipation of federal and budget approval, the appropriate time study changes will be made effective July 1, 1981.

A. County Welfare Department

With respect to county welfare departments, a separate salary pool will be added containing salaries of welfare fraud investigators. The indirect costs will be allocated along with salaries of all CWD investigators to the appropriate programs.

Allowable welfare fraud investigation activities include investigators who have received a case referral and are investigating and analyzing facts necessary to determine if there is sufficient evidence to warrant civil or criminal prosecution.

A number of time study and claim changes have been made. Specifically, welfare fraud investigators should report time spent on pure AFDC fraud cases on the DFA 43, Line A4. Time spent investigating pure nonassistance food stamp fraud costs should be reported on Line F3. For those joint AFDC/FS fraud cases, investigators should report their time to Line R and note "AFDC/FS Fraud" on that line.

Until such time as a new time study is developed, counties should utilize the DFA 43 which has been revised to reflect these new policies.

B. District Attorney's Office

With respect to allowable district attorney activities, fraud investigation and food stamp prosecution time must be supported by appropriate records. However, recognizing that prosecution activities are usually sporadic, prosecuting attorneys should time study on a monthly basis. Associated indirect costs for both district attorney investigators and prosecutors must be determined in accordance with A-87 requirements. Please note that prosecution time and its associated indirect costs is limited to food stamp fraud only.

Allowable district attorney fraud investigation activities are the same as welfare fraud investigation activities. Allowable prosecution activities are those activities involved in the criminal or civil prosecution of food stamp fraud from the time a complaint is filed until the final adjudication of the case.

Foster Care Information System

Implementation of the Foster Care Information System has been temporarily postponed. Time study instructions on the Eligibility and Nonservice Time Study (DFA 43) and the Social Services Worker Time Study (DFA 46) should be disregarded until further notice.

Medi-Cal Program

It has come to our attention that those counties participating in the Department of Health Services' Dual Choice Program are unclear as to where that activity should be reported. All dual choice activity should be reported on the DFA 43, Line C1, Medi-Cal Intake.

All questions concerning this letter should be referred to your fiscal consultant at (916) 323-0270 or ATSS 8-473-0270.

Sincerely,


FOR CLAUDE E. FINN
Deputy Director

cc: CWDA