

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



April 25, 1986

• ALL-COUNTY LETTER NO. 86-32

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

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

This is to provide time study instructions for the April - June 1986 quarter. Included are clarification for charging time spent on Quality Control and Quality Assurance activities and time study instructions related to the Refugee Resettlement Program.

Quality Control / Quality Assurance

In response to a number of questions from counties concerning Quality Control (QC) and Quality Assurance (QA) activities for Income Maintenance programs, the following is provided. As you are aware, each county is provided a separate allocation for the sole purpose of performing QC for AFDC-FG/U. Thus, QC for AFDC-FG/U is time studied as a separate and distinct activity. However, counties are not provided separate allocations for QC activities for programs other than AFDC-FG/U and for QA activities. These activities are time studied to the applicable program in conjunction with other intake or continuing activities, as appropriate. Definitions of QC and QA activities and detailed time study instructions follow.

QUALITY CONTROL

Eligibility and Nonservice Time Study (DFA 43)

Quality control activities are those activities performed after the issuance of financial assistance or benefits or a negative case action. The purpose of a QC review is to determine if the proper benefit was issued in the correct amount to an eligible recipient or if the reason given for the negative case action was correct. These activities include, but are not limited to case reviews, desk audits, third-party verifications, and home visits related to case reviews.

1. For AFDC-FG/U: Charge time spent for quality control activities to the Quality Control function (Line A3, DFA 43).
2. For other programs: Charge time spent on quality control activities to the appropriate program's Continuing function.

QUALITY ASSURANCEEligibility and Nonservice Time Study (DFA 43)

Quality assurance activities are review activities performed prior to a financial assistance payment or benefit issuance to a recipient or a negative case action. The purpose of QA activities is to ensure that eligibility and benefit determinations are appropriate and accurate prior to the payment or denial of benefits. These activities include, but are not limited to, reviewing the documentation, the appropriateness of eligibility determinations, and the correctness of computations.

1. For quality assurance activities associated with an initial eligibility determination, charge time spent to the appropriate program's Intake function.
2. For quality assurance activities associated with the maintenance of financial assistance or benefits, such as eligibility redeterminations, charge time spent to the appropriate program's Continuing function.

REFUGEE RESETTLEMENT PROGRAMEligibility and Nonservice Time Study (DFA 43)

As a result of the federal Balanced Budget and Emergency Deficit Control Act of 1985 (Public Law 99-177), the Federal Office of Refugee Resettlement (ORR) is anticipating a 4.3 percent reduction in grants to states for cash assistance, medical assistance, and related administrative costs. Therefore, ORR has advised this Department that reimbursement for costs of providing assistance to refugees under AFDC, Medicaid, SSI and General Assistance programs will be limited to the first 31 months of residency in the United States, rather than the first 36 months. This policy, described in All County Information Notice I-09-86 and All County Letter No. 86-27, was effective March 1, 1986.

Effective with the May 1986 time study, activities for the Refugee Resettlement Program are to be time studied by eligibility workers and their first-line supervisors on the DFA 43 as follows:

Line K - (RRP - MA): Charge time spent on medically needy only refugees, refugee children under 21, pregnant refugee women, and refugees residing in an intermediate care or skilled nursing facility in their first 31 months of U.S. residency and non-aided, non-linked medically indigent adult refugees in their first 18 months of residency.

Line L - (RRP - AFDC): Charge time spent on AFDC functions for refugees in their first 31 months of U.S. residency.

Line M - (RRP - GR and Non-AFDC): Charge time spent on refugees who are ineligible for AFDC during their first 18 months of residency and on refugees during their 19th through 31st month of U.S. residency who are receiving General Assistance.

Line N - (RRP - CMSP): Charge time spent on adult refugees during their 19th through 31st month of U.S. residency who are non-aided, non-linked, not pregnant and not living in an intermediate care or skilled care facility.

Please note that Medi-Cal (Line C, DFA 43) is to include time spent on medically indigent refugees or entrants who have resided in the U.S. for more than 31 months.

Social Services Worker Time Study (DFA 46)

For past quarters, Refugee Resettlement Program (RRP) activities associated with either the County Services Block Grant (CSBG) or the Child Welfare Services (CWS) Programs have been time studied together as a single item. In order to provide the State Department of Social Services with more specific and detailed information pertaining to these RRP services, it is necessary to separate the two components. Therefore, effective with the May 1986 time study, time associated with RRP-CSBG and RRP-CWS activities is to be charged as follows:

Line W, DFA 46: Charge time spent by social services case carrying staff and their first-line supervisors providing Child Welfare Services to refugees and Cuban-Haitian entrants.

Line X, DFA 46: Charge time spent by social services case carrying staff and their first-line supervisors providing County Services Block Grant services to refugees and Cuban-Haitian entrants.

If you have any questions, or need additional information, contact the Fiscal Policy and Procedures Bureau at (916) 445-7046.



ROBERT T. SERTICH  
Deputy Director  
Administration

CC: CWDA