

**DEPARTMENT OF SOCIAL SERVICES**

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August 11, 1986

ALL-COUNTY LETTER NO. 86-73

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

SUBJECT: ELECTRONIC DATA PROCESSING TIME STUDY INSTRUCTIONS  
JULY - SEPTEMBER 1986 QUARTER

REFERENCE: ALL-COUNTY LETTER 85-71

This is to provide time study instructions for electronic data processing (EDP) activities applicable to the July - September 1986 quarter. The EDP Time Study (DFA 48) has been modified to accommodate the recent implementation of the Greater Avenues for Independence (GAIN) Program and a new EDP Time Study (DFA 48A) created for the Statewide Automated Welfare System (SAWS).

As background to the EDP changes, the State Department of Social Services (SDSS), in conjunction with the County Welfare Directors Association (CWDA), established a SAWS State/County Fiscal Workgroup, to review both the federal requirements for obtaining enhanced funding for a SAWS and the State SAWS requirements contained in Senate Bills 1379 (Chapter 268, Statutes of 1984) and 802 (Chapter 1094, Statutes of 1985).

The primary purpose of the SAWS Fiscal State/County Workgroup was to develop a claiming mechanism for the identification of SAWS and SB 802 expenditures which was acceptable to the federal, state, and county agencies for obtaining federal and state financial participation. To meet this objective, the Workgroup met with representatives from the federal Department of Health and Human Services, Office of Family Assistance (OFA), Health Care Financing Administration (HCFA) and, Division of Cost Allocation (DCA); and the Department of Agriculture, Food and Nutrition Service (FNS).

Based on the information provided by the federal agencies, if California plans to meet the requirements for enhanced federal funding approval retroactively to the start of the SAWS project, reporting mechanisms must be in place to capture costs in a manner consistent with the federal reporting requirements. The federal reporting criteria, as authorized under Section 403(a)(3) of the Social Security Act require specific identification for SAWS expenditures. Because the federal requirements will also assist the SDSS in the identification of the county share of administrative costs eligible for state reimbursement under the provisions of SB 802, the EDP changes are being implemented for the July - September 1986 quarter.

During the SAWS Fiscal Workgroup meetings, counties requested permission to charge indirect (overhead) costs associated with non-EDP county welfare department (CWD) support staff performing SAWS related developmental project activities to the EDP cost pool. The request was denied by DCA. The basis for the denial is that EDP costs are considered by California's Cost Allocation Plan (CAP) to be incurred by the CWD for a common or joint purpose which benefits more than one cost objective. Both EDP and clerical and administrative support staff costs are treated as allocable support costs which are then allocated to program based on the caseworker hours. The DCA has stated that to charge indirect costs to overhead staff solely for the purpose of reporting EDP expenditures would violate the CAP and jeopardize federal financial participation (FFP) to California. Therefore, any claiming mechanisms developed to capture SAWS and SB 802 related expenditures must be in compliance with California's existing federally approved CAP.

Approval has been granted by DCA for the modification of the CAP to meet the federal and state SAWS-EDP requirements. As a result of the time limitations in implementing the changes, approval was granted to implement the changes in the month of September 1986 for the July - September 1986 quarter. Consequently, counties are instructed to discontinue the use of the DFA 48 (9/85) EDP Time Study. Time studies for EDP activities will not be required for the months of July 1986 and August 1986. For the first two months of the July - September 1986 quarter (July and August 1986), counties performing EDP activities for either the GAIN Program or SAWS, should however maintain time records to substantiate GAIN or SAWS-EDP activity for audit purposes.

Effective with the month of September 1986, two EDP time studies will be used for identifying EDP activities: DFA 48 (7/86), All Other-EDP, and DFA 48A (7/86), SAWS-EDP. These time studies will be issued prior to August 1, 1986. The time reported in September 1986 will be used as the basis for allocating EDP costs for the July - September 1986 quarter. Copies are attached.

Time study instructions contained in this letter will impact only the procedures for reporting EDP activities and the method of EDP cost allocation. Information has been divided into six parts: Part I provides the fiscal year 1986-87 EDP requirements; Part II addresses the separation of EDP activities; Part III addresses who should complete the EDP time studies; Part IV addresses the use of the EDP time studies; Part V provides the general instructions in allocating EDP costs for the July - September 1986 quarter; and Part VI briefly addresses SAWS-EDP time and costs applicable to fiscal year 1985-86.

#### Part I: Revised EDP Requirements

All-County Letter 85-71, dated June 28, 1985, notified counties of revisions to the CAP in the area of EDP maintenance and operations (M&O) expenditures and provided general EDP claiming requirements and detailed time study instructions.

As a result of the federal enhanced funding requirements for SAWS, the DCA has agreed to permit California to modify the CAP to identify the salaries and

each county's percent to total open statewide IHSS cases. However, Miller vs. Woods funds will not be allocated until implementing regulations are issued. The entire \$932,000 CMIPS administrative savings are allocated to those counties who project a minimum of \$20,000 in annual savings as a result of the CMIPS system. This savings, which roughly equates to the cost of a half-time social worker, is related to time saved in completion of assessment forms, Notice of Action forms, and provider input forms. The total CMIPS savings projection of \$932,000 was initially spread to all counties using a percent to total of the IHSS caseload formula. Counties which projected a minimum of \$20,000 in savings were identified and the total savings of \$932,000 was then allocated only to these counties. The intent behind this allocation was to allocate CMIPS savings to those counties who benefit the most from this automated system and have sufficient flexibility to absorb savings.

#### Transfer of Funds

The Budget Act of FY 1986/87 provides for the transfer of funds between the CWS and CSBG allocations. However, this will only be allowed if the transfer provisions identified in the Budget Act are met and SDSS approval is obtained. The most significant provision within the Budget Act specifies that county transfers between the CWS and CSBG programs may not exceed amounts transferred in FY 1985/86. This provision has been interpreted to mean that only those counties who transferred funds in 1985/86 are eligible to transfer funds in 1986/87 and may transfer no more than they transferred in 1985/86. Procedures to be followed by county welfare departments wishing to obtain approval to transfer funds between programs will be forthcoming via an All County Letter.

#### Year-End Closing

Any funds that are not expended by the counties may be reallocated during the year-end closing process to those counties which have exceeded their respective CWS and/or CSBG allocations. Counties that are held harmless will not participate in this reallocation process unless the reallocation generates surplus funds to offset the amount required to hold counties harmless. Held harmless counties will only share in reallocated funds to the extent these funds are in excess of the amount of funds the county received to achieve a hold harmless funding level. This CWS/CSBG year-end closing process will not occur until two years after the end of the 1986/87 FY as counties may continue to claim CWS/CSBG related costs against their respective allocations during this time.

#### Emergency Assistance

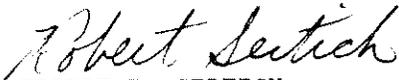
The Department's statewide estimate of \$16,497,000 for anticipated Federal EA-ANEC program claiming for FY 1986/87 is open-ended. Because there is no cap on the federal funds, the Department, as in previous years, has determined an amount for each county and deducted this amount from their state/federal allocation to derive each county's closed-end allocation.

For allocation purposes, the SDSS statewide federal fund estimate of \$16,497,000 was spread to each CWS program component (ER, FM, FR and PP) and then allocated to counties using the same allocation formula and weightings utilized to distribute basic CWS funds. Costs claimed to EA-ANEC are funded 50 percent federal (open-ended), 25 percent state and 25 percent county (subject to the SB14 limit on county share). Only the 25 percent state share of EA-ANEC will be charged against your CWS closed-end allocation.

#### County Share

Welfare and Institutions (W&I) Code Section 10100 outlines each county's required matching funds for the OCSS program as the amount specified in the code or 25 percent of actual county expenditures, whichever is less. It also states that these amounts will be increased by annual percent COLA's contained in the Budget Act. Therefore, each county's required match has been increased by 25 percent of the prior year and FY 1985/86 COLA augmentations authorized by the FY 1986/87 Budget Act.

Questions concerning this allocation should be directed to the County Administrative Expense Control Bureau at (916) 322-5802. Questions regarding the transfer of funds should be directed to your Adult and Family Services Operations consultant at (916) 445-0623.



ROBERT T. SERTICH  
Deputy Director  
Administration

Attachments

cc: CWDA

FY 86/87 CHILD WELFARE SERVICES AND COUNTY SERVICES BLOCK  
GRANT ALLOCATIONS

Attachment I

	FY 86/87 CWS Allocation	Anticipated Fed EA Funds	Closed-End CWS Allocation	Closed-End CSBG Allocation
Alameda	8,814,319	744,262	8,070,057	2,176,832
Alpine	53,446	1,039	52,407	10,986
Amador	113,412	9,585	103,827	44,531
Butte	1,524,909	113,268	1,411,641	613,827
Calaveras	227,811	17,107	210,704	50,982
Colusa	137,057	9,453	127,604	36,408
Contra Costa	4,888,714	346,668	4,542,046	1,769,899
Del Norte	298,450	23,706	274,744	46,432
El Dorado	538,066	50,514	487,552	151,584
Fresno	6,383,223	639,605	5,743,618	1,988,910
Glenn	202,282	15,276	187,006	61,054
Humboldt	752,444	90,997	661,447	257,500
Imperial	688,798	88,440	600,358	192,846
Inyo	205,271	10,707	194,564	41,933
Kern	4,340,909	299,487	4,041,422	746,457
Kings	619,302	73,362	545,940	140,530
Lake	316,066	36,293	279,773	148,536
Lassen	198,136	19,301	178,835	47,184
Los Angeles	82,860,082	5,681,074	77,179,008	23,619,782
Madera	528,407	65,246	463,161	182,172
Marin	756,784	45,086	711,698	288,033
Mariposa	103,675	9,057	94,618	39,041
Mendocino	620,304	60,462	559,842	234,551
Merced	1,607,649	189,254	1,418,395	403,782
Modoc	97,140	8,018	89,122	20,565
Mono	68,811	3,035	65,776	15,130
Monterey	1,996,882	160,400	1,836,482	574,561
Napa	575,458	40,913	534,545	189,007
Nevada	481,101	32,565	448,536	138,041
Orange	11,548,764	716,679	10,832,085	2,597,589
Placer	751,678	66,367	685,311	356,536
Plumas	162,853	11,861	150,992	41,734
Riverside	7,768,354	527,607	7,240,747	1,798,272
Sacramento	9,572,912	843,096	8,729,816	1,941,818
San Benito	142,209	17,833	124,376	45,963
San Bernardino	7,999,325	845,356	7,153,969	1,974,690
San Diego	15,855,550	1,120,146	14,735,404	4,075,824
San Francisco	5,712,607	359,552	5,353,055	2,383,403
San Joaquin	3,941,446	487,189	3,454,257	1,075,245
San Luis Obispo	1,049,197	56,057	993,140	180,649
San Mateo	3,229,264	147,203	3,082,061	1,523,349
Santa Barbara	1,637,670	111,058	1,526,612	412,163
Santa Clara	11,075,852	654,617	10,421,235	2,378,334
Santa Cruz	925,023	86,642	838,381	383,576
Shasta	1,285,020	126,087	1,158,933	267,566
Sierra	62,106	1,699	60,407	17,487
Siskiyou	335,020	35,683	299,337	71,091
Solano	2,319,106	152,977	2,166,129	482,879
Sonoma	1,894,710	148,506	1,746,204	525,128
Stanislaus	2,624,018	280,597	2,343,421	830,750
Sutter	533,297	45,235	488,062	112,926
Tehama	373,357	35,667	337,690	115,588
Trinity	126,984	10,162	116,822	23,953
Tulare	2,324,272	312,552	2,011,720	1,127,611
Tuolumne	257,248	24,663	232,585	74,695
Ventura	2,844,129	246,201	2,597,928	696,508
Yolo	855,672	76,612	779,060	200,773
Yuba	660,449	64,916	595,533	207,804
TOTAL	217,867,000	16,497,000	201,370,000	60,155,000

	CWS SB 14 SHARE	CSBG SB 14 SHARE
Alameda	2,475,646	720,918
Alpine	12,995	3,176
Amador	22,075	6,118
Butte	237,301	80,807
Calaveras	37,984	10,791
Colusa	23,922	7,841
Contra Costa	1,958,431	607,044
Del Norte	40,905	12,643
El Dorado	112,666	39,776
Fresno	1,106,497	309,864
Glenn	30,210	10,746
Humboldt	213,891	68,350
Imperial	172,848	55,708
Inyo	38,857	9,262
Kern	821,746	245,980
Kings	142,228	45,680
Lake	77,752	20,876
Lassen	26,469	9,889
Los Angeles	17,696,137	4,928,860
Madera	141,325	44,559
Marin	305,862	98,790
Mariposa	14,129	4,751
Mendocino	160,931	51,821
Merced	295,037	89,547
Modoc	16,082	5,237
Mono	10,640	3,915
Monterey	495,094	136,854
Napa	154,433	46,265
Nevada	73,655	20,625
Orange	2,126,737	563,445
Placer	177,048	55,421
Plumas	28,387	9,009
Riverside	1,420,153	359,679
Sacramento	1,945,875	610,082
San Benito	33,799	9,041
San Bernardino	1,602,614	464,270
San Diego	3,500,392	959,319
San Francisco	1,928,994	558,744
San Joaquin	999,800	292,260
San Luis Obispo	219,465	58,568
San Mateo	1,109,470	334,103
Santa Barbara	445,696	130,036
Santa Clara	2,968,352	815,726
Santa Cruz	325,047	98,107
Shasta	275,109	80,037
Sierra	13,053	3,672
Siskiyou	57,912	16,682
Solano	420,289	122,171
Sonoma	541,998	161,202
Stanislaus	630,966	187,294
Sutter	108,972	30,575
Tehama	71,822	20,381
Trinity	20,497	6,370
Tulare	551,828	177,857
Tuolumne	53,523	16,018
Ventura	650,117	189,124
Yolo	169,498	55,369
Yuba	129,577	41,745
TOTAL	49,442,738	14,123,000

FY 1986/87 CWS AND CSBG ALLOCATION METHODOLOGIES

## 1. Allocation factors/weighting:

A. CWS

1. AFDC-FC Children @ 16.66%
  - A. Source - CA 237 FC
  - B. Time Period - May 1985 - April 1986
2. AFDC FG/U Children @ 16.66%
  - A. Source - CA 237 FG/U
  - B. Time Period - May 1985 - April 1986
3. Population 0-17 @ 16.66%
  - A. Source - Census
  - B. Time Period - Projected 86/87
4. ER/FM @ 25% By Component
  - A. Source - SOC 291
  - B. Time Period - January 1985 - February 1986
5. FR/PP @ 25% By Component
  - A. Source - FCIS
  - B. Time Period - June 1985 - March 1986

B. CSBG

1. IHSS Admin. - % to Total Open Cases
  - A. Source - SOC 296
  - B. Time Period - July 1985 - March 1986
2. I&R
  - A. Total Population @ 50%
    1. Source - Census
    2. Time Period - Projected 86/87
  - B. AFDC/SSI - SSP Persons @ 50%
    1. Source - SDX File
    2. Time Period - December 1985 - May 1986
3. Staff Development
  - A. Social Workers @ 50%
    1. Source - Social Services Management Information System (SSMIS)
    2. Time Period - January 1985 - December 1985
  - B. Staff Development Expenditures @ 50%
    1. Source - SSMIS
    2. Time Period - January 1985 - December 1985
4. Optionals
  - A. Total Population @ 50%
    1. Source - Census
    2. Time Period - 86/87 Projected

A. CWS

B. CSBG

B. Optional Expenses @ 50%

1. Source - SSMS
2. Time Period - January 1985 -  
December 1985

5. Adult Protective & Out-of-Home  
Care Services

A. OHC/PS Cases @ 50%

1. Source - SOC 242
2. Time Period - January 1985 -  
December 1985

B. Population 18 & over @ 50%

1. Source - Census
2. Time Period - Projected 86/87

2. The following adjustments were then applied to each allocation:

- A. Adjustment for percent variance from mean Social Worker (SW) salary.
- B. Adjustment for one SW per county.
- C. Reduce total funds by county share.