

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 21, 1987

. ALL-COUNTY LETTER NO. 87-100

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

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide time study instructions for the July - September 1987 quarter. Included are instructions related to Notices of Action and State Hearings for the Child Welfare Services (CWS) Programs, Foster Family Home Recruitment activities, and the GAIN Program.

SOCIAL SERVICES WORKER TIME STUDY (DFA 46)Notices of Action and State Hearings for Child Welfare Services

Effective with the July - September 1987 quarter, counties will implement Notices of Action and State Hearings for the Child Welfare Services Programs. For the August 1987 time study period, all time spent:

- o initiating, authorizing and explaining notices of action;
- o preparing for state hearings;
- o traveling to and attending state hearings; and
- o performing post-hearing activities, such as finalizing records or reports pertaining to the state hearing,

will be recorded on the Social Services Worker Time Study (DFA 46) to the appropriate CWS Program under which the case is being managed. For example, all time spent on notices of action or state hearing activities for a case in the Family Reunification Program - Federal Foster Care shall be recorded on Line H of the DFA 46.

Foster Family Home Recruitment

Counties are reminded that time spent conducting the home interviews necessary to collect the appropriate information to evaluate the willingness and readiness of the prospective foster parent to meet the varying needs of hard to place children is to be reported on the DFA 46, Licensing-Foster Family Program, Line Z.

Time spent on public awareness campaigns, liaison activities, and advertising

activities are part of the normal administrative activities of the county welfare department. If casework staff participate in these activities, the time should be charged to the nonallocable category on the appropriate time study and the salaries prorated between the appropriate casework salary pool and the administrative support salary pool.

EMPLOYMENT SERVICES TIME STUDY (DFA 52)

GAIN Program

It has come to our attention that counties are unclear concerning the time study requirements of the first operational quarter of the GAIN Program. All-County Letter 86-87 advised counties of the special time study requirements during the quarter in which operations begin. In the first operational quarter, all county casework staff who normally time study in the mid-month of the quarter must time study for the entire quarter. This requirement is not restricted solely to GAIN caseworkers. Time study staff in all programs must time study for the entire quarter.

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau, at (916) 445-7046 or ATSS 495-7046.



ROBERT L. GARCIA
Deputy Director
Administration

cc: CWDA