

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



December 14, 1987

ALL-COUNTY LETTER NO. 87-159

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 claiming instructions for the October - December 1987 quarter. Included are instructions on Child Welfare Services, equipment purchases by contractors, the Food Stamp Employment and Training Program, Food Stamp Quality Control, and Reduced Income Supplemental Payments. The following forms are to be used for the October - December 1987 quarter claim. New and revised forms will be forwarded to the counties separately.

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1*	10/87	DFA 327.7A	4/87
DFA 325.1A	11/86	DFA 327.7B*	10/87
DFA 325.1AA	2/87	DFA 327.7C*	10/87
DFA 325.1B	9/85	DFA 327.8A	8/87
DFA 327.1A	4/87	DFA 327.8B*	10/87
DFA 327.1B*	10/87	DFA 327.8C*	10/87
DFA 327.1C	2/87	DFA 327.9*	10/87
DFA 327.1D*	10/87	DFA 327.10A	4/87
DFA 327.2A	8/87	DFA 327.10B*	10/87
DFA 327.2B*	10/87	DFA 327.10C*	10/87
DFA 327.2C	8/87	DFA 43*	9/87
DFA 327.2D*	10/87	DFA 46	7/87
DFA 327.2F*	10/87	DFA 48	7/86
DFA 327.3A	4/87	DFA 48A	7/86
DFA 327.3B*	10/87	DFA 50	7/86
DFA 327.3C*	10/87	DFA 52*	9/87
DFA 327.4A	4/87	DFA 856	4/82
DFA 327.4B*	10/87	DFA 47	7/86
DFA 327.4C	2/87	DFA 53*	10/87
DFA 327.4D*	10/87	DFA 323*	10/87
DFA 327.5	4/87	DFA 403	11/86
DFA 327.6B*	10/87	DFA 419	8/86
DFA 327.6D*	10/87		

*Indicates new or revised this quarter.

Child Welfare Services (CWS) - Client Meals

In response to County questions regarding the allowability of client meals as a CWS charge, the following clarification is provided. Reimbursement to social services workers for meals provided to a child is an allowable direct cost to CWS when:

- o activities in support of the service plan, such as counseling or court appearances, extend into meal time; and
- o the child has been removed from the home, i.e., is not living with his or her parent(s).

Meals provided to a child's parents are not an allowable cost.

Equipment Purchases by Contractors

In All-County Letter (ACL) No. 87-119, counties were advised that equipment purchased by contractors must be depreciated over the useful life of the equipment. Because of the special demands to implement the Greater Avenues for Independence Program, this policy has been reevaluated and revised. Counties are now delegated the responsibility and authority to approve contractors' requests to purchase equipment and to allow the equipment to be claimed in the period acquired under the following conditions:

1. The equipment is reasonable and necessary for the operation of a welfare program;
2. The unit cost of the equipment is \$25,000 or less;
3. The contract between the county welfare department (CWD) and the contractor requires that the equipment or its residual value be transferred to the CWD when the equipment is no longer needed to carry out the work under the contract; and,
4. The contract is a cost-type contract.

With the delegation of this authority, CWDs will be responsible and accountable for any disallowance or audit actions taken by Federal or State agencies for equipment acquisitions authorized by the CWD.

Food Stamp Employment and Training (FSE&T) Program

As stated in ACL No. 87-138, the FSE&T Program was implemented in thirty-four counties this quarter. Claiming and time study instructions were issued to the implementing counties in separate letters.

Food Stamp Quality Control (FSQC)

In ACL No. 87-138, counties were instructed to time study FSQC activities separately effective with the November 1987 time study month. For claiming purposes, on the Eligibility Time Summary and Program Allocation Ratios (DFA 323), the hours for FSQC reviews are to be summarized on Line B6. Administrative costs for FSQC reviews flow through the Administrative Expense Claim on Line 35, Nonassistance Food Stamps (NAFS).

This activity is a State mandate and subject to SB 90 restrictions. Therefore, an adjustment will be made after full fiscal year costs become available. The County share of costs will be paid up to the amount of funds budgeted for the FSQC function.

Reduced Income Supplemental Payments

Effective with the October - December 1987 quarter, "Hardship Supplemental Payments" has been changed to "Reduced Income Supplemental Payments." This is a name change only. This name change will be made on the time study pages for the next quarter.

There are no other claim changes for the October - December 1987 quarter. If you have any questions or need additional information, contact the Fiscal Policy and Procedures Bureau at (916) 445-7046.



ROBERT L. GARCIA
Deputy Director
Administration

cc: CWDA