

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 4, 1989

ALL-COUNTY LETTER NO. 89-03

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: ANNUAL TIME REPORTING PLAN (ATRP) FOR COUNTY WELFARE
DEPARTMENT (CWD) CLERICAL AND ADMINISTRATIVE SUPPORT
STAFF

REFERENCE: ALL-COUNTY LETTERS NOS. 88-19 AND 88-88

This letter is to notify the CWDs of the requirement to submit an ATRP for clerical and administrative support staff for use in Fiscal Year (FY) 1989-90. This letter includes additional requirements for submitting ATRPs in a standardized format, as well as clarifications of ATRP principles. Each CWD will develop and submit to this Department, by February 1, 1989, an ATRP which specifies which staff will time certify, which will time study, and the benefiting levels to which time will be reported. As with last year's ATRP process, the eighteen non-ATRP Counties as a group are exempt from the requirement to submit an ATRP and will continue to identify and claim clerical and administrative support staff salaries as generic costs. These exempted Counties are:

- | | | |
|--------------|-------------|----------------|
| 1. Alpine | 7. Inyo | 13. San Benito |
| 2. Amador | 8. Lassen | 14. Sierra |
| 3. Calaveras | 9. Mariposa | 15. Siskiyou |
| 4. Colusa | 10. Modoc | 16. Tehama |
| 5. Del Norte | 11. Mono | 17. Trinity |
| 6. Glenn | 12. Plumas | 18. Tuolumne |

Supplemental Information

To supplement the instructions contained in this letter, the following exhibits and attachments are provided.

- Exhibit I - Matrix for General Administrative Units
(criteria for time reporting)
- Exhibit II - Matrix for Functional Support Units (criteria
for time reporting)
- Attachment I - Application of ATRP to the Cost Control
Questionnaire (CCQ)

Development of the ATRP

The ATRP for use in FY 1989-90 is based on the expected CWD organizational structure and staffing levels effective July 1, 1989. Each ATRP submitted will include the following information:

1. A signed certification by the CWD director attesting to the accuracy in the development and use of the ATRP.
2. An organization chart for the entire CWD, based on reporting lines, which identifies:
 - a. Each managerial position and each unit in the CWD including line units (casework staff), support units (clerical or administrative support staff), electronic data processing (EDP) units and staff development units. As a reminder, a unit is a group of employees organized under a first-line supervisor. If a super/umbrella agency structure exists within the CWD organizational structure, indicate all staff/units considered to be part of the agency.
 - b. The classifications and numbers of both full-time and less than full-time positions within each unit. Additionally, the County should footnote those situations where one individual fills less than full-time positions in more than one unit, e.g., a halftime eligibility clerical position and a halftime EDP key entry position.
 - c. The time reporting designations of all staff within each unit, for example:
 - (1) For casework staff, indicate "time study" and which casework time study forms are used. Where individual caseworkers time study between two or more functions, indicate the split-function waiver with an asterisk (*) or other footnote mark.
 - (2) For clerical and administrative support staff, indicate "time certify" or "time study" and to which level time will be reported, i.e., generic, function(s) or program(s). The functions and programs must be specifically identified.

Consistent with the ATRP developed for FY 1988-89, clerical support staff are predominantly in direct support of casework staff while administrative

support staff perform activities which typically have departmentwide benefit. Clerical positions in support of this latter group are treated as administrative support staff.

- (3) For EDP or Staff Development staff, indicate "time study" and which time study form is used. Also, identify EDP or Staff Development support staff.
 - d. The designation of each organizational grouping of units, e.g., a division or bureau, as either General Administrative or Functional Support.
3. An activity description for each clerical or administrative unit specified on the organization chart which identifies:
- a. The overall responsibility (primary purpose) of the unit.
 - b. The activities performed by clerical and administrative support staff within each unit, including those activities considered to be part of the super/umbrella agency.
 - c. The activities performed by clerical and administrative support staff which benefit non-welfare programs (e.g., Veterans' Services or Public Guardian) or activities which benefit welfare programs but have no CWD casework time study hours during the year (e.g., Fraud investigation activities contracted to the District Attorney's Office, administration of the Independent Living Skills Program or Refugee Targeted Assistance Program).

The activity descriptions for each unit must be cross-referenced to the organization chart using a code (alpha/numeric).

- 4. Where a super/umbrella agency exists, include a copy of the indirect cost proposal used to distribute agency costs to the CWD and other benefiting departments.

General ATRP Requirements

- 1. General Administrative Units are those units which are assigned to a CWD administrative organization which perform activities typically having departmentwide benefit. For these units, the following requirements apply (see Exhibit I):

- a. When the unit activities performed by staff have departmentwide benefit and cannot be identified to the function level, the staff in the unit will be certified as generic.
- b. When the unit activities performed by staff have departmentwide benefit, but some staff can identify time to specific functions, the staff in the unit may be certified as generic as in a. above, or the staff in the unit may time study their activities between generic and the benefiting function(s), and each benefiting function must be identified. All other units performing similar activities will then be required to report time to the same level.
- c. When the unit activities performed by staff specifically benefit only one function, the staff in the unit will be certified to that one function. The unit may not be certified as generic. Any unit performing similar activities will be required to identify time to the benefiting function level through time study or certification as specified in b. above.
- d. Individuals within General Administrative units may report time directly to the program level through a continuous time study throughout the quarter, only when activities are performed on welfare programs that have no casework hours recorded during the State FY. In this situation, the balance of the individual's time will be reported the same as the other unit staff.

ALL UNITS PERFORMING SIMILAR ACTIVITIES MUST IDENTIFY THEIR TIME TO THE SAME BENEFITING LEVEL FOR CONSISTENCY PURPOSES.

2. Functional Support Units are those units which are organizationally assigned to support one or more of the four functions, i.e., social services, eligibility and nonservice, welfare fraud, and employment services. For these units, the following requirements apply (see Exhibit II):
 - a. When the unit activities performed by staff benefit only one function, the staff in the unit will certify their time to that one function. At County option, the staff in the unit may time study their activities directly to the programs within this function, provided staff in units performing similar activities within this same function time study to the program level as well. If the County opts to time study staff to the program level, each benefiting program must be identified.

- b. When the unit activities performed by staff benefit more than one function, the staff in the unit will time study their activities between the benefiting functions if it is practical to time study. Each County must determine if it is possible to time study, and, if by doing so, it is both reasonable and expected to yield accurate results. If it is not practical to time study, the staff may be certified to a multifunction pool.
- c. Individuals that benefit more than one function may report time directly to the program level only when activities are performed on welfare programs that have no casework hours recorded during the State FY. In this situation, the balance of the individual's time will be reported the same as the other unit staff.

ALL UNITS WITHIN A FUNCTION PERFORMING SIMILAR ACTIVITIES MUST IDENTIFY THEIR TIME TO THE SAME BENEFITING LEVEL FOR CONSISTENCY PURPOSES.

3. For both General Administrative and Functional Support units, the following apply:
 - a. Individuals within a unit must be treated consistently, with all individuals either time studying or time certifying as appropriate.
 - b. In lieu of utilizing time certification procedures, Counties may opt to time study CWD clerical and administrative staff to the appropriate benefiting level, provided the requirements stated above for General Administrative and Functional Support units are adhered to.
 - c. First-line supervisors will prorate the time spent supervising their unit based on the time reported by the unit staff.
 - d. Second-line supervisors and above with responsibility for General Administrative units, either exclusively or in combination with Functional Support units, may certify their time as generic, provided an equitable distribution of salary cost results.
 - e. Second-line supervisors and above with responsibility for Functional Support units in multiple functions may certify their time to a multifunctional pool.

- f. Second-line supervisors and above with responsibility for either General Administrative or Functional Support Units who prorate time based on unit activities must do so based on the activities of all units, including those with casework staff.

Application of ATRP to CCQ

Each ATRP must summarize the clerical and administrative staff by benefiting level for input into the CCQ. Attachment I provides the format for this information.

Standardized ATRP Format

Each ATRP submitted must be in the following format:

1. Certification by CWD director.
2. Summary for both clerical and administrative staff converted to full-time equivalent positions by benefiting level for input into the CCQ (see Attachment I). This will necessitate the conversion of the following staffing levels approved in the ATRP to full-time equivalent positions for budgeting purposes:
 - a. Staff certified to multifunction pools to the individual functions using caseworker hours.
 - b. Staff time studied between generic and function(s) or two or more functions to the applicable levels using time study statistics or time reporting estimates.
 - c. Staff time studied to the program level to the individual programs using time study statistics or time reporting estimates.
3. Summary organization chart showing overall CWD organizational structure.
4. Subsidiary organization charts showing individual divisions, bureaus, or units, with the classifications and numbers of both full-time and less than full-time positions within each unit. The detailed activity descriptions should immediately follow, cross-referenced to the organization chart. Each subsidiary organization chart must show a summary of positions reported to each benefiting level, segregated between clerical and administrative support staff.

Submission and Approval of the ATRP

The ATRP for use in FY 1989-90 must be submitted to the Fiscal Policy and Procedures Bureau by February 1, 1989 at the following address:

State Department of Social Services
Fiscal Policy and Procedures Bureau
744 P Street, M.S. 8-100
Sacramento, CA 95814

Attention: Administrative Policy Unit

The February 1 due date is necessary to provide time for reviewing ATRPs prior to the submission of the CCQ. The ATRP will be reviewed for conformity with State guidelines. During the review process, each County will be advised of plan approval or of required plan corrections as quickly as possible prior to March 15, 1989. It is anticipated that all ATRPs will be formally approved by May 31, 1989.

IT IS IMPORTANT TO NOTE THAT STATE APPROVAL OF AN ATRP CONSTITUTES APPROVAL OF A METHOD TO ACCUMULATE COSTS FOR DISTRIBUTION UNDER THE COST ALLOCATION PLAN (CAP), AND IN NO WAY IMPLIES THAT THE STATE HAS APPROVED THE ORGANIZATIONAL STRUCTURE OF THE CWD. FURTHER, COUNTIES ARE ADVISED THAT APPROVAL OF AN ATRP WILL NOT NECESSARILY RESULT IN FULL FUNDING OF CLERICAL AND ADMINISTRATIVE STAFF IN THE CCQ BUDGETING PROCESS.

Changes to the ATRP

Once the ATRP is approved by the State Department of Social Services (SDSS), it will be used by the CWD for determining the distribution of clerical and administrative support staff salaries in the Administrative Expense Claim. The level of time reporting approved in the ATRP may not be changed during the FY, unless it is a result of one of the following three circumstances requiring the submittal of a revised ATRP.

Changes to the CWD organizational structure subsequent to ATRP approval will necessitate a revision to the ATRP in the following circumstances:

1. The SDSS establishes a new program with major impact on CWD operations during the FY;
2. The CWD undergoes a reorganization during the year at the department or division level, e.g., the merging of non-welfare departments with the CWD, or the creation of a new division in the CWD; or,

3. The CWD establishes a new clerical or administrative unit, changes the organizational reporting of an existing clerical or administrative unit between the General Administrative and Functional Support areas, or permanently changes the responsibilities or activities of existing clerical or administrative units.

The above revisions to the ATRP require notification to the SDSS prior to the time study month of the first quarter the organizational change is implemented.

The following will not be considered changes to the ATRP which would require notification to the SDSS:

1. The addition or deletion of positions to existing clerical or administrative units, provided the responsibilities or activities of the unit as reported in the ATRP do not change.
2. The movement, e.g., reassignment, of individuals to positions in existing units.

COUNTIES ARE ADVISED THAT REIMBURSEMENT FOR COSTS IMPACTED BY CHANGES IN STAFFING LEVELS OR TIME REPORTING IS SUBJECT TO EXISTING FEDERAL AND STATE ALLOCATIONS.

Role of the ATRP

The ATRP is an essential element in the implementation of the CAP. The primary purpose of this CAP is to achieve an accurate and equitable distribution of cost for reimbursement purposes. The basis for State and Federal acceptance of the ATRP is the assumption that activities performed in the mid-month of a quarter by individuals within clerical and administrative units are representative of the activities performed throughout the quarter. To the extent that temporary reassignments of responsibilities occur among units, each CWD must judge whether or not a significant impact on program costs will take place under the approved annual plan. If a significant impact will occur, even temporarily, appropriate steps should be taken by the CWD to ensure an accurate reporting of costs for reimbursement. COUNTIES ARE ULTIMATELY RESPONSIBLE FOR THE ACCURACY OF COSTS REPORTED IN THE ADMINISTRATIVE EXPENSE CLAIM.

Any questions on the above should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046.



ROBERT L. GARCIA
Deputy Director
Administration

cc: CWDA

ANNUAL TIME REPORTING PLAN GENERAL ADMINISTRATIVE UNITS

EXHIBIT I

Definition: Those units which are assigned to a CWD administrative organization and which perform activities typically having departmentwide benefit.

Examples: Personnel, accounting, budgeting, contracting, administrative services, purchasing, statistical reporting, word processing.

Restrictions: Individuals within general administrative units may not report time to the program level.

DESCRIPTION OF UNIT ACTIVITIES	CERTIFICATION AND TIME REPORTING CRITERIA		
	GENERIC (Has departmentwide benefit)	SINGLES FUNCTION (Benefits only one function)	MULTI— FUNCTION (Benefits more than one function)
Unit activities performed by individuals have department-wide benefit and cannot be identified to function.	Unit will be certified as generic.	Not applicable.	Not applicable.
Unit activities performed by individuals have department-wide benefit, but some individuals can identify time to specific functions.	Unit may be certified as generic, provided all units within the general administration organization performing similar activities are also certified as generic.	Individuals in unit may time study between generic and function, provided all units performing similar activities identify time between generic and function.	Individuals in unit may time study between generic and function(s), provided all units performing similar activities identify time between generic and function(s).
Unit activities performed by individuals specifically benefit only one function.	May not certify as generic.	Unit will be certified to the single function. Units performing similar activities must be treated consistently when identifying costs to the function level.	Not applicable.
Second-line supervisors and above of units in general administration, exclusively, or in combination with functional support units.	For units with generic benefit only, the supervisor/ manager and secretary may certify as generic.	For units which benefit both generic and one or more functions, the supervisor/ manager and secretary may: <ol style="list-style-type: none"> 1. Certify as generic; or 2. Prorate time based on unit activities; or 3. Time study activities between generic and the function(s). 	

All general administrative units performing similar activities must identify their time to the same benefiting level for consistency purposes.

ANNUAL TIME REPORTING PLAN FUNCTIONAL SUPPORT UNITS

EXHIBIT II

Definition: Those units which are organizationally assigned to support one or more of the four functions, i.e., social services, eligibility and nonservice, welfare fraud, and employment services.

Examples: Program unit clerks, public reception, program specialists, district managers.

Restrictions: Individuals within functional support units may not report time to the generic level. Individuals in units with multi-function benefit may not report time to the program level.

DESCRIPTION OF UNIT ACTIVITIES	CERTIFICATION AND TIME REPORTING CRITERIA		
	GENERIC (Has departmentwide benefit)	SINGLE FUNCTION (Benefits only one function)	MULTI— FUNCTION (Benefits more than one function)
Unit activities performed by individuals benefit only one of the functions.	Not applicable.	Unit will be certified to the single function. At county option the individuals in the unit may time study to programs within this one function only.	Not applicable.
Unit activities performed by individuals benefit more than one function.	Not applicable.	Not applicable.	If it is practical to time study, individuals in the unit will time study between benefiting functions. If it not practical to time study, benefiting functions will be identified and salaries will be certified to a multi-functional pool accordingly.
Second-line supervisors and above of units in one function only; or units benefiting more than one function.	Not applicable.	The supervisor/manager and secretary may be certified to the single function.	The supervisor/manager may: <ol style="list-style-type: none"> 1. Certify time to a multi-function pool; or 2. Prorate time based on unit activities; or 3. Time study activities between functions.
All units within a function performing similar activities must identify their time to the same benefiting level for consistency purposes.			

Application of Annual Time Reporting Plan (ATRP)
to the Annual Cost Control Questionnaire (CCQ)

Summarize, by full-time equivalent positions, the clerical and administrative support staff reporting to the following benefiting levels:

	<u>Clerical Support</u>	<u>Administrative Support</u>
a. Total Generic	<u>1</u>	<u>1</u>
b. Total - Direct to Function	<u>2</u>	<u>2</u>
Social Services	_____	_____
Eligibility	_____	_____
Welfare Fraud	_____	_____
Employment Services	_____	_____
c. Total - Direct to Program	<u>3</u>	<u>3</u>
Social Services	_____	_____
Eligibility	_____	_____
AFDC	_____	_____
NAFS	_____	_____
Medi-Cal	_____	_____
Other	_____	_____
Welfare Fraud	_____	_____
AFDC	_____	_____
Food Stamp	_____	_____
Other	_____	_____
Employment Services	_____	_____
GAIN	_____	_____
Other	_____	_____
Grand Total (1+2+3)	=====	=====