



CDSS

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GOVERNOR

December 29, 2009

COUNTY FISCAL LETTER (CFL) No. 09/10-42

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE
CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR
THE MARCH 2010 QUARTER

This CFL provides counties time study and claiming instructions for the January through March 2010 quarter, which includes information and reminders regarding the following functions/programs:

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
I	Social Services				
	A. RSOC – Relative/NREFM	No	No	Yes	2
	B. Personalized Transition Plan	No	No	Yes	3
	C. Increase Family Case Planning Meetings to Improve Child Welfare Outcomes	Yes	No	No	3
	D. Public Law (P.L.) 110-351 IV-E Training	Yes	Yes	No	3
II	CalWORKs				
	A. TANF Hardship	Yes	Yes	No	5
III	Other Public Welfare	No	No	No	6
IV	Child Care	No	No	No	6
V	Non-Welfare	No	No	No	6
VI	General				
	A. CEC Due Dates for 2010/2011	No	No	Yes	6
	B. County Cash Claiming	No	No	Yes	7

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for county use during the October through December 2009 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	12/09
CalWORKs	12/09
Other Public Welfare	09/09
Child Care	09/05
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	06/06
Direct-to-Program (DTP)/Function Support Staff Codes	06/08
Direct Service Delivery (DSD) Codes	09/04
General Time Study Instructions	03/09

For the latest version of the PCDs manual, please go to the following link:

<http://www.dss.cahwnet.gov/lettersnotices/PG959.htm>

Please note that any changes to the PCDs and/or Support Staff Time Reporting Instructions may be shown in an underlined, highlighted, or strikeout format.

I. SOCIAL SERVICES

A. Registered Sex Offender Check (RSOC)—Relative/NREFM

An additional two sentences were added to the end of the initial introduction paragraph (refer to CFL 09/10-19, dated September 30, 2009). It has been amended to read:

The RSOC procedure is to minimize the risk of predictable and preventable harm to vulnerable children in out-of-home care by detecting the presence/residence of a RSOC in prospective and already licensed facilities and prospective and approved relative/Non-relative Extended Family Member (NREFM) homes.

CWDs and CCLs will check prospective licensure applicants and relative/NREFM homes against the Megan's Law Public Website and investigate all address matches. When a match resulting from the annual or prospective check is verified, CWDs will take appropriate action, which may include licensure and/or placement denial, removal of a child and finding a new placement, and administrative actions or grievance reviews.

B. Personalized Transition Plan (P.L. 110-351)

A correction has been made to the introduction paragraph (refer to CFL 09/10-19); the word “Probation Officer” is now omitted. The paragraph has been amended to read:

The Personalized Transition Plan are associated with the federal Fostering Connections to Success and Increasing Adoptions Act [P.L. 110-351, HR 6893] that was signed into law on October 7, 2008. Section 202 of this federal bill mandates states to provide the foster child one final Transitional Independent Living Plan (TILP) within 90 days prior to emancipating from foster care. Social Workers will conduct the transitional plan with the youth and or any other individuals the youth desires.

C. Increase Family Case Planning Meetings to Improve Child Welfare Outcomes

A correction to the title for Time Study Code 7321 is incorrect. The title has been corrected and should now read (refer to **bold** text) as follows:

Retroactive to the September 2009 Quarter, counties will time study activities associated with the Increase Family Case Planning Meetings to Improve Child Welfare Outcomes by using Time Study Code (TSC) **7321 - Increase Family Case Planning Meetings to Improve Child Welfare Outcomes**. Counties that have documented their approved expenditures associated with the Increase Family Case Planning Meetings to Improve Child Welfare Outcomes that were incurred in the September 2009 Quarter may claim those costs.

D. Public Law (P.L.) 110-351 IV-E Training

Significant changes have been made to the information that was provided in the December 2009 Quarterly Instructions (CFL No. 09/10-19); please disregard the initial information in its entirety. The new time study and claiming instructions should now read:

P.L. 110-351 IV-E Training includes a broader description of who can be trained using Title IV-E funds and provides for additional categories of trainees eligible to receive Title IV-E short-term training. P.L. 110-351 allows Federal Financial Participation (FFP) for the costs of Title IV-E short-term training for relative guardians, State-licensed or State-approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing

children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees.

The term “State-approved child welfare agencies” includes the following:

- Parent/Family Support Partners
- Faith based community
- Extended family members, caregivers and non-caregivers
- Tribal ICWA workers without a IV-E plan
- Licensed child care providers
- Providers of visitation services
- Providers of domestic violence and child abuse services
- Regional Center staff, Licensed medical staff, Providers of Mental Health services, Educational providers and advocates
- Licensed counselors

Funding is available at differing FFP rates during a five year phase-in period. Starting with the Federal Fiscal Year (FFY) 2009, expenditures will be reimbursed at 55 percent and will increase by five percent each FFY thereafter until reaching 75 percent in FFY 2013.

The nonfederal discount rate will be applied to the total training costs. The federally eligible portion is reported on the DFA 325.1B to PINs 730088-91, 730092-94, 730031.

Time Study Instruction

Retroactive with the March 2009 Quarter, Program Code (PC) 730, P.L. 110-351 Title IV-E Training has been established to report direct costs only for appropriate training staff at the 55 percent rate (for the FFY 07/01/09-09/30/09); training costs are funded 55/31.5/13.5 (fed/state/county). In order for counties to claim costs at 55 percent the costs should have been claimed and paid for the relative period stated.

TSC	7301	P.L. 110-351 IV-E Training
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Time studies will include but are not limited to: Activities providing short term training to current or prospective relative guardians, State-licensed or State-approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees.

Claiming Instruction

Retroactive to the March 2009 Quarter, training costs shall be claimed to the following Program Code (PC) 730 and Program Identifier Numbers (PINs) on the Staff Development page of the County Expense Claim (CEC) under Purchase of Services Direct Cost of Trainees. The nonfederal costs will be shifted to SUO code 731 at 00/70/30 (fed/state/county).

Effective the December 2009 Quarter, counties will use the same PC 730 for the 60 percent rate (FFY 10/01/09-09/30/10); funded 60/28/12 (fed/state/county).

PC	730	PL 110-351 IV-E Training
PIN	730088	Operating Cost – Travel
	730089	Operating Cost - Space
	730090	Operating Cost – Other Operating
	730091	Operating Cost - POS
	730092	Casework OT/CTO Costs
	730093	Support Staff OT/CTO Costs
	730094	Start Up/Nonrecurring Costs
SUO	731	SUO PL 110-351 IV-E Training

In order for support staff to correctly time study when performing this task, a new Direct-to-Program Support Staff Code, A69, has been established effective with the March 2009 Quarter.

Counties must follow the State and Federal training regulations outlined in 45 CFR 1356.60, 45 CFR 235.63, and Manual of Policies and Procedures (MPP) Division 14.

No new State General Fund (GF) dollars will be allocated for training. Each county’s normal CWS Basic Allocation will be used to provide the match to pull down Title IV-E funds. Costs will be funded at the determined rate of FFP for each determined FFY. Each county’s nonfederal discount rate will be applied.

Costs will be funded at 55/31.5/13.5 (Federal/State/County) for administrative costs. The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes 88-91.

II. CalWORKs

A. Temporary Assistance for Needy Families (TANF) Hardship

CFL 09/10-19 reestablished program codes 687 and 689 retroactive to the

September 2009 quarter. It has been brought to our attention that the following program identifier number (PIN) had been inadvertently left out of CFL 09/10-19.

PC	687	Hardship Emp Srv Non-Asst
PIN	687097	Transportation – Employed

In addition, CFL 09/10-19 identified that PC 689 had the following PIN codes:

PIN 689016 Ancillary-Education-Employed
PIN 689028 Work-Related
PIN 689032 Contracted Service

Since PC 689 is for unemployed recipients, CFL 09/10-19 incorrectly displayed the PIN codes associated with PC 689. The correct PIN codes are as follows

PC	689	Hardship Emp Srv Asst
PIN	689003	Transportation - Unemployed
PIN	689029	Other Supportive Services – Unemployed
PIN	689031	Contracted Activities - Unemployed

However, in both PC 687 and 689, the correct codes had already been established in the CEC.

III. OTHER PUBLIC WELFARE

No changes.

IV. CHILD CARE

No changes.

V. NON-WELFARE

No changes.

VI. GENERAL

A. County Expense Claim (CEC) Due Dates for State Fiscal Year (SFY) 2010/2011

The Original CEC is due to CDSS the first working day 30 days after the end of the quarter. The following are due dates for SFY 2010-11 original claims:

<u>Original CEC</u>	<u>Final Filing Date</u>
September 2010	November 1, 2010
December 2010	January 31, 2011
March 2011	May 2, 2011
June 2011	August 1, 2011

Adjustment CECs and the DFA 325.5 (Expenditure Certification for the CWD CEC) are to be received at CDSS by the first working day after the last day of the ninth month from the original claiming quarter. The following are due dates for SFY 2009-10 adjustment quarter claims:

<u>Adjustment CEC</u>	<u>Final Filing Date</u>
September 2009	July 1, 2010
December 2009	October 1, 2010
March 2010	January 3, 2011
June 2010	April 1, 2011

B. County Cash Claiming – Reporting

As a reminder, costs must be claimed in accordance with cash claiming requirements set forth in CFL 06/07-06, dated July 13, 2006. Adjustment claims must be submitted in a timely manner to ensure the two year limit for claiming federal funds is met. Due dates for these claims are provided in advance within quarterly county fiscal letters. Furthermore, counties are to maintain supporting documentation for all adjustments to the claim.

Counties having any questions regarding this CFL should use the fiscal.systems@dss.ca.gov e-mail address to make any related inquiries.

Sincerely,

Original Document Signed By:

DIDI OKAMOTO, Chief
Fiscal Systems and Accounting Branch