



CDSS

JOHN A. WAGNER  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER  
GOVERNOR

March 29, 2009

COUNTY FISCAL LETTER (CFL) No. 09/10-59

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 JUNE 2010 QUARTER

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

	<b>Functions/Programs</b>	<b>Time Study Instructions</b>	<b>Claiming Instructions</b>	<b>General Information</b>	<b>Page Number</b>
<b>I</b>	<b>Social Services</b>				
	<b>A.</b> Increase Funding for Caseworker Visits	No	No	Yes	2
	<b>B.</b> Gomez vs. Saenz	Yes	No	No	3
<b>II</b>	<b>CalWORKs</b>				
	<b>A.</b> Non-Recurrent Short-Term Benefits Program	No	No	Yes	3
<b>III</b>	<b>Other Public Welfare</b>	No	No	No	3
<b>IV</b>	<b>Child Care</b>	No	No	No	3
<b>V</b>	<b>Non-Welfare</b>	No	No	No	4
<b>VI</b>	<b>General</b>				
	<b>A.</b> SSTRP & Letter of Intent for 2010/11	No	No	Yes	4
	<b>B.</b> County Cash Claiming	No	No	Yes	4
	<b>C.</b> EPD Methodology Changes	No	No	Yes	4

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for county use during the January through March 2010 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. Increase Funding for Caseworker Visits**

CFL 09/10-19, Page eight (8), the last paragraph has been amended.

Previously Stated:

Federally eligible costs will be funded at 100/0/0 (fed/state/county). The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).

It should now read:

The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).

## **B. Gomez vs. Saenz**

The Administration for Children and Families (ACF) has determined that activities under Program Code (PC) 707 – Gomez v. Saenz are not eligible for Title IV-E funds. A funding change has been made to PC 707. Effective July 1, 2008, the sharing ratio has been changed from 50/35/00/15 (Fed/State/Health/Co) to 00/70/00/30 (Fed/State/Health/Co). Title IV-E will no longer fund this code. The new time study and claiming instructions should now read:

### Time Study Instruction

Retroactive with the September 2008 Quarter, PC 707,

TSC	7071	P.L. 110-351 IV-E Training
SUO	744	Gomez v. Saenz Shift to NonFed

The Gomez vs. Saenz adjustments will be made prior to close out with the 2008/2009 fiscal year. State Use Only (SUO) code 744 will be used exclusively in an early “Round” of State Fiscal Year 2008/09 Closeout to move costs claimed to PC 707 during the entire fiscal year (09/08 – 06/09), from sharing ratio 50/35/00/15 to 00/70/00/30. The 2009/2010 fiscal year adjustments will be handled through the remaining original claims and adjustment claims starting with the September 2009 adjustment claim.

## **II. CalWORKs**

### **A. Non-Recurrent Short-Term Benefits Program**

On February 17, 2009, President Obama signed the ARRA of 2009, establishing the ECF for state TANF programs, i.e. the California Work Opportunity and Responsibility to Kids (CalWORKs) program. ARRA provides new funding to California for Basic Assistance, Subsidized Employment programs, and/or Non-Recurrent Short-Term Benefits, under certain conditions. DSS is currently awaiting federal approval for the most recent application submittal for Non-Recurrent Benefits program (NSTB). A separate CFL, with detailed preliminary claiming instructions, will be sent to counties, so that they may begin to structure their internal claiming processes.

## **III. OTHER PUBLIC WELFARE**

No changes.

#### **IV. CHILD CARE**

No changes.

#### **V. NON-WELFARE**

No changes.

#### **VI. GENERAL**

##### **A. Support Staff Time Reporting Plan (SSTRP) and Letter of Intent for 2010/2011**

This notice is to remind counties that their SSTRP for SFY 2010-11, is due to CDSS, August 2, 2010. Please refer to CFL No. 00/01-74, dated April 30, 2001, for instructions on the development and submission of the SSTRP. SSTRPs are required in order to comply with the State's federally approved Cost Allocation Plan (CAP), which requires counties to specify the level to which county clerical and administrative support staff will report their time. Please submit your SSTRP and any Letter of Intent to Direct Charge by August 2, 2010 to:

CDSS  
County Systems & Policy Section  
Fiscal Systems Bureau  
744 P Street, M.S. 20-03  
Sacramento, CA 95814

##### **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.

##### **C. EDP Methodology Changes, CWS/CMS (SACWIS) and Non-CWS/CMS (Non SACWIS)**

The following cost allocation methodology for CWS/CMS has been updated for FY 2009/10 and is to be effective retroactive to the September 2009 Quarter. Please refer to CFL 06/07-36 for instructions and information.

Program Code	Program Name	Percent	Program
536	SACWIS	0.7461	IV-E/ IV-B
513	EA-ER	0.1389	TANF
544	CWS MPI (AB 908)	0.0038	TANF
556	CWS-MPS (AB 908)	0.0018	TANF
144	CWS-Health Related	0.1010	Title XIX
150	EPSDT (C6/00)	0.0000	Title XIX
168	FPP-Health Related (C 6/00)	0.0004	Title XIX
182	ILP-Case Management (C 6/00)	0.0023	Chafee
184	ILP-Services (C 6/00)	0.0044	Chafee
135	SSI/SSP OHC	0.0001	State
175	FPP Services/NonFed (C 6/00)	0.0004	State
588	STOP-Assessment/Case Plan	0.0005	State
165	SB 163 Wraparound Services	0.0003	County

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

Sincerely,

***Original Document Signed By:***

Leo Black, Financial Services Bureau Chief  
for DIDI OKAMOTO, Chief  
Fiscal Systems and Accounting Branch