



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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ARNOLD SCHWARZENEGGER  
GOVERNOR

August 19, 2010

COUNTY FISCAL LETTER (CFL) 10/11-17

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

SUBJECT: UPDATED CLAIMING INSTRUCTIONS FOR THE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) EMERGENCY CONTINGENCY FUND (ECF): NON-RECURRENT SHORT-TERM BENEFITS (NSTB)

REFERENCES: CFL 09/10-61, DATED APRIL 19, 2010; CFL 09/10-61E (ERRATA), DATED APRIL 29, 2010; CFL 09/10-64, DATED MAY 12, 2010; ALL COUNTY LETTER (ACL) 10-22, DATED APRIL 19, 2010; ACL 10-22 E (ERRATA), DATED APRIL 22, 2010; COUNTY FISCAL INFORMATION NOTICE (CFIN) CN-09-1044, DATED MARCH 4, 2010; 45 CODE OF FEDERAL REGULATIONS (CFR) 263.0(b) AND 263.13; WELFARE AND INSTITUTIONS CODE (WIC) 10604.5

This CFL updates and retransmits the time study and claiming instructions for counties to claim expenditures and activities eligible for reimbursement using the TANF ECF for NSTB costs. This CFL contains the following information:

- The Other NSTB base (non-diversion) information for Federal Fiscal Year (FFY) 2007 (Attachments I and II).
- The NSTB base (diversion) information for FFY 2007 (Attachment III).
- Program Codes (PC) 761 and 762 for fraud incentives have been adjusted to also include the use of performance incentives for funding NSTB costs (Attachment IV).
- Clarification on claiming NSTB base costs.

### **American Recovery and Reinvestment Act (ARRA) of 2009**

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). The ARRA has provided California additional funding for Basic Assistance, Subsidized Employment programs, and/or NSTB under certain conditions. Through the TANF ECF, California can be reimbursed for 80 percent of expenditures in FFY 2009 and 2010 that exceed the state's expenditures in the determined base year of FFY 2007. For NSTB, counties may fund the 20 percent, which is not reimbursed through TANF ECF, using county/public third-party contributions, single allocation, fraud incentive funds, and/or performance incentive funds.

Please note that the ability for counties to utilize the performance incentive funds is new and claiming codes are available on page eight of this letter.

### **Base Year Expenditures**

For the NSTB program, FFY 2009 and 2010 expenditures will be compared to FFY 2007 expenditures on a quarter by quarter basis. In working with the Administration for Children and Families (ACF), CDSS was able to establish a slightly reduced NSTB base for comparison to FFY 2009 expenditures. Therefore, FFY 2009 and 2010 expenditures will each have their own FFY 2007 base (see Attachments I and II).

The NSTB expenditure categories include: diversion, housing, utilities, food, one-time vouchers, employment support, and family services. The NSTB base is separated into two bases:

- The diversion base.
- The non-diversion (or other NSTB) base consisting of costs for housing, utilities, food, one-time vouchers, employment support, and family services.

The diversion base consists of diversion expenditures by counties on the County Assistance Claim (CA 800) in FFY 2007 (see Attachment III). Claiming for diversion has not changed under TANF ECF and counties should continue to claim diversion expenditures on the CA 800. To ensure the statewide base is met for diversion expenditures, the California Department of Social Services (CDSS), the County Welfare Directors Association (CWDA), and county representatives have collaboratively developed a quarterly process where Los Angeles County will claim costs for any diversion base shortage. Special PCs were established for use exclusively by Los Angeles County in CFL 09/10-61.

Since CDSS did not have historical expenditure data for the non-diversion portion of the NSTB program, the county-specific quarterly breakdowns of the base expenditures are comprised of data input by counties into the California TANF ECF County Database, as

of July 29, 2010. The FFY 2007 portion of the data was used to compile the NSTB, non-diversion base. Expenditures for FFY 2009 represent actual costs incurred and FFY 2010 expenditures are comprised of actual and projected costs to ensure NSTB funds can be requested. The counties will have subsequent opportunities to update their expenditure information in the database to adjust for actual expenditures to reflect what is claimed (or to be claimed) on the quarterly County Expense Claim (CEC). Deadlines for inputting this additional information will be communicated through CWDA and/or a subsequent CFL.

For the NSTB program, FFY 2009 and 2010 expenditures will be compared to FFY 2007 expenditures on a quarter-by-quarter statewide basis to determine the amount of earned TANF ECF. Counties who meet and exceed the non-diversion base for any quarter in FFY 2009 and/or FFY 2010 can be reimbursed 80 percent of the portion exceeding the FFY 2007 base with TANF ECF funds. The remaining 20 percent will be funded by counties by using specific PCs as described throughout this letter.

The CDSS and CWDA are developing a process to address county specific base shortfalls. In the event there are base shortfalls for various counties that cannot be covered, counties earning TANF ECF funds may not be reimbursed the full 80 percent. The CDSS will work toward reaching the 80 percent maximum reimbursement.

It is important that counties report county/public third-party contributions, single allocation, fraud incentive, and/or performance incentive expenditures for the other NSTB costs (housing, utilities, food, one-time vouchers, employment support, and family services) to the appropriate NSTB claiming codes irrespective if the costs meet or exceed the base and irrespective of the funding for NSTB costs. The amount of eligible TANF ECF funding for NSTB costs is determined on a statewide basis and all costs must be accounted for. ***In order to maximize the amount of TANF ECF California receives, all counties must report all eligible NSTB costs to the appropriate NSTB claiming codes as provided in this CFL.***

### **Claiming Instructions**

The following PCs and Program Identifier Number (PIN) Codes were established to capture NSTB costs and any additional administrative costs, other than diversion, associated with NSTB.

Existing federal regulations regarding administrative costs and the associated 15 percent cap on administrative activities are contained in 45 Code of Federal Regulations (CFR) 260.0(b) and 45 CFR 263.13. In addition, administrative costs must be reported separately from non-administrative costs. In order to comply with federal regulations, counties must identify their administrative and non-administrative costs and claim them accordingly.

**Claiming Expenditures for the Base**

The following PCs will only be available for those counties who had expenditures in the base year of FFY 2007. Counties who contributed to the FFY 2007 base will have their proportionate share funded, by quarter, as described below for expenditures in FFY 2009 and 2010.

**Base Year Claiming for Diversion Expenditures**

Counties will continue to claim all diversion expenditures on the CA 800. The diversion program has not changed under TANF ECF.

**Base Year Codes for Other NSTB Expenditures: Remaining Diversion**

The following PC is not for actual diversion. As stated above, diversion will continue to be claimed on CA 800 and has not changed under TANF ECF. ***This PC is only available for Los Angeles County*** in the event statewide diversion expenditures in FFY 2009 and 2010 do not meet the FFY 2007 statewide base for diversion. Therefore, Los Angeles County will claim to this PC for the difference between eligible diversion expenditures claimed on the CA 800 in FFY 2009 and 2010, compared to the base year FFY 2007 eligible diversion expenditures.

PC	772	NSTB BASE-Remaining Div
PIN	772008	Non-Recurrent Short-Term Benefits

Costs in PC 772 will be funded at 00/100/00/00  
(Federal/State/Health/County).

**Base Year Codes for Other NSTB Expenditures: County/Public Third Party Contributed Funds**

The following PCs will only be available for those counties who had NSTB expenditures, other than diversion, in the base year and using County/Public Third Party Contributed funds. Counties will claim to these PCs for their proportionate share of the base funded at 100 percent county for FFY 2009 and 2010 expenditures.

PC	751	NSTB Base County-Admin
PIN	751008	Non-Recurrent Short-Term Benefits
PC	752	NSTB Base County-Non-Admin
PIN	752008	Non-Recurrent Short-Term Benefits

Costs in PC 751 and PC 752 will be funded at 00/00/00/100  
(Federal/State/Health/County).

**Base Year Codes for Other NSTB Expenditures: Single Allocation-Federally Eligible CalWORKs Population**

The following PCs will only be available for those counties who had NSTB expenditures, other than diversion, in the base year using Single Allocation funds for federally eligible CalWORKs recipients. Counties will claim to these PCs for their proportionate share of the base funded at 100 percent federal for FFY 2009 and 2010 expenditures. These expenditures will be tracked against the Single Allocation in Ledger # 076.

PC	773	NSTB Base Fed Single-Admin
PIN	773008	Non-Recurrent Short-Term Benefits
PC	774	NSTB Base Fed Single-Non-Admin
PIN	774008	Non-Recurrent Short-Term Benefits

Costs in PC 773 and 774 will be funded at 100/00/00/00  
(Federal/State/Health/County).

**Base Year Codes for Other NSTB Expenditures: Single Allocation-Non-Federally Eligible CalWORKs Population**

The following PCs will only be available for those counties who had NSTB expenditures, other than diversion, in the base year using Single Allocation funds for recipients who are not federally eligible under CalWORKs. Counties will claim to these PCs for their proportionate share of the base funded at 100 percent state for FFY 2009 and 2010 expenditures.

To clarify, the non-federal population is only the recent non-citizen entrant population, where the individual has resided in the country for less than five years, and is not eligible to receive TANF assistance and services. Under federal law, persons who legally entered the United States are ineligible for any means-tested public benefit for a period of five years; unless that person meets an exception based on their immigration status (i.e. this excludes refugees and asylees). **Thus, counties may earn TANF ECF by providing services to this population; however, services provided to this population cannot be funded with TANF dollars, including TANF ECF.** Services to this population must be funded solely with state or county/public third party funds (see CFIN No. CN-09-1044, dated March 4, 2010 and ACL 10-22 dated April 19, 2010). Therefore, these codes will be funded 100 percent General Fund (GF) and tracked against the county's Single Allocation in Ledger # 076.

PC	775	NSTB Base Non-Fed Single-Admin
PIN	775008	Non-Recurrent Short-Term Benefits
PC	776	NSTB Base Non-Fed Sing-Non-Admn
PIN	776008	Non-Recurrent Short-Term Benefits

Costs in PC 775 and 776 will be funded at 00/100/00/00  
(Federal/State/Health/County).

### **Claiming Non-Base Year and Above the Base Year Expenditures**

The following PCs should be used by **counties who do not have a base obligation** as well as those **counties who have additional NSTB expenditures above the base**. Counties may cover the 20 percent with county funds, public third-party contributions, single allocation funds, fraud Incentive funds, and/or performance incentive funds as described below.

#### **Fund with County Funds/Documented Public Third-Party Contributions – Needy Family Population**

If counties choose to fund the 20 percent with county funds or documented public third-party contributions, counties will claim 100 percent of their NSTB and other administrative costs associated with NSTB to PC 753 (Admin) or PC 754 (Non-Admin). Assembly Bill (AB) X4 4 (Chapter 4, Statutes of the Fourth Extraordinary Session of 2009-10) expanded the population eligible to receive services provided under TANF ECF to include needy families. As a result, counties who choose to fund services to this population with TANF ECF may claim to PC 753 (Admin) or PC 754 (Non-Admin) and must continue to fund the 20 percent using county or other public third-party funds. Through the use of a State Use Only (SUO) Code, the CEC will shift 20 percent of the costs claimed to PC 753 to SUO Code 755, and PC 754 to SUO Code 756.

PC	753	NSTB ECF/ County-Admin
PIN	753008	Non-Recurrent Short-Term Benefits
PC	754	NSTB ECF/ County- Non-Admin
PIN	754008	Non-Recurrent Short-Term Benefits

Costs in PC 753 and 754 will be funded at 100/00/00/00  
(Federal/State/Health/County). Costs moved to SUO Code 755 and SUO Code 756 will be funded at 00/00/00/100 (Federal/State/Health/County).

#### **Fund with Single Allocation – Federally Eligible CalWORKs Population**

If counties choose to fund the 20 percent with their Single Allocation, and the recipient is federally eligible under CalWORKs (see CFIN No. CN-09-1044, dated

March 4, 2010 and program implementation ACL for further clarification), counties will claim 100 percent of their NSTB, and other administrative costs associated with NSTB, to PC 757 (Admin) or PC 758 (Non-Admin). The CEC will shift 20 percent of the costs claimed to PC 757 to SUO Code 759 and PC 758 to SUO Code 760. SUO 759 and SUO 760 will be included in Ledger #076 and tracked against the county's single allocation.

PC	757	NSTB ECF/ Single-Admin
PIN	757008	Non-Recurrent Short-Term Benefits
PC	758	NSTB ECF/ Single- Non-Admin
PIN	758008	Non-Recurrent Short-Term Benefits

Costs in PC 757 and 758 will be funded at 100/00/00/00 (Federal/State/Health/County). Costs moved to SUO Code 759 and SUO Code 760 will be funded at 100/00/00/00 (Federal/State/Health/County).

#### **Fund with Single Allocation – Non-Federally Eligible CalWORKs Population**

If a recipient is not federally eligible under CalWORKs, counties will claim 100 percent of their NSTB and other administrative costs associated with NSTB to PC 763 (Admin) or PC 764 (Non-Admin).

To clarify, the non-federal population is only the recent non-citizen entrant population, where the individual has resided in the country for less than five years, and is not eligible to receive TANF assistance and services. Under federal law, persons who legally entered the United States are ineligible for any means-tested public benefit for a period of five years; unless that person meets an exception based on their immigration status (i.e. this excludes refugees and asylees). **Thus, counties may earn TANF ECF by providing services to this population; however, services provided to this population cannot be funded with TANF dollars, including TANF ECF.** Services to this population must be funded solely with state or county/public third party funds (See CFIN No. CN-09-1044, dated March 4, 2010 and ACL 10-22 dated April 19, 2010 for further clarification). Therefore, this code will be funded 100 percent GF and tracked against the county's Single Allocation in Ledger # 076.

PC	763	Non-Fed NSTB ECF/ Single-Admin
PIN	763008	Non-Recurrent Short-Term Benefits
PC	764	Non-Fed NSTB ECF/ Single-Non-Admin
PIN	764008	Non-Recurrent Short-Term Benefits

Costs in PC 763 and 764 will be funded at 00/100/00/00 (Federal/State/Health/County).

### **Fund with Fraud Incentives and/or Performance Incentives**

If counties choose to fund the 20 percent with their fraud incentives and/or performance incentives, counties will claim 100 percent of their NSTB and other administrative costs for recipients federally eligible to receive NSTB services to PC 761 (Admin) or PC 762 (Non-Admin). To use county fraud incentives and/or performance incentives, counties must manually enter the amount, equivalent to 20 percent of the total expenditures claimed, on the DFA 335 Incentives page. The claim will not balance and cannot be submitted to CDSS if you utilize PC 761 or PC 762 without inputting 20 percent of the total expenditures on the DFA 335.

PC	761	NSTB ECF/ Incentives-Admin
PIN	761008	Non-Recurrent Short-Term Benefits
PC	762	NSTB ECF/ Incentives-Non-Admin
PIN	762008	Non-Recurrent Short-Term Benefits

Costs in PC 761 and 762 will be funded at 100/00/00/00 (Federal/State/Health/County). Costs reported on the DFA 335 will be funded at 100/00/00/00 (Federal/State/Health/County) and tracked against the county's incentives allocation. If the county does not have a sufficient fraud incentive or performance incentive allocation balance to cover the 20 percent, the county will be contacted and will need to move 100 percent of the costs claimed to PC 761 or PC 762 to one of the other TANF ECF codes. It is in the best interest of the county to ensure they have an available balance of fraud incentives and/or performance incentives to prevent delays in auditing the CECs.

### **Time Study Instructions**

Counties may time study their time associated with NSTB TANF ECF activities to any of the following time study codes (TSC):

TSC	7511	NSTB Base County-Admin
TSC	7521	NSTB Base County-Non-Admin
TSC	7721	NSTB Base-Remaining Div
TSC	7731	NSTB Base Fed Single-Admin
TSC	7741	NSTB Base Fed Single-Non-Admin
TSC	7751	NSTB Base Non-Fed Single-Admin
TSC	7761	NSTB Base Non-Fed Sing-Non-Admn
TSC	7531	NSTB ECF/ County- Admin
TSC	7541	NSTB ECF/ County- Non-Admin
TSC	7571	NSTB ECF/ Single-Admin
TSC	7581	NSTB ECF/ Single-Non-Admin
TSC	7631	Non-Fed NSTB ECF/Single- Admin
TSC	7641	Non-Fed NSTB ECF/Single- Non-Admin
TSC	7611	NSTB ECF/ Incentives- Admin
TSC	7621	NSTB ECF/ Incentives - Non-Admin

These TSCs include, but are not limited to, activities related to a county's NSTB program, such as evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, or collecting data elements for reporting requirements (see Attachment IV, Time Study Code Descriptions).

Support staff performing direct-to-program activities associated with the NSTB program will be time studied to the below codes:

B82	ARRA NSTB - Admin
B83	ARRA NSTB - Non-Admin

These support staff activities will be handled as a "cluster" program. This code will work in a similar manner as CWS "clusters" (A6) where the costs will be spread to the specific ECF Program Codes based on the caseworker time input on the DFA 55.

### **Retroactive Claiming and Adjustment Claims**

The CDSS is awaiting confirmation from ACF on the final due date for all ARRA ECF expenditure information. The CDSS is also working on a proposed accelerated timeframe for the submission of adjustment claims for March 2010, June 2010, and September 2010 quarter. Retroactive claiming for non-diversion NSTB costs for those quarters beyond the nine month claiming limit will be addressed in a subsequent CFL. The CDSS will communicate plans accordingly through CWDA.

Any questions regarding this CFL should be directed to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

***Original Document Sign By:***

FRAN MUELLER  
Deputy Director  
Administration Division

Attachments

## Federal Fiscal Year (FFY) 2007 Non-Diversion Base Expenditures for FFY 2009

COUNTIES	Q1 Dec 06 Qtr	Q2 Mar 07 Qtr	Q3 Jun 07 Qtr	Q4 Sep 07 Qtr	FFY 2007 Total
ALAMEDA	\$9,729	\$8,181	\$4,920	\$4,157	\$26,987
ALPINE	\$0	\$0	\$0	\$0	\$0
AMADOR	\$0	\$0	\$0	\$0	\$0
BUTTE	\$5,126	\$8,758	\$9,167	\$7,693	\$30,744
CALAVERAS	\$0	\$0	\$0	\$0	\$0
COLUSA	\$0	\$0	\$0	\$0	\$0
CONTRA COSTA	\$0	\$0	\$0	\$0	\$0
DEL NORTE	\$0	\$0	\$0	\$0	\$0
EL DORADO	\$0	\$0	\$0	\$0	\$0
FRESNO	\$200	\$0	\$200	\$0	\$400
GLENN	\$0	\$0	\$0	\$0	\$0
HUMBOLDT	\$5,004	\$5,004	\$5,004	\$5,004	\$20,016
IMPERIAL	\$0	\$0	\$0	\$0	\$0
INYO	\$0	\$0	\$0	\$0	\$0
KERN	\$0	\$0	\$0	\$0	\$0
KINGS	\$0	\$0	\$0	\$0	\$0
LAKE	\$0	\$0	\$0	\$0	\$0
LASSEN	\$0	\$0	\$0	\$0	\$0
LOS ANGELES	\$2,369,280	\$2,124,821	\$2,874,502	\$2,228,102	\$9,596,705
MADERA	\$0	\$0	\$0	\$0	\$0
MARIN	\$0	\$0	\$0	\$0	\$0
MARIPOSA	\$0	\$0	\$0	\$0	\$0
MENDOCINO	\$0	\$0	\$0	\$0	\$0
MERCED	\$0	\$0	\$0	\$0	\$0
MODOC	\$0	\$0	\$0	\$0	\$0
MONO	\$0	\$0	\$0	\$0	\$0
MONTEREY	\$0	\$0	\$0	\$0	\$0
NAPA	\$12,753	\$12,822	\$4,389	\$1,344	\$31,308
NEVADA	\$0	\$0	\$0	\$0	\$0
ORANGE	\$732,542	\$736,227	\$696,149	\$613,726	\$2,778,644
PLACER	\$0	\$0	\$0	\$0	\$0
PLUMAS	\$0	\$0	\$0	\$0	\$0
RIVERSIDE	\$0	\$0	\$0	\$0	\$0
SACRAMENTO	\$11,623	\$21,123	\$204,440	\$0	\$237,186
SAN BENITO	\$0	\$0	\$0	\$0	\$0
SAN BERNARDINO	\$105,815	\$122,784	\$140,307	\$92,951	\$461,857
SAN DIEGO	\$2,965	\$29,804	\$47,231	\$0	\$80,000
SAN FRANCISCO	\$226,891	\$204,335	\$328,467	\$299,422	\$1,059,115
SAN JOAQUIN	\$0	\$0	\$0	\$0	\$0
SAN LUIS OBISPO	\$0	\$0	\$0	\$0	\$0
SAN MATEO	\$16,491	\$16,800	\$216,824	\$13,055	\$263,170
SANTA BARBARA	\$0	\$0	\$0	\$0	\$0
SANTA CLARA	\$27,626	\$27,626	\$27,626	\$27,626	\$110,504
SANTA CRUZ	\$41,714	\$70,145	\$33,217	\$31,673	\$176,749
SHASTA	\$0	\$0	\$0	\$0	\$0
SIERRA	\$0	\$0	\$0	\$0	\$0
SISKIYOU	\$0	\$0	\$0	\$0	\$0
SOLANO	\$0	\$0	\$0	\$0	\$0
SONOMA	\$0	\$0	\$0	\$0	\$0
STANISLAUS	\$0	\$0	\$0	\$0	\$0
SUTTER	\$0	\$0	\$0	\$0	\$0
TEHAMA	\$0	\$0	\$0	\$0	\$0
TRINITY	\$0	\$0	\$0	\$0	\$0
TULARE	\$0	\$0	\$0	\$0	\$0
TUOLUMNE	\$0	\$0	\$0	\$0	\$0
VENTURA	\$0	\$0	\$0	\$0	\$0
YOLO	\$0	\$0	\$0	\$0	\$0
YUBA	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$3,567,759</b>	<b>\$3,388,430</b>	<b>\$4,592,443</b>	<b>\$3,324,753</b>	<b>\$14,873,385</b>

\*The above Non-Diversion data is per the California TANF ECF County database as of 07/29/10.

## Federal Fiscal Year (FFY) 2007 Non-Diversion Base Expenditures for FFY 2010

COUNTIES	Q1 Dec 06 Qtr	Q2 Mar 07 Qtr	Q3 Jun 07 Qtr	Q4 Sep 07 Qtr	FFY 2007 Total
ALAMEDA	\$9,729	\$8,181	\$4,920	\$4,157	\$26,987
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CALAVERAS	\$0	\$0	\$0	\$0	\$0
COLUSA	\$0	\$0	\$0	\$0	\$0
CONTRA COSTA	\$0	\$0	\$0	\$0	\$0
DEL NORTE	\$0	\$0	\$0	\$0	\$0
EL DORADO	\$0	\$0	\$0	\$0	\$0
FRESNO	\$200	\$0	\$200	\$0	\$400
GLENN	\$0	\$0	\$0	\$0	\$0
HUMBOLDT	\$5,004	\$5,004	\$5,004	\$5,004	\$20,016
IMPERIAL	\$0	\$0	\$0	\$0	\$0
INYO	\$0	\$0	\$0	\$0	\$0
KERN	\$4,826	\$0	\$0	\$0	\$4,826
KINGS	\$0	\$0	\$0	\$0	\$0
LAKE	\$0	\$0	\$0	\$0	\$0
LASSEN	\$0	\$0	\$0	\$0	\$0
LOS ANGELES	\$2,369,280	\$2,124,821	\$2,874,502	\$2,228,102	\$9,596,705
MADERA	\$0	\$0	\$0	\$0	\$0
MARIN	\$0	\$0	\$0	\$0	\$0
MARIPOSA	\$0	\$0	\$0	\$0	\$0
MENDOCINO	\$0	\$0	\$0	\$0	\$0
MERCED	\$0	\$0	\$0	\$0	\$0
MODOC	\$0	\$0	\$0	\$0	\$0
MONO	\$0	\$0	\$0	\$0	\$0
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PLUMAS	\$0	\$0	\$0	\$0	\$0
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SAN DIEGO	\$2,965	\$29,804	\$47,231	\$0	\$80,000
SAN FRANCISCO	\$226,891	\$204,335	\$328,467	\$299,422	\$1,059,115
SAN JOAQUIN	\$0	\$0	\$0	\$0	\$0
SAN LUIS OBISPO	\$0	\$0	\$0	\$0	\$0
SAN MATEO	\$16,821	\$20,700	\$221,085	\$15,517	\$274,123
SANTA BARBARA	\$0	\$0	\$0	\$0	\$0
SANTA CLARA	\$43,526	\$43,526	\$43,526	\$43,526	\$174,104
SANTA CRUZ	\$41,714	\$70,145	\$33,217	\$31,673	\$176,749
SHASTA	\$0	\$0	\$0	\$0	\$0
SIERRA	\$0	\$0	\$0	\$0	\$0
SISKIYOU	\$0	\$0	\$0	\$0	\$0
SOLANO	\$0	\$0	\$0	\$0	\$0
SONOMA	\$0	\$0	\$0	\$0	\$0
STANISLAUS	\$0	\$0	\$0	\$0	\$0
SUTTER	\$0	\$0	\$0	\$0	\$0
TEHAMA	\$0	\$0	\$4,000	\$4,000	\$8,000
TRINITY	\$0	\$0	\$0	\$0	\$0
TULARE	\$0	\$0	\$0	\$0	\$0
TUOLUMNE	\$0	\$0	\$0	\$0	\$0
VENTURA	\$0	\$0	\$0	\$0	\$0
YOLO	\$0	\$0	\$0	\$0	\$0
YUBA	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$3,588,815</b>	<b>\$3,408,230</b>	<b>\$4,616,604</b>	<b>\$3,347,115</b>	<b>\$14,960,764</b>

\*The above Non-Diversion data is per the California TANF ECF County database as of 07/29/10.

## Federal Fiscal Year (FFY) 2007 Diversion Expenditures

COUNTIES	Q1 Dec 06 Qtr	Q2 Mar 07 Qtr	Q3 Jun 07 Qtr	Q4 Sep 07 Qtr	FFY 2007 Total
ALAMEDA	\$0	\$0	\$0	\$0	\$0
ALPINE	\$0	\$0	\$0	\$0	\$0
AMADOR	\$1,058	\$0	\$0	\$0	\$1,058
BUTTE	\$0	\$0	\$0	\$0	\$0
CALAVERAS	\$0	\$0	\$0	\$0	\$0
COLUSA	\$0	\$0	\$0	\$0	\$0
CONTRA COSTA	\$3,182	\$0	\$0	\$1,231	\$4,413
DEL NORTE	\$0	\$0	\$0	\$0	\$0
EL DORADO	\$0	\$0	\$0	\$0	\$0
FRESNO	\$0	\$0	\$0	\$0	\$0
GLENN	\$0	\$0	\$0	\$0	\$0
HUMBOLDT	\$0	\$0	\$0	\$0	\$0
IMPERIAL	\$0	\$0	\$0	\$0	\$0
INYO	\$12,498	\$21,578	\$23,369	\$25,384	\$82,829
KERN	\$1,133	\$0	\$6,743	\$0	\$7,876
KINGS	\$0	\$1,158	\$0	\$0	\$1,158
LAKE	\$0	\$0	\$0	\$0	\$0
LASSEN	\$0	\$0	\$0	\$0	\$0
LOS ANGELES	\$0	\$2,826	\$1,875	\$10,064	\$14,765
MADERA	\$0	\$0	\$0	\$0	\$0
MARIN	\$0	\$0	\$0	\$0	\$0
MARIPOSA	\$0	\$0	\$0	\$0	\$0
MENDOCINO	\$0	\$0	\$0	\$0	\$0
MERCED	\$0	\$0	\$0	\$0	\$0
MODOC	\$0	\$0	\$0	\$0	\$0
MONO	\$0	\$0	\$0	\$0	\$0
MONTEREY	\$0	\$0	\$2,336	\$0	\$2,336
NAPA	\$3,277	\$0	\$0	\$0	\$3,277
NEVADA	\$2,196	\$10,882	\$621	\$3,414	\$17,113
ORANGE	\$822	\$3,490	\$7,626	\$7,517	\$19,455
PLACER	\$1,450	\$0	\$1,588	\$16,799	\$19,837
PLUMAS	\$0	\$0	\$0	\$0	\$0
RIVERSIDE	\$378,293	\$234,929	\$343,200	\$284,750	\$1,241,172
SACRAMENTO	\$0	\$0	\$0	\$0	\$0
SAN BENITO	\$0	\$0	\$0	\$0	\$0
SAN BERNARDINO	\$2,369	\$0	\$4,374	\$0	\$6,743
SAN DIEGO	\$0	\$1,385	\$0	\$0	\$1,385
SAN FRANCISCO	\$0	\$0	\$0	\$0	\$0
SAN JOAQUIN	\$2,800	\$0	\$0	\$0	\$2,800
SAN LUIS OBISPO	\$30,943	\$26,980	\$25,594	\$25,052	\$108,569
SAN MATEO	\$0	\$0	\$3,700	\$0	\$3,700
SANTA BARBARA	\$0	\$0	\$0	\$0	\$0
SANTA CLARA	\$0	\$0	\$0	\$0	\$0
SANTA CRUZ	\$0	\$2,100	\$0	\$0	\$2,100
SHASTA	\$0	\$7,108	\$0	\$3,034	\$10,142
SIERRA	\$0	\$0	\$0	\$0	\$0
SISKIYOU	\$0	\$0	\$0	\$0	\$0
SOLANO	\$10,000	\$0	\$0	\$0	\$10,000
SONOMA	\$0	\$0	\$0	\$2,169	\$2,169
STANISLAUS	\$2,056	\$0	\$3,534	\$3,475	\$9,065
SUTTER	\$0	\$0	\$0	\$0	\$0
TEHAMA	\$0	\$0	\$0	\$0	\$0
TRINITY	\$0	\$0	\$0	\$0	\$0
TULARE	\$0	\$2,812	\$2,067	\$4,319	\$9,198
TUOLUMNE	\$0	\$0	\$0	\$0	\$0
VENTURA	\$0	\$0	\$0	\$0	\$0
YOLO	\$0	\$0	\$0	\$0	\$0
YUBA	\$0	\$0	\$689	\$3,608	\$4,297
<b>TOTAL</b>	<b>\$452,077</b>	<b>\$315,248</b>	<b>\$427,316</b>	<b>\$390,816</b>	<b>\$1,585,457</b>

\*Above data is per the California Assistance Claim (CA 800) as of 07/12/10.

**Attachment IV  
TANF ECF NON-RECURRENT SHORT-TERM BENEFITS (NSTB)  
TIME STUDY CODE DESCRIPTIONS**

**CODE 7721 NON-RECURRENT SHORT-TERM BENEFITS (NSTB) BASE - REMAINING  
DIVERSION**

This code is only available for Los Angeles County in the event statewide diversion expenditures in Federal Fiscal Year (FFY) 2009 and FFY 2010 do not meet the FFY 2007 statewide base for diversion. Therefore, Los Angeles County will utilize this code for the difference between eligible diversion expenditures claimed on the County Assistance Claim (CA 800) in FFY 2009 and FFY 2010, compared to the base year FFY 2007 eligible diversion expenditures.

**Note: This time study code is not for actual diversion. Diversion will continue to be claimed on the CA 800 and has not changed under Temporary Assistance to Needy Families (TANF) Emergency Contingency Fund (ECF).**

**CODE 7511 NSTB BASE COUNTY/DOCUMENTED PUBLIC THIRD PARTY  
CONTRIBUTIONS - ADMIN**

This code is for county staff activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions for monitoring programs and projects, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties who had NSTB costs, in base year FFY 2007 using County/Documented Public Third Party Contributed funds. Counties will utilize this code for their proportionate share of the base funded at 100 percent county for FFY 2009 and FFY 2010 expenditures.**

**CODE 7521 NSTB BASE COUNTY/DOCUMENTED PUBLIC THIRD PARTY  
CONTRIBUTIONS - NON-ADMIN**

This code is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, case management, providing information to clients, screening and assessments, etc.). It is not considered to be general administration, and/or coordination of the NSTB program.

These activities include, but are not limited to, evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, or collecting data elements for reporting requirements.

**Note: This time study code is for counties who had NSTB costs, in base year FFY 2007 using County/Documented Public Third Party Contributed funds. Counties will utilize this code for their proportionate share of the base funded at 100 percent county for FFY 2009 and FFY 2010 expenditures.**

**Attachment IV**  
**TANF ECF NON-RECURRENT SHORT-TERM BENEFITS (NSTB)**  
**TIME STUDY CODE DESCRIPTIONS**

**CODE 7731 NSTB BASE SINGLE ALLOCATION-FEDERALLY ELIGIBLE POPULATION-ADMIN**

This code is for county staff activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions for monitoring programs and projects, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties who had NSTB costs, in base year FFY 2007 using Single Allocation funds for recipients who are federally eligible under the California Work Opportunity and Responsibility to Kids (CalWORKs) program. Counties will utilize this code for their proportionate share of the base funded at 100 percent federal for FFY 2009 and FFY 2010 expenditures.**

**CODE 7741 NSTB BASE SINGLE ALLOCATION-FEDERALLY ELIGIBLE POPULATION -NON-ADMIN**

This code is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, case management, providing information to clients, screening and assessments, etc.). It is not considered to be general administration, and/or coordination of the NSTB program.

These activities include, but are not limited to, evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, or collecting data elements for reporting requirements.

**Note: This time study code is for counties who had NSTB costs, in base year FFY 2007 using Single Allocation funds for recipients who are federally eligible under CalWORKs. Counties will utilize this code for their proportionate share of the base funded at 100 percent federal for FFY 2009 and FFY 2010 expenditures.**

**CODE 7751 NSTB BASE SINGLE ALLOCATION-NONFEDERAL POPULATION-ADMIN**

This code is for county staff activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions for monitoring programs and projects, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties who had NSTB costs, in base year FFY 2007 using Single Allocation funds for recipients who are not federally eligible under CalWORKs. Counties will utilize this code for their proportionate share of the base funded at 100 percent state for FFY 2009 and FFY 2010 expenditures.**

**Attachment IV**  
**TANF ECF NON-RECURRENT SHORT-TERM BENEFITS (NSTB)**  
**TIME STUDY CODE DESCRIPTIONS**

**CODE 7761 NSTB BASE SINGLE ALLOCATION-NONFEDERAL POPULATION - NON-ADMIN**

This code is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, case management, providing information to clients, screening and assessments, etc.). It is not considered to be general administration, and/or coordination of the NSTB program.

These activities include, but are not limited to, evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, or collecting data elements for reporting requirements.

**Note: This time study code is for counties who had NSTB costs, in base year FFY 2007 using Single Allocation funds for recipients who are not federally eligible under CalWORKs. Counties will utilize this code for their proportionate share of the base funded at 100 percent state for FFY 2009 and FFY 2010 expenditures.**

**CODE 7531 NSTB ECF COUNTY/DOCUMENTED PUBLIC THIRD PARTY CONTRIBUTIONS ADMIN**

This code is for county staff activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions for monitoring programs and projects, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties claiming 100 percent of their NSTBs, who wish to fund 20 percent with county funds or documented public third-party contributions. This includes the expanded population to Needy Families, specifically for services provided under TANF ECF.**

**These codes should be used by counties who do not have a base obligation and those counties who have additional expenditures above their base.**

**CODE 7541 NSTB ECF- COUNTY/DOCUMENTED PUBLIC THIRD PARTY CONTRIBUTIONS - NON-ADMIN**

This code is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, case management, providing information to clients, screening and assessments, etc.). It is not considered to be general administration, and/or coordination of the NSTB program.

These activities include, but are not limited to, evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, or collecting data elements for reporting requirements.

**Attachment IV  
TANF ECF NON-RECURRENT SHORT-TERM BENEFITS (NSTB)  
TIME STUDY CODE DESCRIPTIONS**

**Note: This time study code is for counties claiming 100 percent of their NSTB costs, who wish to fund 20 percent with county funds or documented public third party contributions. This includes the expanded population to needy families specifically for services provided under TANF ECF.**

**These codes should be used by counties who do not have a base obligation and those counties who have additional expenditures above their base.**

**CODE 7571 NSTB ECF/ SINGLE ALLOCATION - ADMIN**

This code is for county staff activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions for monitoring programs and projects, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties claiming 100 percent of their NSTB costs whose recipients are federally eligible under CalWORKs and wish to fund 20 percent with their Single Allocation.**

**CODE 7581 NSTB ECF/ SINGLE ALLOCATION - NON-ADMIN**

This code is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, case management, providing information to clients, screening and assessments, etc.). It is not considered to be general administration, and/or coordination of the NSTB program.

These activities include, but are not limited to, evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, or collecting data elements for reporting requirements.

**Note: This time study code is for counties claiming 100 percent of their NSTB costs whose recipients are federally eligible under CalWORKs and wish to fund 20 percent with their Single Allocation.**

**CODE 7611 NSTB ECF/ INCENTIVES - ADMIN**

This code is for county staff activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions for monitoring programs and projects, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Attachment IV  
TANF ECF NON-RECURRENT SHORT-TERM BENEFITS (NSTB)  
TIME STUDY CODE DESCRIPTIONS**

**Note: This time study code is for counties claiming 100 percent of their NSTB costs whose recipients are federally eligible under CalWORKs and wish to fund 20 percent with their fraud incentives and/or performance incentives.**

**CODE 7621 NSTB ECF/ INCENTIVES - NON-ADMIN**

This code is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, case management, providing information to clients, screening and assessments, etc.). It is not considered to be general administration, and/or coordination of the NSTB program.

These activities include, but are not limited to, evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, or collecting data elements for reporting requirements.

**Note: This time study code is for counties claiming 100 percent of their NSTB benefits costs whose recipients are federally eligible under CalWORKs and wish to fund 20 percent with their fraud incentives and/or performance incentives.**

**CODE 7631 NON-FED NSTB ECF/ SINGLE ALLOCATION - ADMIN**

This code includes activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions for monitoring programs and projects, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is available for counties who will claim 100 percent of their NSTB costs whose recipients are not federally eligible under TANF.**

**CODE 7641 NON-FED NSTB ECF/ SINGLE ALLOCATION - NON-ADMIN**

This code is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, case management, providing information to clients, screening and assessments, etc.). It is not considered to be general administration, and/or coordination of the NSTB program.

These activities include, but are not limited to, evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, or collecting data elements for reporting requirements.

**Note: This time study code is available for counties who will claim 100 percent of their NSTB costs whose recipients are not federally eligible under TANF.**