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

CDSS
JOHN A. WAGNER
DIRECTOR

ARNOLD SCHWARZENEGGER
GOVERNOR

September 3, 2010

COUNTY FISCAL LETTER (CFL) No. 10/11-20

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

SUBJECT: TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) EMERGENCY CONTINGENCY FUND (ECF): RETROACTIVE CLAIMING OF NON-RECURRENT SHORT TERM BENEFIT (NSTB) COSTS FOR THE OCTOBER 2008 – JUNE 2009 QUARTERS

REFERRENCE: CFL 09/10-61, Dated April 19, 2010
CFL 09/10-61E, Dated April 29, 2010
CFL 10/11-17, Dated August 19, 2010

The purpose of this letter is to inform County Welfare Departments (CWDs) of instructions for claiming NSTB costs retroactive to October 2008. This period covers the December 2008, March 2009, and June 2009 quarters. Only direct charged costs at the six digit Program Identifier Number (PIN) will be allowed during retroactive claiming; there will be no claiming of time study hours. Counties must have a letter of intent to implement a Direct Charge Methodology (see CFL 00/01-78) for state fiscal year 2008-2009 to claim retroactive NSTB costs. Direct Charge methodologies are necessary for the use of type of expense (TOE) codes 88-91.

American Recovery and Reinvestment Act (ARRA) of 2009

On February 17, 2009, the President signed the ARRA, 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 assistance, subsidized employment programs, and/or non-recurrent short term benefits.

NSTB Background

Due to the complex claiming and base requirements of NSTB, claiming was not available in the County Expense Claim (CEC) until the March 2010 quarter. Counties will have an opportunity to claim costs for the September 2009 and December 2009

quarters through the normal adjustment claim processes. Because adjustment claims for the October 2008 – June 2009 period have already been processed, we are implementing this one-time fix for ARRA ECF NSTB expenditures.

NSTB One-Time Retroactive Claiming Spreadsheet

NSTB costs for the December 2008, March 2009, and June 2009 quarters will be claimed using a Microsoft Excel spreadsheet. In order for counties to claim retroactive NSTB costs, please download the spreadsheet at ://www.cdsscounties.ca.gov/ in the quick info and notices section and enter costs into the appropriate PIN codes. The first column should include where the costs were originally claimed, the second column indicates which new NSTB PIN code to move the costs and the Fraud Incentives and Performance Incentives columns shows the 20% or Incentive amounts. Incentives are automatically calculated when utilizing the appropriate PIN code. There is a checkpoint cell to ensure accuracy of the input data. Costs are automatically totaled on the totals tab of the spreadsheet. Completed spreadsheets should be e-mailed to county systems at @dss.ca.gov. A hard copy of the spreadsheet is included as Attachment 1.

NSTB One-Time Retroactive Claiming Instructions

Please refer to CFL 09/10-61 and CFL 09/10-61E for definitions of each PIN code available. Counties should also utilize CFL 10/11-17, dated August 19, 2010, for Base amounts which must be claimed for each quarter. In addition, Base Year Codes for Other NSTB Expenditures: Remaining Diversion, Program Code (PC) 772, will be utilized by Los Angeles County for statewide diversion expenditures in FFY 2009 that 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, compared to the base year FFY 2007 eligible diversion expenditures.

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 code irrespective if the costs meet or exceed the base and irrespective of the funding of the 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, <u>all counties must report all eligible NSTB costs</u> to the appropriate NSTB claiming codes*** as provided in the above mentioned CFLs***.***

NSTB One-Time Retroactive Claiming Fix

Costs entered into the spreadsheets will be included in an out-of-sequence claim for the June 2009 quarter claim, and will be entered manually based on the totals from the spreadsheet for all three quarters. *Only the Single Allocation close-out of 08/09 is*

dependent on finalization of retro claiming due to the fact that at least some of the eligible NSTB expenditures were originally claimed to the Single Allocation. In order to meet mandatory deadlines for federal reporting, these spreadsheets will be due to CDSS no later than close of business September 10, 2010

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:

DIANNE OKAMOTO, Chief
Fiscal Systems and Accounting Branch

Attachment

NSTB Retroactive Costs											
December 2008 Quarter (October 2008 - December 2008)											
County Name:											
Adjustment Amount		**NSTB Base**		**NSTB Above Base (AB)**			**Fraud Incentives (20% AB)**		**Performance Incentives (20% AB)**		
PIN	Amt	PIN	Amt	PIN		Amt	PIN	Amt	PIN	Amt	
Extraneous								0		0	
		772008		753008			761008	0	761008	0	
		772088		753088			761088	0	761088	0	
		772089		753089			761089	0	761089	0	
		772090		753090			761090	0	761090	0	
		772091		753091			761091	0	761091	0	
		751008		754008			762008	0	762008	0	
		751088		754088			762088	0	762088	0	
		751089		754089			762089	0	762089	0	
		751090		754090			762090	0	762090	0	
		751091		754091			762091	0	762091	0	
		752008		757008							
		752088		757088							
		752089		757089							
		752090		757090							
		752091		757091							
		773008		758008							
		773088		758088							
		773089		758089							
		773090		758090							
		773091		758091							
		774008		763008							
		774088		763088							
		774089		763089							
		774090		763090							
		774091		763091							
		775008		764008							
		775088		764088							
		775089		764089							
		775090		764090							
		775091		764091							
		776008		761008	Fraud						
		776088		761088	Fraud						
		776089		761089	Fraud						
		776090		761090	Fraud						
		776091		761091	Fraud						
				762008	Fraud						
				762088	Fraud						
				762089	Fraud						
				762090	Fraud						
				762091	Fraud						
				761008	Performance						
				761088	Performance						
				761089	Performance						
				761090	Performance						
				761091	Performance						
				762008	Performance						
				762088	Performance						
				762089	Performance						
				762090	Performance						
				762091	Performance						**Check***
Total	0		0			0		0		0	0

NSTB Retroactive Costs											
June 2009 Quarter											
County Name:											
Adjustment Amount		**NSTB Base**		**NSTB Above Base (AB)**			**Fraud Incentives (20% AI**		**Performance Incentives (20% AB)**		
PIN	Amt	PIN	Amt	PIN		Amt	PIN	Amt	PIN	Amt	
Extraneous								0		0	
		772008		753008			761008	0	761008	0	
		772088		753088			761088	0	761088	0	
		772089		753089			761089	0	761089	0	
		772090		753090			761090	0	761090	0	
		772091		753091			761091	0	761091	0	
		751008		754008			762008	0	762008	0	
		751088		754088			762088	0	762088	0	
		751089		754089			762089	0	762089	0	
		751090		754090			762090	0	762090	0	
		751091		754091			762091	0	762091	0	
		752008		757008							
		752088		757088							
		752089		757089							
		752090		757090							
		752091		757091							
		773008		758008							
		773088		758088							
		773089		758089							
		773090		758090							
		773091		758091							
		774008		763008							
		774088		763088							
		774089		763089							
		774090		763090							
		774091		763091							
		775008		764008							
		775088		764088							
		775089		764089							
		775090		764090							
		775091		764091							
		776008		761008	Fraud						
		776088		761088	Fraud						
		776089		761089	Fraud						
		776090		761090	Fraud						
		776091		761091	Fraud						
				762008	Fraud						
				762088	Fraud						
				762089	Fraud						
				762090	Fraud						
				762091	Fraud						
				761008	Performance						
				761088	Performance						
				761089	Performance						
				761090	Performance						
				761091	Performance						
				762008	Performance						
				762088	Performance						
				762089	Performance						
				762090	Performance						
				762091	Performance						**Check***
Total	0		0			0		0		0	0

NSTB Retroactive Costs											
March 2009 Quarter											
County Name:											
Adjustment Amount		**NSTB Base**		**NSTB Above Base (AB)**			**Fraud Incentives (20% AB)**		**Performance Incentives (20% AB)**		
PIN	Amt	PIN	Amt	PIN		Amt	PIN	Amt	PIN	Amt	
Extraneous								0		0	
		772008		753008			761008	0	761008	0	
		772088		753088			761088	0	761088	0	
		772089		753089			761089	0	761089	0	
		772090		753090			761090	0	761090	0	
		772091		753091			761091	0	761091	0	
		751008		754008			762008	0	762008	0	
		751088		754088			762088	0	762088	0	
		751089		754089			762089	0	762089	0	
		751090		754090			762090	0	762090	0	
		751091		754091			762091	0	762091	0	
		752008		757008							
		752088		757088							
		752089		757089							
		752090		757090							
		752091		757091							
		773008		758008							
		773088		758088							
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		773090		758090							
		773091		758091							
		774008		763008							
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		775008		764008							
		775088		764088							
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		775091		764091							
		776008		761008	Fraud						
		776088		761088	Fraud						
		776089		761089	Fraud						
		776090		761090	Fraud						
		776091		761091	Fraud						
				762008	Fraud						
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				762091	Fraud						
				761008	Performance						
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				761091	Performance						
				762008	Performance						
				762088	Performance						
				762089	Performance						
				762090	Performance						
				762091	Performance						**Check***
Total	0		0			0		0		0	0

NSTB Retroactive Costs											
TOTALS											
County Name:											
Adjustment Amount		**NSTB Base**		**NSTB Above Base (AB)**			**Fraud Incentives (20% AI**		**Performance Incentives (20% AB)**		
PIN	Amt	PIN	Amt	PIN		Amt	PIN	Amt	PIN	Amt	
Extraneous	0		0			0		0		0	
		772008	0	753008		0	761008	0	761008	0	
		772088	0	753088		0	761088	0	761088	0	
		772089	0	753089		0	761089	0	761089	0	
		772090	0	753090		0	761090	0	761090	0	
		772091	0	753091		0	761091	0	761091	0	
		751008	0	754008		0	762008	0	762008	0	
		751088	0	754088		0	762088	0	762088	0	
		751089	0	754089		0	762089	0	762089	0	
		751090	0	754090		0	762090	0	762090	0	
		751091	0	754091		0	762091	0	762091	0	
		752008	0	757008		0					
		752088	0	757088		0					
		752089	0	757089		0					
		752090	0	757090		0					
		752091	0	757091		0					
		773008	0	758008		0					
		773088	0	758088		0					
		773089	0	758089		0					
		773090	0	758090		0					
		773091	0	758091		0					
		774008	0	763008		0					
		774088	0	763088		0					
		774089	0	763089		0					
		774090	0	763090		0					
		774091	0	763091		0					
		775008	0	764008		0					
		775088	0	764088		0					
		775089	0	764089		0					
		775090	0	764090		0					
		775091	0	764091		0					
		776008	0	761008	Fraud						
		776088	0	761088	Fraud						
		776089	0	761089	Fraud						
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		776091	0	761091	Fraud						
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				762008	Performance						
				762088	Performance						
				762089	Performance						
				762090	Performance						
				762091	Performance						**Check***
Total	0		0			0		0		0	0