



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**  
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October 1, 2010

COUNTY FISCAL LETTER (CFL) No. 10/11-25

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 DECEMBER 2010 QUARTER

This CFL provides counties time study and claiming instructions for the October through December 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> A. IHSS Time Study Code Descriptions	Yes	Yes	No	2
<b>II</b>	<b>CalWORKs</b>	No	No	No	4
<b>III</b>	<b>Other Public Welfare</b>	No	No	No	4
<b>IV</b>	<b>Child Care</b> A. Child Care Services TOE Code Descriptions	No	Yes	No	4
<b>V</b>	<b>Non-Welfare</b>	No	No	No	5
<b>VI</b>	<b>General</b> A. County Cash Claiming B. EPD Methodology Changes C. Indirect Cost Rates	No No No	No No No	Yes Yes Yes	5 6 6

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for county use during the September through December 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 PCD 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. In-Home Supportive Services (IHSS) Time Study Code Descriptions - Revision**

Effective the December 2010 Quarter, Program Code (PC) 103 IHSS – PCSP/HR which captures costs for PCSP and HR activities for the IHSS program, including Supported Individual Providers (SIP) and SPMP costs not eligible for enhanced Federal Financial Participation, is revised to reflect the name change from IHSS Waiver to IHSS Plus Option. PC 104 IHSS-Non-HR/Non-PCSP which captures costs for non-PCSP and HR activities for IHSS activities not eligible for Title XIX funding is revised in the same manner. Related time study codes are as follows:

#### CODE 1031 – IHSS –HR –Eligibility/ Redeterminations

This includes facilitating the eligibility process; and making IHSS eligibility determinations/re-determinations for PCSP/~~Waiver~~ **Plus Option**.

CODE 1032 IHSS - SUPPORTED INDIVIDUAL PROVIDERS (SIP)  
PCSP/WAIVER **PLUS OPTION**

Includes time spent assisting IHSS-PCSP/~~Waiver~~ **Plus Option** recipients in selecting individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and actual transporting or accompaniment of the recipient to services related to personal care.

Coordinating outreach and recruitment of potential individual providers; establishing and maintaining a list of potential providers that recipients can choose from, and conducting orientation for recipients and individual providers on the IHSS program.

CODE 1034 – PCSP/~~Waiver~~ **Plus Option**- Case Management

Includes development, implementation, and management of the plan of treatment; assessing service needs for PCSP/~~Waiver~~ **Plus Option** applicants; explaining, arranging for, and authorizing IHSS services when such activities are HR and provided to Medi-Cal eligible IHSS recipients; referrals to other agencies and programs; referring IHSS PCSP/~~Waiver~~ **Plus Option** recipients to potential individual providers to assist them in selecting a provider; transporting or accompanying recipients to obtain services related to Medi-Cal personal care services; obtaining a completed doctor's certificate as part of the process of arranging State Plan covered services; outreach activities to inform IHSS Medi-Cal eligible recipients of available services and programs; statistical reporting; voter registration activities; and processing provider grievances.

CODE 1041 IHSS - SIP NON-HR/PCSP/WAIVER **PLUS OPTION**

Includes time spent assisting IHSS Program recipients not eligible for federal Medi-Cal funding, including non-PCSP/~~non-Waiver~~ **Plus Option** recipients, in selecting an individual provider(s); assisting and training the recipient in supervision of their individual provider(s); and actual transporting or accompaniment of the recipient to services.

CODE 1042 IHSS – NON-HR/PCSP/WAIVER **PLUS OPTION**

This includes IHSS activities not eligible for Title XIX funding. These activities are related to non-PCSP/~~non-Waiver~~ **Plus Option** cases. This includes time spent explaining IHSS program benefits to applicants/recipients; explaining employee and employer responsibilities; assessing service needs; development, implementation, and management of treatment plans; implementation activities for any IHSS court case; processing a claim form and calculating benefits related to a court case ruling; data input of claims; preparing reports; participation in case reviews and audits; voter registration activities, appeals, case dictation, and statistical reporting.

## II. CalWORKs

No changes

## III. OTHER PUBLIC WELFARE

No changes

## IV. CHILD CARE

### A. Child Care Services TOE Code Descriptions

Effective with the December 2010 quarter the cost of Stage One Child Care paid to Child Care providers are to be claimed to type of expense (TOE) 18 and 82. The administration and supportive services costs paid to an alternative payment program contracted to administer Stage One Child Care should be captured using TOE codes 31 and 32. Additional guidance will be released in a subsequent CFL. Descriptions for the following TOE codes have been changed as follows:

18	Child Care Services – Unemployed Costs associated with placing a child in the care of a <del>contracted</del> <b>child care</b> service provider for unemployed participants. <ul style="list-style-type: none"><li>• Services for children who are alcohol or drug exposed, or who test positive for human immunodeficiency virus (HIV) and who are placed in a specialized foster family home.</li><li>• <b>Payments to Stage One child care providers and participants, tracking and reporting</b></li><li>• Registration fees related to placement in child care services.</li></ul>
82	Child Care Services – Employed Costs associated with placing a child in the care of a <del>contracted</del> <b>child care</b> service provider for employed participants. <ul style="list-style-type: none"><li>• Services for children who are alcohol or drug exposed, or who test positive for human immunodeficiency virus (HIV) and who are placed in a specialized foster family home.</li><li>• <b>Payments to Stage One child care providers and participants, tracking and reporting</b></li><li>• Registration fees related to placement in child care services.</li></ul>

31	<p>Contracted Activities – Unemployed Contracted activities (svcs/admin) performed in support of a program including but not limited to:</p> <ul style="list-style-type: none"><li>• Contracted recruitment activities, maintaining provider listings, referrals, <b>activities associated with</b> providing payments to child care providers and participants, tracking, and reporting.</li><li>• Conducting focus groups, public hearings, orientation meetings, etc.</li><li>• Completion of on-going plan review, updates, annual reports, fiscal reports, and evaluations.</li></ul>
32	<p>Contracted Activities - Employed Contracted activities (svcs/admin) performed in support of a program for employed participants, including but not limited to:</p> <ul style="list-style-type: none"><li>• Contracted recruitment activities, maintaining provider listings, referrals, <b>activities associated with</b> providing payments to child care providers and participants, tracking, and reporting.</li><li>• Conducting focus groups, public hearings, orientation meetings, etc.</li><li>• Completion of on-going plan review, updates, annual reports, fiscal reports, and evaluations.</li></ul>

## V. NON-WELFARE

No changes

## VI. GENERAL

### A. 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.

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

The following cost allocation methodology for CWS/CMS has been updated for State Fiscal Year (SFY) 2010-11 and is to be effective retroactive to the September 2010 Quarter. Please refer to CFL 06/07-36 for instructions and information.

Program Code	Program Name	Percent	Program
536	SACWIS	0.7297	IV-E/ IV-B
513	EA-ER	0.1483	TANF
544	CWS MPI (AB 908)	0.0034	TANF
556	CWS-MPS (AB 908)	0.0019	TANF
144	CWS-Health Related	0.1097	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)	0.0024	Chafee
184	ILP-Services (C 6/00)	0.0034	Chafee
135	SSI/SSP OHC	0.0001	State
175	FPP Services/NonFed (C 6/00)	0.0003	State
588	STOP-Assessment/Case Plan	0.0001	State
165	SB 163 Wraparound Services	0.0003	County

### C. Indirect Cost Rates (ICRs)

CDSS has developed ICRs for use by counties during SFY 2010-11 (please see Attachment). ICRs are used to identify overhead costs associated with support staff who perform activities for non-welfare programs with no equivalent casework hours.

CDSS County Allocations Unit develops ICRs based on actual indirect cost (i.e., Travel, Space, Space – CCAP, Other Operating Costs, Public Agencies CCAP, and Public/Private Agencies Direct Billed) that were reported as generic for each county for the four quarters of SFY 2008-09. The totals are divided by the total direct salary and benefit costs (caseworker, administrative/clerical support and electronic data processing [EDP] staff salaries and benefits). The resulting percentages are each county's individual ICR.

CWDs have the option of either using the predetermined ICR developed by CDSS or developing an ICR specific to allocable support staff. An ICR

developed by a CWD must be developed in accordance with “A Guide for State, Local and Indian Tribal Government-Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government” (ASMB C-10).

ICRs are applied to the salaries and benefits of support staff performing activities for non-welfare programs only. The salaries and benefits plus overhead are reported as Direct Costs on the CEC using Program Identifier Number (PIN) 805068 (non-welfare Programs) or PIN 806068 (non-welfare Programs-Non EDP). Counties are reminded that non-welfare activities must be reported in the non-welfare function, which will draw down associated overhead through the CEC based on the time study hours of caseworkers performing the non-welfare activity.

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:***

DIDI OKAMOTO, Chief  
Fiscal Systems and Accounting Branch

Attachment

FY 10/11 INDIRECT COST RATE (ICR)  
 Data from FY 08/09 County Expense Claims

COUNTIES	FY 10/11 ICR
ALAMEDA	0.26
ALPINE	0.42
AMADOR	0.48
BUTTE	0.18
CALAVERAS	0.33
COLUSA	0.37
CONTRA COSTA	0.35
DEL NORTE	0.36
EL DORADO	0.22
FRESNO	0.16
GLENN	0.22
HUMBOLDT	0.25
IMPERIAL	0.24
INYO	0.27
KERN	0.18
KINGS	0.17
LAKE	0.23
LASSEN	0.42
LOS ANGELES DPS	0.21
MADERA	0.30
MARIN	0.43
MARIPOSA	0.43
MENDOCINO	0.20
MERCED	0.15
MODOC	0.27
MONO	0.55
MONTEREY	0.20
NAPA	0.35
NEVADA	0.38
ORANGE	0.24
PLACER	0.48
PLUMAS	0.37
RIVERSIDE	0.10
SACRAMENTO-DHA	0.29
SAN BENITO	0.33
SAN BERNARDINO	0.20
SAN DIEGO	0.19
SAN FRANCISCO	0.18
SAN JOAQUIN	0.22
SAN LUIS OBISPO	0.23
SAN MATEO	0.29
SANTA BARBARA	0.22
SANTA CLARA	0.27
SANTA CRUZ	0.23
SHASTA	0.29
SIERRA	0.20
SISKIYOU	0.27
SOLANO	0.29
SONOMA	0.18
STANISLAUS	0.16
SUTTER	0.19
TEHAMA	0.15
TRINITY	0.30
TULARE	0.39
TUOLUMNE	0.27
VENTURA	0.23
YOLO	0.19
YUBA	0.23
LOS ANGELES DCS	0.24
SAC-DHHS-CHILD	0.34
SAC-DHHS-ADULT	0.28
SMATEO DP AGING	0.33
PLACER-ASOC	0.36
<b>TOTALS</b>	<b>0.23</b>