



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



EDMUND G. BROWN JR.
GOVERNOR

January 12, 2011

COUNTY FISCAL LETTER (CFL) No.10/11-48

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 2011 QUARTER

This CFL provides counties time study and claiming instructions for the January through March 2011 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. Emancipated Youth Stipends (EYS)	No	Yes	No	2
	B. Independent Living Program (ILP)	Yes	Yes	No	3
	C. Notification of Relatives (NOR)	Yes	Yes	No	5
	D. Public Law (P.L.) 110-351 IV-E	Yes	Yes	No	5
II	CalWORKs				
	A. Closeout of the TANF ECF	No	Yes	No	8
III	Other Public Welfare	No	No	No	9
IV	Child Care	No	Yes	No	9
V	Non-Welfare	No	No	No	10

VI	General				
	A. County Cash Claiming	No	No	Yes	10
	B. County Expense Claim (CEC) Due Dates	No	No	Yes	10
	C. Submission of CCAP A-87 Plan Budget Unit and Cover Letter	No	No	Yes	11

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) Instructions for county use during the January through March 2011 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	03/11
CalWORKs	03/11
Other Public Welfare	09/10
Child Care	12/10
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	03/10
Direct Service Delivery (DSD) Codes	06/10
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 SSTR Instructions may be shown in an underlined, highlighted, or strikeout format.

I. SOCIAL SERVICES

A. Emancipated Youth Stipends (EYS)

The Budget Act of 2009 (ABX4 1, Chapter 1, Statutes of the 2009-10 Fourth Extraordinary Session) provided for a budget reduction to Child Welfare Services (CWS). As a result of this reduction, and from negotiations with the counties and County Welfare Directors Association (CWDA), it was decided that the allocation for EYS will be suspended for Fiscal Year (FY) 2009-10.

Effective January 1, 2010 through March 1, 2010 quarter, counties were instructed that they could continue to claim expenditures for EYS to Program

Code (PC) 111, charged against their CWS allocation, and with a sharing ratio of 00/00/00/100 (Fed/State/Health/County). As a result of this new sharing ratio to PC 111, State Use Only (SUO) Code 112 - Emancipated Youth Independent Living Plan (ILP) was changed from 00/00/00/100 to 00/100/00/00 (Fed/State/Health/County).

The Budget Act of 2010 (Senate Bill [SB] 870, Chapter 712, Statutes of 2010) did not provide for additional funding to CWS. However, as a result of county negotiated spending reductions in other program areas with CWDA, counties have requested that the allocation for EYS be restored.

Time Study Instructions

No changes.

Claiming Instructions

Effective with the September 2010 quarter, the sharing ratio for PC 111 will be restored to 00/100/00/00 (Federal/State/Health/County) and expenditures will be charged against the EYS allocation. Additionally, SUO 112 will be restored to the sharing ratio of 00/00/00/100 (Federal/State/Health/County).

B. Independent Living Program (ILP) Non-Relative Guardianships

On September 30, 2010, Governor Schwarzenegger signed SB 654 (Chapter 555, Statutes of 2010), allowing eligible former dependent children of the juvenile court placed with a non related legal guardian, and whose guardianship was ordered on or after the child's eighth birthday to be eligible for ILP services.

Youth between the ages of 16 and 17 currently placed with non-relative guardians are not eligible for federally funded ILP services; however, these youth are eligible for federally funded ILP services beginning at age 18. Beginning January 1, 2011, youth who meet the SB 654 eligibility requirements and are between the ages of 18 and 21 may participate in federally funded ILP services and youth who enter a non related guardianship after the age of 16 are eligible for state funded ILP services beginning at age 16.

The new population served under SB 654 will be funded within the existing ILP allocation for FY 2010-11. Although this allocation contains a mix of federal and state funds, expenditures for ILP services for SB 654 eligible children shall be solely funded with General Fund (GF).

Time Study Instructions

Effective with the March 2011 quarter, counties will time study their case management activities to Time Study Code (TSC) 7451. Allowable activities

include the same activities for federally funded ILP case management, which include assessing the child's need for ILP services, developing the ILP service plan, and referring the child to services. The counties will time study to TSC 7461 for services activities. Allowable activities include the same activities for federally funded ILP services, which are independence counseling, providing training on occupational and college preparatory high school classes, financial aid and scholarships, acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management, and other necessary services.

TSC	7451	ILP NonRelative NonFed-CM
TSC	7461	ILP NonRelative NonFed-SVCS

Claiming Instructions

Effective with the March 2011 quarter, the following PCs and associated Program Identification Numbers (PINs) are made available to capture all costs associated with state funded ILP services pursuant to SB 654. Costs claimed in excess of each county allocation will be shifted to County Only share using SUO Code 810.

PC	745	ILP NonRelative NonFed-CM
PIN	745088-91	Support Operating
PIN	745092	Casework OT/CTO Costs
PIN	745093	Support Staff OT/CTO Costs
PIN	745094	Start Up/Nonrecurring Costs
Costs will be funded for PC 745 at 00/50/00/50 (Federal/State/Health/County).		

PC	746	ILP NonRelative NonFed-SVCS
PIN	746003	Transportation-Assistance
PIN	746004	Health Related Non-Medical
PIN	746005	Housing Assistance
PIN	746006	Aftercare
PIN	746015	Incentive Payments
PIN	746028	Work/Activities/Expense-Non-Assistance
PIN	746031	Contracted Services
PIN	746060	Direct Service Delivery
PIN	746088-91	Support Operating
PIN	746092	Casework OT/CTO Costs
PIN	746093	Support Staff OT/CTO Costs
PIN	746094	Start Up/Nonrecurring Costs
Costs will be funded for PC 746 at 00/50/00/50 (Federal/State/Health/County).		

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

C. NOTIFICATION OF RELATIVES (NOR)

When a child has been removed from parental custody (as mandated by federal Fostering Connections to Success and Increasing Adoptions Act [Public Law (P.L.) 110-351] which was signed into law on October 7, 2008) Section 103 requires that counties perform due diligence to identify and provide notice to all adult relatives within 30 days of removal with the exception of potentially abusive relatives. Relatives will be notified that the child has been or is being removed from parental care, the options they have under federal, state, and local laws and the requirements to become a foster family home.

Time Study Instructions

Effective with the December 2010 quarter, counties may time study allowable activities to TSC 1485 – Notification of Relatives. Activities will include but not limited to:

- Providing written and oral notifications to a relative or non-relative extended family member (NREFM) within 30 days of removal from the biological parent(s).

TSC	1485	Notification of Relatives
-----	------	---------------------------

Claiming Instructions

Effective with the December 2010 quarter, administrative costs can be captured using PC 148 - CWS Case Management. The nonfederal costs will be shifted to SUO code 146. Also, PIN 148031 – Contracted Services is available.

PC	148	CWS – Case Management
PIN	148031	Contracted Services
SUO	146	CWS – Services/Nonfederal

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

The 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. Organizations or individuals that may be considered staff of state-licensed or state-approved child welfare agencies include the following:

- Parent/Family Support Partner individuals or organizations
- Faith-based community organizations
- Extended family members, caregivers, and non-caregivers
- Tribal ICWA workers without a Title 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
- CalWORKs Linkages staff

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.

Retroactive to the December 2010 quarter, PC 748 has been established to separate Foster Care Title IV-E Training from Adoption Title IV-E Training. Prior to this, Foster Care and Adoptions IV-E Training were claimed using one PC and one SUO code to report direct costs for appropriate training staff. Costs associated with Foster Care Title IV-E Training will still use PC 730, SUO 731. Costs associated with Adoptions Title IV-E Training will use PC 748, SUO 749. The training costs are funded at 60/28/12 (Fed/ State/County).

Time Study Instructions

Retroactive to the December 2010 quarter, counties shall time study to TSC 7301 for activities associated with P.L. 110-351 Foster Care Title IV-E Training. Counties shall time study to TSC 7481 for activities associated with P.L. 110-351 Adoption Title IV-E Training.

TSC	7301	P.L. 110-351 IV-E Training – Foster Care
TSC	7481	P.L. 110-351 IV-E Training – Adoption

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 Instructions

Effective to the December 2010 quarter, foster care and adoption training costs

shall be claimed to the appropriate PC 730 or PC 748 and PINs on the Staff Development page of the CEC under Purchase of Services – Direct Cost of Trainees. The nonfederal costs will be shifted to SUO code 731 for PC 730 and SUO code 749 for PC 748 at 00/70/00/30 (Federal/State/Health/County). Also, the nonfederal discount rate will be applied to the total training costs.

The federally eligible portion for PC 730 is reported on the DFA 325.1B to PINs 730088-91, 730092-94, and 730031. The federally eligible portion for PC 748 is reported on the DFA 325.1B to PINs 748088-91, 748092-94, and 748031.

PC	730	P.L. 110-351 IV-E Training – Foster Care
PIN	730031	Contracted Services
PIN	730088-91	Support Operating
PIN	730092	Casework OT/CTO Costs
PIN	730093	Support Staff OT/CTO Costs
PIN	730094	Start Up/Nonrecurring Costs
SUO	731	SUO PL 110-351 IV-E Training – FC
Funding for PC 730 is 60/28/00/12 (Federal/State/Health/County).		

PC	748	P.L. 110-351 IV-E Training – Adoption
PIN	748031	Contracted Services
PIN	748088-91	Support Operating
PIN	748093	Casework OT/CTO Costs
PIN	748092	Support Staff OT/CTO Costs
PIN	748094	Start Up/Nonrecurring Costs
SUO	749	SUO PL 110-351 IV-E Training – Adop
Funding for PC 730 is 60/28/00/12 (Federal/State/Health/County).		

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

In order for support staff to correctly time study when performing this task, the Direct-to-Program Support Staff Code, A69, will be used for both PC 730 and 748.

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 GF dollars will be allocated for this training. Each county's 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.

II. CalWORKs

A. Closeout of the Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund (ECF): Subsidized Employment (SE) and Non-recurrent Short-Term Benefits (NSTB)

Time Study Instructions

No Changes.

Claiming Instructions

Effective with the March 2011 quarter, the below PCs and PINs will no longer be available for counties to utilize due to the closeout of the TANF ECF SE and TANF ECF NSTB programs. These codes were available for counties to claim costs in the December 2010 quarter for activities incurred on or before September 30, 2010 but paid thereafter as described in CFL 10/11-36, dated November 16, 2010, and CFL 10/11-39, dated November 29, 2010, respectively.

SE PCs and PINs

PC	873	Sub Emp ECF/County – Non Admin
PIN	873028	Work-Related Activities and Expenses
PIN	873032	Contracted Services
PIN	873098	Wage Subsidy

PC	875	Sub Emp ECF/Single – Non Admin
PIN	875028	Work-Related Activities and Expenses
PIN	875032	Contracted Services
PIN	875098	Wage Subsidy

PC	877	Non-Fed Sub Emp ECF/Single – Non Admin
PIN	877028	Work-Related Activities and Expenses
PIN	877032	Contracted Services
PIN	877098	Wage Subsidy

PC	879	Sub Emp ECF/Fraud Inc – Non Admin
PIN	879028	Work-Related Activities and Expenses
PIN	879032	Contracted Services
PIN	879098	Wage Subsidy

NSTB PCs and PINs:

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

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

PC	762	NSTB ECF/Incentive – Non Admin
PIN	762008	Non-Recurrent Short Term Benefits

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

III. OTHER PUBLIC WELFARE

No changes.

IV. CHILD CARE

Time Study Instructions

No Changes.

Claiming Instructions

Effective with the December 2010 quarter, the following PINs have been made available for counties to claim Stage One Child Care services/activities for Safety Net Child Care Case Management (Assistance), Child Care Health and Safety Self-Certification, and Child Care Trustline:

PC	054	Safety Net Child Care Case Management Assistance
PIN	054018	Child Care Services – Unemployed
PIN	054031	Contracted Activities – Unemployed
Funding for PC 054 is 00/100/00/00 (Federal/State/Health/County).		

PC	901	Child Care Health and Safety Self-Certification
PIN	901032	Contracted Activities - Employed
Funding for PC 901 is 100/00/00/00 (Federal/State/Health/County).		

PC	902	Child Care Trustline
PIN	902032	Contracted Activities - Employed
Funding for PC 902 is 100/00/00/00 (Federal/State/Health/County).		

Following the redefinition of Type of Expense (TOE) codes 18, 31, 32, and 82 in CFL 10/11-25 dated October 1, 2010, it became necessary to open up the above PINs to allow counties to claim Stage One Child Care costs appropriately and to be consistent with the intent of the TOE code revisions.

Effective with the December 2010 quarter, the cost for Stage One Child Care paid to Child Care providers should be claimed to TOE codes 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.

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. County Expense Claim (CEC) Due Dates for Fiscal Year (FY) 2011/2012

The original CEC is due to CDSS on the first working day, 30 days after the end of the quarter. The following are the due dates for FY 2011-2012 original claims:

<u>Original CEC</u>	<u>Final Filing Date</u>
September 2011	November 1, 2011
December 2011	January 31, 2012
March 2012	May 1, 2012
June 2012	August 1, 2012

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 FY 2010-2011 adjustment quarter claims:

<u>Adjustment CEC</u>	<u>Final Filing Date</u>
September 2010	July 1, 2011
December 2010	October 3, 2011
March 2011	January 2, 2012
June 2011	April 2, 2012

**C. Submission of the Countywide Cost Allocation Plan (CCAP) A-87
Budget Unit and Cover Letter for FY 2011-2012**

The CCAP A-87 must be submitted to and approved by the Office of the State Controller (SCO) County Cost Plan Section on an annual basis. All counties are required to submit the CCAP (A-87 Plan) Budget Units and Cover Letter to CDSS, County Administrative Claims Unit, 744 P Street, MS 9-5-01, Sacramento CA 95814 before the September CEC Current quarter is due. The cover letter must identify the budget units as provided in the Supplemental Information Checklist (Exhibit 1303) and include the total budgeted amounts from the summary report of the approved plan (CCAP A-87).

Please refer to CFL No. 97/98-26, dated October 15, 1997, CFL No. 00/01-111, dated June 26, 2001, and CFL No. 02/03-68, dated June 13, 2003.

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