



CDSS

WILL LIGHTBOURNE  
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

April 24, 2012

COUNTY FISCAL LETTER (CFL) NO. 11/12-50

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

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM  
(CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE JUNE  
2012 QUARTER

This CFL provides counties time study and claiming instructions for the April through June 2012 quarter, which includes information and reminders regarding the following functions/programs:

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
<b>I</b>	<b>Social Services</b>				
	<b>A.</b> Probation IV-E	No	Yes	No	3
	<b>B.</b> Federal Adoption Incentive Program	No	No	Yes	4
	<b>C.</b> Agency Adoptions	Yes	Yes	No	4
	<b>D.</b> Child Welfare Services	No	No	Yes	5
	<b>E.</b> Public Law (PL) 110-351 Training	Yes	Yes	No	5
	<b>F.</b> KinGAP Title IV-E Eligibility	Yes	Yes	No	5
	<b>G.</b> Nonrecurring Federal Kin-GAP expenses	No	Yes	Yes	6
	<b>H.</b> Extended Foster Care	Yes	Yes	No	7
	<b>I.</b> Education Travel Reimbursement	No	Yes	Yes	9

	<b>J. In Home Supportive Service (IHSS) Advisory Committees</b>	No	Yes	Yes	9
<b>II</b>	<b>CalWORKs</b>	No	No	No	
<b>III</b>	<b>Other Public Welfare</b>				
	<b>A. Rosales vs. Thompson</b>	No	Yes	No	10
	<b>B. NAFS Eligibility</b>	Yes	No	No	10
	<b>C. CalFresh Employment and Training</b>	No	Yes	Yes	11
<b>IV</b>	<b>Child Care</b>	No	No	No	11
<b>V</b>	<b>Non-Welfare</b>	No	No	No	11
<b>VI</b>	<b>General</b>				
	<b>A. County Cash Claiming – Reporting</b>	No	No	Yes	11
	<b>B. Debarment and Suspension</b>	No	No	Yes	11
	<b>C. Support Staff Time Reporting Plan</b>	No	No	Yes	12
	<b>D. Federal Fund Monitoring Requirements</b>	No	No	Yes	13

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) instructions for county use during the April through June 2012 quarter are as follows:

<b><u>Section</u></b>	<b><u>Revised</u></b>
Social Services	06/12
CalWORKs	03/12
Other Public Welfare	06/12
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, bolded, or strikeout format.

**I. Social Services**

**A. Probation Title IV-E**

Some of the Program Identifier Numbers (PINs) created for the Probation Title IV-E Program Codes are being deleted as they were created inadvertently. These PINs are very specific and this change does not change how probation departments claim expenditures. There are six Program Codes (PCs) that will be affected and a total of 24 PINs to be deleted.

Claiming Instructions:

Effective September 2011, the following PINs will be removed from the following PCs:

<b>PC</b>	<b>Title</b>	<b>PIN</b>
PC 127	Probation IV-E Case Management	127088-91
		127092
		127093
		127094
PC 128	Probation IV-E Pre-Placement	128088-91
		128092
		128093
		128094
PC 129	Eligibility	129088-91
		129092
		129093
		129094
PC 130	Probation IV-E Training	130088-91
		130092
		130093
		130094
PC131	Probation IVE Licensing	131088-91
		131092
		131093
		131094

PC 132	Probation IVE Adoptions	132088-91
		132092
		132093
		132094

Time Study Instructions:

None.

**B. Federal Adoption Incentive Program**

Effective with the December 2011 quarter, the Federal Adoption Incentive Program was ended. Therefore PC 151 – Federal Adoption Incentive Program and SUO code 152 – Federal Adoption Incentive Program have been deleted.

**C. Agency Adoptions**

As a result of Realignment 2011 as established by Assembly Bill (AB) 118 (Chapter 40, Statutes of 2011) and ABX 116 (Chapter 13, Statutes of 2011-12 First Extraordinary Session), the agency adoptions program has been realigned to the counties and gives the 28 counties, who do not have a licensed public adoption agency the option to contract directly with the California Department of Social Services (CDSS) for adoption services. As the transition of the program workload continues from CDSS to the counties, those counties choosing to operate a licensed public adoption agency can claim administrative expenditures to the following existing codes:

PC	117	Adoptions Case Management
Time Study Code	1171	
Non Time Study Code	1170	
PINs	117030	Transportation – Assistance
	117031	Contracted Activities – Unemployed
	117088- 117091	Operating Costs
	117092	Casework OT/CTO Costs
	117093	Support Staff-OT/CTO Costs
	117094	Start Up/Nonrecurring Costs

**D. Child Welfare Services (CWS)**

Retroactive to the September 2011 quarter, a nonfederal discount rate will be applied to PC 575 – CWS – Training Admin via SUO code 146 which is funded at 00/70/00/30 (Federal/State/Health/County).

**E. PL 110-351 Training**

A change in staff development sharing ratios for PC 730 PL 100-351 Training-Foster Care and PC 748 PL 100-351 Training-Adoptions are needed to match the program funding sharing ratio which is 70/21/00/09 (federal/state/health/county).

Funding is available at differing FFP rates during a five year phase-in period. Starting with Federal Fiscal Year (FFY) 2009, expenditures will be reimbursed at 55 percent and will increase by five percent each FFY thereafter until reaching 75 per cent in FFY 2013, as stated in CFL 10-48, dated January 12, 2011.

**F. Kinship Guardianship Assistance Payment (Kin-GAP) Title IV-E Eligibility**

Federal regulations allow costs associated with eligibility worker time spent during Title IV-E eligibility determinations and redeterminations to be excluded from the nonfederal discount rate. Therefore, the eligibility activities for the Kin-GAP program need to be claimed to a separate code that does not include case management activities. The PC 860 has been established to capture expenditures for Kin-GAP Title IV-E eligibility activities. In addition, PC 747 – KinGAP Title IV-E has been revised to exclude Title IV-E eligibility determination and redetermination activities.

The following revisions to PC 747 have been made:

<b>PC</b>	<b>747</b>	<b>KinGAP Title IV-E Admin Case Mgmt</b>
Time Study Code	7471	KinGAP Title IV-E Admin <b>Case Mgmt</b>
PIN	7470	KinGAP Title IV-E Admin <b>Case Mgmt</b>
Direct to Program Support Staff Code	A57	KinGAP Title IV-E Admin <b>Case Mgmt</b>

Claiming Instructions:

Effective in the March 2012 quarter, all Title IV-E eligibility determination and redetermination activities should be claimed to PC 860 – KinGAP Title IV-E Eligibility. The PC 860 will be funded with federal Title IV-E funds with a sharing

ratio of 50/50/00/00 (Federal/State/Health/County); however, pursuant to Realignment 2011, the state General Fund (GF) share will be shifted to county-only funding via existing SUO code 815. Costs charged to PC 860 are not subject to the federal discount rate.

The following new codes have been established:

<b>PC</b>	<b>860</b>	<b>KinGAP Title IV-E Eligibility</b>
Time Study Code	8601	KinGAP Title IV-E Eligibility
PIN	8600	KinGAP Title IV-E Eligibility
PIN	860088-91	Support Operating
PIN	860092	Casework OT/CTO Costs
PIN	860093	Support Staff-OT/CTO Costs

Time Study Instructions:

The program code description (PCD) for 7471 has been revised as follows:

**CODE 7471 Kin-GAP TITLE IV-E ELIGIBLE CASE MANAGEMENT**

Includes the following activities performed on behalf of Kin-GAP cases:  
Conducting program ~~Title IV-E eligibility determinations/redeterminations, Title~~

~~IV-E determinations/redeterminations~~ and benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.

The PCD for 8601 is as follows:

**CODE 8601 KinGAP Title IV-E Eligibility**

Allowable activities include conducting Title IV-E eligibility determinations and redeterminations.

**G. Nonrecurring Federal Kin-GAP Expenses**

As authorized by PL 110-351, Title IV-E of the Social Security Act was amended to allow for non-recurring expenses for the federal Kin-GAP program. In response, California implemented this law in AB 212 (Chapter 459, Statutes of

2011). These expenses shall be for costs associated with obtaining legal guardianship of the child to the extent the total cost does not exceed \$2,000. Allowable costs include reasonable and necessary attorney fees, court costs, and other expenses which are directly related to the legal guardianship of a child, which are not incurred in violation of State or Federal law, and which have not been reimbursed from other sources or funds.

Time Study Instructions

None

Claiming Instructions

In order for counties to track these expenditures, a new PC has been created. PC 782 is effective with the March 2012 quarter with a sharing ratio of 50/50 (federal/state). Due to realignment 2011, the state share shall be shifted to the counties via State Use Only Code 815. The state share will be considered realigned and funded out of the county's Local Revenue Fund.

PC 782 and its associated codes are listed below:

<b>PC</b>	<b>782</b>	<b>NonRecurring Federal Kin-GAP expenses</b>
Non Time Study Code	7820	
PINs	782088	Operating Cost - Travel
	782089	Operating Cost – Space
	782090	Operating Cost – Other Operating
	782091	Operating Cost – POS
	782092	Casework OT/CTO Costs
	782093	Support Staff – OT/CTO Costs
	782094	Start Up/Nonrecurring Costs

**H. Extended Foster Care (EFC)**

AB 12 allows the extension of Foster Care, KinGAP, Federal Kin-GAP, and Adoptions Assistance Program benefits to eligible youth up to age 21 on a staggered schedule. Effective with the March 2012 quarter, PC 858 has been established to track administrative costs for activities related to AB 12 EFC. Please refer to CFL No. 11/12-32 and CFL No. 11/12-32E for additional PCs established or affected by the implementation of AB 12.

To avoid confusion, title changes are made to the following PCs:

PC	Current Title	New Title
847	EFC Kin-GAP Non-Federally Eligible	<b>Over 18</b> Kin-GAP Non-Federally Eligible
848	EFC Kin-GAP IV-E Eligible	<b>Over 18</b> Kin-GAP Kin-GAP IV-E Case Mgmt

Claiming Instructions:

Effective with the March 2012 quarter, all over 18 Kin-GAP Title IV-E case management activities should be claimed to PC 848-Over 18 Kin-GAP IVE-E Case Mgmt. All over 18 Kin-GAP Title IV-E eligibility determination and redetermination activities pertaining to AB 12 should be claimed to PC 858 – Over 18 KinGAP Title IV-E Eligibility. The PC 858 will be funded with federal Title IV-E funds with a sharing ratio of 50/50/00/00 Federal/State/Health/County); however, pursuant to Realignment 2011, the state general fund share will be shifted to county-only funding via existing SUO code 815.

The following new codes have been established:

PC	858	OVER 18 KinGAP Title IV-E Eligibility
TSC	8581	OVER 18 Kin-GAP Title IV-E Eligibility
PIN	8580	OVER 18 Kin-GAP Title IV-E Eligibility
PIN	858088-91	Support Operating
PIN	858092	Casework OT/CTO Costs
PIN	858093	Support Staff-OT/CTO Costs

Time Study Instructions:

The PCD for 8581 and 8481 are as follows:

**CODE 8581 Over 18 KinGAP Title IV-E Eligibility**

Allowable activities include conducting Title IV-E eligibility determinations and redeterminations.

### **CODE 8481 Over 18 Kin-GAP IV-E CASE MANAGEMENT**

Includes the following activities performed on behalf of Non-Minor Dependent (NMD) Kin-GAP cases: Conducting Title IV-E program ~~Title IV-E eligibility determinations/redeterminations, Title IV-E determinations/redeterminations and benefit payment functions~~; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes; and case maintenance.

#### **I. Educational Travel Reimbursement (ETR)**

Effective with the September 2011 quarter, PC 829, PC 830, and SUO code 832 have been deleted. It has been determined that costs associated with ETR are consistent with Children Welfare Services case management activities and therefore counties will claim eligible costs and time study activities to PC 148 – CWS Case Management and corresponding PINs and TSCs.

#### **J. IHSS Advisory Committees**

Several counties have claimed IHSS Advisory Committee costs through both the CEC, via PC 023, and the SOC 448 invoice process for the September and December 2011 quarters.

At this time, only two counties, Tuolumne and Alpine, should be claiming Advisory Committee costs through the CEC to PC 023 as these counties have no IHSS Public Authorities (PAs) representing them. The remaining 56 counties who do have PAs should not use the CEC to claim these costs. Those counties must claim IHSS Advisory Committee costs through the SOC 448, a form that is e-mailed out to counties by the Adult Programs Division (APD) annually, and when updates occur. Please refer to All County Letter (ACL) 11-56 dated July 29, 2011, for CDSS contact information to direct questions related to that ACL or the SOC 448. If a county other than Tuolumne and Alpine has claimed Advisory Committee expenditures to PC 023, please contact the CDSS Fiscal Systems Bureau at [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov) to assist in adjusting these costs.

#### **II. California Work Opportunity and Responsibility to Kids (CalWORKs)**

No changes.

### III. Other Public Welfare

#### A. Rosales vs. Thompson

Effective with the September 2011 quarter, PC 029 – Rosales vs. Thompson has been deleted. This code is being deleted because counties can claim eligibility costs to PC 143. Any costs incurred for the September 2011 and December 2011 quarters should be moved to PC 143 in the adjustment claims for those quarters.

#### B. Non Assistance Food Stamps (NAFS) Eligibility

Effective with the March 2012 quarter the program code description for PC 343-NAFS Eligibility required revisions to delete “fingerprinting” activities and include “informational and outreach” activities pursuant to AB 6, Chapter 501, Statutes of 2011, amending Welfare & Institution Code Section 10830 and the Food & Nutrition Act of 2008 that provides for the implementation of program informational activities to notify low-income households about the availability, eligibility requirements, application procedures and the benefits of the CalFresh program.

The following changes have been made:

Includes NAFS Program intake activities such as: ~~fingerprint imaging and~~ certification or denial of benefits on behalf of new applicants; recertification following a break in receiving benefits; verification of income, mandatory deductions, and other asset-related issues; activities in support of non-Administrative Disqualification Hearings/non-Intentional Program Violation (IPV) cases; budget computation, quality assurance, supervisory review activities; and Work Opportunity Tax Credit (WOTC) Program-related activities. This also includes continuing NAFS activities, such as: **informational and outreach**, performing budget recomputations, program eligibility termination, making Employment Development Department (EDD) referrals, authorizing actions, intercounty transfers, program loss computations and adjustments, fraud or collection referrals, home visits, expedited service, recertification with no break in benefits, authorization for benefit issuance, budget computations for recertifications, quality assurance or supervisory review activities, and WOTC Program activities. This also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in completion of these forms as necessary, and processing voter registration forms for submission

to the Secretary of State. NAFS activities performed on Indian Reservations should also be included here.

### **C. CalFresh Employment and Training**

Effective with the March 2012 quarter, Type of Expense (TOE) 16 will be added to PC 468 to capture ancillary costs associated with the education of a program participant. Prior to the March 2012 quarter, counties have always identified and claimed ancillary costs together with transportation costs to TOE 03 (Transportation-Unemployment). TOE 16 will allow counties to distinguish between these two expenses.

Examples of costs that can be captured through TOE 16 would include costs associated with the education for an individual providing a professional aid (e.g., work boots, uniform) or costs associated with an individual participating in educational activities that are directly related to employment, vocational education training, post-secondary education, adult education, or GED and ESL classes (e.g., books, fees, etc.).

### **IV. Child Care**

No changes.

### **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 No. 06/07-06, dated July 13, 2006. Adjustment claims must be submitted in a timely manner to ensure that the two year limit for claiming federal funds is met. Due dates for these claims are provided in advance within the March quarterly CFLs. Furthermore, counties are to maintain supporting documentation for all claims.

#### **B. Debarment and Suspension**

Pursuant to federal regulations, county welfare departments must be in good standing with the federal government to receive federal funds. To ensure that county welfare departments are not debarred or suspended from federal financial

assistance programs by any federal department or agency, the CDSS must verify that the CWD is not listed on the federal Excluded Parties Listing System (EPLS) prior to issuance of any federal funds.

To ensure accuracy of the verification, CDSS requires the county welfare department's exact legal name of the entity and Employer Identification Number (EIN) or Tax Identification Number (TIN) as submitted to the Internal Revenue Service when applying for an EIN or a TIN. If a county welfare department is operating under multiple names or identification numbers, each name and identification number must be submitted.

The information requested must be submitted by July 1, 2012, to CDSS via email to [Fiscal.Systems@dss.ca.gov](mailto:Fiscal.Systems@dss.ca.gov) with "EIN or TIN for the County of \_\_\_\_\_" in the subject line. Please also take time to review the federal fund monitoring responsibilities for counties outlined in CFL 09/10-38.

### **C. Support Staff Time Reporting Plan (SSTRP)**

This notice is to remind counties that their SSTRP for FY 2012-13 is due to the CDSS on August 1, 2012. 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 CAP, which requires counties to specify the level to which county clerical and administrative support staff will report their time.

Please mail the SSTRPs and any revisions to the County Systems Section at the following address:

California Department of Social Services  
County Systems Section  
744 P Street, MS 9-5-03  
Sacramento, CA 95814

The SSTRP will be reviewed by the county analyst for completeness. The CSS will then review and acknowledge receipt of the SSTRP within 30 days of receiving the plan. It is important to note that the CSS review of an SSTRP constitutes an acknowledgement of a CWD's method to accumulating costs for

distribution under the cost allocation plan (CAP), and does not imply that the CSS has approved the organizational structure of the CWD.

#### **D. Federal Fund Monitoring Responsibilities**

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to CFL No. 11/12-09 dated August 12, 2011 and CFL No. 11/12-09E dated December 5, 2011, for the specific requirements and link for the terms and conditions of each available federal grant administered by CDSS.

If counties have any questions regarding this CFL, please direct them to the Fiscal Systems Bureau at [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

DIANNE OKAMOTO  
Chief  
Fiscal Systems and Accounting Branch

c: CWDA