



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

June 29, 2012

COUNTY FISCAL LETTER (CFL) NO. 11/12-53

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 SEPTEMBER 2012 QUARTER

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

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
I	Social Services				
	A. Renaming of Food Stamp Program Codes (PCs)	No	Yes	No	2
	B. Kin-GAP Non-recurring expenses	No	Yes	No	3
II	CalWORKs				
	A. Renaming of Food Stamp PCs	No	No	Yes	3
III	Other Public Welfare				
	A. Renaming of Food Stamp PCs	No	No	Yes	4
	B. Non-Related Legal Guardian (NRLG) Non-Minor Dependents (NMD)	Yes	Yes	No	4
IV	Child Care	No	No	No	6

V	Non-Welfare	No	No	No	6
VI	General				
	A. County Cash Claiming – Reporting	No	No	Yes	6
	B. Federal Fund Monitoring Responsibilities	No	No	Yes	6
	C. Indirect Cost Rates	No	No	Yes	6
		No	No	Yes	

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

<u>Section</u>	<u>Revised</u>
Social Services	09/12
CalWORKs	09/12
Other Public Welfare	09/12
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	09/12
Direct Service Delivery (DSD) Codes	09/12
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. Renaming of Food Stamps Program Code Titles

Effective on the September 2012 quarter, all Food Stamps PC titles within the Social Services function will be renamed to reflect the CalFresh program name

as required by Assembly Bill (AB) 433, Chapter 625, Statutes of 2008. Please see Attachment I for a display of the revised names for these codes.

B. Non-Recurring Federal Kinship Guardianship Assistance Program (Kin-GAP) Expenses

Per CFL No. 11/12-50, PC 782 was created to capture non-recurring Kin-GAP expenditures for the federal Kin-GAP program for costs associated with obtaining legal guardianship of the child to the extent the total cost does not exceed \$2,000. In order for counties to track these expenditures, a new Type of Expense (TOE) code has been created for counties to direct charge these non-recurring expenses.

Claiming Instructions:

Effective with the March 2012 quarter, counties can direct charge to TOE Code 064 (Non-recurring Kin-GAP Expenses) with a sharing ratio of 50/50/00/00 (federal/state/health/county). The general fund share of costs will be transferred to county-only via State Use Only Code 815. The state share has been realigned and is funded out of the county's 2011 Local Revenue Fund.

PC 782 and its associated codes are listed below:

PC	782	Non-Recurring Federal Kin-GAP Expense
Non-Time Study Code	7820	
PIN	782064	Nonrecurring Kin-GAP Expenses
	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

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

A. Renaming of Food Stamps Program Code Titles

Effective on the September 2012 quarter, all Food Stamps PC titles within the CalWORKs function will be renamed to reflect the CalFresh program name

as required by Assembly Bill (AB) 433, Chapter 625, Statutes of 2008. Please see attachment I for a display of the revised names for these codes.

III. Other Public Welfare

A. Renaming of Food Stamps Program Code Titles

Effective on the September 2012 quarter, all Food Stamps PC titles within the Other Public Welfare function will be renamed to reflect the CalFresh program name as required by AB 433, Chapter 625, Statutes of 2008. Please see Attachment I for a display of the revised names for these codes.

B. Non-Related Legal Guardian Non-Minor Dependents (NMD)

Due to federal guidance received from the Administration on Children and Families (ACF), PCs 863, 864, and 865 have been created for county caseworkers to direct charge their time study hours to a specific time study code for the NRLGs. Previously, the NRLGs were not included in the nonfederal IV-E Foster Care discount rate. The ACF has advised the California Department of Social Services (CDSS) to create direct charge codes which counties can claim to, instead of including this population in the discount rate.

These costs will be funded with a sharing ratio of 00/50/00/50 (federal/state/health/county). Due to Realignment 2011, all the general fund share of costs will be transferred to county-only via State Use Only Code 199. The state share has been realigned and is funded out of the county's 2011 Local Revenue Fund

Time Study Instructions:

Effective with the September 2011 quarter, TSC 8631 and 8651 will be available to capture activities related to NRLGs.

Code 8631 Non-Related Legal Guardians NMD

This code is for case management and eligibility activities for NRLG non-minor dependents placed with a non-related legal guardian. Activities include but are not limited to: developing and updating written assessment and case plan, and conducting caseworker visits.

Code 8651 Non-Related Legal Guardians Juvenile Court

This code is for case management and eligibility activities for the under 18 years of age population placed with a non-related legal guardian in the juvenile court system. Activities include but are not limited to: developing and updating written assessment and case plan, and conducting caseworker visits.

Claiming Instructions:

Effective with the September 2011 quarter, the following PCs and PINs have been established to capture the administrative costs associated with the provision of services under NRLG NMD.

Counties, to the extent they are able to identify costs, are to claim eligible NRLG expenditures retroactive to September 2011. Counties who need to have access to this code for the September 2011 adjustment claim should send an e-mail to fiscal.systems@dss.ca.gov requesting the revised adjustment claim by July 6, 2012 and adjustments are to be submitted *no later than July 11, 2012*.

Program Code	863	Non-Related Legal Guardian NMD
PIN	863088-91	Support Operating
	863092	Caseworker OT/CTO costs
	863093	Support Staff OT/CTO Costs
Direct to Program	C59	Non-Related Legal Guardian NMD

Program Code	864	NRLG Probate Costs
PIN	864059	Probation Expense

Program Code	865	NRLG Juvenile Court Costs
PIN	865088-91	Support Operating
	865092	Caseworker OT/CTO Costs
	865093	Support Staff OT/CTO Costs
Direct to Program	C59	NRLG Juvenile Court Costs

The county must have a Letter of Intent on file with CDSS to use Support/Operating PIN codes (88-91).

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 were provided in advance within CFL No. 11/12-37 dated January 31, 2012. Furthermore, counties are to maintain supporting documentation for all claims.

B. 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.

C. Indirect Cost Rates (ICRs)

The CDSS has developed ICRs for use by counties during Fiscal Year (FY) 2012-13 (please see Attachment II). The ICRs are used to identify overhead costs associated with support staff that performs activities for non-welfare programs with no equivalent casework hours. The 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 by each county for the four quarters of FY 2010-11. The totals are divided by the total direct salary and benefit costs (caseworker, administrative/clerical support and EDP staff salaries and benefits). The resulting percentages are each county's individual ICR.

The 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).

The 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 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.

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

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO
Chief
Fiscal Systems and Accounting Branch

c: CWDA

ATTACHMENT I**CalFresh names for Food Stamps Codes by Function****Social Services Function**

PC#	Old PC Title	New PC Title
086	SUO – Merit Systems Contract Food Stamps	SUO – Merit Systems Contract CalFresh

CalWORKS Function

PC#	Old PC Title	New PC Title
052	SUO - ISAWS FS MOE Abatement	SUO - ISAWS CF MOE Abatement
082	SUO - Leaders-NAFS Elig. (343)	SUO - Leaders-NACF Elig. (343)
312	Fraud - PA Food Stamps	Fraud - PA CalFresh
315	Federal CalWORKs and FS Fraud	Federal CalWORKs and CF Fraud
320	Nonfederal CalWORKs and FS Fraud	Nonfederal CalWORKs and CF Fraud
342	EFD/P - CalWORKs and FS	EFD/P - CalWORKs and CF
393	PAFS AFIRM (LA County)	PACF AFIRM (LA County)
615	Initial Elig Det - CalWORKs/FS/MediCal	Initial Elig Det - CalWORKs/CF/MediCal

Other Public Welfare Function

PC#	Old PC Title	New PC Title
069	SAWS FS Co Share Toward MOE	SAWS CF Co Share Toward MOE
070	SUO - Food Stamp Grant Reduction	SUO - CalFresh Grant Reduction
071	SUO - FSET Supp. Svcs. Fed	SUO - CFET Supp. Svcs. Fed

087	SUO-A-87 Contract-Food Stamps	SUO-A-87 Contract-CalFresh
098	EBT FS Co Share toward MOE	EBT CF Co Share toward MOE
211	Food Stamp Issuance	CalFresh Issuance
218	NAFS - IEVS	NACF - IEVS
234	Fraud - NAFS AFIRM (LA County)	Fraud - NACF AFIRM (LA County)
268	SAVE Program - NAFS	SAVE Program - NACF
275	EFD/P - NAFS	EFD/P - NACF
284	SUO - NAFS	SUO - NACF
298	SUO-NAFS SB90	SUO-NACF SB90
302	SUO - FSET MOE	SUO - CFET MOE
303	SUO - FSET 50/50	SUO - CFET 50/50
304	SUO - FSET 50/50 O/M	SUO - CFET 50/50 O/M
306	FSET ABAWDS-WORKFARE	CFET ABAWDS-WORKFARE
307	FSET ABAWDS- EDUCATION/TRAINING	CFET ABAWDS- EDUCATION/TRAINING
310	NAFS - Fraud	NACF - Fraud
311	SUO - FSET MOE County	SUO - CFET MOE County
314	NAFS Eligibility - MAGIC - Merced Only	NACF Eligibility - MAGIC - Merced Only
319	RRP - Public Assistance - Food Stamps	RRP - Public Assistance - CalFresh
321	SUO - FS Cnty Share Reduction	SUO - CF Cnty Share Reduction
334	Fraud - NAFS AFIRM (LA County)	Fraud - NACF AFIRM (LA County)
339	SUO - FSET 3rd Party Reimb.	SUO - CFET 3rd Party Reimb.
341	EFD/P - NAFS (WFI)	EFD/P - NACF (WFI)

343	NAFS Eligibility	NACF Eligibility
344	NAFS Program Integrity	NACF Program Integrity
347	NAFS - Quality Control	NACF - Quality Control
360	FS Sanction/Reinvestment Project	CF Sanction/Reinvestment Project
464	FSET	CFET
468	FSET Supportive Services	CFET Supportive Services
475	SUO - FSET 100% O/M	SUO - CFET 100% O/M
477	SUO - FSET Supp. Svcs. State	SUO - CFET Supp. Svcs. State
611	NAFS - Jail Match (SB 1556)	NACF - Jail Match (SB 1556)
779	SUO NAFS ELIGIBILITY TO DOD	SUO NACF ELIGIBILITY TO DOD
880	SUO - NAFS ADMIN to ARRA SNAP	SUO - NACF ADMIN to ARRA SNAP
F01	FSET County MOE (FARB Info Only)	CFET County MOE (FARB Info Only)
F02	FSET State MOE (FARB Info Only)	CFET State MOE (FARB Info Only)
F03	FSET State/County MOE (FARB Info Only)	CFET State/County MOE (FARB Info Only)

ATTACHMENT II

FY 2012-13 COUNTY INDIRECT COST RATE (ICR)
 Data from FY 2010-11 County Expense Claims

COUNTIES	ICR
ALAMEDA	0.19
ALPINE	0.99
AMADOR	0.48
BUTTE	0.21
CALAVERAS	0.32
COLUSA	0.38
CONTRA COSTA	0.37
DEL NORTE	0.37
EL DORADO	0.19
FRESNO	0.17
GLENN	0.21
HUMBOLDT	0.19
IMPERIAL	0.25
INYO	0.40
KERN	0.17
KINGS	0.17
LAKE	0.23
LASSEN	0.40
LOS ANGELES DPS	0.21
MADERA	0.29
MARIN	0.43
MARIPOSA	0.57
MENDOCINO	0.17
MERCED	0.12
MODOC	0.30
MONO	0.53
MONTEREY	0.23
NAPA	0.44
NEVADA	0.43
ORANGE	0.21
PLACER	0.40
PLUMAS	0.29
RIVERSIDE	0.12
SACRAMENTO-DHA	0.22
SAN BENITO	0.20
SAN BERNARDINO	0.21
SAN DIEGO	0.23
SAN FRANCISCO	0.23
SAN JOAQUIN	0.14
SAN LUIS OBISPO	0.23
SAN MATEO	0.26
SANTA BARBARA	0.18
SANTA CLARA	0.22
SANTA CRUZ	0.24
SHASTA	0.31
SIERRA	0.30
SISKIYOU	0.20
SOLANO	0.26
SONOMA	0.19
STANISLAUS	0.15
SUTTER	0.22
TEHAMA	0.14
TRINITY	0.25
TULARE	0.36
TUOLUMNE	0.37
VENTURA	0.24
YOLO	0.19
YUBA	0.27
LOS ANGELES DCS	0.22
SAC-DHHS-CHILD	0.42
SAC-DHHS-ADULT	0.27
SMATEO DP AGING	0.16
PLACER-ASOC	0.35
STATEWIDE	0.22