



CDSS

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GOVERNOR

October 8, 2012

COUNTY FISCAL LETTER (CFL) NO. 12/13-17

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  
DECEMBER 2012 QUARTER

This CFL provides counties time study and claiming instructions for the October through December 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>				
	A. Deletion of IHSS-ADHC Transition Codes	No	No	Yes	2
	B. IHSS Fingerprint Costs	No	Yes	Yes	3
	C. Kin-GAP - Revision of PC 848	No	Yes	Yes	3
	D. Addition of SUO Code 784 - PSSF	No	Yes	Yes	3
	E. Adoptions Eligibility for NMDs	No	Yes	Yes	4
	F. NREFM	Yes	Yes	Yes	5
	G. Revision of PC 123	No	No	Yes	6
	H. NRLG codes correction	Yes	Yes	Yes	7
	I. PQCR Methodology for FY 2012-13	Yes	Yes	Yes	8
<b>II</b>	<b>CalWORKs</b>				
	A. Cal-Learn Program reestablishment	No	Yes	Yes	9
<b>III</b>	<b>Other Public Welfare</b>				
	A. Renaming of Kin-GAP	No	Yes	Yes	10

<b>IV</b>	<b>Child Care</b>	No	No	No	10
<b>V</b>	<b>Non-Welfare</b>	No	No	No	10
<b>VI</b>	<b>General A. EDP Methodology Changes</b>	No	Yes	Yes	10

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

<b><u>Section</u></b>	<b><u>Revised</u></b>
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. Deletion of In-Home Supportive Services (IHSS) Adult Day Health Care (ADHC) Transition Codes**

Effective with the September 2012 quarter, IHSS-ADHC Transition Program Codes (PC) 783- IHSS-ADHC Transition and State Use Only (SUO) 861-ADHC are being deleted as authorized by the California Budget Act of 2012. PC 783 was established to capture one-time administrative costs associated with IHSS activities as a result of the elimination of the ADHC services as an optional Medi-Cal benefit (Welfare and Institutions Code section 12309.1; Assembly Bill (AB) 97 (Chapter 3, Statutes of 2011). One-time IHSS-ADHC transition costs ended in Fiscal Year (FY) 2011-12 and activities related to the transition have ceased. Since it will not be necessary to track IHSS-ADHC transition costs separately, PC 783 will be deleted.

The SUO 861, which was established to shift the IHSS-ADHC *DHCS Reimbursement* overmatch from PC 783 to county-only share, will also be deleted.

**B. IHSS Providers – Fingerprinting Costs**

Per All County Letter 09/10-70, prospective IHSS providers pay for their own criminal background checks. If a county tracks these costs on the County Expense Claim (CEC), payments to the county by prospective IHSS providers and the resulting invoice from the organization providing the fingerprinting should be claimed on the CEC as Extraneous. If a county wants to identify these costs separately on the CEC, they can be claimed to a county-funded code (such as C58968). In the event that there are other administrative costs related to review of the fingerprinting and background check results, the county should claim to PC 739 (IHSS Anti-Fraud Background Checks) on the CEC. To track time spent by county staff on processing these transactions, the county should instruct staff to time-study this activity to PC 7391. Additional information on PC 739 can be found in CFL 09/10-37 dated December 10, 2009.

**C. Revision of PC 848 - Over 18 Kin-GAP Title IV-E Case Management**

Due to Federal guidance received from the Administration on Children and Families (ACF), PC 848 has been revised to exclude Title IV-E eligibility determination and redetermination activities. This change is retroactive to the March 2012 quarter. Federal guidance has provided that time spent during Title IV-E eligibility determination and redetermination needs to be claimed to a separate code, PC 858 – Over 18 Kin-GAP Title IV-E Eligibility. The PC 848 is exclusively for case management activities as defined in CFL No. 11/12-32. The following revisions to PC 848 have been made:

<b>Program Code (PC)</b>	848	<b>OVER 18 Kin-GAP IV-E CASE MGMT (C 03/12)</b>
Time Study Code (TSC)	8481	<b>OVER 18 Kin-GAP IV-E CASE MGMT (C 03/12)</b>
Direct-to-Program Support Staff Code	A57	<b>OVER 18 Kin-GAP Title IV-E Case Management</b>

**D. Addition of SUO Code 784 - Promoting Safe and Stable Families (PSSF) Match**

Senate Bill (SB) 1013 (Chapter 35, Statutes of 2012) amended this requirement and limits a county's total contribution to the combination of Kin-GAP savings, the amount of funding specifically included in the Protection Services Subaccount, and any associated growth funding from the Support Services Growth Subaccount within the Sales and Use Tax Growth Account.

Per CFL 12/13-11 and effective with the September 2012 quarter, SUO code 784 is necessary to track the non-federal match requirement and is to be used at the time of close out to shift federal funds to county funds in the event that a county is unable to meet the match requirement through PC 175-Family Preservation Program (FPP), which is currently used as the match. Due to the realignment of FPP, there may be a shift in how counties utilize their Local Revenue Funds (LRFs). Therefore, a new code was created to provide a match, if needed. This SUO code shall only be utilized when the 25 percent match requirement cannot be met by costs claimed to PC 175. This will be accomplished by the use of Journal Entries. An erratum to CFL 12/13-11 is forthcoming to clarify the PSSF allocation match requirements.

**E. Adoptions Eligibility for Non-Minor Dependents (NMDs)**

AB 12 (Chapter 559, Statutes of 2010) allows California to implement provisions of Public Law 110-351, the Fostering Connections to Success and Increasing Adoptions Act of 2008. This law allows the extension of Adoptions Assistance Program (AAP) benefits to eligible youth up to age 21. In addition, Realignment 2011, created by ABX1 16 (Chapter 14, Statutes of 2011, First Extraordinary Session), allows for counties that have not previously provided agency adoption services, one of four options: 1) to contract with California Department of Social Services (CDSS) to continue to provide services, 2) directly provide agency adoption services, 3) contract with another county to provide services, or 4) form a consortium of counties to provide services. In order for counties to administer AAP benefits, PC 785 - Adoptions Eligibility NMD is created to capture the eligibility costs for NMDs. This change is effective with the March 2012 quarter. The PC 785 mirrors PC 230 – Adoptions Assistance Title IV-E – and is only used for the 18-21 year old population. Counties should continue to use PC 230 for the under age 18 population. The PC 785 mirrors PC 230 – Adoptions Assistance Title IV-E – and is only used for the 18-21 year old population. Counties should continue to use PC 230 for the under age 18 population.

<b>PC</b>	<b>785</b>	<b>Adoptions Eligibility NMD</b>
TSC	7851	
PIN	785088-091	Support Operating
	785092	Caseworker OT/CTO Costs
	785093	Support Staff OT/CTO Costs
	785094	Start Up/Nonrecurring Costs
Direct to Program	C60	Adoptions Eligibility NMD

**Time Study Instructions**

**CODE 7851 Adoptions Eligibility NMD**

Allowable activities include: conducting eligibility determinations; Title IV-E

determinations 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; inter-county/interstate transfers; program status changes; and case maintenance.

#### **F. Nonrelative Extended Family Members (NREFMs)**

Due to federal guidance from ACF and the Child Welfare Policy Manual section 8.1B Q&A#11, "The State is prohibited from claiming administrative costs for a child placed in an unlicensed or unapproved foster family home that is not related to the child." For the purposes of this provision, a relative is defined by section 406(a) of the Social Security Act as in effect on July 16, 1996, and implemented in 45 CFR 233.90(v). The PCs 786 - NREFM Under 18 and 787 - NREFM Non Minor Dependents (NMD), have been created for county caseworkers to direct charge time study hours to a specific time study code for the approved administrative activities for NREFMs pending the approval of the home. Once the NREFM is approved, claiming of Title IV-E administrative and maintenance costs may begin, provided all other eligibility conditions are met. These costs are funded with a sharing ratio of 00/50/00/50 (federal/state/health/county). Due to Realignment 2011, the state share has been realigned and is funded out of the county's 2011 LRF. The general fund share of costs are transferred to county-only via SUO code 199.

Effective with the September 2012 quarter, PCs 786,787, 790 and 791 and their associated Program Identifier Numbers (PINs) are available for claiming administrative costs related to allowable NREFM expenditures.

<b>PC</b>	<b>786</b>	<b>NREFM Under 18</b>
TSC	7861	
PIN	786088-091	Support Operating
	786092	Caseworker OT/CTO Costs
	786093	Support Staff OT/CTO Costs
	786094	Start Up/Nonrecurring Costs
Direct to Program	A92	NREFM Under 18

<b>PC</b>	<b>787</b>	<b>NREFM NMD</b>
TSC	7871	
PIN	787088-091	Support Operating
	787092	Caseworker OT/CTO Costs
	787093	Support Staff OT/CTO Costs
	787094	Start Up/Nonrecurring Costs
Direct to Program	A92	NREFM NMD

**Time Study Instructions:**

Effective with the December 2012 quarter, TSC 7861 and 7871 are available to capture activities related to NREFMs pending the approval of the home.

**CODE 7861- NREFM Under 18**

These activities include assessing the nonrelative caregiver suitability, performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to nonrelative concerns and other tasks related to the nonrelative grievance procedure process.

**CODE 7871- NREFM NMD**

For non-minor dependents:

These activities include assessing the nonrelative caregiver suitability, performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to nonrelative concerns and other tasks related to the nonrelative grievance procedure process.

The PCs 790 and 791 have been created to capture probation administration costs associated with NREFMs pending the approval of the home.

<b>PC</b>	<b>790</b>	<b>Probation NREFM Under 18</b>
PIN	790059	Probation Expenses

<b>PC</b>	<b>791</b>	<b>Probation NREFM NMD</b>
PIN	791059	Probation Expenses

**G. Revision of PC 123- Adoptions Federal Direct Costs**

The ACF Region IX, directed CDSS to re-evaluate the activities included in the description for PC 123. The language has been revised to remove non-Title IV-E eligible activities. The PC 123 is funded by Title IV-E and should only be used for Title IV-E eligible activities. The following is the revised language:

“Captures costs spent on transportation, ~~paternity testing, medical exams, maternity care abatements,~~ psychological evaluations, ~~maternity care program payments~~ and contracted services.”

To the best of their ability, counties should make adjustments effective with the September 2012 quarter.

## H. Non-Related Legal Guardians (NRLGs) Codes Corrections

The CFL 11/12-53 inadvertently omitted and/or identified incorrect Direct to Program codes for PCs 863, 864, and 865 (see revisions below).

PC	863	NRLG NMD
TSC	8631	
PIN	863088-91	Support Operating
	863092	Caseworker OT/CTO Costs
	863093	Support Staff OT/CTO Costs
Direct to Program	<del>C59</del> A91	NRLG NMD

PC	864	NRLG Probate Court
TSC	8641	
PIN	864088-91	Support Operating
	864092	Caseworker OT/CTO Costs
	864093	Support Staff OT/CTO Costs
	<del>864059</del>	<del>Probation Expense</del>
Direct to Program	A91	NRLG Probate Court

PC	865	NRLG Juvenile Court
TSC	8651	
PIN	865088-91	Support Operating
	865092	Caseworker OT/CTO Costs
	865093	Support Staff OT/CTO Costs
Direct to Program	<del>C59</del> A91	NRLG Juvenile Court

### Time Study Instructions

Effective with the December 2012 quarter, TSCs 8631, 8641, and 8651 are available to capture activities related to NRLGs.

### **CODE 8631- Non-Related Legal Guardians NMD**

This code is for case management activities for NRLGs participating in EFC. Activities include but are not limited to: Developing and updating written assessment and case plan, and conducting caseworker visits.

**CODE 8641- Non-Related Legal Guardians Probate Court**

This code is for case management activities for NRLGs in the probate court system. 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 activities for NRLGs in the juvenile court system. Activities include but are not limited to: Developing and updating written assessment and case plan, and conducting caseworker visits.

Also, please see below for revised program code descriptions and new PCs 788 and 789 for probation administrative costs relating to NRLGs. The PCs 788 and 789 are effective with the March 2012 quarter.

<b>PC</b>	<b>788</b>	<b>NRLG-Probation</b>
	788059	Probation Expense

<b>PC</b>	<b>789</b>	<b>Probation NRLG NMD</b>
	789059	Probation Expense

**I. Peer Quality Case Review (PQCR) Methodology for FY 2012-13**

The methodology based on FY 2011-12 statewide allocation percentages to be used for SFY 2012-13 is shown below:

<b>CODE</b>	<b>PROGRAM NAME</b>	<b>RATIO</b>	<b>PROGRAM</b>
088	Peer Quality Case Review	0.6616	Title IV-E
828	Non IV-E PQCR	0.3384	State General Fund

The County Cost Allocation Plan (CCAP) requires the counties to take the following steps in allocating and claiming PQCR costs:

1. Activities should be time studied to TSC 0881 by county case workers. When hours are input into the CEC system, the PQCR methodology is to divide hours between TSCs 0881 and 8281 according to the percentages in the PQCR methodology. Direct costs are to be charged to PINs for PC 088 and PC 828.
2. Using the PQCR allocation methodology, re-allocate non-Title IV-E costs according to the percentages in the methodology. Effective July 1, 2011 AB 118 (Chapter 40, Statutes of 2011) and ABX1 16 (Chapter 13, Statutes of 2011), CWS state funding was realigned to county's LRF. Therefore the state share of costs for PC 828 will be covered by the

county with realignment funding using the State Use Only (SUO) overmatch codes. For more information on the PQCR allocation Methodology please see CFL 11/12-21.

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

### A. Cal-Learn Program Re-establishment and Title Change

SB 72 (Chapter 8, Statutes of 2011) suspended Cal-Learn for FY 2011-12. Per SB 1041 (Chapter 47, Statutes of 2012), as of July 1, 2012, the Cal-Learn program suspension has ended funding for Cal-Learn administration, transportation and ancillary expenses, and case management services is now available. Counties have until April 1, 2013, to reestablish full implementation of their Cal-Learn program. As a result, the Welfare to Work (WTW) portion of the title is being replaced with the original Cal-Learn title.

PC	New Title	Old Title
026	State-Only Cal-Learn Eligibility	State-Only WTW Teen Parent Eligibility
027	State-Only Cal-Learn Case Management	State-Only WTW Teen Parent Case Management
028	State-Only Cal-Learn Support Services	State-Only WTW Teen Parent Support Services
432	Cal-Learn Support Services, Transportation & Ancillary	WTW Teen Parent Support Services, Transportation & Ancillary
617	Cal-Learn Case Management	WTW Teen Parent Case Management
630	Cal-Learn Eligibility	WTW Teen Parent Eligibility
640	Non-Federal Cal-Learn Eligibility	Non-Federal WTW Teen Parent Eligibility
641	Non-Federal Cal-Learn Case Management	Non-Federal WTW Teen Parent Case Management
649	Non-Federal Cal-Learn Support Services	Non-Federal WTW Teen Parent Support Services
811	State-Only Cal-Learn Child Care	State-Only WTW Teen Parent Child Care
909	Cal-Learn Child Care	WTW Teen Parent Child Care
912	Non-Federal Cal-Learn Child Care	Non-Federal WTW Teen Parent Child Care

Effective July 1, 2012, the WTW Teen Parent PCs have been restored to their original titles prior to the Cal-Learn suspension. Counties can use the same PCs for costs claimed on the CEC for the WTW Teen Parent program and the Cal-

Learn program until the full implementation of Cal-Learn is completed. For an updated description of the TSCs please refer to the CDSS website for the current PCDs located at <http://www.cdss.ca.gov/lettersnotices/PG959.htm>.

### III. Other Public Welfare

#### A. Renaming of Kin-GAP codes

Effective with the September 2011 quarter, PC 030 will be re-titled as **STATE ONLY KIN-GAP**. PC 030 was previously identified as a federally-eligible code for purposes of counting the costs as Temporary Assistance to Needy Families (TANF) Maintenance of Effort (MOE) eligible. With the establishment of the federal Kin-GAP program, continued use of the term “federally-eligible” was confusing and misleading. Therefore, PC 030 has been re-titled as STATE ONLY KIN-GAP. This code will still be counted towards the TANF MOE requirement.

### IV. Child Care

No changes.

### V. Non Welfare

No changes.

### VI. General

#### A. EDP Methodology Changes, Child Welfare Services (CWS)/Case Management System (CMS) Statewide Automated Child Welfare Information System (SACWIS) and Non-CWS/CMS (Non SACWIS)

The following cost allocation methodology for CWS/CMS has been updated for FY 2012-13 and is to be effective retroactive to the September 2012 quarter. Please refer to CFL No. 06/07-36, dated May 21, 2007 for instructions and information. Effective July 1, 2011, AB 118 (Chapter 40, Statutes of 2011) and ABX 116 (Chapter 13, Statutes of 2011) realigned CWS. PCs 135, 175, and 588 are subject to the realignment provisions of AB 118 per CFL 11/12-18, dated September 16, 2011. Therefore, although these are state programs and listed as such in the below table, these costs are covered by the county.

PC	Program Name	Percent	Program
536	SACWIS	0.6813	Title IV-E/ IV-B
513	EA-ER	0.1839	TANF

544	CWS MPI (AB 908)	0.0048	TANF
556	CWS-MPS (AB 908)	0.0000	TANF
144	CWS–Health Related	0.1204	Title XIX
150	EPSDT (C6/00)	0.0001	Title XIX
168	FPP–Health Related (C 6/00)	0.0006	Title XIX
182	ILP–Case Management (C 6/00)	0.0033	Chafee
184	ILP–Services (C 6/00)	0.0039	Chafee
135	SSI/SSP OHC	0.0001	State
175	FPP Services/NonFed (C 6/00)	0.0011	State
588	STOP–Assessment/Case Plan	0.0001	State
165	SB 163 Wraparound Services	0.0004	County

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