



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

December 31, 2012

COUNTY FISCAL LETTER (CFL) NO. 12/13-26

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY PROBATION OFFICERS
ALL TITLE IV-E TRIBES

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE
CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE
MARCH 2013 QUARTER

This CFL provides counties time study and claiming instructions for the January through March 2013 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. Adoptions - PC 123 Revisions	No	No	Yes	3
	B. Foster Care and Adoptions Training	No	Yes	Yes	4
	C. NYTD	Yes	Yes	Yes	4
	D. IHSS-PCSP Welfare Staff Service Providers	No	Yes	Yes	5
	E. Agency Adoptions	Yes	No	No	5
II	CalWORKs				
	A. CalWORKs Eligibility Reporting	Yes	No	Yes	7
	B. TCVAP Eligibility Reporting	Yes	No	No	8

III	Other Public Welfare				
	A. NACF Quality Control vs. Quality Assurance	Yes	No	No	9
	B. Refugee Cash Assistance and Refugee Employment Services	No	Yes	Yes	10
	C. Kin-GAP Over 18 IV-E Eligibility	No	No	Yes	11
IV	Child Care	No	No	No	11
V	Non-Welfare	No	No	No	11
VI	General				
	A. CDSS Policy on Late CEC submissions	No	No	Yes	11
	B. County Cash Claiming Report	No	No	Yes	11
	C. County Expense Claim Due Dates for FY 2013/2014	No	No	Yes	12
	D. Submission of the Countywide Cost Allocation Plan A-87 Budget Unit and Cover Letter for FY 2013-2014	No	No	Yes	12
	E. Direct Charge Methodology	No	No	Yes	13
	F. Federal Fund Monitoring Responsibilities	No	No	Yes	13
	G. Donation of Surplus Property	No	No	Yes	13

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) instructions for county use during the January through March 2013 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	03/13
CalWORKs	03/13
Other Public Welfare	03/13
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	09/12
Staff Codes	
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. Adoptions – PC 123 Federal Direct Costs Revisions

The CFL No. 12/13-17, dated October 8, 2012 removed language from the Program Code (PC) description for PC 123 - Adoptions Federal Direct Costs but inadvertently left in psychological evaluations as an allowable activity. The activity “psychological evaluations” is not an allowable Title IV-E activity and has been removed from the program code description. 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.~~

Additionally, it was erroneously noted in the same CFL that the changes to PC 123 were effective with the September 2012 quarter. To the best of the county’s ability, adjustments should be effective with the **September 2011 quarter**.

Counties who need to remove costs associated with the deleted language for the September and December 2011 quarters will need to be reported on an *Abatements Not Processed Through the CEC (SOC 812)* form, as the nine

month claiming limit for these quarters has passed. Instructions on how to complete this form, including a sample form, can be found in CFL No. 02/03-12, dated August 27, 2002. Costs for the March and June 2012 quarters will need to be adjusted on their respective adjustment quarter claims.

B. Public Law 110-351 Training

Funding is available at differing Federal Financial Participation rates during a five year phase-in period. Starting with Federal Fiscal Year (FFY) 2009, expenditures were reimbursed at 55 percent and will increase by five percent each FFY thereafter until reaching 75 percent in FFY 2013, as stated in CFL No. 10/11-48, dated January 12, 2011.

A final increase in staff development sharing ratios for PC 730-PL 110-351 Training-Foster Care and PC 748-PL 110-351 Training-Adoptions is necessary in accordance with PL 110-351, Section 203(b)(4) and in compliance with the phased-in increase in the program funding sharing ratio which is 75/17.5/00/07.5 (federal/state/health/county) for FFY 2013 beginning October 1, 2012. Effective with the September 2011 quarter claim, all General Fund (GF) costs for the PCs associated with realigned programs will be covered by the county with realignment funding using the State Use Only overmatch codes. Please refer to CFL No. 11/12-18, date September 16, 2011 for additional Realignment 2011 information.

C. National Youth Transitional Database (NYTD)

The All County Letter (ACL) No. 11-27 describes the requirements for the NYTD. Youth will be given an incentive for filling out the NYTD survey upon completion.

Claiming Instructions

Costs associated with incentives for the NYTD survey can be claimed to PC 184 - Independent Living Program (ILP) Services. The following existing Program Identifier Number (PIN) was established under PC 184 to capture incentive costs provided to ILP participants. These incentives are given based on the participant's successful completion of various elements of the ILP (e.g.: NYTD Survey).

PC	184	ILP Services
PIN	184015	Incentives

Time Study Instructions

Time Study Code (TSC) 1841 is available to capture ILP administrative activities related to the implementation of the NYTD survey.

D. In-Home Supportive Services (IHSS)- Personal Care Services Program (PCSP) Welfare Staff Service Providers

Per the recently approved State Plan Amendment (SPA) 11-034, California is eligible for a six percent increase in Federal Medical Assistance Percentage (FMAP) for the provision of community-based attendant services and supports to MediCal beneficiaries under the authority of the Community First Choice Option (CFCO).

The sharing ratio for PC 108 to claim costs for IHSS-PCSP Welfare Staff Service Providers has been updated to **00/28.6/56/15.4** (Federal/State/Health/County) as a result of the increased FMAP detailed in SPA 11-034. This sharing ratio change is effective beginning with the March 2012 and June 2012 quarters.

For costs claimed for services provided to populations which are ineligible for the enhanced CFCO FMAP rate, state accounting staff will manually adjust the amount claimed to this PC based on a look-back at each county's eligible populations that can receive the enhanced 56 percent FMAP and ineligible populations that receive only the 50 percent FMAP rate.

The SB 1036, Chapter 45, Statutes of 2012 changed the IHSS funding requirements for counties from a share of the nonfederal costs to a County IHSS Maintenance of Effort (MOE). This MOE applies to all 58 counties effective July 1, 2012. The Welfare and Institutions Code Section 12306.15 (a) commencing July 1, 2012, all counties shall have a County IHSS Maintenance of Effort (MOE), in lieu of paying the nonfederal share of IHSS costs as specified in Sections 10101.1, 12306 and 12306.1, counties shall pay the County IHSS MOE.

Effective with the September 2012 quarter, the sharing ratio will be updated to **00/44/56/00** (Federal/State/Health/County) in order to facilitate California Department of Social Service's (CDSS) recoupment of IHSS county share. The IHSS County MOE will be recouped from counties through the monthly IHSS services billings to counties.

E. Agency Adoptions

Under Realignment 2011 enacted by Assembly Bill (AB) 118 (Chapter 40, Statutes of 2011) and ABX1 16 (Chapter 13, Statutes of 2011-12, First Extraordinary Session), the entire CDSS State Operations GF budget for the Agency Adoption Program was realigned to the counties. The 28 counties that previously used CDSS Agency Adoption District Offices have the option to either administer a licensed public adoption agency or contract directly with CDSS for agency adoption services. Counties that decide to administer a licensed public adoption agency should claim administrative expenditures to existing adoptions PCs as follows. Please refer to CFL No. 11/12-18 for further information on Realignment 2011.

Time Study Instructions

For the most recent time study code descriptions for PCs 117, 118 please refer to the list of PCDs using the link indicated on page three of this letter.

PC	117	Adoptions Case Management
TSC	1171	Adoptions Case Management

PC	117	Adoptions Case Management
PIN	117003	Transportation-Assistance
	117031	Contracted Activities-Unemployed
	117088-091	Support Operating
	117092	Caseworker OT/CTO Costs
	117093	Support Staff OT/CTO Costs
	117094	Start Up/Nonrecurring Costs
Direct to Program	A3	Adoptions

PC	118	Adoptions Independent/Nonfederal
TSC	1181	

PC	118	Adoptions Independent/Nonfederal
PIN	118021	Adoption Fees Collected
	118031	Contracted Activities-Unemployed
	118068	Direct Costs
	118088-091	Support Operating
	118092	Caseworker OT/CTO Costs
	118093	Support Staff OT/CTO Costs
	118094	Start Up/Nonrecurring Costs
Direct to Program	A3	Adoptions

Additionally, PCs 121 and 123 are affected by Realignment 2011. The PCs and the associated PINs are listed below.

PC	121	Nonrecurring Adoption Expenses
PIN	121054	Nonrecurring Adoption Expenses
	121088-091	Support Operating
	121092	Caseworker OT/CTO Costs
	121093	Support Staff OT/CTO Costs
	121094	Start Up/Nonrecurring Costs

PC	123	Adoptions Federal Direct Costs
PIN	123068	Direct Costs
	123088-091	Support Operating
	123092	Caseworker OT/CTO Costs
	123093	Support Staff OT/CTO Costs
	123094	Start Up/Nonrecurring Costs

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

A. CalWORKs Eligibility Codes

In accordance with AB 6 (Chapter 501, Statutes of 2011) and SB 1041 (Chapter 47, Sections 7-10, Statutes of 2012), in place of quarterly reporting the state now requires Annual Reporting for Child-Only cases (AR/CO) effective October 1, 2012 and Semi-Annual Reporting (SAR) for all other cases to be phased in from April 1, 2013 through October 1, 2013. Therefore, the descriptions for PCs 614 - CalWORKs Eligibility and 616 - Non-federal CalWORKs Eligibility need to be updated to reflect these changes.

For further information on SAR implementation and AR/CO implementation of reporting changes, please see ACL No. 12-25 dated May 17, 2012 and ACL No. 12-49 dated September 27, 2012. The following language changes are bolded and struck-out below and will be updated in the PCDs:

CODE 6141 CALWORKS ELIGIBILITY

This includes eligibility determinations ~~in~~ **for** the CalWORKs Program ~~in accordance with mandated reporting intervals. to process Monthly Eligibility Report and annual determinations.~~ Activities includes review applications, required forms and verifications, fingerprint imaging, requests for information, home and office visits, completion of Notice of Actions, sanctions, computer data input and activities in support of non-Administrative Disqualification Hearings (ADH)/non-Intentional Program Violations (IPV) cases. Public Assistance CalFresh (PACF) and Two-Parent Family activities are time studied here, but the PACF shift and Two-Parent Family caseload shifts are applied to this program code. Activities that can be specifically identified to MediCal, Non-Assistance CalFresh Program and Non-Federal Recent Noncitizens are captured under other program codes.

CODE 6161 NONFEDERAL CALWORKS ELIGIBILITY

Includes eligibility determinations ~~including initial determinations, review of Monthly Eligibility Reports and Annual Re-Investigations performed on behalf of non-federal CalWORKs participants (e.g., recent noncitizens ineligible under TANF guidelines, but eligible for CalWORKs) in~~

accordance with mandated reporting intervals. Allowable activities include review of SAWS 1, application, required forms and verifications, requests for information, early fraud referral, home and office visits, computer data input, fingerprint imaging and completion of Notice of Actions.

B. Trafficking and Crime Victim's Assistance Program (TCVAP) Administration

The reporting changes made to the CalWORKs eligibility codes also apply to the TCVAP reporting intervals under AB 6 and SB 1041. The description of PC 713 is being updated in accordance with AR/CO and SAR implementation.

The following is the full PCD update:

CODE 7131 TCVAP NONCITIZEN ADMIN

Counties will time study activities related to the CalWORKs, TCVAP and the CAPI programs provided to noncitizen victims of human trafficking, domestic violence and other serious crimes. This time study code includes eligibility and grant maintenance activities, fraud investigations, information and referral and child care activities. Specific activities include:

- All eligibility-related activities for CalWORKs, TCVAP and CAPI **in accordance with mandated reporting intervals. Activities** including **initial determinations, regularly scheduled** eligibility determinations, ~~including initial determinations~~ and review of ~~Quarterly~~ eligibility report **forms and verification** and ~~annual re-determinations~~ performed on behalf of the non-federal CalWORKs participants (e.g., recent noncitizens ineligible under TANF five year ban guidelines, but eligible for CalWORKs), accepting/screening applications for SSI for CAPI applicants;
- Other allowable activities include, but are not limited to, review of the SAWS 1, application, required forms, verifications such as immunization records and school attendance documentation, request for information, assignment and treatment of child support, early fraud referral, home and office visits, computer data input, fingerprint imaging and completion of Notice of Actions (NOA), sanctions, activities in support of State Administrative Hearings, non-Administrative Disqualification Hearings (ADH)/ IPV cases, conducting cause determinations and compliance for clients;
- Time spent by non-Welfare Fraud Investigator staff performing activities related to CalWORKs and WTW ADH/IPV cases and CalWORKs Early Detection/Prevention Program. Activities may include, but are not limited to, conducting investigations, interviews, preparing investigative reports for civil and criminal complaints for the

prosecuting authority, maintaining complete records of fraud investigative activities and statistical reports;

- Time spent performing grant calculations and grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families and data collection conducted through the Research and Development Enterprise Project (RADEP) and Enterprise II Lite (E2Lite) system;
- Providing applicants with information regarding programs and services available within the California Department of Social Services and includes referrals to community agencies. Other activities include explaining support services for employed persons, diversion program, childcare program, WTW Supportive Services, Cal-Learn program, CalFresh Program, voter registration, etc.;
- Child care activities include initiating and securing child care slots for use by CalWORKs participants who are employed or participating in an approved CalWORKs work activity, within the existing universe of child care providers; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; and coordinating or consulting with other child care delivery systems; program notifications; benefit computations; overpayments and underpayments and adjustments; overpayment NOAs; and coordinating overpayment grant adjustments with the CalWORKs caseworker; outreach; preparing for and providing presentations to community groups and organizations and verifying hours.

III. Other Public Welfare

A. Non-Assistance CalFresh (NACF) - Quality Control vs. Quality Assurance

The following information is provided to remind counties how NACF Quality Control (as defined in 7 Code of Federal Regulations section 271.2) activities and Quality Assurance activities should be claimed.

Time Study Instructions

As instructed in the PCD manual under the Other Public Welfare Function – Non-Assistance CalFresh, counties should continue to claim time spent on NACF Quality Control activities to TSC 3471 and NACF Quality Assurance activities to TSC 3431.

CODE 3471 - NACF QUALITY CONTROL

This includes case reviews, desk audits, third-party verifications, home visits related to case reviews and all other activities specifically related to Quality Control Review of CalFresh certification. Do not include time spent performing quality assurance, supervisory reviews or other activities

that are not an integral part of the required Quality Control Review.

CODE 3431 - NACF ELIGIBILITY

Includes NACF Program intake activities such as: 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-IPV cases; budget computation, quality assurance, supervisorial review activities; and Work Opportunity Tax Credit (WOTC) Program-related activities.

This also includes continuing NACF activities, such as: informational and outreach, performing budget re-computations, program eligibility termination, making Employment Development Department referrals, authorizing actions, inter-county 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 re-certifications, quality assurance or supervisorial 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. NACF activities performed on Indian Reservations should also be included here.

For more information on NACF Quality Control and Quality Assurance, please contact your CDSS CalFresh Program analyst.

B. Addition of Transportation Type of Expense (TOE) code

PC 478- Refugee Employment Social Services and PC 480- Refugee Targeted Assistance – County, provide employment and training services to refugees and other eligible populations. Because there has not been a transportation TOE code available for use with these PCs, counties have been incorrectly claiming transportation vouchers provided to refugee clients under the contracted services TOE code. Transportation costs claimed to PC 478 for the Refugee Employment Social Services program and costs claimed to PC 480 for the Refugee Targeted Assistance will now have specialized PINs to capture these types of expenses.

Effective with the March 2013 quarter, counties are to use TOE code 03 (Transportation – Unemployed) for the transportation costs of these programs. The PINs 478003 and 480003 are now available to claim transportation related expenses under these PCs. This program is 100 percent county funded.

C. Over the age of 18 Kin-GAP Title IV-E Eligibility

The CDSS is updating the PCD for PC 858 - Over 18 Kin-GAP Title IV-E Eligibility to ensure that the intended population is clearly stated in the program code description. Effective with the March 2013 quarter, PC 858 will be listed under the Other Public Welfare function and the Direct-to-Program code has changed due to the revision of the function.

The program code description has been revised to read as follows:

CODE 8581 Over 18 KinGAP Title IV-E Eligibility

Allowable activities include conducting Title IV-E eligibility determinations and redeterminations for the over 18 Kin-GAP population.

PC	858	Over 18 KinGAP Title IV-E Eligibility
Direct to Program	C52	Over 18 KinGAP IV-E Elig

IV. Child Care

No changes.

V. Non Welfare

No changes.

VI. General

A. CDSS Policy regarding Late CEC Submissions

Due to recent policy enforcement by the Federal Administration of Children and Families (ACF), CDSS needs to report CEC data within 45 days after the quarter ends. The ACF Washington D.C. Headquarters requires this information for nationwide budgeting and distributing of their federal funds. As a result, CDSS is unable to accept late CECs without jeopardizing this funding for California. This information was shared at the County Welfare Director's Association FISCAL Committee meeting on November 22, 2012.

B. 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 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.

C. CEC Due Dates for Fiscal Year (FY) 2013-14

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 2013-14 original claims:

<u>Original CEC</u>	<u>Final Filing Date</u>
September 2013	October 31, 2013
December 2013	January 31, 2014
March 2014	May 1, 2014
June 2014	July 31, 2014

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 2012-13 adjustment quarter claims:

<u>Adjustment CEC</u>	<u>Final Filing Date</u>
September 2012	July 1, 2013
December 2012	October 1, 2013
March 2013	January 2, 2014
June 2013	April 1, 2014

D. Submission of the Countywide Cost Allocation Plan (CCAP) A-87 Budget Units and Cover Letter for FY 2013-14

The CCAP A-87 must be submitted to and approved by the State Controller's Office County Cost Plan Section on an annual basis. All counties are required to submit the CCAP (A-87 Plan) Budget Units and Cover Letter before the September 2013 Quarter CEC is due on October 31, 2013 to:

California Department of Social Services
Administrative Claims Unit
744 P Street, MS 9-5-03
Sacramento CA 95814

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, for additional information.

E. Direct Charge Methodology

The CFL No. 00/01-78 dated May 21, 2001, informed the counties of the discontinuance of the Direct Charge Methodology Detail Certification Form, DFA 327.9. The DFA 327.9 was replaced by a Letter of Intent to Direct Charge. The CFL No. 04/05-34 dated January 6, 2005, informed counties that as of July 1, 2005, CDSS no longer recognizes the DFA 327.9 and the only acceptable method of notifying CDSS of your intent to direct charge support operating costs is through a Letter of Intent to Direct Charge submitted and addressed to:

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

Please refer to CFL No. 00/01-78 for the required contents and a sample of the letter. All state and federal laws/regulations/guidelines with respect to claiming direct costs still apply. The CDSS is requiring all counties to submit a new Letter of Intent by June 14, 2013 in order to direct charge for FY 2013-14. A new Letter of Intent is required annually.

F. 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.

G. Donation of Surplus Property

The County Board of Supervisors has the authority under Government Code section 25372 to donate any real or personal property that the board declares to be surplus to a school or community college district, a county children and families commission or an organization exempt from taxation pursuant to specified provisions of federal law (26 United States Code Section 501[c][3]). Newly enacted legislation, AB 1998 (Chapter 245, Statutes of 2012), now allows CWDs to donate surplus computer equipment directly to persons receiving public benefits under the CalFresh, CalWORKS, County Relief, General Relief, General Assistance or MediCal programs. The property may be donated only as specified and directed by the CWD's Board of Supervisors.

Equipment acquired with federal funds is subject to specific property management standards contained in 45 Code of Federal Regulations, Parts 74.34 and 74.35 – Property Standards for Equipment and Supplies. Equipment donations submitted by CWDs shall be both declared as surplus and

also be allowable for donation under the cited regulations as stated above,
without restrictions from the conditions in which the property was obtained.

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