

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



November 1, 2002

COUNTY FISCAL LETTER (CFL) NO. 02/03-36

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

SUBJECT: REPORTING INSTRUCTIONS FOR RELATIVE FOSTER CARE CASES  
REPORTED ON THE CA 800 FC (FED) FORM DETAIL REPORT SUMMARY  
SHEET

REFERENCES: All County Letter (ACL) 01-85, CFL No. 97/98-54, CFL No. 01/02-55,  
CFL No. 01/02-61, Adoptions and Safe Families Act (ASFA) Public Law,  
Statutes of 1997

The purpose of this CFL is to provide revised assistance claim reporting instructions for the October 2002 claiming month for costs associated with federally eligible foster care relative placements. In addition, we are requesting that counties provide the data for the prior periods of January through June 2002. These instructions are in effect until further notice.

**BACKGROUND**

The Federal Department of Health and Human Services (DHHS) has deferred \$37.4 million in Title IV-E funds from the March and June 2002 quarters due to concerns that the foster care relative placement approval process in California has not met ASFA requirements. CFL 01/02-55 dated March 28, 2002, issued claiming and time study instructions for the Relative Foster Home Approval Process and CFL 01/02-61 dated June 28, 2002, issued instructions concerning Relative/Nonrelative Extended Family Member (NREFM) Maintenance Payment Costs.

In a federal deferral situation it is incumbent upon the State to provide the DHHS with the documentation necessary to support any claims eligible for FFP. The California Department of Social Services (CDSS) is working with the County Welfare Directors' Association to address the DHHS concerns. Consequently, the CDSS must request relative foster care caseload and expenditure data from the CA 800 FC (Fed) form to

support the expenditures reported for foster care relative placement cases.

## **RELATIVE FOSTER CARE EXPENDITURE DOCUMENTATION**

To provide the level of detail requested by DHHS, the CDSS is requesting that the following information be included with the Detail Report Summary Sheet (see attached) that is submitted monthly with the CA 800 FC (Fed) assistance claim form:

- **RELATIVE HOME APPROVALS AND EXPENDITURE DATA FROM THE CA 800 FC (FED)**

### Persons Count (Main Payroll Column A, Line 1)\*

Number of persons (cases) in licensed homes where both relative and nonrelative children are placed  
Number of persons (cases) in approved relative and nonrelative extended family member (NREFM) homes (ACL 01-85 standards) for the month  
Total relative/NREFM homes for the month (sum of the above)

### Main Payroll Amount (Main Payroll Column B, Line 1)\*

Total maintenance payments made to licensed homes where both relative and nonrelative children are placed  
Total maintenance payments for approved relative/NREFM homes for the month  
Total combined maintenance payments for the month (sum of the above)

### Adjustments (Column A, Lines 3, 6 or 8)\*

Number of persons (cases) in reassessed relative homes (ACL 01-85) that did not meet the approval standards and are not eligible for FFP

- Please input into the Current Month line the number of cases in placement in approved homes but canceled because the home was reassessed and did not meet approval standards and is not eligible for FFP
- Please input into the Prior Period line the number of cases in placement in approved homes but canceled because the home was reassessed and did not meet approval standards and is not eligible for FFP beginning in January 2002

### Adjustments (Column B, Lines 3, 6 or 8)\*

Total amount of negative maintenance payment cost adjustments due to reassessment (refer to description listed above, Adjustments Column A, ...)

- Current Month adjustment
- Prior Period adjustment starting with January 2002

\* Please refer to the CA 800 FC (FED) form

*The requested information is to be submitted using the suggested format on the attached sample form with your CA 800 FC (Fed) form for the October 2002 claim forward.*

In addition to the approval and expenditure data requested from the October 2002 claim month, the CDSS is requesting that all counties provide the same information for each month from January through June 2002 so that CDSS can respond to the DHHS deferral timeframes. The Detail Report Summary Sheets for all months from January through March 2002 may be submitted on a flow basis to the Fiscal Policy Bureau (FPB). Deadline for submittal is November 20, 2002. For the April through June 2002 deferral period, the deadline for submittal is December 4, 2002.

The CDSS has received informal notification that the DHHS may defer Title IV-E funds from the July through September 2002 federal claim. Therefore, the CDSS may request additional caseload and expenditure data to use as supporting documentation at that time. The Detail Report Summary Sheet for January through June 2002 may be mailed directly to:

California Department of Social Services  
Fiscal Policy Bureau  
Attn: Lyn Stueve  
744 P Street MS 8-100  
Sacramento, CA 95814

If you have questions or concerns regarding these instructions, please contact Lyn Stueve, FPB analyst, at (916) 654-0951.

Sincerely,

*Original Document signed by Marge Dillard  
on November 1, 2002*

MARGE DILLARD, Chief  
Fiscal Systems and Accounting Branch

Attachment

CA 800 FC (FED)  
 RELATIVE HOME APPROVAL PROCESS  
 SUMMARY PAGE

\_\_\_\_\_ Claiming Month

SOURCE DOCUMENT ITEM	TOTALS	GRAND TOTALS (Combined totals of Column 2)
<b>PERSONS COUNT</b>		
<h1>SAMPLE</h1>		
(Line A1)*  Number of persons (cases) in licensed relative homes with nonrelative children in the home for the month  Number of persons (cases) in approved relative/NREFM* homes for the month (See ACL 01-85 for standards)  *Nonrelative Extended Family Member	_____  _____  _____	_____
<b>MAIN PAYROLL</b>		
(Line B1)*  Total maintenance Payments for licensed foster family homes with nonrelative children living in the home for the month  Total maintenance Payments for approved relative/NREFM* homes for the month	_____  _____	_____
<b>ADJUSTMENTS</b>		
(Lines A3, 6, 8)*  Number of persons (cases) in reassessed relative homes not eligible for FFP: (See CFL 02/03- for instructions and ACL 01-85 for standards)  Current Month  Prior Period (Starting with January 2002)  (Lines B3, 6, 8)*  Total amount of negative maintenance payment costs due to reassessment:  Current Month  Prior Period (Starting with January 2002)	_____  _____  _____  _____	_____  _____
* Please refer to CA 800 FC (FED) form		