

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



August 21, 2003

COUNTY FISCAL LETTER (CFL) NO. 03/04-02

TO: ALL COUNTY WELFARE FISCAL OFFICERS  
ALL COUNTY WELFARE DIRECTORS

SUBJECT: FISCAL YEAR (FY) 2003/04 COMMUNITY CARE LICENSING (CCL)  
ALLOCATION FOR FOSTER FAMILY HOMES (FFH) AND FAMILY CHILD  
CARE HOMES (FCCH)

The purpose of this letter is to inform counties of their allocation for the CCL - FFH and FCCH programs. A total of \$5.9 million in State General Funds (SGF) and \$1.7 million in Recruitment / SGF have been made available with the approval of the FY 2003/04 Budget Act.

**FFH Licensing and FFH Recruitment**

Attachment I displays the allocation of the \$5.5 million SGF for the FFH licensing and \$513,000 SGF for FFH Recruitment. The funding includes the implementation of targeted visits to FFH facilities and a new CCL workload standard. Rather than conducting annual visits to all facilities, licensing workers will conduct targeted visits to approximately 20 percent of the caseload on an annual basis, beginning in August 2003. Due to the implementation of the targeted visits, the funding was reduced by approximately 30 percent from FY 2002/03.

In the past, for those counties performing FFH Licensing activities, the funds have been distributed by using each county's average monthly FFH caseload and divided by the workload standards per month per full-time equivalent (FTE). This resulted in the number of justified staff required to license this category of facility. A worker to supervisor ratio of 6:35:1 was applied to the justified staffing level and the total staffing level was then multiplied by the individual county's actual Social Services Worker unit cost. Due to the reduction in funding, there was discussion between the department and the County Welfare Directors' Association (CWDA) on another possible distribution methodology on for current year. The recommendation was to distribute the FFH Licensing funds based on a percent to total of each county's FY 2002/03 FFH Licensing allocation in order to minimize the impact to the counties.

For those counties that do not participate in the licensing program, the FFH recruitment allocation funds (\$513,000 SGF) were distributed based on each county's average number of cases in Family Reunification and Permanent Placement for January 2001 through October 2002, and the number of children under 18 years of age using the most recent data from the U.S. Census Bureau.

Administrative costs, including staff development, are charged to Program Codes 155, 156 and 158 - Foster Family Licensing/Recruitment, on the County Expense Claim (CEC). Expenditures exceeding the SGF allocation will be transferred to county share using State Use Only (SUO) Code 192.

### **FCCH Licensing**

Attachment II displays the allocation of \$1.7 million in total funds for FCCH Licensing and is distributed as follows:

\$1.3 million SGF is distributed to the counties based on each county's average monthly FCCH caseload for December 2001 through November 2002 and divided by the workload standard of 303 facilities per month per FTE. This resulted in the number of justified staff required to license this category of facility. A worker to supervisor ratio of 6.35:1 was applied to the justified staffing level and the total staffing level was then multiplied by the actual Licensing Program Analyst statewide unit cost.

\$318,000 reimbursement funds are available for licensing staff to perform comprehensive facility evaluations. Comprehensive visit protocols for FCCH have been developed and released as part of the update to the Community Care Licensing Evaluation Manual. The \$318,000 funds are distributed to counties based on a percent to the statewide total of their average monthly FCCH caseload for the period of December 2001 through November 2002.

\$80,000 SGF is available to counties in order to fulfill the reporting requirements associated with Assembly Bill (AB) 685 (Chapter 679, Statutes of 2001), Serious Incident Reporting. AB 685 requires FCCH licenses to report any injury to a child requiring medical treatment, the death of any child, or any unusual incident of child absence that threatens the emotional health or safety of any child in the care of the licensee. This additional funding provides the necessary staff to process these serious incident reports.

Administrative costs, including staff development, are charged to Program Code 157 - Licensing - Family Day Care, on the CEC. SUO Codes 061 and 062 will be used to insure that 100 percent of the federal augmentation is expended before counties can access their SGF allocation. Expenditures exceeding the SGF allocation will be transferred to county share using SUO Code 153.

If you have any questions concerning this allocation, please contact the County Financial Analysis Bureau at (916) 657-3806.

DOUGLAS D. PARK, Chief  
Financial Planning Branch

Attachments

c: CWDA

COUNTY	FY 2003/04 FFH BASIC SGF	FY 2003/04 FFH-RECRUITMENT SGF	Total FFH ALLOCATION
ALAMEDA	\$279,858	\$0	\$279,858
ALPINE	\$0	\$63	\$63
AMADOR	\$0	\$555	\$555
BUTTE	\$25,157	\$0	\$25,157
CALAVERAS	\$0	\$0	\$0
COLUSA	\$0	\$619	\$619
CONTRA COSTA	\$287,598	\$0	\$287,598
DEL NORTE	\$16,544	\$0	\$16,544
EL DORADO	\$32,289	\$0	\$32,289
FRESNO	\$144,330	\$0	\$144,330
GLENN	\$4,397	\$0	\$4,397
HUMBOLDT	\$0	\$3,977	\$3,977
IMPERIAL	\$35,349	\$0	\$35,349
INYO	\$7,281	\$0	\$7,281
KERN	\$228,853	\$0	\$228,853
KINGS	\$21,491	\$0	\$21,491
LAKE	\$0	\$2,241	\$2,241
LASSEN	\$0	\$810	\$810
LOS ANGELES	\$0	\$443,236	\$443,236
MADERA	\$0	\$4,766	\$4,766
MARIN	\$50,234	\$0	\$50,234
MARIPOSA	\$9,470	\$0	\$9,470
MENDOCINO	\$79,193	\$0	\$79,193
MERCED	\$39,135	\$0	\$39,135
MODOC	\$0	\$400	\$400
MONO	\$0	\$186	\$186
MONTEREY	\$65,695	\$0	\$65,695
NAPA	\$42,326	\$0	\$42,326
NEVADA	\$0	\$1,584	\$1,584
ORANGE	\$510,091	\$0	\$510,091
PLACER	\$60,347	\$0	\$60,347
PLUMAS	\$0	\$511	\$511
RIVERSIDE	\$0	\$54,052	\$54,052
SACRAMENTO	\$381,660	\$0	\$381,660
SAN BENITO	\$2,069	\$0	\$2,069
SAN BERNARDINO	\$442,935	\$0	\$442,935
SAN DIEGO	\$979,777	\$0	\$979,777
SAN FRANCISCO	\$128,886	\$0	\$128,886
SAN JOAQUIN	\$152,111	\$0	\$152,111
SAN LUIS OBISPO	\$59,002	\$0	\$59,002
SAN MATEO	\$152,195	\$0	\$152,195
SANTA BARBARA	\$97,383	\$0	\$97,383
SANTA CLARA	\$407,020	\$0	\$407,020
SANTA CRUZ	\$103,059	\$0	\$103,059
SHASTA	\$75,027	\$0	\$75,027
SIERRA	\$0	\$0	\$0
SISKIYOU	\$0	\$0	\$0
SOLANO	\$84,439	\$0	\$84,439
SONOMA	\$102,286	\$0	\$102,286
STANISLAUS	\$76,206	\$0	\$76,206
SUTTER	\$24,905	\$0	\$24,905
TEHAMA	\$25,936	\$0	\$25,936
TRINITY	\$13,594	\$0	\$13,594
TULARE	\$64,406	\$0	\$64,406
TUOLOMNE	\$14,379	\$0	\$14,379
VENTURA	\$102,502	\$0	\$102,502
YOLO	\$32,795	\$0	\$32,795
YUBA	\$14,790	\$0	\$14,790
<b>TOTAL</b>	<b>\$5,477,000</b>	<b>\$513,000</b>	<b>\$5,990,000</b>

## ATTACHMENT II

## FY 2003/04 CCL - FAMILY CHILD CARE HOMES ALLOCATION

COUNTY	FY 03/04 CCL-FCCH BASIC ALLOCATION SGF	CCL-FCCH CDE REIMBURSEMENT FEDERAL	SERIOUS INCIDENT REPORTING SGF	FY 03/04 TOTAL CCL - FCCH ALLOCATION FED/ SGF
DEL NORTE	\$23,074	\$5,768	\$1,451	\$30,293
INYO	\$11,712	\$2,709	\$682	\$15,103
MARIN	\$83,167	\$20,186	\$5,078	\$108,431
MENDOCINO	\$55,044	\$13,457	\$3,386	\$71,887
SACRAMENTO	\$1,099,277	\$267,141	\$67,205	\$1,433,623
TEHAMA	\$35,726	\$8,739	\$2,198	\$46,663
<b>TOTAL</b>	<b>\$1,308,000</b>	<b>\$318,000</b>	<b>\$80,000</b>	<b>\$1,706,000</b>