

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



JUNE 15, 2005

COUNTY FISCAL LETTER (CFL) No. 04/05-57

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

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM (CEC)  
 TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE SEPTEMBER 2005  
 QUARTER

This CFL provides time study and claiming instructions for the July through September 2005 quarter and includes information and reminders on the following programs:

	Function/Program	Time Study Instructions	Claiming Instructions	General Information	Page Number
<b>I</b>	<b>Social Services</b>				
	A. In-Home Supportive Services (IHSS) Quality Assurance	No	Yes	Yes	2
	B. IHSS Plus Waiver	Yes	Yes	Yes	3
	C. IHSS Time Study Code Changes	Yes	No	Yes	4
	D. Peer Quality Case Review (PQCR)	No	Yes	Yes	4
	E. Kinship/Foster Care Emergency Funds	No	No	Yes	5
<b>II</b>	<b>CalWORKs</b>				
	A. Temporary Assistance for Needy Families (TANF) Timed Out and Safety Net	Yes	Yes	Yes	5
<b>III</b>	<b>Other Public Welfare</b>				
	A. Statewide Automated Welfare Systems (SAWS) Food Stamp (FS)—County Share Toward Maintenance of Effort (MOE)	No	Yes	Yes	7
<b>IV</b>	<b>Child Care</b>				
	A. TANF Time-Out and Safety Net	Yes	Yes	Yes	7
	B. Nonfederal California Work Opportunity and Responsibility to Kids (CalWORKs) Title Change	No	No	No	8
<b>V</b>	<b>Non-Welfare</b>	No	No	No	9

<b>VI</b>	<b>General</b>				
	A. County Expense Claim (CEC) Due Dates for State Fiscal Year (SFY) 2005/06	No	No	Yes	9
	B. Support Staff Time Reporting Plan (SSTRP)	No	No	Yes	10
	C. Annual Training Plan (ATP)	No	No	Yes	10
	D. Countywide Cost Allocation Plan (CCAP)	No	No	Yes	10

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for use during the July through September 2005 quarter are as follows:

<u>Section</u>	<u>Revised</u>
<b>Social Services</b>	<b>09/05</b>
<b>CalWORKs</b>	<b>09/05</b>
<b>Other Public Welfare</b>	<b>09/05</b>
<b>Child Care</b>	<b>09/05</b>
Non-Welfare	03/01
Staff Development	03/01
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	12/01
<b>Direct-to-Program Function Support Staff Codes</b>	<b>09/05</b>
General Time Study Instructions	12/02

Please note that any changes to PCDs and/or Support Staff Time Reporting Instructions are shown in an underline, highlighted, or strikeout format reflecting each quarterly update.

## **I. SOCIAL SERVICES**

### **A. In-Home Supportive Services (IHSS) Quality Assurance**

#### Time Study Instructions:

None

#### Claiming Instructions:

Time study and claiming instructions were provided in CFL No. 04/05-34 dated January 6, 2005, to implement IHSS Quality Assurance. However, the following Program Identifier Numbers (PINs) for reporting support staff operating costs were inadvertently omitted. The following PINs are available retroactive to the March 2005 quarter:

Program Code (PC)	003	IHSS Quality Assurance
PIN	003088	Operating Cost – Travel
PIN	003089	Operating Cost – Space (Non-CCAP)
PIN	003090	Operating Cost – Other Operating
PIN	003091	Operating Cost – POS (Non-CCAP)

Counties that have March 2005 quarter expenditures but were not able to include them in their March claim, should report the costs through the normal supplemental claim process.

In addition, the following PINs are being added for reporting contract costs associated with County District Attorney staff performing fraud investigations and prosecutions, and for nonrecurring start-up costs. These PINs are effective retroactive to the March 2005 quarter. Counties that have March 2005 quarter expenditures should report these costs through the normal supplemental claim process.

PIN	003024	Investigations
PIN	003041	Prosecution
PIN	003094	Start Up/Nonrecurring Costs

All expenditures for PC 003 will be funded at 0/35/50/15 (Federal/State/Health/County).

**B. In-Home Supportive Services (IHSS) Plus Waiver**

The IHSS Plus Demonstration Waiver was approved by the federal Centers for Medicaid and Medicare Services on August 1, 2004. This Demonstration Waiver enhances the IHSS program by allowing federal financial participation for certain IHSS Residual program recipients eligible under the Waiver. Conforming statutory changes to the Welfare and Institutions Code are reflected in Senate Bill 1104, (Chapter 229, Statutes of 2004).

**Time Study Instructions**

Effective with the September 2005 quarter, counties will claim costs to existing Personal Care Services Program (PCSP) Time Study Codes (TSCs) 1032 and 1034 for the following types of cases previously funded under the IHSS Residual program that have been determined eligible for full-scope Medi-Cal benefits:

- Cases requiring protective supervision tasks.
- Cases with domestic services only.
- Cases with spousal providers.
- Cases with parents providing services to their own minor children.
- Cases with recipients receiving advance pay.
- Cases with recipients receiving a Restaurant Meal Allowance (RMA).

TSC	1032	IHSS – SIP PCSP/ <b>WAIVER</b>
TSC	1034	IHSS – PCSP/ <b>WAIVER</b>

Medi-Cal eligibility determinations and redeterminations for PCSP/Waiver recipients will be conducted by Medi-Cal Eligibility Workers and continue to be reported to TSCs 2151 and 2153. IHSS eligibility determinations and redeterminations will continue to be completed by an IHSS social worker and reported to TSC 1034. Costs for cases ineligible for the PCSP or IHSS Plus Waiver program (e.g., non-citizens) will continue to be claimed to existing IHSS Residual PCs.

**Claiming Instructions**

Counties are to claim direct costs to the corresponding PCSP/Waiver and Non-PCSP/Non-Waiver PINs) as appropriate.

**C. IHSS Time Study Code Changes**

The titles and program descriptions for the following TSCs have been changed to incorporate the former IHSS Residual cases into existing Personal Care Services Program (PCSP) TSCs and to distinguish the Non-PCSP/Non-Waiver TSCs:

From:

TSC	1032	IHSS-SUPP INDIVIDUAL PROV (SIP)-PCSP
TSC	1034	IHSS-PCSP

To:

TSC	1032	IHSS-SIP PCSP/ <b>WAIVER</b>
TSC	1034	IHSS-PCSP/ <b>WAIVER</b>

From:

TSC	1041	IHSS-SIP-NON-HR/NON-PCSP
TSC	1042	IHSS-NON-HR/NON-PCSP

To:

TSC	1041	IHSS-SIP NON-HR/PCSP/ <b>WAIVER</b>
TSC	1042	IHSS-NON-HR/PCSP/ <b>WAIVER</b>

**D. Peer Quality Case Review (PQCR)**

Time Study Instructions:

None

Claiming Instructions:

Funding for preparation, coordination, and training for the reviews was included in the original PQCR allocation. However, these activities were inadvertently omitted in the description of allowable activities listed in CFL No. 04/05-42. Preparation, coordination, and training activities for PQCR should be claimed to Time Study Code 0881. All expenditures for PC 088 will be funded at 50/35/0/15 (Federal/State/Health/County).

CFL No. 04/05-42 provided Time Study and Claiming Instructions for those counties participating in the PQCR as county peer reviewers during fiscal year 2004-05. In response to county inquiries, this letter serves to clarify that support staff costs will not be applied/charged specifically to the PQCR. Given that the reviews and corresponding activities are a short-term, nonrecurring activity, and the amount of support staff time associated with these reviews is anticipated to be minimal, a separate support staff code was not established for the PQCR. Since the PQCR covers all aspects of the Child Welfare Services (CWS) program, support staff time should be claimed to the Direct to Program (DTP) CWS Support Staff Code A6.

## **E. Kinship/Foster Care Emergency Funds**

The Kinship/Foster Care Emergency Fund was established to provide one-time assistance for necessary housing needs, such as extra beds and smoke detectors, to remove some of the barriers associated with making successful placements in relative caregiver and foster family homes. The California Department of Social Services (CDSS) received a policy clarification from the federal Department of Health and Human Services that administrative costs associated with the Kinship/Foster Care Emergency Fund are allowable under Title IV-E. Previously, this program was funded 100 percent state general fund.

Retroactive with the September 2004 quarter, the funding ratios for PC 562 have been changed to 50/50/0/0 (Federal/State/Health/County). After the foster care federal discount rate of 75 percent is applied, costs are shared 50 percent federal and 50 percent nonfederal. The nonfederal shares are funded 100 percent state general fund. New State-Use Only (SUO) Code 493 has been established to apply the foster care federal discount rate to PC 562. CDSS will make the necessary adjustments, during closeout, to claim costs eligible for federal reimbursement for the September 2004, December 2004, and March 2005 claims. Therefore, it is not necessary to submit an adjustment claim for this funding change. Effective with the June 2005 quarter, the County Expense Claim template will reflect the new funding ratios.

## **II. CalWORKs**

### **A. Temporary Assistance for Needy Families (TANF) Timed-Out and Safety Net**

This letter revises and/or clarifies instructions provided in CFL No. 02/03-34, dated November 13, 2002, and CFL No. 03/04-36, dated November 18, 2003, for TANF Timed-Out and Safety Net cases. CFL Nos. 02/03-34 and 03/04-36 established codes for reporting services costs related to the Timed-Out populations.

Effective with the September 2005 quarter, costs for TANF Timed-Out cases will be reported on the CEC as part of the basic CalWORKs program and funded with federal TANF. Safety Net expenditures will be reported to PCs 055 and 056, and funded with State General Fund. Specific instructions are as follows:

#### **Revised Time Study Instructions**

##### **1. TANF Timed-Out**

PCs 687 and 689, the associated Time Study Codes, and DTP Support Staff codes for Timed-Out activities will be deleted effective with the September 2005 quarter. Counties should report TANF Timed-Out Case Management activities to CalWORKs Case Management under PC 663, TSC 6631, and DTP Support Staff Code B43. The PCDs have been revised to include activities for these cases. Costs will be funded with 100% TANF as permitted under federal regulations 45 CFR 264.1.

## 2. Safety Net

Effective with the September 2005 quarter, Safety Net case management activities are to be reported to the following new TSCs. The following PCDs have been revised to include these codes and activities:

PC	055	Safety Net-Employment Services Non-Assistance
TSC	0551	Safety Net Employment Services - Case Management-Non-Assistance
DTP Support Staff	B21	Safety Net Employment Services - Case Management-Non-Assistance

PC	056	Safety Net-Employment Services-Assistance
TSC	0561	Safety Net Employment Services - Case Management-Assistance
DTP Support Staff	B19	Safety Net Employment Services - Case Management-Assistance

### Claiming Instructions:

#### 1. TANF Timed-Out

Effective with the September 2005 quarter, supportive services for TANF Timed-Out cases should be reported to the existing federal CalWORKs PCs (PC 633 WTW General, etc.).

#### 2. Safety Net

PCs 687 and 689 and the associated PINs will be deleted effective with the September 2005 quarter. Safety Net expenditures should be reported to the following new PCs and PINs:

PC	055	Safety Net - Employment Services - Non-Assistance
PIN	055016	Ancillary-Education (Non-Assistance)
PIN	055028	Ancillary-Work Activities/Expenses (Non-Assistance)
PIN	055032	Contracted Services (Non-Assistance)
PINs	055088-91	Support Operating
PIN	055092	Casework OT/CTO Costs
PIN	055093	Support Staff OT/CTO Costs
PIN	055094	Start up/Nonrecurring Costs
PIN	055097	Transportation (Non-Assistance)

PC	056	Safety Net - Employment Services - Assistance
PIN	056003	Transportation
PIN	056029	Other Supportive Services
PIN	056031	Contracted Services

Funding for PCs 055 and 056 is 00/100/00/00 (Federal/State/Health/County).

### III. OTHER PUBLIC WELFARE

#### A. Statewide Automated Welfare Systems (SAWS) Food Stamp (FS)—County Share Toward Maintenance of Effort (MOE)

The county share of costs for the FS program incurred during the Maintenance and Operations phase of the SAWS projects is countable towards each county's CalWORKs MOE. In lieu of adjusting the county's MOE for these eligible expenditures during the close out process, which occurs after the June adjustment quarter is processed, PC 069, SAWS FS—County Share Toward MOE, has been established for the counties to capture these costs on a quarterly basis. The claimed amount will be included in the adjustment made to the county MOE via PC 321, SUO FS County Share Reduction.

##### Time Study Instructions:

No changes.

##### Claiming Instructions:

PC 069 allows for the reporting of the county share of the FS program. Effective with the September 2005 quarter, **PIN Code 069025 – Issuance**, will be used to report the county share of costs for the SAWS FS.

### IV. CHILD CARE

#### A. TANF Timed-Out and Safety Net

This letter revises and/or clarifies instructions provided in CFL No. 02/03-34, dated November 13, 2002, and CFL No. 03/04-36, dated November 18, 2003, for TANF Timed-Out and Safety Net cases.

Effective with the September 2005 quarter, costs for TANF Timed-Out cases will be reported on the CEC as part of the basic federal CalWORKs program. Safety Net expenditures will be reported to PCs 053 and 054. Specific instructions are as follows:

##### Revised Time Study Instructions:

#### 1. **TANF Timed-Out**

PCs 688 and 692, the associated TSCs, and DTP Support Staff codes for Timed-Out activities will be deleted effective with the September 2005 quarter. Counties are to report TANF Timed-Out Case Management activities to CalWORKs Case Management under the appropriate Child Care TSC. Costs will be funded with 100% TANF as permitted under federal regulations 45 CFR 264.1.

## 2. Safety Net

Safety Net Case Management activities are to be reported to the following new TSCs. The PCDs have been revised to include these codes and activities:

<b>PC</b>	<b>053</b>	<b>Safety Net – Child Care – Non-Assistance</b>
TSC	0531	Safety Net - Child Care - Case Management-Non -Assistance
DTP Support Staff	D27	Safety Net Child Care-Non-Assistance

<b>PC</b>	<b>054</b>	<b>Safety Net – Child Care –Assistance</b>
TSC	0541	Safety Net - Child Care - Case Management - Assistance
DTP Support Staff	D28	Safety Net - Child Care – Case Management - Assistance

### Claiming Instructions:

#### 1. TANF Timed-Out

Effective with the September 2005 quarter, PCs 688 and 692 and the associated PINs for Timed-Out Child Care services will be deleted effective with the September 2005 quarter. Child Care expenditures for TANF Timed-Out cases should be reported to the existing federal CalWORKs codes/PINs (PC 453 Stage One Child Care, etc.).

#### 2. Safety Net

Safety Net expenditures should be reported to the following new PCs and PINs:

<b>PC</b>	<b>053</b>	<b>Child Care for Safety Net Families – Non-Assistance</b>
PIN	053032	Contracted Services (Non-Assistance)
PIN	053082	Child Care Services, Payments (Non-Assistance)
PINs	053088-91	Support Operating
PIN	053092	Casework OT/CTO Costs
PIN	053093	Support Staff OT/CTO Costs
PIN	053094	Start up/Nonrecurring Costs

<b>PC</b>	<b>054</b>	<b>Child Care for Safety Net Families – Assistance</b>
PIN	054048	Contracted Services – Child Care Services

Funding for PCs 053 and 054 is 00/100/00/00 (Federal/State/Health/County).

#### **B. Nonfederal CalWORKs Title Change**

The title for the following PC and references in the Time Study Descriptions, have been revised, where appropriate, for consistency with terminology used throughout the claim:

Title Changed From:

<b>PC</b>	<b>665</b>	<b>Nonfederal CalWORKs Case Management – Legal Aliens</b>
TSC	6651	Nonfederal CalWORKs Case Management – Legal Aliens
DTP Support Staff	B45	Nonfederal CalWORKs Case Management – Legal Aliens
PIN	665092	Casework OT/CTO Costs
PIN	665093	Support Staff OT/CTO Costs
PIN	665094	Start Up/Nonrecurring Costs

Title Changed To:

<b>PC</b>	<b>665</b>	<b>Nonfederal CalWORKs Case Management- Recent Non Citizens</b>
TSC	6651	Nonfederal CalWORKs Case Management – Recent Non Citizens
DTP Support Staff	B45	Nonfederal CalWORKs Case Management – Recent Non Citizens
PIN	665092	Casework OT/CTO Costs
PIN	665093	Support Staff OT/CTO Costs
PIN	665094	Start Up/Nonrecurring Costs

## V. NON-WELFARE

No changes.

## VI. GENERAL

### A. County Expense Claim (CEC) Due Dates for State Fiscal Year (SFY) 2005/06

#### General Instructions:

The following are due dates for the SFY 2005/06 original and adjustment quarter claims:

#### **County Expense Claim**

September 2005  
December 2005  
March 2006  
June 2006

#### **Final Filing Date**

November 1, 2005  
January 31, 2006  
May 1, 2006  
August 1, 2006

#### **Adjustment Claim**

September 2004  
December 2004  
March 2005  
June 2005

#### **Final Filing Date**

July 1, 2005  
October 3, 2005  
January 3, 2006  
April 3, 2006

As stated in CFL No. 01/02-58 dated May 7, 2002, CDSS will not accept adjustment claims for processing if received in the County Support Section office after the due dates listed above.

## **B. Support Staff Time Reporting Plan (SSTRP)**

This is to remind counties that the SSTRPs for State Fiscal Year (SFY) 2005-06 are due August 1, 2005. Please refer to CFL No. 00/01-74, dated April 30, 2001, for instructions on development and submission of the SSTRP. SSTRPs are required in order to comply with the State's federally approved Cost Allocation Plan (CAP), which requires counties to specify the level to which county clerical and administrative support staff will report their time. Please submit your SSTRP by August 1, 2005, to the CDSS, County Support Section, Fiscal Systems Bureau, 744 P Street, MS 12-03, Sacramento, CA 95814.

## **C. Annual Training Plan (ATP)**

This is to remind counties that the ATP for SFY 2005-06 is due August 1, 2005. Please refer to CFL No. 01/02-19, dated July 25, 2001, for complete submission procedures. The plan and certification form are required in accordance with 45 Code of Federal Regulations (CFR) 235.62 and the CDSS Manual of Policy and Procedures, Division 14, Staff Development and Training Section. If a county's certification is not received by August 1, 2005, funding for staff development may be adversely impacted. Please submit the certification to the CDSS, Training Bureau, 744 P Street, MS 15-73, Sacramento, CA 95814.

## **D. Countywide Cost Allocation Plan (CCAP)**

The CCAP must be submitted to and approved by the Office of the State Controller, County Cost Plan Section, on an annual basis. All counties must submit a copy of their cover letter to CDSS, County Administrative Claims Unit, 744 P Street, MS 12-01, Sacramento, CA 95814, identifying specific county budget units and corresponding total dollar amounts budgeted for the fiscal year, which are listed on the Supplemental Information Checklist (Exhibit 1303) of the approved plan.

If you have any questions regarding this CFL, please use the [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov) E-mail address.

Sincerely,

*Original Document Signed by Douglas D. Park  
on June 15, 2005*

Douglas D. Park, Chief  
Fiscal Systems and Accounting Branch

c: CWD