



CDSS

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June 25, 2008

COUNTY FISCAL LETTER (CFL) No. 07/08-55

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 2008 QUARTER

This CFL provides counties time study and claiming instructions for the July through September 2008 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>				
	<b>A.</b> State Mandated Activities (SB 1667 and AB 1331)	Yes	No	Yes	2
	<b>B.</b> Gomez v. Saenz Type of Expense (TOE) Code	No	Yes	Yes	3
	<b>C.</b> Specialized Training for Adoptive Parents (STAP)	No	Yes	No	4
	<b>D.</b> Deficit Reduction Act of 2005 and the Title IV-E Discount Rate	No	No	Yes	4
	<b>E.</b> Senate Bill 1569 – Noncitizen Victims	Yes	Yes	Yes	5
<b>II</b>	<b>CalWORKs</b>				
	<b>A.</b> CalWORKs County Peer Reviews	Yes	Yes	No	12
<b>III</b>	<b>Other Public Welfare</b>	No	No	No	13
<b>IV</b>	<b>Child Care</b>	No	No	No	13
<b>V</b>	<b>Non-Welfare</b>	No	No	No	13
<b>VI</b>	<b>General</b>	No	No	No	13

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for county use during the July through September 2008 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	09/08
CalWORKs	09/08
Other Public Welfare	12/07
Child Care	09/05
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	06/08
Direct Service Delivery (DSD) Codes	09/04
General Time Study Instructions	06/08

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

## **I. SOCIAL SERVICES**

### **A. State Mandated Activities**

In accordance with Assembly Bill (AB) 1331 (Chapter 465, Statutes of 2007), Time Study Codes (TSCs) 7091 and 7101 for State Mandated Activities have been updated to include new activities. AB 1331 mandates that counties screen foster youth in foster care who are at least 16.5 years of age but not older than 17.5 years of age in order to determine whether the youth is eligible for federal SSI benefits, as well as submitting the Supplemental Security Income (SSI) applications for eligible foster youth in foster care.

#### **The new codes will read as follows:**

Pursuant to Section 6, Article 13 B of the California Constitution, the two Program Codes (PCs) have been updated to capture costs associated with new state mandated activities related to AB 1331. PC 709 (Fed) and PC 710 (Non-Fed) have no county share of cost and will be available for the following state mandates:

**SB 1667 – Caregiver Court Filing**

**AB 1331 – Foster Youth SSI Screening/Application Submission**

**Time Study Instructions:**

Effective with the September 2008 quarter, counties are to claim costs for Title IV-E eligible state mandated activities to TSC 7091 for activities performed by County Welfare Departments (CWDs) to improve outcomes for case management activities such as instructing caregivers on filing caregiver information forms, ensuring the child’s caregiver is provided a copy of the form in the caregiver’s native language, screening foster youth in foster care who are at least 16.5 years of age but not older than 17.5 years of age in order to determine whether the youth is eligible for federal SSI benefits, and submitting SSI applications for eligible youth in foster care.

<b>Time Study Code</b>	<b>7091</b>	<b>State Mandates</b>
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**B. Gomez vs. Saenz Type of Expense (TOE) Code**

The Superior Court of California, County of Los Angeles’ October 3, 2007 order in the Gomez v. Saenz lawsuit requires each county to provide notice to individuals whose names are submitted to the Child Abuse Central Index (CACI) as a result of an inconclusive or substantiated findings in certain cases (per Penal Code Section 11169).

Notifying individuals of their listing falls into two categories: 1) retroactive (providing notice of grievance rights to individuals whose names are already listed on the CACI); and 2) prospective (including a Request for Grievance Hearing when notifying individuals that their names are being submitted to the CACI). Those individuals may then challenge the listing by submitting the Request for Grievance Hearing to the county. The county will then review the request and schedule a hearing with the Grievance Review Officer (GRO).

If counties decide to contract out GRO functions they may do so effective with the September 2008 quarter using PIN code 707031. The GRO will make determinations at the CACI grievance hearings related to persons desiring to challenge their listing, both prospectively and retroactively, based on testimony and evidence presented. The GRO will then send their recommendation to the county CWS Director for final approval.

Counties must ensure that the GROs have the following qualifications: knowledge in the field of child abuse and neglect investigations, are unbiased, and are willing to assume all of the unlawful disclosure of information responsibilities. The GRO needs to have familiarity in child development, and be able to recognize behavioral clues and other manifestations to a child’s condition relative to being a witness.

It is also necessary that the GROs hold themselves out as the grievance review

officer, even if the GRO holds a different title in another capacity. When acting in the GRO capacity, these individuals are contracted agents of the county, regardless of other titles they may hold.

**Claiming Instructions**

Effective with the September 2008 quarter, a new PIN has been made available for counties to claim costs associated with contracting out GRO functions related to the Gomez v. Saenz settlement:

<b>PC</b>	<b>707</b>	<b>Gomez v. Saenz</b>
PIN	<b>707031</b> 707088-707091 707092 707093	<b>Contracted Activities</b> Operating Cost Codes Available Casework OT/CTO Costs Support Staff – OT/CTP Costs

Costs will be funded at 50/35/00/15 (Federal/State/Health/County).

**C. Specialized Training for Adoptive Parents (STAP)**

Effective with the September 2008 quarter, the claiming instructions for PC 005 are revised to apply the Title IV-E discount rate for Adoptions instead of the Title IV-E discount rate for Foster Care federal/nonfederal ratio. The original claiming instructions (CFL 98/99-79) issued June 23, 1999, informed counties that the Foster Care federal/nonfederal ratio would be applied to Program Code 005. However, since the purpose of the STAP program is to facilitate the adoption of children who are substance-exposed and/or Human Immunodeficiency Virus (HIV) positive, the Title IV-E discount rate for Adoptions must be applied.

The above claiming instructions affect the following TSCs:

<b>PC</b>	<b>005</b>	<b>STAP</b>
TSC	0051 0052 0053	Recruitment Training Case Management

**D. Deficit Reduction Act of 2005 and the Title IV-E Discount Rate**

CFL 07/08-31 (December 13, 2007) provided a revised methodology for calculating the Title IV-E/Non-Title IV-E discount rate. Subsequently, California Department of Social Services (CDSS) received inquiries from counties regarding whether children, who receive Old Age, Survivors, and Disability Insurance (OASDI) benefits pursuant to Title II of the Social Security Act, can be counted as a Title IV-E eligible case in the discount rate calculation.

Counties are reminded that OASDI benefits must be counted as income in determining Title IV-E eligibility. If, after income considerations, the child is still determined to be otherwise Title IV-E eligible and is placed in a residential facility or foster home that is licensed or approved, the child may be counted as a Title IV-E eligible case in the discount rate calculation.

**E. Senate Bill (SB) 1569 – Aid and Services for Noncitizen Victims of Human Trafficking, Domestic Violence and Other Serious Crimes**

The Trafficking Victims Protection Act (TVPA) of 2000 [Public Law (PL) 106-386] and the subsequent Trafficking Victims Protection Reauthorization Act (TVPRA) of 2003 (PL 108-193) extended eligibility for federally funded benefits and services to human trafficking victims and certain eligible family members, to the same extent as refugees. In order to receive benefits and services, adults must be certified as trafficking victims by the federal Office of Refugee Resettlement (ORR).

Effective January 1, 2007, SB 1569 (Chapter 672, Statutes of 2006) established a state-only program to extend benefits and services to trafficking victims prior to ORR certification. SB 1569 also extended benefits and services to noncitizen victims of human trafficking, domestic violence and other serious crimes. The benefits and services made available under SB 1569 include Trafficking and Crime Victims Assistance Program (TCVAP), State Funded Employment Services, California Food Assistance Program (CFAP), Cash Assistance Program for Immigrants (CAPI), and California Work Opportunity and Responsibility to Kids (CalWORKs), including Welfare-to-Work (WTW) Services.

New PCs, TSCs, and PINs have been established to capture the costs for services and administration. A PC has been established to claim all services costs, regardless of the program. Another PC has been established to claim all administration costs, regardless of the program, with the exception of CFAP. Counties are not required to time study separately for CFAP administrative activities provided to noncitizen victims of human trafficking, domestic violence and other serious crimes trafficking victims. These administrative costs will be captured separately consistent with current policy, which is determined based on the ratio of CFAP persons to total food stamp persons.

**Time Study Instructions**

SB 1569 allows eligible noncitizen victims of human trafficking, domestic violence and other serious crimes to have access to public social services to the same extent as refugees. Counties will time study activities for WTW and State Funded Employment Services provided to noncitizen victims of human trafficking, domestic violence and other serious crimes to PC 714 and the following TSCs.

### **7141 SB 1569 Noncitizen Pre-Assessment**

Includes providing a CalWORKs applicant or recipient with an orientation and appraisal to the WTW program and available supportive services, advising the client of his/her rights and responsibilities, conducting activities associated with the Welfare Opportunity Tax Credit (WOTC) Program, administering the basic skills screening tests, developing and documenting the preliminary employment goal, completing General and Initial Activity Agreement, referring participant to the initial assignment or WTW Assessment, and activities prior to and after assessment related to one-week job readiness workshop and activities related to supervised or unsupervised job search. This includes Job Club Case Management (CM) and Program Operations, Supervised Job Search CM and Program Operations, and Other Job Search Services CM activities.

### **7142 SB 1569 Noncitizen Community Services**

Includes any activities performed relating to the provision of community service assignments to WTW program participants who are participating in Community Service activities.

### **7143 SB 1569 Noncitizen Post-Assessment**

Includes post-assessment activities other than those related to either Vocational Education or Community Service WTW components.

### **7144 SB 1569 Noncitizen Vocational Education**

Includes WTW job-specific training in a classroom or on-site setting and other college training, including post secondary education and self-initiated programs.

### **7145 SB 1569 Noncitizen Assessment**

Includes activities related to participant's entry into the component; amended WTW plans; third party assessment; vocational assessment; evaluation of participant's education and employment history and need for supportive services; evaluation and completion of the participant's WTW plan; and reappraisals.

### **7146 SB 1569 Noncitizen Transitional Services**

For counties that have provisions for transitional services in the county's CalWORKs plan. This includes transitional case management activities.

### **7147 SB 1569 Noncitizen Child Care Training**

Includes necessary training and teaching of basic child care and safety. Expected outcome is the ability for these families to serve as in-home license

exempt, in-home licensed or center-based child care providers.

**7148 SB 1569 Noncitizen Domestic Violence Services**

Includes time spent by WTW county staff in direct provision of domestic violence services. These services may include, but are not limited to: community domestic violence services; individual counseling of the participant and children; group counseling; parenting skills training; independent living skills training.

**7149 SB 1569 Noncitizen Social Services**

Includes all TCVAP activities related to employment, training, and other social services provided by the county.

**Claiming Instructions**

Effective with the September 2008 quarter, the following PC, TSCs, and PINs have been established to capture the activities related to the provision of public social services to noncitizen victims of human trafficking domestic violence and other serious crimes:

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Pre-Assessment</b>
714	7141	714131	Contracted Services
		714132	Contracted Services Non-Assistance
		714160	Direct Service Delivery
		714192	Casework OT/CTO Costs
		714193	Support Staff OT/CTO Costs
		714194	Start-Up/Nonrecurring Costs
		714188-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Community Services</b>
714	7142	714231	Contracted Services
		714232	Contracted Services Non-Assistance
		714260	Direct Service Delivery
		714292	Casework OT/CTO Costs
		714293	Support Staff OT/CTO Costs
		714294	Start-Up/Nonrecurring Costs
		714288-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Post-Assessment</b>
714	7143	714331	Contracted Services
		714332	Contracted Services Non-Assistance
		714360	Direct Service Delivery
		714392	Casework OT/CTO Costs
		714393	Support Staff OT/CTO Costs
		714394	Start-Up/Nonrecurring Costs

		714388-91	Support Operating
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<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Vocational Education</b>
714	7144	714431	Contracted Services
		714432	Contracted Services Non-Assistance
		714460	Direct Service Delivery
		714492	Casework OT/CTO Costs
		714493	Support Staff OT/CTO Costs
		714494	Start-Up/Nonrecurring Costs
		714488-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Assessment</b>
714	7145	714531	Contracted Services
		714532	Contracted Services Non-Assistance
		714560	Direct Service Delivery
		714592	Casework OT/CTO Costs
		714593	Support Staff OT/CTO Costs
		714594	Start-Up/Nonrecurring Costs
		714588-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Transitional Services</b>
714	7146	714616	Ancillary-Education-Non-Assistance
		714628	Work/Activities/Expense-Non-Assistance
		714631	Contracted Services
		714632	Contracted Services Non-Assistance
		714692	Casework OT/CTO Costs
		714693	Support Staff OT/CTO Costs
		714694	Start-Up/Nonrecurring Costs
		714688-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Child Care Training</b>
714	7147	714731	Contracted Services
		714792	Casework OT/CTO Costs
		714793	Support Staff OT/CTO Costs
		714794	Start-Up/Nonrecurring Costs

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Domestic Violence Services</b>
714	7148	714831	Contracted Services
		714832	Contracted Services Non-Assistance
		714860	Direct Service Delivery

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Social Services</b>
714	7149	714929	Other Support Services Assistance

		714931	Contracted Services
		714992	Casework OT/CTO Costs
		714993	Support Staff OT/CTO Costs
		714994	Start-Up/Nonrecurring Costs
		714988-91	Support Operating

Costs will be funded at 00/100/00 (Federal/State/County). State Use Only (SUO) Code 715 has been established to shift costs from General Fund to 100 percent county share if a county exceeds the SB 1569 Noncitizen allocation. Support staff activities directly related to SB 1569 Noncitizen are to be claimed to the Direct to Program Support Staff Code A68.

### **Time Study Instructions**

SB 1569 allows eligible noncitizen victims of human trafficking, domestic violence and other serious crimes to have access to public social services to the same extent as refugees. 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 to PC 713 and the TSCs below. Activities include eligibility determinations and grant maintenance; referrals for services; and case management.

Counties are not required to time study separately for CFAP administrative activities provided to trafficking victims. These administrative costs will be captured separately consistent with current policy, which is determined based on the ratio of CFAP persons to total food stamp persons.

### **7131 SB 1569 Noncitizen Eligibility**

All eligibility-related activities for CalWORKs, TCVAP, and CAPI will be time studied to this TSC. These activities include eligibility determinations including initial determinations, review of Quarterly Eligibility Reports, and annual re-determinations performed on behalf of nonfederal 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 not limited to review of 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, sanctions, activities in support of State Administrative Hearings, non-Administrative Disqualification Hearings (ADH)/non-Intentional Program Violations (IPV) cases, conducting cause determinations and compliance for clients .

### **7132 SB 1569 Noncitizen Program Integrity**

This code is for 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.

### **7133 SB 1569 Noncitizen Case Management**

All eligibility-related activities for CalWORKs, TCVAP, and CAPI will be time studied to this TSC. Activities include 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.

### **7134 SB 1569 Noncitizen Information and Referral**

Includes providing applicant with information regarding programs and services available within the California Department of Social Services. Includes referrals to community agencies. Activities include explaining support services for employed persons, diversion program, childcare program, WTW Supportive Services, Cal-Learn program, Food Stamp Program, voter registration, etc.

### **7135 SB 1569 Noncitizen Child Care**

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; and preparing for and providing presentations to community groups and organizations; and verifying hours.

### **Claiming Instructions**

Effective with the September 2008 Quarter, the following PC, TSCs, and PINs have been established to capture the administrative activities related to the provision of public social services to noncitizen victims of human trafficking, domestic violence and other serious crimes:

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Eligibility</b>
713	7131	713103	Transportation Assistance
		713114	Medical Exams
		713131	Contracted Services
		713168	Direct Cost
		713180	Evaluation
		713192	Casework OT/CTO Costs
		713193	Support Staff OT/CTO Costs
		713194	Start-Up/Nonrecurring Costs
		713188-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Program Integrity</b>
713	7132	713292	Casework OT/CTO Costs
		713293	Support Staff OT/CTO Costs
		713294	Start-Up/Nonrecurring Costs
		713288-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Case Management</b>
713	7133	713392	Casework OT/CTO Costs
		713393	Support Staff OT/CTO Costs
		713394	Start-Up/Nonrecurring Costs
		713388-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Information and Referral</b>
713	7134	713432	Contracted Services-Non Assistance
		713492	Casework OT/CTO Costs
		713493	Support Staff OT/CTO Costs
		713494	Start-Up/Nonrecurring Costs

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Child Care</b>
713	7135	713518	Child Care Services, Payments-Assistance
		713531	Contracted Services
		713532	Contracted Services Non-Assistance
		713582	Child Care Services, Payments Non Assistance
		713592	Casework OT/CTO Costs
		713593	Support Staff OT/CTO Costs
		713594	Start-Up/Nonrecurring Costs
		713588-91	Support Operating

Costs will be funded at 00/100/00 (Federal/State/County). SUO Code 715 has been established to shift costs from General Fund to 100 percent county share if a county exceeds the SB 1569 Noncitizen allocation. Support staff activities directly related to SB 1569 Noncitizen are to be claimed to the Direct to Program Support Staff Code A67.

## II. CalWORKs

### A. CalWORKs County Peer Reviews

Assembly Bill (AB) 1808 (Chapter 75, Statutes of 2006) requires counties to participate in a peer review process, known as County Peer Review (CPR). CDSS, together with CWDs will visit other CWDs to review their CalWORKs program policies, procedures, and data to improve performance outcomes. The purpose of the CPR program is to share best practices between the CWDs and CDSS, identifying potential obstacles that may prevent CWDs from achieving the performance outcomes required by federal law.

#### Time Study Instructions:

Effective with the December 2007 quarter, counties participating in the CPR project will time study CPR activities to TSC 7121. Counties that have already completed their CPR and documented the time spent performing the associated activities may claim costs retroactively on the appropriate adjustment claim.

Activities for participating counties (up to five days per county site review, plus one preparation day) include: travel, staff interviews, case file reviews, facility visual observations and evaluations, development of county site visit summary reports, and ongoing technical assistance to counties. Counties will be reimbursed to backfill for any non-managerial/non-supervisory county staff associated with county site review visits, such as caseworkers or employment specialists.

<b>Time Study Code</b>	<b>7121</b>	<b>County Peer Review (CPR)</b>
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#### Claiming Instructions:

Retroactive to the December 2007 quarter, the following PC and associated PINs have been made available for counties to claim CPR costs. The activities will include travel and per diem costs for one staff and one manager (from each of the peer counties, for up to five days per county site review, plus one preparation day) participating in the CPR.

<b>Program Code</b>	<b>712</b>	<b>County Peer Review (CPR)</b>
PIN	712031	Contracted Services

PIN	712088-91	Support Operating Cost
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The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91). Costs will be funded at 100/0/0/0 (Federal/State/Health/County).

### **III. OTHER PUBLIC WELFARE**

No changes

### **IV. CHILD CARE**

No changes.

### **V. NON-WELFARE**

No changes.

### **VI. GENERAL**

No changes

Counties having any questions regarding this CFL should use the [fiscal.system@dss.ca.gov](mailto:fiscal.system@dss.ca.gov) e-mail address to make any related inquiries.

Sincerely,

*Original signed by Douglas D. Park*

DOUGLAS D. PARK, Chief  
Fiscal Systems and Accounting Branch

c: CWDA