

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 26, 1998

COUNTY FISCAL LETTER (CFL) NO. 97/98-51

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

SUBJECT: TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
PROBATION PROGRAM AND EMERGENCY ASSISTANCE (EA)
GENERAL ASSISTANCE (GA) CLAIMING INSTRUCTIONS

As indicated in CFL 97/98-12, dated September 2, 1997, effective July 1, 1997, the Comprehensive Youth Services Act (CYSA), as outlined in Assembly Bill (AB) 1542, Chapter 3.2, authorized \$140.877 million in TANF funds for County Probation Departments (CPDs). The Budget Act provided an additional \$32.7 million in TANF funds formerly allocated with state general fund through the California Youth Authority for CPDs. Both allocations are for the purpose of funding county juvenile probation activities, camps/ranches, foster care, and services to adjudicated at risk minors. The following are new claiming instructions affecting the TANF Probation and former EA Probation Programs.

A. TANF Probation

In the above referenced CFL, CPDs were instructed to report as a single cost category costs for: 1) TANF eligible services pursuant to Welfare and Institution (W&I) Code Section 18222; 2) foster care assistance payments formerly claimed on the CA 800 EA claim, services provided under the former EA Probation program and, former CYA funded probation camps/ranches and juvenile facilities pursuant to W&I Code Section 18223.

Because of the distinct nature of the two types of costs allowable under the CYSA, there is a need to separate the TANF probation expenditures into two cost categories for reporting purposes. The two categories are: 1) The new TANF Probation services as outlined in Section 18222 of the CYSA; and 2) The TANF Probation services as provided under the former EA Probation Program as outlined in Section 18223 of the CYSA.

Therefore, effective with the March 1998 quarter, Program Identifier Number (PIN) 133074, TANF Probation Camps/Services/Foster Care has been deleted. Two codes have been established in its place:

- o Program 554, TANF Probation-Prior Emergency Assistance (EA) Program, has been established for all juvenile probation costs related to the "old program" (the EA Program established in July 1993) pursuant to Section 18223 of the CYSA. All "old program" services costs will now be reported as a direct cost to PIN 554074, TANF Probation Services.
- o Program 555, TANF Probation - New Program, has also been established for all TANF eligible costs related to the new TANF Program prevention services pursuant to those outlined in Section 18222 of the CYSA. All "new program" services costs will now be reported as a direct cost to PIN 555074, TANF Probation Services.

The CPDs should have support documentation at the local level that separately identifies the TANF Juvenile Probation "old program" expenditures from the TANF Eligible Probation "new program" costs from July 1, 1997 through December 31, 1997. The CPDs will not be required to submit adjustment claims or support documentation for the above dates; however, these records should be maintained at the local level.

B. TANF Probation Electronic Data Processing (EDP) Administration Costs

The California Department of Social Services (CDSS) has recently received questions regarding how to claim EDP equipment or systems purchased by CPDs and any related Maintenance and Operations (M&O) costs for the TANF Probation program. EDP equipment/systems costs that will be used to track and monitor TANF Probation Program cases may be claimed via the DFA 325.1A, EDP Cost Detail Schedule on the County Expense Claim (CEC) and are not subject to the 15 percent administration cap [Public Law 104-193, Section 404(b)(2)]. Costs should be claimed under the M&O or Developmental Projects Direct-to-Program Section by using the appropriate three digit code (554 or 555). EDP equipment/systems, or M&O costs determined by the CPD to be subject to the 15 percent administration cap should be claimed to PIN 133075, TANF Probation Administration.

At this time, the CDSS will continue to approve the purchase of any CPD EDP equipment/systems for this program. However, the Department is currently working with the SAWS Project Approvals Unit and the federal Department of Health and Human Services to determine if it is appropriate to continue the State approval process for the new TANF Probation Program. The CDSS will notify the CPDs if there is any change to the current approval process.

C. EA GA

When the EA Probation Program was first brought up in July 1993, it included funding for undocumented alien and other cases that did not qualify for Federal or State foster care. These costs were captured on the DFA 881, Summary Report of Assistance Expenditures EA GA Foster Care, and funded with 50 percent Federal and 50 percent county funds. Counties classified the cases as either EA GA Child Welfare Services (CWS) cases or EA GA Probation cases by using county level aid codes 90 through 99.

Title IV-A funding for EA Probation ceased as of January 1, 1996, which included funding for EA Probation GA cases. In CFL 95/96-31, dated March 4, 1996, counties were instructed to stop claiming these cases on the DFA 881. As outlined in CFL No. 97/98-12, dated September 2, 1997, all former EA Probation costs were eligible for reimbursement under the new TANF Probation Program effective July 1, 1997, including former EA Probation GA costs. Therefore, with the exception noted below, effective July 1, 1997 to present, counties can claim eligible EA Probation GA costs to the newly established Program Code 554074, TANF Juvenile Probation Camps/Services/Foster Care on the CEC (provided all eligibility criteria are met for the old program).

As outlined in All County Information Notice 97/98 I-02-98, dated January 5, 1998, any "qualified aliens" who entered the country after August 22, 1996, are not eligible for TANF funded services. Therefore, counties need to ensure that any EA Probation GA costs claimed under the TANF Probation Program, from July 1, 1997 to present, do not include services costs for undocumented aliens who entered the country after August 22, 1996.

In CFL No. 97/98-41, dated December 19, 1997, counties were informed that the DFA 881, Summary Report of Assistance Expenditures EA GA Foster Care form was being deleted. The decision to delete this form was based on information that only EA Probation GA cases were reported on this form. As noted in the first paragraph in this section, it has been determined that both EA Probation and EA CWS GA cases were reported on this form. After the EA Probation Program expired in January 1996, only EA CWS GA cases were to continue to be reported on the DFA 881. Since the EA

CWS program has continued to be funded even after the Probation component expired, the DFA 881 will not be deleted and a revised form (see attached) will be used to report all EA CWS GA cases.

In addition, the funding for all EA CWS programs shifted from federal Title IV-A/TANF to State General Fund (SGF) effective July 1, 1997. In order to reflect the shift in funding, the funding ratio has been revised on the DFA 881 to 50 percent SGF and 50 percent county funds (see attached). Any EA CWS GA costs reported on the unrevised DFA 881 forms submitted by counties from July 1, 1997 to present will be reimbursed by the CDSS Financial Services Bureau using 50 percent SGF. Counties should replace the old DFA 881s with the 2/98 version as soon as possible.

If you should have any questions regarding this claiming information, please contact your Fiscal Policy Bureau county analyst directly at (916) 657-3440. For any Probation Program related questions, counties should first consult the Probation Title IV-A Emergency Assistance Guidebook and, if there is still a question or need for policy interpretation, then contact Al Lindeman of the California Probation Officers Association at (714) 935-6647.

A handwritten signature in black ink, appearing to read "G. E. Peacher, Jr.", written in a cursive style.

GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch

Attachment

c: CWDA

SUMMARY REPORT OF ASSISTANCE EXPENDITURES FOR EMERGENCY ASSISTANCE (EA)/GENERAL ASSISTANCE (GA)-CHILD WELFARE SERVICES (CWS)

FOR STATE USE DSS COUNTY WELFARE COUNTY AUDITOR

COUNTY	DATE (MONTH/YEAR)
CLAIM CONTACT PERSON	TELEPHONE ()

(INSTRUCTIONS ON REVERSE SIDE OF FORM)

A. Persons Counts	B. Total Aid	SOURCE DOCUMENTS
Children		Current Month
		1. Main Payroll
		2. Current Month Supplemental Payroll
()	()	3. Current Month Cancellation
		4. Prior Month Supplemental Payroll
		5. Current Month Adjustments
		6. Subtotal
		Prior Month Negatives
()	()	10. Prior Month Cancellation
()	()	11. Recoveries of Aid
()	()	12. Prior Month Negative Adjustments
()	()	13. Subtotal
		Prior Month Positives
		17. Prior Month Positive Adjustments
		18. Total (Lines 6+ 13 + 17)

	B.	C. State (Line 18B x .5)	D. County (18B -19C)
19.			
20.	GRAND TOTALS	\$	\$
		(Line 18B)	(Line 19C)
21.	(FOR STATE USE)		
22.			
23.	(FOR COUNTY USE)		

I hereby certify under penalty of perjury that I am the official responsible for the administration of Emergency Assistance General Assistance in and for aforesaid county; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the government Code; that the aid payments, aid repayments and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the California Department of Social Services.

I hereby certify, under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts claimed herein are in accordance with authorizations for Emergency Assistance General Assistance made by the county; that said amounts correctly reflect State and County Shares in the aid payments claimed and that warrants therefore have been issued, according to law and the rules and regulations of the California Department of Social Services.

INSTRUCTIONS FOR USE OF FORM DFA 881 (GA/CWS)

1. Enter county name, and month and year of claim, in spaces provided.
2. Enter name and telephone number of county staff person to be contacted if there are any questions regarding the claim.
3. This form can be used for claiming federal reimbursement of General Assistance expenditures for eligible Emergency Assistance (EA)-CWS recipients. In addition, expenditures for undocumented aliens eligible for EA are to be reported on this form.
4. Complete Lines 1 through 5, 10 through 12, and 17 in accordance with the amounts shown on the integrated payroll summary. (On non-integrated payrolls, enter the grand totals shown for each payroll or contra roll.)
5. Enter the subtotals of Lines 6 through 13.
6. Enter the totals of Line 6 + 13 + 17 on Line 18.
7. Line 19C—The state share is computed by multiplying Line 18B by 50%.
8. Line 19D — The county share is computed by subtracting Line 18B from 19C.
9. Line 20B, C and D — Enter grand totals.
10. Line 21 and 22 —Reserved for application of adjustments made by the state (federal and/or state field audit exceptions, etc.).
11. Line 23 — Included at county request and use is optional. If adjustments are reported in Lines 5, 12 or 17 which affect total aid paid, this space may be used for reconciling total expenditures as reported by the welfare department with the county auditor's record of expenditures.