

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



September 25, 1998

COUNTY FISCAL LETTER (CFL) NO. 98/99-18

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

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM
(CEC) FOR THE OCTOBER – DECEMBER 1998 QUARTER: TIME
STUDY INSTRUCTIONS

This letter provides time study instructions and information for the October –
December 1998 quarter and includes information as identified below.

Funding has been provided in the recently passed Budget Act to either augment the California Department of Social Services' (CDSS) existing programs, or to fund new programs and/or new program activities. Where information was known and the Fiscal Policy Bureau (FPB) could determine claiming impact, that information is included in this letter. The FPB is working with CDSS Programs, as well as other CDSS Fiscal units to determine the impact of the Budget Act changes on the CEC. Once this has been determined, the FPB will issue additional time study instructions, if necessary.

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The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions (SSTRI) for use during the October - December 1998 quarter are as follows:

Social Services	12/98
CalWORKs	12/98
Other Public Assistance	12/98
Child Care	09/98
Nonwelfare	09/98
Staff Development	09/98
Electronic Data Processing	09/98
SSTRI	12/98

Time study forms for use during the October - December 1998 quarter are as follows:

DFA 10, Time Study	09/98
DFA 7, Support Staff Time Report	09/98

I. SOCIAL SERVICES

A. SB 163 Wraparound Services Pilot

CFL No. 98/99-19, dated September 1998, and All County Information Notice (ACIN) No. I-74-97, dated December 10, 1997, gave counties program and claiming instructions regarding the SB 163 Wraparound Services Pilot. As outlined in the above mentioned CFL and ACIN, SB 163 allows counties to provide service alternatives to eligible children in, or at risk of, group home care by using the State foster care maintenance payment to provide wraparound services. Participating counties were also given the opportunity to use the

Adoption Assistance Program (AAP) payments in the same manner. Counties have the choice, for both the SB 163 Wraparound Services Pilot and the AAP, of providing the wraparound services themselves or contracting with a private entity.

If counties choose to have casework staff provide wraparound services, the salary costs of the staff providing those services must be paid from the foster care maintenance payment. In order to accomplish this, the following Time Study Codes (TSC) have been established:

5651	SB 163 Wraparound Services Pilot
5661	AAP Wraparound Services

Casework staff providing individualized wraparound services to an SB 163 child or to the child's family shall record their time to TSC 5651, SB 163 Wraparound Services Pilot. Casework staff providing the same services as listed above to an AAP child or their family will record their time to TSC 5661, AAP Wraparound Services.

As outlined in the ERRATA dated August 11, 1998, for CFL No. 98/99-01, dated June 24, 1998; TSC 5641, SB 163 Administration, was deleted.

B. Title IV-E Waiver Demonstration Project Extended Voluntary Component

On August 19, 1997, the CDSS received approval for California's Child Welfare Waiver Demonstration Project from the Federal Department of Health and Human Services which included a complimentary "State" version that allows counties to serve State only foster care children as well. The CDSS' Waiver Project contains three components: Extended Voluntary Placements, Kinship Permanence, and Intensive Services. Extended Voluntary Placement will be the first component implemented with an anticipated start date of October 1, 1998. This component allows counties to extend Federal and State voluntary placements from six to as many as twelve months with management review and approval under specified conditions.

A letter dated January 6, 1998, was sent to all counties inviting those interested to submit a proposal. The following counties were then chosen to participate in the Extended Voluntary Placement component of the Waiver Project:

Alameda	Monterey	Riverside
Humboldt	Placer	San Luis Obispo
Los Angeles (Department of Children and Family Services)		

In order to comply with the Federal terms and conditions that apply to the Waiver Project, the CDSS must track all administrative and foster care maintenance payment costs under each component for cost neutrality and evaluation purposes. The easiest and most effective way to capture this data is

to have participating counties report costs on the CEC. Effective in the October - December 1998 quarter, the following casework and support staff TSCs and Program Identifier Number (PIN) have been established to capture the administrative and evaluation costs:

578	Extended Voluntary-Administration (Program Code)
5781	Administration (TSC)
578160	Direct Service Delivery (PIN)
5782	Evaluation (TSC)
A26	Extended Voluntary-Administration (Support Staff Code)
A27	Extended Voluntary-Evaluation (Support Staff Code)

Funding: 50/35/00/15 (Federal Welfare/State Welfare/Health/County).

As outlined in CFL No. 98/99-19, TSC 5781, Administration, was established to capture the above counties' development costs. Development costs could only be claimed up to the last day prior to implementation and only by those counties selected to participate. Effective October 1, 1998, only casework staff performing case management activities for Title IV-E Waiver Project cases will record their time to TSC 5781. The following is a description of the allowable case management activities:

Activities related to preparing for the determination of a child's eligibility for the waiver project, activities directed to a participating child when the child is in a voluntary placement. Included is the development of the case plan, which indicates the specific services necessary to meet the protective needs of the child. Activities include but are not limited to the following:

- Assessing child's/family's needs and developing a case plan as indicated in regulations.
- Arranging for the provision of services and referrals for other services, when necessary.
- Arranging for pre-placement visits.
- Working with placement providers or child's family to prepare them for receiving the child.
- Arranging for a lower level placement or to return the child home.
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative reviews.
- Recruitment activities, developing and distributing resource material, consulting and coordinating with service providers and community based organizations.
- Activities that are directed towards enhancing, expanding or supporting the county's program of preventive services or out-of-home care.
- Travel time associated with any of the above activities.

Support staff performing Direct-to-Program case management, eligibility determination, or court related activities for Title IV-E Waiver Project cases will record their time to A26, Extended Voluntary Administration.

Support staff who transport clients to visitations, medical appointments or other service related appointments will record their time to PIN 578160, Direct Service Delivery.

Because evaluation activities are not required to be included in the cost neutrality calculation for administrative activities, TSC 5782, Evaluation, has been established to capture all time spent by county casework staff providing information or reports to the evaluation team as well as gathering the necessary data. Support staff will record any time spent on evaluation activities to A27, Extended Voluntary-Evaluation.

C. Monthly Visits for Foster Children in Group Homes

SB 933 (Chapter 311, Statutes of 1998) requires all foster children placed in group homes (in or out of state) by CWDs or county probation departments to be visited at least monthly by a county social worker or probation officer. Funds were provided in the Budget Act to cover the costs of these visits with Federal and State funds with no county match.

CWDs

Effective with the October - December 1998 quarter, CWD social workers will now record the time associated with performing monthly visits to children in group homes (in and out of state) to the following TSC:

5771 Monthly Visits for Group Home Placements

Since all visits were previously recorded to Program 148, Child Welfare Services-Case Management (TSCs 1481-1484), the Social Services PCD has been revised to include the addition of TSC 5771, as well as the addition of a bullet under Program 148 indicating that caseworkers are to continue to record time spent performing visits to children in non group home foster care placements (i.e., relative and foster family homes) to TSCs 1481-1484 as appropriate.

Probation Departments

Effective with the October - December 1998 quarter, county probation officers performing monthly visits to children in group homes (in and out of state) will account for their time through a Memorandum of Understanding. Invoices will be submitted to the CWD indicating the associated costs. Claiming instructions will be provided in the October - December 1998 quarter letter.

Additional information will be forthcoming in an All County Letter (ACL) regarding implementation instructions for the program.

II. CALWORKS

A. CalWORKs Program Integrity

CFL No. 98/99-01 inadvertently listed TSC 6180, CalWORKs Program Integrity, as the code updated to include administrative hearing activities for the Welfare to Work Program effective with the July - September 1998 quarter. The correct TSC for CalWORKs Program Integrity is 6181, not 6180. We apologize for any inconvenience this may have caused.

B. CalWORKs Evaluation

County administrative staff acting as CalWORKs evaluation coordinators will record time spent performing evaluation activities to Support Staff Direct-To-Program Code B39, CalWORKs Evaluation. Allowable activities include, but are not limited to, the following:

- Collaborating with the evaluation contractor and CDSS research staff to set the evaluation boundaries and finalize the evaluation methodology.
- Coordinating activities related to the evaluation of the CalWORKs program, such as assisting the contractor with obtaining data and other information.
- Facilitating the contractor's access to county staff as appropriate (e.g., arranges meetings between county staff and the contractor).
- Acting as liaison between county staff, CDSS research staff, and the contractor.
- Meeting and/or collaborating with the contractor or CDSS research staff, as necessary.
- Providing data to the contractor.
- Traveling, as necessary, for meetings directly related to the evaluation.
- Consulting with CDSS research staff regularly regarding the status of the evaluation.
- Reviewing draft reports.

Please be aware that it may be necessary to submit a revision to your current Support Staff Time Reporting Plan which allows for CWD support staff to time study directly to the program level.

C. CalWORKs Transitional Services, Nonfederal

Code 6481 has been established to capture time spent performing case management activities on behalf of nonfederally eligible former CalWORKs recipients, such as recent noncitizen entrants (who are employed and have received aid within the previous 12 months) and for participants in on-the-job

training who become ineligible for CalWORKs due to earned income, hours of work, or loss of income disregards. Refer to CFL No. 97/98-50, dated January 30, 1998, CalWORKs Transitional Services, page 3 and 4 for information on the program.

D. Federal WtW Grant Program-Matching Funds

The title and PCD for TSC 6421, WtW Federal Grant-Matching Funds, established in the September 1998 quarter, have been revised. The new title for TSC 6421, effective in the December 1998 quarter, is Federal WtW Grant Program – Matching Funds. The PCD has been revised to include a description of the target populations of CalWORKs recipients who may be served with these funds.

E. Federal WtW Grant Program Matching Funds – Regional Collaboratives

CFL 98/99-31, dated September 17, 1998, provided counties with allocations of Federal WtW program matching funds. A total of \$1 million of the funds, were allocated to seven counties, Alameda, Humboldt, Los Angeles, Riverside, San Bernardino, San Joaquin, and Ventura. These counties have been identified as regional collaborative fiscal agents representing CWDs in the statewide collaborative effort to improve the efficiency and effectiveness in delivering workforce development services.

These funds must be spent on regional collaborative activities that directly benefit the targeted populations of CalWORKs recipients who meet specific criteria under the Federal WtW Grant Program (refer to ACIN No. I-14-98, dated March 4, 1998, for the specific population who meet the criteria). Additional clarifying information will be forthcoming in an ACL from the Employment Bureau.

Effective with the October - December 1998 quarter, TSC 6471 has been established to capture the regional collaborative activities that directly benefit the targeted populations of CalWORKs recipients specified under the Federal WtW Grant Program.

F. San Mateo County SUCCESS Evaluation

The SSTR1 for the October - December 1998 quarter has been revised to include Support Staff Code B38, San Mateo County SUCCESS Evaluation, that was effective with the July - September 1998 quarter.

III. OTHER PUBLIC ASSISTANCE FUNCTION

A. RRP Public Assistance

Effective with the October - December 1998 quarter, the Other Public Assistance PCD and SSTRI have been revised to delete TSC 2510, RRP Public Assistance, and Support Staff Code C18, RRP Public Assistance.

TSC 2510 was initially established for reporting eligibility determination and grant maintenance activities performed on behalf of time-eligible refugees (refugees who are within the first 36 months of residency in the United States). Effective January 1, 1998, this population became part of the main CalWORKs program. The related eligibility determination and grant maintenance activities should be reported to TSC 6141, CalWORKs Eligibility.

B. ABAWDs Program

The Food and Nutrition Service has mandated that existing Employment and Training (E&T) programs be revamped. The objective is to focus primarily on serving the ABAWD population, according to the Guidance for States on Implementation of the Provisions of the Balanced Budget Act of 1997 Relating to Food Stamp E&T (Administrative Notice No. 98-40, dated February 20, 1998).

The Federal Balanced Budget Act of 1997 requires that 80 percent of 100 percent Federal funds must be spent on qualifying activities for ABAWDs. Some or all of the remaining 20 percent may be spent for non-qualifying activities for ABAWDs and activities for non-ABAWDs.

An ABAWD is a food stamp recipient who is able-bodied, without dependents and has reached 18 years of age, but is under 50 years of age. ABAWDs are subject to work requirements and the application of food stamp sanctions if they fail to comply with food stamp work requirements or voluntarily quit employment. Reference ACL No. 96-62, dated November 6, 1996, which provides counties with information regarding ABAWDs work requirements, effective November 22, 1996.

Effective with the October - December 1998 quarter, ABAWDs will be identified as a separate program on the CEC. Currently, time spent performing ABAWDs activities is included in TSC 4640, Food Stamp Employment and Training (FSET) (Administration).

The activities that qualify under the ABAWD requirements include: vocational training (for example, vocational training/drug rehabilitation, vocational training/alcohol rehabilitation, vocational training/job search, vocational training/job club); workfare (for example, workfare self-initiated program, on-the-job training (OJT), OJT/drug rehabilitation, and OJT/alcohol

rehabilitation); and education (for example, education/drug rehabilitation, education/alcohol rehabilitation, education/job search, and education/job club). ABAWDs activities include casework time associated with an ABAWD's participation in a qualifying workfare or educational/training slot, which includes assessment, placement, and case management activities to place and keep an ABAWD in a workfare or education and training slot. The following TSCs have been established to capture the time associated with the above ABAWDs activities:

3061	ABAWDs – Workfare (TSC)
C39	ABAWDs – Workfare (Support Staff Code)
3071	ABAWDs – Education/Training (TSC)
C40	ABAWDS – Education/Training (Support Staff Code)

Please note that TSC 4640, FSET, will continue to be used to capture casework time associated with providing employment and training services for the FSET participants, the non-ABAWD population, and for providing work activities that do not qualify either as a work or workfare program for ABAWDs. The December 1998 Other Public Assistance PCD has been revised to include the activities for non-ABAWDs under TSC 4640.

C. Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants

The Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants is being implemented October 1, 1998, in accordance with Assembly Bill 2779, Chapter 329, Statutes of 1998. Program guidelines and instructions are provided in ACIN No. I-52-98, dated September 9, 1998. The program provides cash assistance to legal immigrants who are aged, blind, and disabled and who are:

- Non-citizens residing in the United States on or before August 21, 1996, who were scheduled to stop receiving Supplemental Security Income/State Supplementary Program (SSI/SSP) benefits effective September 30, 1998 because they do not meet the immigrant status provisions of P.L. 104-193. They had met the previous SSI/SSP immigrant status requirements for aliens Permanently Residing Under Color of Law (PRUCOL).
- Non-citizens, in the United State on or before August 21, 1996, who never received SSI/SSP and meet the previous SSI/SSP PRUCOL requirements, but not the current immigration status requirements.
- Lawful permanent residents in the United States on or before August 21, 1996 who are 65 or older, but do not meet SSI/SSP disability requirements.

- Sponsored legal immigrants who entered the United States on or after August 22, 1996, and either the sponsor died; the sponsor is disabled; or, the immigrant is a victim of abuse by the sponsor or the spouse of the sponsor.

TSC 3081 has been established, effective with the October - December 1998 quarter, to capture casework time associated with accepting/screening applications; determining/redetermining eligibility; informing applicants of program requirements; making referrals to the Social Security Administration, where appropriate; making fraud referrals; performing grant maintenance activities; and preparing reports. Support Staff Code C41 has been established for support staff performing related activities who report their time directly to the program level.

D. Special Circumstances Allowance Program

The Special Circumstances Allowance Program has been reinstated in accordance with the 1998/99 Budget Act effective July 1, 1998. The program was originally implemented on January 1, 1974, but then suspended by sequential legislation from September 1992 through June 30, 1998. It provides a nonrecurring cash grant to eligible SSP only recipients who have an unanticipated need for goods or services. Special Circumstances, as defined in Welfare and Institutions Code Section 12550 and Manual of Policies and Procedures Section 46-425, includes replacement or repair of essential household furniture, equipment; clothing when lost, damaged, or destroyed by catastrophe; necessary moving expenses; required housing repairs; and unmet shelter needs.

TSC 2450 has been established to capture time spent determining eligibility, assessing and verifying need for special circumstances, informing applicants of program requirements/benefits, maintaining case files, performing benefit computations, and preparing authorization actions for eligible SSI/SSP recipients. Support Staff Code C42 has been established for support staff performing related activities who report their time directly to the program level.

If you have any questions regarding this CFL, please contact your Fiscal Policy Analyst at (916) 657-3440.

Sincerely,

**Original Document Signed By
Jeffrey Y. Hiratsuka. on 9/25/98 for**

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

c: CWDA