

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



March 19, 1999

COUNTY FISCAL LETTER (CFL) NO. 98/99-62

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

SUBJECT: COUNTY WELFARE DEPARTMENT COUNTY EXPENSE CLAIM  
FOR THE JANUARY – MARCH 1999 QUARTER CLAIMING  
INSTRUCTIONS

This letter provides claiming instructions and information for the  
January – March 1999 quarter and includes the following program areas:

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## **I. SOCIAL SERVICES**

### **A. CWS/CMS**

The following program codes (PCs) have been deleted effective with the March 1999 quarter. These PCs were established to capture developmental costs for the Statewide Automated Child Welfare Information System (SACWIS). Since all counties have now completed the developmental phase and conversion activities, the PCs are no longer needed, and are effectively deleted from the County Expense Claim (CEC).

PC 528	SACWIS-Start-up
PC 529	SACWIS-Equipment
PC 530	SACWIS-Contracted Services
PC 532	SACWIS-Conversion Activities
PC 540	SACWIS- Conversion Activities (50%)

### **B. Monthly Visits for Foster Children in Group Homes**

County Fiscal Letter (CFL) No. 98/99-45 provided a State General Fund allocation For CWDs and Probation Departments to perform monthly visits to foster children placed in group homes as required by Senate Bill 933 (Chapter 11, Statutes of 1998). CFLs 98/99-18 and 98/99-52 provided both the time study and claiming instructions for these visits.

The allocation amounts listed in the CFL No. 98/99-45, were developed for in-state visits only. An augmentation will be distributed in a future CFL to provide for the out-of-state visits. In the meantime, counties may perform both in-state and out-of-state visits and charge the costs to the appropriate codes as outlined in the previously mentioned CFLs. If a county exceeds its allocation, the costs will be shifted to PC 148, CWS-Case Management, or PC 127, Probation IV-E Case Management.

## **II. CALWORKS**

### **A. Employment Retention/Advancement Study**

PC 660, Employment Retention and Advancement Study, has been established effective with the December 1998 quarter for only Los Angeles, San Diego, and Santa Clara counties to capture activities for the Employment Retention and Advancement Study grant. Also established is Program Identifier Number (PIN) 660094, Start-Up/Nonrecurring Costs, to capture the costs associated with staff attendance for mandatory meetings during this initial planning stage.

The Employment Retention and Advancement Study is a grant from the federal government outside the normal program/allocation process. This grant requires a match. These counties, with concurrence from the California Department of Social Services (CDSS), will provide the match from their single allocations. Each county receives \$16,666 federal grant with a match of \$4,000. To claim the cost to this grant and track the match to the CalWORKs single allocation, the counties will report their expenditures to PC 660. On the CalWORKs Function Funding page, DFA 327.5, as a miscellaneous adjustment, the match dollars will be shifted to SUO Code 662, through the CEC system, and will be charged against each of the counties' CalWORKs single allocation. If a county exceeds the grant amount, expenditures will be shifted to SUO Code 661 as a county-only cost.

B. NCPs Demonstration Project

PC 629, NCP, was added to the CEC for the March 1998 quarter to capture the costs associated with NCPs for the counties that have received separate funding for the NCP Demonstration Project. Counties that are not participating in the Demonstration Project must claim NCP costs as Other County-Only Program costs on the (CEC) because state law limits the use of the county single allocation to CalWORKs recipients, as specified under the Welfare and Institutions Code 15204.2.

C. CSA Demonstration Project

CFL No. 98/99-51, dated December 15, 1998, provided information regarding the implementation of the CSA Demonstration Project. Effective with the January-March 1999 quarter, PC 652, CSA Demonstration Project, has been established to capture the costs associated with the CSA for the counties that are selected to participate in the demonstration project.

### **III. OTHER PUBLIC ASSISTANCE**

#### CWD Costs For Disaster Relief Activities

Counties involved in Disaster Relief activities associated with the recent citrus freeze, such as aiding the Red Cross, the Federal Emergency Management Agency (FEMA), or the Office of Emergency Services (OES) will not claim the costs for reimbursement on CEC. Those costs must be reported as nonwelfare activities in the Nonwelfare Function of the CEC. CWDs must maintain records of staff time spent on performing Disaster Relief activities. The costs to be reported in the Nonwelfare Function will be determined by prorating the salaries and benefits of the staff involved in the Disaster Relief activities based on a ratio of the staff's welfare versus Disaster Relief hours.

Counties will report all hours and expenditures associate with performing the customary welfare-related activities to the appropriate program/time study codes.

#### IV. CHILD CARE

**This CFL includes claiming instructions for the Child Care Reserve Fund. Program Codes 900 and 910 have been changed to allow counties to claim Child Care costs associate with former recipients and current recipients that remain in Stage I Child Care because of a lack of capacity in Stage II and III Child Care. Codes 900 and 910 also give the counties the ability to charge costs associated with Alternative Payment Program (APP) providers.**

##### A. Former Recipients in Stage One

Effective with the March 1999 quarter, PC 900, Stage One Transitional Child Care (TCC) – Other, has been renamed Former Recipients in Stage One. This PC has been renamed to capture the additional activities and costs outlined below. The allowable activities and costs remain the same, including the costs of providing child care for former recipients who are not able to transition to Stage Two or Three, and the activities and costs associated with Alternative Payment Program (APP) providers. This PC will capture the normal administrative costs related to providing child care services to these former recipients, as well as payments, program notifications, benefit computations, over/under payment computations and adjustments, outreach, and preparing for and providing presentations to community groups and organizations. However, this does not relieve counties of other requirements to report cases in various stages of child care.

The following PINs continue to be available for PC 900:

PINs 900018	Child Care Services, Payments
900031	Contracted Services
900088-94	Support Operating Direct Charge Costs

##### B. Stage One Child Care Services

Effective January 1, 1999, PC 910, Stage One Child Care Services, captures the costs for the Child Care Reserve funds allocated on January 5, 1999. Reserve Funding covers the costs of stage one child care services and costs associated with the contracts with APP for stage two child care services. All other allowable costs previously charged to this code remain the same. In addition to the existing PIN 910018, Child Care Services, Payment, the following PIN has been established for PC 910:

PIN 9100031	Contracted Services
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#### IV. GENERAL

##### Performance Incentive Funds

As a reminder, claiming instructions for the Performance Incentive Funds distributed to the CWDs were included in CFL No. 98/99-54, dated November 20, 1998. Section III of this CFL provides information on allowable use of incentive funds for (a) expenditure of State General Fund and (b) expenditure of Temporary Assistance to Needy Families Funds. Section VI provides instructions for the CEC and for an addendum used for federal reporting purposes. In the near future a question and answer CFL will be issued based on questions regarding the CFL No. 98/99-54.

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

Sincerely,

***Original Document Signed By  
George E. Peacher, Jr. on 3/19/99***

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

c: CWDA