

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



July 22, 1999

COUNTY FISCAL LETTER (CFL) NO. 99/00-13

TO: ALL COUNTY WELFARE FISCAL OFFICERS  
ALL COUNTY WELFARE DIRECTORS

SUBJECT: FISCAL YEAR (FY) 1999/00 COMMUNITY CARE LICENSING (CCL)  
FINAL ALLOCATION FOR FOSTER FAMILY HOMES (FFH) AND  
FAMILY DAY CARE HOMES (FDCH)

The purpose of this letter is to advise the counties that a total of \$12,738,000 for FFH and \$2,000,000 for FDC programs has been approved in the FY 1999/00 Budget Act. The CCL allocations are for the FFH program including funds for FFH recruitment activities (\$7,340,000 General Fund), and the FDCH program (\$1,682,000 General Fund).

**Foster Family Homes and Recruitment** (Attachment I and II)

To compute the FFH program allocation, the county's average monthly caseload for April 1998 through March 1999 was divided by the workload standards of 90 facilities per monthly full-time equivalent (FTE). This resulted in the number of justified staff required to license this category of facility. A worker to supervisor ratio of 6.35:1 was applied to the justified staffing level and the total staff level was then multiplied by the individual county's FY 1997/98 actual unit cost per Social Services Worker plus one cost-of-doing business increase of 3.45% to reflect the FY 1998/99 cost base.

For counties performing FFH licensing activities, individual county unit cost, caseload and federal usage rates were used to develop each county's allocation. An adjustment was made to guarantee counties a minimum allocation of \$5,000 (total funds).

FFH recruitment activities are reflected in the workload standard. For the counties that do not participate in the licensing program, the recruitment only funds were developed and distributed based on each county's average number of cases in Family Reunification and Permanent Placement and the number of children under 18 years of age based on the 1996 U.S. census data.

The administrative expenditures, including staff development, claimed to Program Codes 155, 156 and 158, Foster Family Licensing/Recruitment on the quarterly County Expense Claim (CEC), will be charged against this allocation. The FFH allocation is federal and State funded and only the State share will be controlled. Any expenditures exceeding the State General Fund allocation will be shifted to county share on Program

Code 192 (CCL-FFH State use only). If a county exceeds its allocation, a closed-end shift will be applied as explained in CFL 92/93-12, dated September 12, 1992.

The administrative expenditures, including staff development, claimed to Program Codes 155, 156 and 158, Foster Family Licensing/Recruitment on the quarterly County Expense Claim (CEC), will be charged against this allocation. The FFH allocation is federal and State funded and only the State share will be controlled. Any expenditures exceeding the State General Fund allocation will be shifted to county share on Program Code 192 (CCL-FFH State use only). If a county exceeds its allocation, a closed-end shift will be applied as explained in CFL 92/93-12, dated September 12, 1992.

### **Family Day Care Homes (Attachment III)**

To compute the FDCH program allocation, the county's average monthly caseload for the period April 1998 through March 1999, was divided by the workload standard of 358 facilities per month per FTE. This resulted in the number of justified staff required to license this category of facility. A worker to supervisor ratio of 6.35:1 was applied to the justified staffing level and the total justified staff was then multiplied by the county's average unit cost per Social Worker in FY 1997/98 plus a cost-of-doing business increase of 3.45% to reflect a FY 1998/99 cost base.

The administrative expenditures, including staff development, claimed to Program Code 157, Licensing-Family Day Care on the quarterly CEC, will be charged against this allocation. The FDCH allocation is 100 percent State General Fund. Any expenditures exceeding the allocation will be transferred to county share on Program Code 153 (CCL-FDCH State use only). If a county exceeds its allocation, a closed-end shift will be applied as explained in CFL 92/93-12, dated September 12, 1992.

If you have any questions concerning this allocation, please contact your Contracts and Financial Analysis Bureau analyst at (916) 657-3806.

***Original Document Signed by  
Douglas D. Park on 7/22/99***

DOUGLAS D. PARK, Chief  
Financial Planning Branch

Attachments

c: CWDA

## Community Care Licensing - Foster Family Homes Allocation

	FY 1999/00
	State
<u>COUNTY</u>	General Fund
ALAMEDA	\$393,969
ALPINE	\$0
AMADOR	\$0
BUTTE	\$34,347
CALAVERAS	\$0
COLUSA	\$0
CONTRA COSTA	\$333,372
DEL NORTE	\$24,581
EL DORADO	\$45,245
FRESNO	\$258,654
GLENN	\$9,039
HUMBOLDT	\$0
IMPERIAL	\$43,682
INYO	\$12,504
KERN	\$258,748
KINGS	\$28,950
LAKE	\$0
LASSEN	\$0
LOS ANGELES	\$0
MADERA	\$0
MARIN	\$66,164
MARIPOSA	\$10,598
MENDOCINO	\$140,013
MERCED	\$56,573
MODOC	\$0
MONO	\$0
MONTEREY	\$80,474
NAPA	\$91,564
NEVADA	\$0
ORANGE	\$466,852
PLACER	\$56,197
PLUMAS	\$0
RIVERSIDE	\$0
SACRAMENTO	\$682,113
SAN BENITO	\$3,201
SAN BERNARDINO	\$468,128
SAN DIEGO	\$1,083,466
SAN FRANCISCO	\$194,771
SAN JOAQUIN	\$208,857
SAN LUIS OBISPO	\$86,108
SAN MATEO	\$272,489
SANTA BARBARA	\$67,334
SANTA CLARA	\$380,517
SANTA CRUZ	\$77,307
SHASTA	\$98,285
SIERRA	\$0
SISKIYOU	\$2,858
SOLANO	\$122,043
SONOMA	\$122,862
STANISLAUS	\$104,226
SUTTER	\$46,686
TEHAMA	\$30,982
TRINITY	\$22,112
TULARE	\$116,038
TUOLOMNE	\$15,680
VENTURA	\$146,640
YOLO	\$43,897
YUBA	\$30,169
TOTALS	\$6,838,297

# Foster Family Homes Recruitment Allocation

<u>COUNTY</u>	FY 1999/00 State General Fund
ALPINE	\$50
AMADOR	\$1,039
COLUSA	\$766
HUMBOLDT	\$4,864
LAKE	\$2,103
LASSEN	\$1,270
LOS ANGELES	\$425,976
MADERA	\$4,289
MODOC	\$312
MONO	\$280
NEVADA	\$2,423
PLUMAS	\$604
RIVERSIDE	\$57,729
TOTALS	\$501,703

**Community Care Licensing - Family Day Care Homes**

	<b>FY 1999/00</b>
	<b>State</b>
	<b>General Fund</b>
<b><u>COUNTY</u></b>	
<b>DEL NORTE</b>	<b>\$12,694</b>
<b>FRESNO</b>	<b>\$258,649</b>
<b>INYO</b>	<b>\$11,708</b>
<b>MARIN</b>	<b>\$116,603</b>
<b>MENDOCINO</b>	<b>\$71,302</b>
<b>SACRAMENTO</b>	<b>\$935,576</b>
<b>SANTA CRUZ</b>	<b>\$143,695</b>
<b>SUTTER</b>	<b>\$45,086</b>
<b>TEHAMA</b>	<b>\$20,299</b>
<b>YOLO</b>	<b>\$66,388</b>
<b>TOTAL</b>	<b>\$1,682,000</b>