

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 16, 1999

COUNTY FISCAL LETTER (CFL) NO. 99/00-27

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

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM (CEC)
FOR THE JULY – SEPTEMBER 1999 QUARTER CLAIMING INSTRUCTIONS

**This letter provides CEC claiming instructions and information for the
July – September 1999 quarter and includes the following program areas:**

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I. SOCIAL SERVICES

A. APS

Effective with the September 1999 quarter, APS Program service-related Program Identifier Numbers (PINs), such as Emergency Shelter Care, Transportation, Temporary In-Home Services and Support Services, have been deleted from the following APS Program Codes: Program 569, APS-Response, and Program 573, APS-HR-Response. These PINs have been re-established under the following APS Case Management Program Codes: Program 570, APS-Case Management, and Program 574, APS-HR-Case Management.

The purpose for shifting these PINs from APS response codes to APS case management codes is to isolate all initial investigation-related costs under the APS response codes. Also, all service-related direct cost codes were re-established in the applicable APS case management codes, which serves to capture APS service-related program costs that are incurred following the initial response/investigation separately.

1. APS-Response

As a reminder, effective with the September 1999 quarter, Program 569, APS-Emergency Response, has been renamed to APS-Response. In addition, the following PINs have been deleted under Program 569:

569002	Emergency Shelter Care
569003	Transportation
569010	Temp-In Home Services
569029	Support Services

The following PINs available with the June 1999 quarter remain under Program 569:

569011	Emergency Hotline
569026	Overtime Pay
569031	Contracted Services
569060	Direct Service Delivery
569084	Standby Pay
569088-569094	Support Operating Direct Charge Costs

Examples of allowable costs for the PINs listed above are as follows:

- Emergency Hotline: includes contract costs associated with retaining an answering service to receive and transfer calls to an APS worker after regular business hours.
- Overtime Pay: includes the cost of salaries and benefits associated with APS staff response to emergency calls received after normal business hours which result in overtime.
- Contracted Services: includes contract costs associated with the response phase of the APS Program. **Case management services may not be contracted for within the APS Program. The contracted services PIN may not be used to capture case management services/costs.**
- Direct Service Delivery: includes support staff salaries and benefits associated with performing activities directly on behalf of a client (e.g., time spent transporting clients to program-related appointments, etc.); and, support staff time providing direct assistance to the caseworker (e.g., providing consultant services to caseworker related to whether abuse exists).
- Standby Pay: includes the cost of salaries and benefits (for APS Response *only*) associated with the requirement for APS staff to remain on call after regular business hours for emergency situations.

The September 1999 quarter Program Code Listing will be revised to reflect the deletion of the above PINs under Program 569. The sharing ratio for Program 569 remains at 0/70/0/30 (Federal/State/Health/County.)

2. APS-Case Management

Effective with the September 1999 quarter, the following PINs have been established for Program 570, APS-Case Management:

570002	Emergency Shelter Care
570099	In-Home Protection

These new PINs are in addition to those which currently exist under Program 570, specifically:

570003	Transportation
570029	Support Services

570031	Contracted Services
570060	Direct Service Delivery
570088-570094	Support Operating Direct Charge Costs

Examples of allowable costs for the PINs listed above are as follows:

- Emergency Shelter Care: includes costs involved in providing a given number of rooms (at a licensed facility or local hotel, for example) on an ongoing basis for the purpose of providing **temporary** emergency shelter during an APS response episode.
- In-Home Protection: includes costs associated with providing aid on a **temporary** basis for an APS client to allow them to remain safely within the home.
- Transportation: includes costs associated with *client-only* related transportation.
- Support Services: includes the cost for tangible and non-tangible items and services excluding transportation (e.g., clothing, food, blankets/linens, repairs) as outlined in ACL No. 99-16 (attachment B, page B-4, section VII.).
- Contracted Services: includes contract costs associated with the case management phase of the APS Program (e.g., for counseling or money management services). **Case management services may not be contracted for within the APS Program. The contracted services PIN may not be used to capture case management services/costs.**
- Direct Service Delivery: includes support staff salaries and benefits associated with performing activities directly on behalf of a client (e.g., time spent transporting clients to program-related appointments, etc.); and, support staff time providing direct assistance to the caseworker (e.g., providing consultant services to caseworker related to whether abuse exists).

The September 1999 quarter Program Code Listing will be revised to reflect the addition of the above PINs under Program 570. The sharing ratio for Program 570 remains at 0/70/0/30 (Federal/State/Health/County.)

3. APS-SPMP-Response

As a reminder, effective with the September 1999 quarter, Program 571, APS-SPMP-Emergency Response, has been renamed to APS-SPMP-Response. In addition, the following PINs have been established for Program 571:

571011	Emergency Hotline
571026	Overtime Pay
571084	Standby Pay

These new PINs are in addition to those which currently exist under Program 571, specifically:

571031	Contracted Services
571060	Direct Service Delivery
571088-571094	Support Operating Direct Charge Costs

The September 1999 quarter Program Code Listing will be revised to reflect the addition of the above PINs under Program 571. The sharing ratio for Program 571 remains at 0/17.5/75/7.5 (Federal/State/Health/County.)

4. APS-HR-Response

As a reminder, effective with the September 1999 quarter, Program 573, APS-HR-Emergency Response, has been renamed to APS-HR-Response. In addition, the following PINs have been deleted under Program 573:

573002	Emergency Shelter Care
573003	Transportation
573010	Temp-In Home Services
573029	Support Services

The following PINs available effective with the June 1999 quarter remain under Program 573:

573011	Emergency Hotline
573026	Overtime Pay
573031	Contracted Services
573060	Direct Service Delivery
573084	Standby Pay
573088-573094	Support Operating Direct Charge Costs

The September 1999 quarter Program Code Listing will be revised to reflect the deletion of the above PINs under Program 573. The sharing ratio for Program 573 remains at 0/35/50/15 (Federal/State/Health/County.)

5. APS-HR-Case Management

Effective with the September 1999 quarter, the following PINs have been established for Program 574, APS-HR-Case Management:

574002	Emergency Shelter Care
574099	In-Home Protection

These new PINs are in addition to those which currently exist under Program 574, specifically:

574003	Transportation
574029	Support Services
574031	Contracted Services
574060	Direct Service Delivery
574088-574094	Support Operating Direct Charge Costs

The September 1999 quarter Program Code Listing will be revised to reflect the addition of the above PINs under Program 574. The sharing ratio for Program 574 remains at 0/35/50/15 (Federal/State/Health/County.)

II. CALWORKS

A. PAFS

The PAFS rate for FY 1999/00 is 25.54 percent. This rate is used on the DFA 327.3 series of the County Expense Claim (CEC) to calculate the portion of the California Work Opportunity and Responsibility to Kids (CalWORKs) costs to be charged to the Nonassistance Food Stamp (NAFS) Program.

B. CSA Demonstration Project

The sharing ratio on the March 1999 Quarter CEC Sharing Ratio Table incorrectly showed the sharing ratio for Program Code 040, Child Support Assurance Demo, as 65/35/0/0 (Federal/State/Health/County.) Instead, the sharing ratio should have been 100/0/0/0, as are the other programs funded under the CalWORKs Single Allocation. The sharing ratio was corrected on the June 1999 Quarter CEC Sharing Ratio Table.

C. CalWORKs Evaluation

The 12/98 CEC claiming instructions, CFL 98/99-52, established Program 646 CalWORKs Evaluation and allowed retroactive claiming back to the 9/98 quarter with appropriate documentation. The CFL incorrectly listed the sharing ratio as 50/50/0/0 (Federal/State/Health/County), it should have been 100/0/0/0 (Federal/State/Health/County.) Program 646 was established for capturing costs incurred by counties participating in the statewide CalWORKs Evaluation. Allowable costs for Program 646 include county coordinator salaries and benefits, travel costs incurred by the county coordinator, and any additional EDP costs that are above routine EDP costs. The following PIN was previously established for this program and remains the same:

646088-94 Support Operating Direct Cost Codes

D. Federal WtW Grant Matching Program Funds-Regional Collaboratives

Effective with the September 1999 quarter, Program 647, Federal WtW Grant Matching Program Funds-Regional Collaboratives has been renamed to WtW Regional Collaboratives. Program 647, was established to capture costs associated with activities that directly benefit targeted populations of CalWORKs recipients who meet specific criteria. Program 647 was previously funded with 100 percent SGF and the expenditures were counted towards meeting the Federal WtW Grant Program matching requirements. Because the funding is now TANF rather than State General Fund, the sharing ratio for Program 647 has been changed from 0/100/0/0 (Federal/State/Health/County), and will be claimed to the Single allocation rather than the WtW Grant allocation.

The following PINs were previously established for this Program and remain the same:

647031	Contracted Services
647068	Direct Costs
647088-94	Support Operating Direct Charge Costs

III. CHILD CARE

A. Two-Parent Families (State Only) Stage One-Child Care

Effective with the September 1999 quarter, Program 036, Two-Parent Families (State Only) Stage One-Child Care, has been established to capture costs associated with the provision of child care services for Two-Parent families when both parents are simultaneously participating in an approved CalWORKs work activity or employed less than 55 hours per week.

The following direct cost PINs have been established for Program 036:

036018	Child Care Services, Payments
036031	Contracted Services

The sharing ratio for program 036 is 0/100/0/0 (Federal/State/Health/County.)

IV. OTHER PUBLIC ASSISTANCE

A. State Adult Program – Special Circumstance Allowance Program

CFL No. 98/99-18, dated September 25, 1998, and CFL No. 98/99-52, dated December 17, 1998, established Program 245, Special Circumstance Allowance Program, and provided related time study and claiming instructions. Effective with the September 1999 quarter, Program Code 245 will be limited to administrative costs and Program Code 035 will be established to capture cash grant payments as follows:

Code 245 has been retitled from Special Circumstance Allowance Program to Special Circumstance Allowance Program – Administration (all activities remain the same). The corresponding change to the time study code (2450) will be reflected in the 12/99 Program Code Description for the Other Public Assistance Function. Allowable administrative costs, as identified in CFL Nos. 98/99-18 and 98/99-52 should continue to be reported to Code 245.

Delete: PIN 245096 Cash Grant Payments

New: Program 035, Special Circumstance Allowance Program-Services
PIN 035096 Cash Grant Payments
Program 035/PIN 035096 is limited to costs of cash grant payments

Funding for the program remains at 0/100/0/0 (Federal/State/Health/County.)

V. GENERAL

A. ICRs for FY 1999/00

The CDSS has developed the Indirect Cost Rates (ICRs) for use by counties during FY 1999/00. Please reference the enclosed "FY 99/00 ICR INFORMATION."

The ICRs are used to identify the overhead costs associated with support staff who perform support activities for nonwelfare programs with no casework equivalent hours. The ICR will be applied to the salary and benefits of this support staff and the cost will then be reported to PIN 805068, Nonwelfare, or 806068, Nonwelfare-Non EDP.

NOTE: Counties are reminded that, except as provided in the above paragraph, all nonwelfare activities must be reported in the Nonwelfare Function, which will draw its own overhead through the CEC. Please refer to CFL 98/99-52 for further details.

CWDs have the option either of using the predetermined ICR developed by CDSS, or of developing an ICR specific to the staff involved. The predetermined rates are developed by the CDSS' Contracts and Financial Analysis Bureau. They are based on the actual indirect costs (Travel, Space, Space-CCAP, Other Operating, Public Agencies CCAP, and Public/Private Agencies Direct Billed) reported as generic for each county for the four quarters of FY 97/98, divided by the total direct costs (caseworker, administrative/clerical support and EDP staff salaries and benefits). The resulting percentages are each county's individual ICR.

An ICR developed by a CWD must be in accordance with "The Guide for State and Local Agencies-Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government" (OASC-10). The ICR must be submitted to the Fiscal Policy Bureau for prior review and approval.

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 9/16/99***

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

c: CWDA

FY 99/00 ICR INFORMATION

99/00 ICR RATE TOT SAL & GENERIC SUPPORT COMBIMED 97/98 DATA
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ALAMEDA	0.20
ALPINE	0.58
AMADOR	0.26
BUTTE	0.30
CALAVERAS	0.20
COLUSA	0.32
CONTA COSTA	0.27
DEL NORTE	0.37
ELDORADO	0.29
FRESNO	0.20
GLENN	0.27
HUMBOLDT	0.25
IMPERIAL	0.32
INYO	0.32
KERN	0.23
KINGS	0.09
LAKE	0.32
LASSEN	0.24
LOS ANGELES DPSS	0.22
MADERA	0.20
MARIN	0.27
MARIPOSA	0.28
MENDOCINO	0.27
MERCED	0.24
MODOC	0.36
MONO	0.43
MONTEREY	0.24
NAPA	0.34
NEVADA	0.26
ORANGE	0.28
PLACER	0.41
PLUMAS	0.16
RIVERSIDE	0.32
SACRAMENTO -DHA	0.32
SAN BENITO	0.40
SNA BERNARDINO	0.28
SAN DIEGO	0.26
SAN FRANCISCO	0.20
SAN JOAQUIN	0.25
SAN LUIS OBISPO	0.26
SAN MATEO	0.29
SANTA BARBARA	0.22
SANTA CLARA	0.22
SANTA CRUZ	0.26
SHASTA	0.26
SIERRA	0.26
SISKIYOU	0.38
SOLANO	0.40
SONOMA	0.14
STANISLAUS	0.25
SUTTER	0.29
TEHAMA	0.27
TRINITY	0.47
TULARE	0.38
TUOLUMNE	0.32
VENTURA	0.15
YOLO	0.31
YUBA	0.16
LOS ANGELES DCS	0.30
SAC-DHHS-CHILD	0.17
SAC-DHHS-ADULT	0.13
SMATEO DP AGING	0.18
Totals	0.25