



CDSS

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DEPARTMENT OF SOCIAL SERVICES
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GOVERNOR

February 2, 2011

TO: ALL COUNTY FISCAL OFFICERS
ALL COUNTY WELFARE DIRECTORS

SUBJECT: FISCAL YEAR (FY) 2011-12 COUNTY ADMINISTRATIVE BUDGET PLAN
FOR SOCIAL SERVICES PROGRAMS

In accordance with the provisions of Chapter 75, Statutes of 2006 (AB 1808), the California Department of Social Services (CDSS), in consultation with the County Welfare Directors Association (CWDA), developed the Cost of Doing Business (CODB) survey tool in FY 2006-07 to capture the costs of the following county administration of human services programs for preparation of the Budget:

- CalWORKs Eligibility Basic
- CalWORKs Employment Services Basic
- Non-Assistance CalFresh Administration
- Child Welfare Services Basic Costs
- Foster Care Administration
- In-Home Supportive Services Basic Costs

Based on the CWDA's feedback, the prior years' survey tool required an excessive amount of hours to complete. With the current limited staffing level at the county welfare departments, CWDA proposed a revised survey tool that will only take a few hours to complete and still capture the required budget costs for the programs stated above.

For your convenience, the revised FY 2011-12 CODB survey file can be found at:
<http://www.cdss.ca.gov/lettersnotices/entres/getinfo/coletters/FY2011-12%20CODB%20Worksheet.xls>

The CODB survey file consists of six worksheet tabs:

- *Attachment A - CODB tab:* This worksheet will provide the county name and contact information and will reflect both the actual and projected expenditures for FY 2010-11 and projected expenditures for FY 2011-12. *This is the only worksheet tab that needs to be returned to CDSS once completed.*

All County Fiscal Officers

- *Attachment B – Instructions tab:* This tab provides the detailed instructions to the revised worksheets to assist the counties in the completion of the budget worksheet. The worksheets should be used in the compilation of data from the County Expense Claim required to complete the budget worksheet.
- *Attachment C – FAB Contact List tab:* This tab provides the CDSS Financial Analysis Bureau contact information of the unit managers and the analyst assigned to your county.
- *Expenses tab:* This tab will summarize the actual expenditures for the first and second quarter.
- *Exp_Q1 and Exp_Q2 tabs:* These tabs will capture the specific program code expenditures.

The completed Attachment A budget worksheet is due to CDSS by March 4, 2011. Please submit it via email to the analyst assigned to your county (as listed on Attachment C).

If you have questions or need clarification regarding the worksheets, please use the following county program contacts:

For technical questions regarding completion of the worksheet:
Beth Cox, Riverside County, bcox@riversidedpss.org

For general questions on CODB:
Robert Manchia, San Mateo County, rmanchia@co.sanmateo.ca.us
Rebecca Mellot, Shasta County, rmellot@co.shasta.ca.us

Sincerely,

Original Document Signed By:

BRIAN DOUGHERTY, Chief
Financial Management and Contracts Branch