

**ATTACHMENT A
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

**County Administrative Budget Plan Worksheet Instructions
Fiscal Year (FY) 2010-11**

Included in this package are the instructions to complete the county administrative budget plan worksheets (Attachment B) associated with the following social services programs:

- CalWORKs Eligibility Basic p.2
- CalWORKs Employment Services Basic..... p.4
- Non-Assistance Food Stamp Administration..... p.6
- Child Welfare Services Basic Costs..... p.8
- Foster Care Administration..... p.10
- In-Home Supportive Services Basic Costs..... p.12
- Excluded Premise Items p.14

Instructions are also included for the following:

- CWD Salary and Benefits Statement (Budget Worksheet II)..... p.16
- Supplemental Information (Budget Worksheet III)..... p.16
- County Allocation Analyst Contact Information..... p.17

Counties should use the CWDA CODB Worksheets (Attachment D) to calculate costs already claimed for the 2008-09 and 2009-10 fiscal years.

County administrative budget information provided by the counties will be used to assist the Department of Social Services (CDSS) in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with the aforementioned programs. The instructions are arranged in the same sequence as listed on the worksheet and each worksheet has a set of instructions.

If you have questions or need clarification regarding any of the cells on the worksheets, please contact the analyst assigned to your county. A contact sheet with phone numbers and email addresses has been included in this package (see Attachment I on page 17).

The completed worksheets are to be submitted electronically to your assigned CDSS analyst at the e-mail address provided on Attachment I by March 1, 2010.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Instructions to Complete Budget Worksheets for CalWORKs Eligibility FY 2010-11

These are the instructions for completing the budget worksheets associated with CalWORKs Eligibility. Information provided by the counties will be used to assist CDSS in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with CalWORKs Eligibility. The instructions are arranged in the same sequence as listed on the corresponding worksheet.

The completed form is to be submitted electronically to CDSS by e-mailing the analyst assigned to your county per Attachment I (see Attachment I on page 17 for the county assignment sheet). All questions regarding the requested information should be addressed to your county's CDSS assigned analyst.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Average Number of CalWORKs Cases per Month: Enter your county number for FY 2008-09 found on the CalWORKs Cash Grant Caseload Movement Report (CA 237 CW). This caseload should consist of the sum of the following portions of this report: Line 8a – Cases receiving cash grants (Cells 59-63).

Eligibility Worker and Supervisors: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. This includes the compensation for CalWORKs Eligibility workers and first line supervisors. Please ensure that the figure listed on this form is presented as average monthly compensation and includes both salary and benefits.

Actual/County Authorized FTEs: Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing as currently authorized by your county. This should include those FTEs that time study to the following codes: 2041, 2261, 2631, 2691, 2781, 2931, 6101, 6141, 6151, 6161, 6181, 6631, 6641, and 6651. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Welfare Fraud Investigators (WFI): For these categories, please enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of WFI FTEs that were staffed by your county in FY 08-09, the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 3011, 3051, and 3401. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Also, on Budget Worksheet III please indicate which officers are armed, unarmed, investigator assistants, and supervisors.

District Attorney (DA) Contract/Prosecution Costs: Enter the actual number of DA fraud investigators contracted for in FY 08-09, FY 09-10, and projected for in FY 10-11. Enter the actual contracted costs for investigations and prosecution for FY 08-09, FY 09-10, and projected for in FY 10-11. Please identify the investigation costs from the prosecution costs on the supplemental information worksheet. Any increases in costs should be explained in detail.

Clerical and Administrative: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and enter the number of clerical and administrative FTEs authorized for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county.

Other Operating Support (Overhead) Costs: There are two categories of information listed in this section. Please present the information as it is listed on the form (allocated or direct) and specific to the program worksheet that is being completed. This information should include operating costs, purchase of services, space, travel, etc. Do not include costs for services to clients. Do not include staff development (training) costs. Costs for travel to training, rent for training facilities, etc., are acceptable as normal overhead costs. One-time costs such as moving expenses, car purchases, etc., should be explained separately on Budget Worksheet III, as these costs should not be considered part of the “base cost”.

Electronic Data Processing (EDP) Costs: List EDP costs as either direct or allocated. These costs should include legacy costs that are not funded through the Information Technology Automation projects (Interim Statewide Automated Welfare System [ISAWS], CalWORKs Information Network [CalWIN], Consortium C-IV [C-IV], etc.).

PA/NA Shift: Enter cost as a negative number.

Initial Eligibility Determination: Multiply the total cost associated with PC 615 by two-thirds ($\frac{2}{3}$) and enter it as a negative number here. Since PC 615 represents 100% of the Initial Eligibility Determination costs and only 1/3 is attributed to CalWORKs Eligibility, this adjustment will adjust the expenditures so that only 1/3 of these “common” costs will be reflected.

INFORMATION ITEMS: Requested items in the enclosed area (lower left portion) are to be reported for both the Current Year (FY 2009-10) and Budget Year (FY 2010-11). These items are used by the CDSS County Allocations Unit for comparison purposes and are an integral part of the budgeting process.

- **COST PER FTE:** This item is calculated automatically.
- **SUPPORT COST RATIO:** This item is calculated automatically. The formula for the support cost ratio divides the support dollars by the staff dollars.
- **COMPOSITE RATIO:** This item is calculated automatically. The formula for the composite ratio divides the program’s staff and support dollars by the total welfare dollars.
- **TOTAL WELFARE BUDGET COSTS:** The information being requested here is the total welfare department budget, including Medi-Cal and General Assistance. For Current Year (CY), enter the total Welfare Department budget for FY 2009-10 for your county. For Budget Year (BY), enter the projected total budget for FY 2010-11.

Instructions to Complete Budget Worksheets for CalWORKs Employment Services FY 2010-11

These are the instructions for completing the budget worksheets associated with CalWORKs Welfare-to-Work (WTW). Information provided by the counties will be used to assist CDSS in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with CalWORKs WTW.

The completed form is to be submitted electronically to CDSS by e-mailing the analyst assigned to your county per Attachment I (see Attachment I on page 17 for the county assignment sheet). All questions regarding the requested information should be addressed to your county's CDSS assigned analyst.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Average Number of CalWORKs WTW Cases per Month: Enter the number for your county for FY 2008-09 from the CalWORKs WTW Monthly Activity Reports (WTW 25 and WTW 25A). This caseload should consist of the sum of the following portions of each report: Line 3a – Sanctions (Cell 3), Line 30 – Unduplicated Count (Cell 35), Line 31 – Non-compliance (Cell 37), and Line 32 – Good Cause (Cell 38).

Employment Services Workers and Supervisors: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. This includes the compensation for CalWORKs WTW workers and first line supervisors. Please ensure that the figure listed on this form is presented as average monthly compensation and includes both salary and benefits.

Actual/County Authorized FTEs: Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 0551, 0561, 2571, 3351, 4512, 6201, 6211, 6221, 6231, 6241, 6311, 6481, 6781, 6791, 6801, 6811, 6821, 6831, 6851, 6861, 6871, 6891, 8761, and 8771. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Employment Services: Enter the actual FY 08-09 and FY 09-10 and proposed FY 10-11 Direct Employment Services Delivery Costs. Enter the costs for contracted services and services to the clients. On Budget Worksheet III please describe in detail the services to be provided and by whom, the number of clients to be served, and why this is an allowable CalWORKs activity.

Clerical and Administrative: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and enter the number of clerical and administrative FTEs authorized for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county.

Other Operating Support (Overhead) Costs: There are two categories of information listed in this section. Please present the information as it is listed on the form (allocated or direct) and specific to the program worksheet that is being completed. This information should include operating costs, purchase of services, space, travel, etc. Do not include costs for services to clients. Do not include

staff development (training) costs. Costs for travel to training, rent for training facilities, etc., are acceptable as normal overhead costs. One-time costs such as moving expenses, car purchases, etc., should be explained separately on Budget Worksheet III, as these costs should not be considered part of the “base cost”.

EDP Costs: List EDP costs as either direct or allocated. These costs should include legacy costs that are not funded through the Information Technology Automation projects (ISAWS, CalWIN, C-IV, etc.).

INFORMATION ITEMS: Requested items in the enclosed area (lower left portion) are to be reported for both the Current Year (FY 2009-10) and Budget Year (FY 2010-11). These items are used by the CDSS County Allocations Unit for comparison purposes and are an integral part of the budgeting process.

- **COST PER FTE:** This item is calculated automatically.
- **SUPPORT COST RATIO:** This item is calculated automatically. The formula for the support cost ratio divides the support dollars by the staff dollars.
- **COMPOSITE RATIO:** This item is calculated automatically. The formula for the composite ratio divides the program’s staff and support dollars by the total welfare dollars.
- **TOTAL WELFARE BUDGET COSTS:** The information being requested here is the total welfare department budget, including Medi-Cal and General Assistance. For CY, enter the total Welfare Department budget for FY 2009-10 for your county. For BY, enter the projected total budget for FY 2010-11.

Instructions to Complete Budget Worksheets for Non-Assistance Food Stamp Administration FY 2010-11

These are the instructions for completing the budget worksheets associated with Non Assistance Food Stamp (NAFS) Administration. Information provided by the counties will be used to assist CDSS in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with NAFS Administration.

The completed form is to be submitted electronically to CDSS by e-mailing the analyst assigned to your county per Attachment I (see Attachment I on page 17 for the county assignment sheet). All questions regarding the requested information should be addressed to your county's CDSS assigned analyst.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Average Number of NAFS Cases per Month: Enter the number for your county for FY 2008-09 from the Food Stamp Program Monthly Caseload Movement Statistical Report (DFA 256). This caseload should consist of the following portions of this report: Line 1 – NAFS Federal Households (Cell 4), Line 1 – NAFS Federal/State Households (Cell 5), Line 3 – NAFS Federal Persons (Cell 11), and Line 3 – NAFS State Persons (Cell 12). These four caseload components should then be calculated as follows in order to reach the desired monthly caseload amount: $\text{Cell 4} + (\text{Cell 5} * (\text{Cell 11} / (\text{Cell 11} + \text{Cell 12})))$.

Eligibility Worker and Supervisors: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. This includes the compensation for NAFS Eligibility workers and first line supervisors. Please ensure that the figure listed on this form is presented as average monthly compensation and includes both salary and benefits.

Actual/County Authorized FTEs: Enter the average number of FTEs that were staffed by your county in FY 08-09; that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 2111, 2181, 2681, 2751, 3411, 3431, 3441, 3471, 6091, and 6111. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Welfare Fraud Investigators (WFI): For these categories, please enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of WFI FTEs that were staffed by your county in FY 08-09, the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 2341, 3101, 3121, 3341, and 3931. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Also, on the supplemental information Budget Worksheet III please indicate which officers are armed, unarmed, investigator assistants, and supervisors.

District Attorney (DA) Contract/Prosecution Costs: Enter the actual number of DA fraud investigators (not attorneys) contracted for in FY 08-09, FY 09-10, and projected for in FY 10-11. Enter the actual contracted costs for investigations and prosecution for FY 08-09, FY 09-10, and

projected for in FY 10-11. Please identify the investigation costs from the prosecution costs on the supplemental information Budget Worksheet III. Any increases in costs should be explained in detail.

Clerical and Administrative: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and enter the number of clerical and administrative FTEs authorized for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county.

Other Operating Support (Overhead) Costs: There are two categories of information listed in this section. Please present the information as it is listed on the form (allocated or direct) and specific to the program worksheet that is being completed. This information should include operating costs, purchase of services, space, travel, etc. Do not include costs for services to clients. Do not include staff development (training) costs. Costs for travel to training, rent for training facilities, etc., are acceptable as normal overhead costs. One-time costs such as moving expenses, car purchases, etc., should be explained separately on Budget Worksheet III, as these costs should not be considered part of the “base cost”.

EDP Costs: List EDP costs as either direct or allocated. These costs should include legacy costs that are not funded through the Information Technology Automation projects (ISAWS, CalWIN, C-IV, etc.).

PA/NA Shift: Enter cost as a positive number.

Initial Eligibility Determination: Multiply the total cost associated with PC 615 by two-thirds ($\frac{2}{3}$) and enter it as a negative number here. Since PC 615 represents 100% of the Initial Eligibility Determination costs and only 1/3 is attributed to NAFS Administration, this adjustment will adjust the expenditures so that only 1/3 of these “common” costs will be reflected.

INFORMATION ITEMS: Requested items in the enclosed area (lower left portion) are to be reported for both the Current Year (FY 2009-10) and Budget Year (FY 2010-11). These items are used by the CDSS County Allocations Unit for comparison purposes and are an integral part of the budgeting process.

- **COST PER FTE:** This item is calculated automatically.
- **SUPPORT COST RATIO:** This item is calculated automatically. The formula for the support cost ratio divides the support dollars by the staff dollars.
- **COMPOSITE RATIO:** This item is calculated automatically. The formula for the composite ratio divides the program’s staff and support dollars by the total welfare dollars.
- **TOTAL WELFARE BUDGET COSTS:** The information being requested here is the total welfare department budget, including Medi-Cal and General Assistance. For CY, enter the total Welfare Department budget for FY 2009-10 for your county. For BY, enter the projected total budget for FY 2010-11.

Instructions to Complete Budget Worksheets for Child Welfare Services Basic FY 2010-11

Following are the instructions for completing the FY 2010-11 budget worksheets associated with the Child Welfare Services (CWS) Program Basic Costs. Information provided by the counties will be used to assist CDSS in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with the CWS Basic program.

The completed form is to be submitted electronically to CDSS by e-mailing the analyst assigned to your county per Attachment I (see Attachment I on page 17 for the county assignment sheet). All questions regarding the requested information should be addressed to your county's CDSS assigned analyst.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Average Number of CWS Cases per Month: Caseload numbers for FY 2008-09 will be provided for your county by the state. This caseload will be extracted from the CWS/Case Management System (CWS/CMS) and will consist of the following components: Emergency Response, Emergency Response Assessment, Family Maintenance, Family Reunification, and Permanent Placement.

Social Worker and Supervisors: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. This includes the compensation for CWS workers and first line supervisors. Please ensure that the figure listed on this form is presented as average monthly compensation and includes both salary and benefits.

Actual/County Authorized FTEs: Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 0771, 1101, 1381, 1431, 1432, 1433, 1434, 1441, 1442, 1443, 1444, 1456, 1465, 1471, 1472, 1473, 1474, 1481, 1482, 1483, 1484, 1701 (07-08 only), 5131, 5132, 5134, and 5751. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Clerical and Administrative: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and enter the number of clerical and administrative FTEs authorized for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county.

Other Operating Support (Overhead) Costs: There are two categories of information listed in this section. Please present the information as it is listed on the form (allocated or direct) and specific to the program worksheet that is being completed. This information should include operating costs, purchase of services, space, travel, etc. Do not include costs for services to clients. Do not include staff development (training) costs. Costs for travel to training, rent for training facilities, etc., are acceptable as normal overhead costs. One-time costs such as moving expenses, car purchases, etc., should be explained separately on Budget Worksheet III, as these costs should not be considered part of the "base cost".

EDP COSTS - Statewide Automated Child Welfare Information System (SACWIS): List SACWIS EDP costs claimed to PC 536 only on this line to reflect SACWIS EDP costs.

EDP COSTS - NON-SACWIS: List Non-SACWIS EDP costs. This amount should include all EDP costs not claimed to PC 536.

INFORMATION ITEMS: Requested items in the enclosed area (lower left portion) are to be reported for both the Current Year (FY 2009-10) and Budget Year (FY 2010-11). These items are used by the CDSS County Allocations Unit for comparison purposes and are an integral part of the budgeting process.

- **COST PER FTE:** This item is calculated automatically.
- **SUPPORT COST RATIO:** This item is calculated automatically. The formula for the support cost ratio divides the support dollars by the staff dollars.
- **COMPOSITE RATIO:** This item is calculated automatically. The formula for the composite ratio divides the program's staff and support dollars by the total welfare dollars.
- **TOTAL WELFARE BUDGET COSTS:** The information being requested here is the total welfare department budget, including Medi-Cal and General Assistance. For CY, enter the total Welfare Department budget for FY 2009-10 for your county. For BY, enter the projected total budget for FY 2010-11.

**Instructions to Complete Budget Worksheets for
Foster Care Administration
FY 2010-11**

These are the instructions for completing the budget worksheets associated with Foster Care (FC) Administration. Information provided by the counties will be used to assist CDSS in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with FC Administration.

The completed form is to be submitted electronically to CDSS by e-mailing the analyst assigned to your county per Attachment I (see Attachment I on page 17 for the county assignment sheet). All questions regarding the requested information should be addressed to your county's CDSS assigned analyst.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Average Number of FC Cases per Month: Enter the number for your county for FY 2008-09 from the Aid to Dependent Children FC Caseload Movement and Expenditures Report (CA 237 FC) Line 8A – Total AFDC-FC (Cell 25).

Eligibility Worker and Supervisors: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. This includes the compensation for FC Eligibility workers and first line supervisors. Please ensure that the figure listed on this form is presented as average monthly compensation and includes both salary and benefits.

Actual/County Authorized FTEs: Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 2231, 2301, 3001, and 3451. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Clerical and Administrative: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and enter the number of clerical and administrative FTEs authorized for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county.

Other Operating Support (Overhead) Costs: There are two categories of information listed in this section. Please present the information as it is listed on the form (allocated or direct) and specific to the program worksheet that is being completed. This information should include operating costs, purchase of services, space, travel, etc. Do not include costs for services to clients. Do not include staff development (training) costs. Costs for travel to training, rent for training facilities, etc., are acceptable as normal overhead costs. One-time costs such as moving expenses, car purchases, etc., should be explained separately on Budget Worksheet III, as these costs should not be considered part of the "base cost".

EDP Costs: List EDP costs as either direct or allocated. These costs should include legacy costs that are not funded through the Information Technology Automation projects (ISAWS, CalWIN, C-IV, etc.).

INFORMATION ITEMS: Requested items in the enclosed area (lower left portion) are to be reported for both the Current Year (FY 2009-10) and Budget Year (FY 2010-11). These items are used by the CDSS County Allocations Unit for comparison purposes and are an integral part of the budgeting process.

- **COST PER FTE:** This item is calculated automatically.
- **SUPPORT COST RATIO:** This item is calculated automatically. The formula for the support cost ratio divides the support dollars by the staff dollars.
- **COMPOSITE RATIO:** This item is calculated automatically. The formula for the composite ratio divides the program's staff and support dollars by the total welfare dollars.
- **TOTAL WELFARE BUDGET COSTS:** The information being requested here is the total welfare department budget, including Medi-Cal and General Assistance. For CY, enter the total Welfare Department budget for FY 2009-10 for your county. For BY, enter the projected total budget for FY 2010-11.

Instructions to Complete Budget Worksheets for In-Home Supportive Services FY 2010-11

These are the instructions for completing the budget worksheets associated with the In-Home Support Services (IHSS) program. Information provided by the counties will be used to assist CDSS in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with the IHSS program. The instructions are arranged in the same sequence as listed on the worksheet.

The completed form is to be submitted electronically to CDSS by e-mailing the analyst assigned to your county per Attachment I (see Attachment I on page 17 for the county assignment sheet). All questions regarding the requested information should be addressed to your county's CDSS assigned analyst.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Average Number of IHSS Cases per Month: Enter the number of *Paid Cases* for your county for FY 2008-09 from the Case Management Information and Payrolling System (CMIPS).

Social Worker and Supervisors: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. This includes the compensation for IHSS workers and first line supervisors. Please ensure that the figure listed on this form is presented as average monthly compensation and includes both salary and benefits.

Actual/County Authorized FTEs: Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 0031, 1021, 1031, 1032, 1033, 1034, 1041, 1042, 2721, and 3301. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Clerical and Administrative: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and enter the number of clerical and administrative FTEs authorized for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county.

Other Operating Support (Overhead) Costs: There are two categories of information listed in this section. Please present the information as it is listed on the form (allocated or direct) and specific to the program worksheet that is being completed. This information should include operating costs, purchase of services, space, travel, etc. Do not include costs for services to clients. Do not include staff development (training) costs. Costs for travel to training, rent for training facilities, etc., are acceptable as normal overhead costs. One-time costs such as moving expenses, car purchases, etc., should be explained separately on Budget Worksheet III, as these costs should not be considered part of the "base cost".

EDP Costs: List EDP costs, if any, as either direct or allocated. These costs should not include costs funded through the Information Technology Automation projects (ISAWS, CalWIN, C-IV, etc.).

INFORMATION ITEMS: Requested items in the enclosed area (lower left portion) are to be reported for both the Current Year (FY 2009-10) and Budget Year (FY 2010-11). These items are used by the CDSS County Allocations Unit for comparison purposes and are an integral part of the budgeting process.

- **COST PER FTE:** This item is calculated automatically.
- **SUPPORT COST RATIO:** This item is calculated automatically. The formula for the support cost ratio divides the support dollars by the staff dollars.
- **COMPOSITE RATIO:** This item is calculated automatically. The formula for the composite ratio divides the program's staff and support dollars by the total welfare dollars.
- **TOTAL WELFARE BUDGET COSTS:** The information being requested here is the total welfare department budget, including Medi-Cal and General Assistance. For CY, enter the total Welfare Department budget for FY 2009-10 for your county. For BY, enter the projected total budget for FY 2010-11.

Instructions for Excluded Premise Items

The following is a program specific list of premise items, program codes (PCs), and automation project costs which **SHOULD NOT** be included in the county administrative budget calculations on the individual budget worksheets.

CalWORKs Eligibility Administration

Please **DO NOT** include costs or cost offsets for the following activities in the budget worksheet, as these items are being considered separately as premises in FY 2010-11:

- Fraud Recovery Incentives
- State/County Peer Reviews
- Wilson Fish Administration
- CalWORKs County Exemptions and Flexibility
- Subsidized Employment American Recovery and Reinvestment Act of 2009 (ARRA)
- 15.7 Percent Grant Reduction

CalWORKs WTW Employment Services

Please **DO NOT** include costs or cost offsets for the following activities in the budget worksheet, as these items are being considered separately as premises in FY 2010-11:

- Substance Abuse Services
- Mental Health Services
- Subsidized Employment (ARRA) (OK to include costs for program codes: 385, 386, 876, and 877)
- County Performance Incentives

Non-Assistance Food Stamps (NAFS) Administration

Please **DO NOT** include costs or cost offsets for the following activities in the budget worksheet, as these items are being considered separately as premises in FY 2010-11:

- Employment Training Program

Foster Care Administration

- *All cost should be included in the Foster Care Administration budget worksheet except for Staff Development.*

Child Welfare Services

Please **DO NOT** include costs or cost offsets for the following activities in the budget worksheet, as these items are being considered separately or as separate premises in FY 2010-11:

- Probation Access to CWS/CMS

In-Home Supportive Services

Please **DO NOT** include costs or cost offsets for the following activities in the budget worksheet, as these items are being considered separately as premises in FY 2010-11:

- IHSS Anti-Fraud Activities – County Plan (separate allocation; program codes: 740 and 741)

Automation Projects

Please **DO NOT** include costs associated with the following automation projects in the budget worksheet, unless they are claimed for reimbursement on the county expense claim. Costs claimed through automation invoicing are being considered separately in CDSS Local Assistance Budget:

- ISAWS
- LEADER REPLACEMENT (*Does not include MandO costs*)
- WCDS/CALWIN
- C-IV
- SFIS

Instructions to Complete Budget Worksheets II and III

PART II:

Compensation Package Statement – CWD Salary and Benefits Statement

Salary and benefit information, identified in this section, is used to assist in the analysis and development of recommended budgeted average salaries for each county.

Part A: Please enter the average benefits paid by the county during FY 08-09, FY 09-10, and projected for FY 10-11.

Part B: Please enter the Cost-of-Living-Adjustment (COLA) salary increase granted by the County Board of Supervisors for FY 09-10 and FY 10-11. If any given subject line contains more than one group, enter a weighted percentage.

Part C: Please enter the number of proposed pay periods in each quarter.

Explanations: In Part III provide any pertinent information to support FY 10-11 requests (i.e. future COLAs, salary adjustments due to reclassification studies or differentials in surrounding counties, labor union negotiations, etc.).

PART III:

Additional Information:

Please provide any pertinent information to support Budget Year requests (i.e. future COLAs, salary adjustments due to reclassification studies or differentials in surrounding counties, labor union negotiations, etc.),

- For Direct Employment Services Delivery items describe in detail the services to be provided and by whom, the number of clients to be served, and why this is an allowable CalWORKs activity.
- Welfare Fraud Investigators are identified as Peace Officers Armed, Peace Officers Unarmed, Investigator Assistants, and Supervisors. Please identify how the county's fraud investigators are staffed.
- Explain funding requests that may not be consistent with prior year expenditure patterns.
- Identify the program in which special consideration is being requested.
- Identify county specific funding issues, such as one-time costs associated with the move of a facility or one-time purchases.
- Identify salary issues such as salary adjustments due to reclassification studies.
- Explain any increase in staffing to caseworkers or support staff.
- Explain any significant increases in operating/overhead costs.

ATTACHMENT I

County Allocation Contact Information

Julio Rodriguez, Manager
(916) 651-6672
Julio.Rodriguez@dss.ca.gov

Martha Arana, Manager
(916) 651-9771
Martha.Arana@dss.ca.gov

Xuan Lan Le (916) 651-8049 XuanLan.Le@dss.ca.gov	AJ Ching (916) 653-2422 Andrieu.Ching@dss.ca.gov	Cyrus Sanchez (916) 651-1089 Cyrus.Sanchez@dss.ca.gov
Modoc	Contra Costa	Colusa
Tuolumne	Del Norte	Humboldt
Napa	Fresno	Kern
San Benito	Imperial	Madera
San Joaquin	Inyo	Marin
San Luis Obispo	Mariposa	Mendocino
Tehama	Merced	San Diego
Alpine	Mono	Santa Clara
Orange	San Bernardino	Sierra
Sacramento	San Mateo	Siskiyou
Sutter	Santa Barbara	Stanislaus
Yuba	Shasta	

Laura Campbell (916) 657-1665 Laura.Campbell@dss.ca.gov	Jarret Yee (916) 657-3438 Jarret.Yee@dss.ca.gov
Alameda	Amador
Glenn	Butte
Lake	Calaveras
Lassen	El Dorado
Monterey	Kings
Nevada	Los Angeles
Placer	Plumas
Riverside	San Francisco
Santa Cruz	Trinity
Solano	Tulare
Sonoma	Ventura
	Yolo

California Department of Social Services
Financial Analysis Bureau
County Financial Analysis
744 P Street, MS 8-14-200
Sacramento, CA 95814