



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

October 31, 2013

COUNTY FISCAL LETTER (CFL) NO. 12/13-33E

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY PROBATION OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: DEFINITION OF THE TYPE OF EXPENSE (TOE) CODES USED
IN THE COUNTY EXPENSE CLAIM (CEC)

References: [CFL No. 03/04-35](#), dated December 4, 2003
[CFL No. 03/04-35E](#), dated February 20, 2004
[CFL No. 10/11-25](#), dated October 1, 2010
[CFL No. 12/13-33](#), dated May 17, 2013

The purpose of this Erratum is to inform counties of the corrections to [CFL No. 12/13-33](#). The TOE codes 18- Child Care Services – Unemployed, 31- Contracted Activities - Unemployed, 32- Contracted Activities – Employed and 82- Child Care Services – Employed were updated in [CFL No. 10/11-25](#). These changes were inadvertently omitted from CFL No. 12/13-33 and the corrections have been provided below:

18	Child Care Services – Unemployed	<p>Costs associated with placing a child in the care of a contracted child care service provider for unemployed participants.</p> <ul style="list-style-type: none"> • Services for children who are alcohol or drug exposed, or who test positive for human immunodeficiency virus (HIV), and who are placed in a specialized foster family home. • Payments to Stage One child care providers and participants, tracking and reporting. • Registration fees related to placement in child care services.
31	Contracted Activities - Unemployed	<p>Contracted activities (svcs/admin) performed in support of a program for unemployed participants, including but not limited to:</p> <ul style="list-style-type: none"> • Contracted recruitment activities, maintaining provider listings, referrals, activities associated with providing

Note: Any reference to “employed” and “unemployed” applies to CalWORKs only.

		<p>payments to child care providers and participants, tracking, and reporting.</p> <ul style="list-style-type: none"> • Conducting focus groups, public hearings, orientation meetings, etc. • Completion of on-going plan review, updates, annual reports, fiscal reports, and evaluations.
32	Contracted Activities – Employed	<p>Contracted activities (svcs/admin) performed in support of a program for employed participants, including but not limited to:</p> <ul style="list-style-type: none"> • Contracted recruitment activities, maintaining provider listings, referrals, activities associated with providing payments to child care providers and participants, tracking, and reporting. • Conducting focus groups, public hearings, orientation meetings, etc. • Completion of on-going plan review, updates, annual reports, fiscal reports, and evaluations.
82	Child Care Services – Employed	<p>Costs associated with placing a child in the care of a contracted child care service provider for employed participants.</p> <ul style="list-style-type: none"> • Services for children who are alcohol or drug exposed, or who test positive for human immunodeficiency virus (HIV), and who are placed in a specialized foster family home. • Payments to Stage One child care providers and participants, tracking and reporting. • Registration fees related to placement in child care services.

If counties have any questions regarding this CFL, please direct them to the Fiscal Systems Bureau at fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO
 Chief
 Fiscal Systems and Accounting Branch

c: CWDA