



CDSS

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EDMUND G. BROWN JR.
GOVERNOR

June 28, 2013

COUNTY FISCAL LETTER (CFL) NO. 12/13-44

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

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE SEPTEMBER 2013 QUARTER

This CFL provides county time study and claiming instructions for the July through September 2013 quarter, which includes information and reminders regarding the following functions/programs:

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
I	Social Services	Yes	Yes	Yes	3
	A. Program Code (PC) 123 Adoptions/Fed Direct Costs				
I	B. Deletion of Type of Expense (TOE) Code 55 Contracted Admin	No	No	Yes	3
I	C. Deletion of TOE Code 84 Standby Pay	No	No	Yes	4
I	D. In-Home Supportive Services (IHSS) Anti-Fraud Program	No	No	Yes	4
I	E. State Mandates and Credit Check Provisions for Foster Youth	No	No	Yes	5
I	F. Extended Foster Care (EFC)	No	No	Yes	6

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
I	G. New State Use Only Code (SUOC) for Non-fed EFC	No	No	Yes	7
I	H. Katie A.	No	No	Yes	7
II	CalWORKs	No	No	No	7
III	Other Public Welfare	No	No	No	7
IV	Child Care	No	No	No	8
V	Non-Welfare	No	No	No	8
VI	General	No	No	Yes	8
	A. County Cash Claiming – Reporting				
VI	B. Federal Fund Monitoring Responsibilities	No	No	Yes	8

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) instructions for county use during the July through September 2013 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	03/13
CalWORKs	03/13
Other Public Welfare	03/13
Child Care	12/10
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	06/06
Direct-to-Program (DTP)/Function Support Staff Codes	03/10
Direct Service Delivery (DSD) Codes	06/10
General Time Study Instructions	03/09

For the latest version of the PCD manual, please go to the following link:
<http://www.dss.cahwnet.gov/lettersnotices/PG959.htm>.

Please note that any changes to the PCDs and/or SSTR Instructions may be shown in an underlined, highlighted, bolded or strikeout format.

I. Social Services

A. Adoptions – PC 123 Federal Direct Costs Revisions

Per federal guidance, in order to further identify costs, TOE Code 03 (Transportation) and TOE Code 31 (Contracted Activities) will be available to PC 123 for claiming. All other TOE Code will remain available. These changes are effective with the December 2012 quarter. The PC description for PC 123 has also been revised to identify examples of the types of contracted activities eligible for reimbursement, as follows:

PC 123 – Adoptions/Fed Direct Costs

Captures costs spent on transportation and Title IV-E Adoptions allowable contracted services (e.g. background checks).

PC	123	Adoptions/Fed Direct Costs
PIN	123003	Transportation – Assistance
PIN	123031	Contracted Services

B. TOE Code 55 (Contracted Administration) Deletion

As per CFL 12/13-33 dated May 17, 2013, TOE Code 55 was deleted and all PCs with that TOE Code were replaced with TOE Code 31 (Contracted Activities - Unemployed) or TOE Code 32 (Contracted Activities - Employed). Activities that were previously allowable under TOE Code 55 may be claimed under TOE Code 31.

Therefore, effective with the March 2013 quarter, the following Program Identifier Numbers (PINs) are now available for PCs 005-Specialized Training for Adoptive Parents, 177- FPP Pre-Placement Prevention Case Management, 204-CalWORKs Income Eligibility and Verification System IEVS and 218-Non-Assistance CalFresh (NACF)-IEVS.

PC	005	Specialized Trng for Adopt Prnts
PIN	005031	Contracted Activities – Unemployed

PC	177	FPP Pre-Placement Prev Case Mgt
PIN	177031	Contracted Activities – Unemployed

PC	204	CalWORKS IEVS
PIN	204031	Contracted Activities – Unemployed
PIN	204032	Contracted Activities – Employed

PC	218	NACF-IEVS
PIN	218031	Contracted Activities – Unemployed

C. TOE Code 84 (Standby Pay) Deletion

As per CFL No. 12/13-33, TOE Code 84 was deleted and all PCs with that TOE Code were replaced with TOE Code 26 (Overtime/Standby). Activities that were previously allowable under TOE Code 84 may be claimed under TOE Code 26.

Therefore, effective with the March 2013 quarter, TOE Code 26 is now available for PC 148-Child Welfare Services (CWS)-Case Management-Pre-Placement Program and subprograms under PC 513-Emergency Assistance (EA)-Emergency Response (ER) under the specified four-digit codes listed below:

PC	148	CWS-Case Management- Pre-Placement Program
PIN	148026	Overtime/Standby

PC	5130	EA-ER
PIN	513026	Overtime/Standby

PC	5134	EA-ER Referrals
PIN	513426	Overtime/Standby

D. IHSS Anti-Fraud Plan

Effective with the September 2013 quarter, the sharing ratio for PC 740-IHSS-N-PCSP/PLUS Anti-Fraud Plan will be changed to 00/00/00/100 (Federal/State/Health/County) from 00/70/00/30, the sharing ratio for PC 741-IHSS-PCSP/PLUS Anti-Fraud Plan will be changed to 00/00/50/50 from 0/35/50/15, and SUOC 742-IHSS-Fraud and Prog Integrity will no longer be used.

Pursuant to the Budget Act of 2011's elimination of the \$10 million appropriation of state funds for the purpose of fraud prevention and additional

program integrity efforts in the IHSS program, SUOC 742 had been used to shift costs claimed to PC 740 to 100 percent county share and to shift the 35 percent state share of costs claimed to PC 741 to a 50 percent county share with a 50 percent reimbursement. To simplify reporting, the sharing ratios for PC 740 and PC 741 will be changed, eliminating the need for SUOC 742.

Although the General Fund (GF) for IHSS Anti-Fraud Plan expenditures is no longer available, counties may continue to claim these respective costs to PCs 740 and 741 *provided the counties have a fraud plan approved by the state*. Claiming costs to PC 741 will enable counties to continue to draw down federal funding despite the lack of GF.

The PC 741 includes all Title XIX eligible activities specified in the county's anti-fraud plan approved by the appropriate County Board of Supervisors and the California Department of Social Services (CDSS). In accordance with the county's anti-fraud plan, counties may claim the activities related to the provision of fraud prevention, detection, referral, investigation and program integrity, which must not be duplicated by other activities claimed to other IHSS codes.

E. State Mandates and Credit Check Provisions for Foster Youth

The credit check provisions of Senate Bill (SB) 1521 (Chapter 847, Statutes of 2012) supersede Assembly Bill (AB) 2985 (Chapter 387, Statutes of 2006) and implements a federal mandate relating to credit checks of youth in care age 16 and older, as described in All County Letter No. 13-31, dated April 19, 2013. As a result, activities associated with the credit check provisions of SB 1521 are now part of regular case management and should be claimed as such to time study codes 1483-CWS Family Reunification Program and 1484-CWS Permanent Placement Program, not under state mandates. These changes are effective with the June 2013 quarter. Please note that the program code descriptions for PC 709 and 710 have not changed. Revisions were made to the descriptions of state mandated activities listed in the PCD manual at the beginning of the state mandates section. Additional minor changes were made to reduce the repetition in the introductory portion of the state mandates section in the PCDs. The revised section will read as follows, with changes shown in strike-through format:

STATE MANDATES:

Pursuant to Section 6, Article B of the California Constitution, the two program codes capture costs associated with mandated activities.

Case Management activities include:

SB 1667 – Instructing caregivers on filing caregiver information forms, ensuring the child’s caregiver is provided a copy of the form.

AB 1331 – Screening foster youth in Foster Care who are at least 16.5 years of age and not older than 17.5 years of age in order to determine whether the youth is eligible for federal Supplemental Security Income (SSI) benefits, submitting SSI applications for eligible youth in Foster Care.

~~— AB 2985 — Requesting a credit check from a credit reporting agency for every foster care child on his/her 16th birthday. Referring foster care children to an approved credit counseling agency if their credit report contains negative information or evidence of identity theft.~~

SB 703 – This legislation aims to minimize the risk of predictable and preventable harm to vulnerable children in out-of-home care by detecting the presence/residence of a registered sex offender check in prospective and approved licensed facilities and prospective and approved Relative/Non-Relative Extended Family Member homes.

~~Pursuant to Section 6, article B of the California Constitution, the two program codes capture costs associated with new mandated activities.~~

~~— SB 1667 — Caregiver Court Filing~~

~~Instructing caregivers on filing caregiver information forms; ensuring the child’s caregiver is provided a copy of the form.~~

~~— AB 1331 — Foster Youth SSI Screening/Application Submission~~

~~— SB 703 — RSOC for Relative/NREFM~~

~~Screening foster youth in foster care who are at least 16.5 years of age and not older than 17.5 years of age in order to determine whether the youth is eligible for federal SSI benefits, submitting SSI applications for eligible youth in foster care.~~

~~— AB 2985 — Requesting a credit check from a credit reporting agency for every foster care child on his/her 16th birthday. Referring foster care children to an approved credit counseling agency if their credit report contains negative information or evidence of identity theft.~~

F. EFC

The CFL No. 11/12-32E informs counties of codes that mirror the under 18 years of age Foster Care program codes to claim EFC administrative costs. The implementation of the EFC program enacted by AB 12 (Chapter 559, Statutes of 2010) identified a need for counties to capture EFC administration costs separately from non-EFC administration costs for cost neutrality purposes as stated in Welfare and Institutions Code (W&IC) section 11403(g)(4)(A), using codes created in the CEC. However, a mirrored code for PC 581-NonFederal Monthly Visits /Group Home Probation was not created with the implementation of the EFC program due to an oversight. Therefore, a new PC 818 has been established to capture the non-federal costs for EFC Probation Group Home Monthly Visits (GHMV).

Effective with the March 2012 quarter, counties should claim non-federal probation costs associated with group home monthly visits to PC 818-EFC Non-Federal GHMV Probation. If costs were incurred for the March and June 2012 quarters, which are outside of the nine-month claiming limit, they may be claimed on the SOC 812 form. Please refer to CFL No. 02/03-12/E, dated October 7, 2012, for more information regarding the SOC 812.

PC	818	EFC NF GHMV Probation
PIN	818059	Probation Expense

G. EFC Discounted Costs

Historically, for the under 18 years of age Foster Care program codes that are subject to the Title IV-E non-federal discount rate, PC 146-CWS Services/Non-Federal acts as both a PC for claiming and a SUOC capturing the non-federal, non-probation costs associated with the Title IV-E non-federal discount rate. The implementation of the EFC program enacted by AB 12 identified a need for counties to capture EFC administration costs separately from non-EFC administration costs for cost neutrality purposes using codes created in the CEC. However, the EFC non-federal costs related to the Title IV-E non-federal discount rate were being tracked to PC 146.

Beginning with the September 2013 quarter, PC 840-EFC Services Non-Federal is revised to mirror the dual capabilities of PC 146; acting as a SUOC to capture non-federal costs associated with the Title IV-E non-federal discount rate, and as a claiming code for directly charging non-federal. For costs claimed between the September 2012 quarter and the June 2013 quarter, a shift will be made internally by CDSS to move costs associated with the Title IV-E non-federal discount rate for EFC codes from PC 146

to PC 840. No county action will be needed to shift costs for the September 2012 through June 2013 quarters. For the March 2012 and June 2012 quarters, which are outside the nine month claiming limit, the EFC Non-Federal discount rate costs can still be identified within PC 146.

H. Katie A.

For the *Katie A., et al. v. Diana Bontà et al* settlement agreement lawsuit, as described in All County Letter No. 13-20, dated March 26, 2013, there are no new case management activities required; therefore, new program codes will not be created related to Katie A. case management specific activities. These activities can continue to be claimed under existing program codes, which includes PC 148-CWS Case Management and PC 842-EFC Case Management.

II. California Work Opportunity and Responsibility to Kids (CalWORKs)

No Changes

III. Other Public Welfare

No Changes

IV. Child Care

No Changes

V. Non Welfare

No Changes

VI. General

A. County Cash Claiming – Reporting

As a reminder, costs must be claimed in accordance with cash claiming requirements set forth in CFL No. 06/07-06, dated July 13, 2006. Adjustment claims must be submitted in a timely manner to ensure that claiming of federal funds meets the grants' terms and conditions. Due dates for these claims are provided in advance within the March quarterly CFLs. Furthermore, counties are to maintain supporting documentation for all claims.

B. Federal Fund Monitoring Responsibilities

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. CFL No. 12/13-37 dated June 28, 2013, provides updated information and the link for the terms and conditions of each available federal grant administered by CDSS.

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

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO, Chief
Fiscal Systems and Accounting Branch

c: CWDA