



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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EDMUND G. BROWN JR.  
GOVERNOR

September 30, 2013

COUNTY FISCAL LETTER (CFL) NO. 13/14-21

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITOR CONTROLLERS  
ALL COUNTY PROBATION OFFICERS  
ALL CONSORTIA PROJECT MANAGERS

SUBJECT: CLAIMING AND TIME STUDY INSTRUCTIONS FOR CALIFORNIA  
WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS  
(CalWORKs) IMPLEMENTATION OF SAFETY NET, DRUG FELON  
AND FLEEING FELON AID CODES K1 AND 3F

REFERENCES: [ALL COUNTY LETTER \(ACL\) NO. 13-70, DATED  
SEPTEMBER 6, 2013](#)  
[CFL NO. 13/14-04, DATED SEPTEMBER 30, 2013](#)  
[ACL NO. 11-33, DATED APRIL 29, 2011](#)  
[ACL NO. 02-66, DATED SEPTEMBER 3, 2002](#)  
[ACL NO. 99-54, DATED AUGUST 12, 1999](#)  
[ACL NO. 97-65, DATED OCTOBER 29, 1997](#)

This CFL provides assistance and administrative claiming instructions for the new aid codes K1 and 3F for CalWORKs Safety Net, drug felon and fleeing felon cases, effective October 1, 2013. As instructed in ACL No. 13-70, use of these new aid codes is required and will help the state meet its federal work participation rate (WPR) requirement. All cases in which all adult parents in the assistance unit (AU) have either reached the 48-month time limit for cash aid (Safety Net cases), or are a drug felon or fleeing felon residing with an eligible child that continues to receive assistance must be tracked with one of two new aid codes.

Counties should begin using the new aid codes K1 and 3F as soon as they become available in the consortia systems. At that time, counties must also use the new Program Codes (PCs) associated with this population.

**County Assistance (CA) 800**

Effective October 1, 2013, aid codes K1 and 3F have been added to a new *Safety Net, Drug and Fleeing Felon* monthly claim (see Attachment I), which is separate from the regular County Assistance (CA) 800 monthly claim and will be available for download from the California Department of Social Services' (CDSS) [Extranet](#). The existing Safety Net aid codes 3A and 3C will remain on the CA 800 claim, but current-month entries will be blocked from use effective January 1, 2014. These aid codes will still be available for recoveries of aid and prior period adjustments and counties should claim these adjustments using the original aid codes used to issue the payment.

Attachment II provides instructions for completing the new *Safety Net, Drug and Fleeing Felon* claim, which will also be available on the [CDSS Extranet](#). The claim is due each month on the same due date as the CA 800 claim whether or not costs are claimed for the month.

The table below compares the previous and new aid codes and is followed by descriptions of the new aid codes.

PREVIOUS AID CODE		NEW AID CODE*	
<b>3A</b>	Safety Net - All Other Families, CalWORKs Timed-Out	<b>K1</b>	Single-Parent Safety Net, Drug Felon and Fleeing Felon Child-Only Cases
<b>3C</b>	Safety Net - Two-Parent, CalWORKs Timed-Out, Child-Only Case	<b>3F</b>	Two-Parent Safety Net, Drug Felon and Fleeing Felon Child-Only Cases
<b>33</b>	CalWORKs Child-Only (Zero-Parent AU)	<b>K1 or 3F</b>	Counties must review aid code 33 cases to identify and reassign only cases with a drug or fleeing felon to the appropriate aid code K1 or 3F.

\*Due to delayed programming within the consortia, counties may need to manually enter new aid codes.

**Aid Code K1 – *Single-Parent Safety Net, Drug Felon and Fleeing Felon Child-Only Cases (Non-Two Parent Cases)***

The new aid code K1, *Single-Parent Safety Net, Drug Felon and Fleeing Felon Child-Only Cases*, is for CalWORKs cases that include a single, un-aided Safety Net, drug felon or fleeing felon adult parent (and no other aided adults in the AU) and at least one aided child. This code provides for continued cash aid and Medi-Cal coverage for children whose parent is discontinued from, or is ineligible for, cash aid due to his/her status as a Safety Net adult, or whose parent is subject to the drug felon or fleeing felon ineligibility rules.

Cases receiving assistance under aid code K1 will be funded with 97.5 percent General Fund (GF) and 2.5 percent county funds and are not subject to the state's Temporary Assistance for Needy Families (TANF) WPR calculation. This aid code will not be counted toward the TANF Maintenance of Effort (MOE) requirement.

### **Aid Code 3F – *Two-Parent Safety Net, Drug Felon and Fleeing Felon Child-Only Cases***

The new aid code 3F, *Two-Parent Safety Net, Drug Felon and Fleeing Felon Child-Only Cases*, is for CalWORKs cases that include two or more un-aided Safety Net, drug felon or fleeing felon adult parents and at least one aided child. This code provides for continued cash aid and Medi-Cal coverage for children whose parents have been discontinued from, or are ineligible for, cash aid due to their status as a Safety Net adult, or whose parents are subject to the drug felon or fleeing felon ineligibility rules.

Cases receiving assistance under aid code 3F will be funded with 97.5 percent GF and 2.5 percent county funds and are not subject to the state's TANF WPR calculation. This aid code will not be counted toward the TANF MOE requirement.

### **County Expense Claim (CEC)**

Effective with the March 2014 quarter, the existing Safety Net Program Codes (PCs) and Time Study Codes (TSCs) will be deleted. New PCs and TSCs effective with the December 2013 quarter will be established to mirror the existing codes except they will not be counted towards meeting the state's MOE requirement. Drug and fleeing felons are part of an excluded population which does not receive supportive services (Manual of Policy and Procedures Section 82.832).

### **Time Study Instructions**

#### **1. CODE 3681 – Safety Net Child Care Case Management Employed Non-MOE**

Case management and related activities provided to employed Safety Net families include, but are not limited to: determining exemptions; arranging for the participant's entry into the Welfare To Work (WTW) component; referring clients to Tribal TANF for securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Action; coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; reviewing and verifying of self-certification forms; maintaining records for parental complaints; and referral and verification activities in conjunction with local resource and referral agencies for families that select a license exempt child care provider under CalWORKs.

**2. CODE 3691 – Safety Net Child Care Case Management Unemployed Non-MOE**

Case management and related activities provided to unemployed Safety Net families include, but are not limited to: determining exemptions; arranging for the participant's entry into the WTW component; referring clients to Tribal TANF for securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Action; coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; reviewing and verifying of self-certification forms; maintaining records for parental complaints; and referral and verification activities in conjunction with local resource and referral agencies for families that select a license exempt child care provider under CalWORKs.

**3. CODE 3701 – Safety Net Employment Services Case Management Employed Non-MOE**

Includes case management and related WTW activities (e.g., determining exemptions, arranging for the participant's entry into the WTW component; performing needs assessment, etc.) provided to employed Safety Net individuals.

For additional activities, please refer to the PC Descriptions for WTW caseworker activities and the following time study codes:

- Code 6201 WTW Pre-Assessment
- Code 6211 WTW Post-Assessment: Community Service
- Code 6221 WTW Post-Assessment: Other
- Code 6231 Post-Assessment: Vocational Education
- Code 6231 WTW Assessment

**4. CODE 3711 – Safety Net Employment Services Case Management Unemployed Non-MOE**

Includes case management and related WTW activities (e.g., determining exemptions, arranging for the participant's entry into the WTW component; performing needs assessment, etc.) provided to unemployed Safety Net individuals.

For additional activities, please refer to the PC Descriptions for WTW caseworker activities and the following time study codes:

- Code 6201 WTW Pre-Assessment
- Code 6211 WTW Post-Assessment: Community Service
- Code 6221 WTW Post-Assessment: Other
- Code 6231 Post-Assessment: Vocational Education
- Code 6231 WTW Assessment

### Claiming Instructions

The PCs 053, 054, 055 and 056 and all associated Program Identification Numbers (PINs) and TSCs will be deleted effective with the March 2014 quarter. Expenditures for Safety Net cases should be reported to the following new PCs as soon as counties are able to begin using the new aid codes K1 and 3F, but no later than January 1, 2014.

PC	368	Safety Net Child Care Employed Non-MOE
TSC	3681	Safety Net Child Care Case Management Employed Non-MOE
PIN	368032	Contracted Activities (Employed)
	368082	Child Care Services (Employed)
	368088-91	Support Operating*
	368092	Casework OT/CTO Costs
	368093	Support Staff OT/CTO Costs
	368094	Start up/Nonrecurring Costs
DTP	D27	Safety Net Child Care Case Management
Costs will be funded for PC 368 at 00/100/00/00 (Federal/State/Health/County).		

PC	369	Safety Net Child Care Unemployed Non-MOE
TSC	3691	Safety Net Child Care Case Management Unemployed Non-MOE
PIN	369018	Child Care Services (Unemployed)
	369031	Contracted Activities (Unemployed)
	369048	Timed-Out Child Care Pmts/Cntr
DTP	D28	Safety Net Child Care Case Management
Costs will be funded for PC 369 at 00/100/00/00 (Federal/State/Health/County).		

PC	370	Safety Net Employment Services Employed Non-MOE
TSC	3701	Safety Net Employment Services Case Management Employed Non-MOE
PIN	370016	Ancillary-Education (Employed)
	370028	Work-Related Activities and Expenses (Employed)
	370032	Contracted Activities (Employed)
	370088-91	Support Operating*
	370092	Casework OT/CTO Costs
	370093	Support Staff OT/CTO Costs
	370094	Start up/Nonrecurring Costs
	370097	Transportation (Employed)
DTP	B21	Safety Net Employment Services Case Management
Costs will be funded for PC 370 at 00/100/00/00 (Federal/State/Health/County).		

PC	371	Safety Net Employment Services Unemployed Non-MOE
TSC	3711	Safety Net Employment Services Case Management Unemployed Non-MOE
PIN	371003	Transportation (Unemployed)
	371029	Other Supportive Services (Unemployed)
	371031	Contracted Activities (Unemployed)
DTP	B19	Safety Net Employment Services Case Management
Costs will be funded for PC 371 at 00/100/00/00 (Federal/State/Health/County).		

\* *The county must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).*

Please direct questions regarding the CA 800 claim to [assistance.claims@dss.ca.gov](mailto:assistance.claims@dss.ca.gov) or regarding the CEC to [Fiscal.Systems@dss.ca.gov](mailto:Fiscal.Systems@dss.ca.gov).

Sincerely,

**Original Document Signed By:**

FRAN MUELLER  
Deputy Director  
Administration Division

Attachments

**SUMMARY REPORT OF ASSISTANCE EXPENDITURES  
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CaIWORKs)  
IMPLEMENTATION OF SAFETY NET, DRUG FELON AND FLEEING FELON**

County	Date (Month/Year)
Claim Contact	Telephone

Aid Code		Single-Parent K1	Two Parent 3F	
1	Main Payroll			
2	Current Month Supplemental Payroll			
3	Current Month Cancellation Contra Roll			
4	Prior Month Supplemental Payroll			
5	Current Month Adjustment			
6	<b>Subtotal (Lines 1 - 5)</b>			
7	Prior Month Cancellation Contra Roll			
8	Recoveries of Aid			
9	Prior Month Negative Adjustment			
10	<b>Subtotal (Lines 7 - 9)</b>			
11	Prior Month Positive Adjustment			
12	<b>TOTAL AID PAYMENTS, Current + Prior Months (Lines 6+10+11)</b>			
13	<b>Total Number of Assistance Units</b>			
14	<b>Multiplied by \$2.00</b>			
	<b>Summary by Funding (State-County 2011/County)</b>	<b>(97.5/2.5)</b>	<b>(97.5/2.5)</b>	
15	<b>State/County 2011</b>	-	-	
16	<b>County</b>	-	-	
17	<b>Total</b>	-	-	
	<b>SUMMARY BY FUNDING</b>	<b>State/County 2011</b>	<b>County</b>	<b>Total</b>
18	<b>Safety Net Single-Parent</b>			
19	<b>Safety Net Two-Parent</b>			
20	<b>Total</b>			

**COUNTY WELFARE DIRECTOR'S CERTIFICATION**

I hereby certify, under penalty of perjury, that I am the official responsible for the administration of the public welfare programs in said county; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts that the aid payments, aid repayments and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the California Department of Social Services.

Signature of County Welfare Director	Date
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**COUNTY AUDITOR'S CERTIFICATION**

I hereby certify under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Section 1090 to 1096, inclusive, of the Government Code; that the amounts claimed herein are in accordance with authorizations for the above-referenced public assistance programs made by the county; that said amounts correctly reflect Federal, State and County shares in the aid payments claimed and that warrants therefore have been issued, according to law and the rules and regulations of the California Department of Social Services.

Signature of County Auditor	Date
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Updated 07/03/13

## **INSTRUCTIONS FOR SUMMARY REPORT OF ASSISTANCE EXPENDITURES FOR THE CALWORKS IMPLEMENTATION OF SAFETY NET, DRUG FELON AND FLEEING FELON**

### **General Information**

1. Select from dropdown menu county name, and month and year of claim.
2. Enter name and telephone number of county staff person to be contacted if there are any questions regarding the claim.
3. This form is pre-programmed to round all amounts to the nearest dollar.

### **Current Month**

For each column:

4. Lines 1 through 5: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each payroll. Only current month adjustments should be entered on Line 5.
5. Line 6: Subtotal of Lines 1 through 5. This amount will calculate automatically.

### **Prior Month**

For each column:

6. Line 7: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each contra-roll.
7. Line 8: Enter the total of all cash recovered in this month for aid paid in a prior month. This includes cash abatements or repayments of overpayments received during this report month.
8. Line 9: Enter the total of all prior month negative adjustments which decrease money amounts that were claimed in a prior month summary report.
9. Line 10: Subtotal of Lines 7 through 9. This amount will calculate automatically.

### **Positive Adjustments and Grant-Based On-the-Job Training (OJT) (Wage Subsidies)**

10. Line 11: Enter the amounts shown on the separate listing for prior month positive adjustments which were or should have been claimed on a prior month Summary Report.

### **Total**

11. Line 12: Total Aid Payments, current and prior months. This amount will calculate automatically.

### **State Only Funds**

12. Line 13: Enter the number of Assistance Units represented in the total persons count (children and adults).
13. Line 14: Amount payable with state funds only (state share of the \$2 grant increase effective June 1, 1973 for federal) – Line 14 x \$2. This amount will calculate automatically.

### **Summary by Funding**

14. Lines 15-20: The state/county 2011 and county shares will calculate automatically by aid code and by program/reporting category on Lines 15 through 17 and Lines 18 through 20, respectively.