



CDSS

WILL LIGHTBOURNE
DIRECTOR

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

March 28, 2014

COUNTY FISCAL LETTER (CFL) NO. 13/14-44

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
JUNE 2014 QUARTER

This CFL provides counties time study and claiming instructions for the April through June 2014 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				
	A. In Home Supportive Services (IHSS) Coordinated Care Initiative (CCI) Care Coordination Team (CCT)	Yes	Yes	Yes	3
	B. Peer Quality Case Review (PQCR)	No	No	Yes	4
	C. Adoptions	No	No	Yes	5
	D. Extended Foster Care (EFC)	No	No	Yes	5
	E. Non-Related Extended Family Member (NREFM)	No	No	Yes	6

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
II	California Work Opportunity and Responsibility to Kids (CalWORKs)				
	A. Family Stabilization Program	Yes	Yes	Yes	6
III	Other Public Welfare				
	A. Aid to Families with Dependent Children (AFDC) Foster Care (FC) Eligibility	No	No	Yes	9
	B. EFC AFDC-FC Eligibility	No	No	Yes	9
	C. Work Incentive Nutritional Supplement (WINS)	Yes	Yes	Yes	10
	D. CalFresh Nutrition Education GetFresh	No	No	Yes	12
IV	Child Care				
	A. Safety Net Child Care Unemployed Non-Maintenance of Effort (MOE)	No	No	Yes	12
V	Non-Welfare				
	No changes	No	No	No	13
VI	General				
	A. County Cash Claiming-Report	No	No	Yes	13
	B. Debarment and Suspension	No	No	Yes	13
	C. Support Staff Time Reporting Plan (SSTRP) for Fiscal Year (FY) 2014-15	No	No	Yes	14
	D. Annual County Training Plan	No	No	Yes	14
	E. CEC Due Dates for FY 2014-15	No	No	Yes	15
	F. Federal Fund Monitoring Responsibilities	No	No	Yes	15

The Program Code Descriptions (PCDs) and SSTR instructions for county use during the April through June 2014 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	03/14
CalWORKs	03/14
Other Public Welfare	03/14
Child Care	03/14
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing (EDP)	03/01
SSTR Instructions	06/06
Direct-to-Program (DTP)/Function Support Staff Codes	03/14
Direct Service Delivery (i.e., DSD) Codes	03/14
General Time Study Instructions	03/09

For the latest version of the PCD manual, please go to the [County Fiscal Letters page of the CDSS website](#).

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. In Home Supportive Services (IHSS) Coordinated Care Initiative (CCI) Care Coordination Team (CCT)

Eight pilot counties will participate in the CCI CCT, a program that will be made available for CCI recipients to opt into CCT care beginning April 01, 2014. The CCT will help personalize care plan development to better manage diverse care needs and ensure delivery of the right services at the right time and place. The CCT may include the CCI recipient's primary care physician, nurses, county IHSS caseworkers, IHSS providers and others as appropriate. When applicable, a county IHSS assessment may be shared with other CCT members in order to receive and consider their additional input. See [All County Letter \(ACL\) 14-25](#), dated March 27, 2014, for additional information.

Time Study Instructions:

CODE 1035–IHSS CCI CCT

This includes a variety of case management and administrative activities performed by a CCT IHSS caseworker assisting CCI participants. Aside from participation in the CCTs, IHSS caseworkers will continue to perform functions necessary for the administration of the program including assessments and

determining authorized hours. With the IHSS recipient's consent, IHSS caseworkers may share information with other CCT team members to facilitate care management, develop and implement a care plan, meet periodically including at the recipient's request, work closely to stabilize medical conditions, maintain functional status and meet care plan goals.

Claiming Instructions:

Effective with the June 2014 quarter, a Time Study Code (TSC) 1035 has been developed for IHSS caseworkers who are participating in the CCT to use when performing case management and administrative activities on behalf of a CCI recipient.

This TSC will only be available for use in the eight pilot counties for CCT implementation (Alameda, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Mateo and Santa Clara).

PC	103	IHSS–Personal Care Services Program (PCSP)/ Health Related (HR)
TSC	1035	IHSS CCI CCT
PIN	103588-91	Support Operating Costs*
PIN	103592	Casework–Overtime/Compensating Time Off (OT/CTO) Costs
PIN	103593	Support Staff–OT/CTO Costs
DTP	A1	IHSS
Costs will be funded at 00/35/50/15 (Federal/State/Health/County).		

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

B. Peer Quality Case Review (PQCR)

The [ACL 13-93](#), dated December 9, 2013, changed the title of PQCR to Peer Review. In order to be consistent, PCs 004, 088, 828 and State Use Only (SUO) codes 089 and 718 will also reflect the change.

Effective with the March 2014 quarter, the following titles have been changed:

PC/SUO	PC/SUO Title
004	Probation PQCR Peer Review
088	Peer Quality Case Review
828	Peer Quality Case Review Non Title IV-E
089	SUO Peer Quality Case Review
718	SUO Probation Peer Quality Case Review

A CFL will be forthcoming that will clarify claiming instructions regarding PC 004 and the non-federal discount rate calculation. In the interim, counties are to follow claiming instructions on page three (3) of [CFL No. 08/09-47](#), dated March 27, 2009.

In addition, PC 088 should not have Type of Expense (TOE) code 59—Probation Expense available for claiming as these are CWD costs only. Probation costs are reported to separate PCs. All Probation Peer Review costs should be claimed to PIN 004059. The PIN 088059 will be deleted effective with the March 2014 quarter. No correction is needed to any previous expenditure reported to this PIN.

PC	004	Probation PR
PIN	004059	Probation Expense

PC	088	Peer Review
PIN	088031	Contracted Activities-Unemployed
PIN	088059	Probation Expense
PIN	088088-91	Support Operating Costs*
PIN	088092	Casework OT/CTO Costs

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

C. Adoptions

Per federal guidance, the activities performed under PCs 567—Adoptions Independent County Counsel Costs Non–Federal and 568—Adoptions County Counsel Costs Federal occurred prior to the termination of parental rights. Based on this, the activities are considered part of the FC program and should be retitled. Therefore, PCs 567 and 568 will be re-titled to the following, effective with the December 2013 quarter:

PC	PC Title
567	<u>Pre</u> –Adoptions Independent County Counsel Non–Federal
568	<u>Pre</u> –Adoptions County Counsel Federal

D. Extended Foster Care (EFC)

The [ACL 12-12](#), dated March 23, 2012, states that a youth who previously exited FC may re-enter under EFC based on specific criteria. Because the youth will re-enter FC on a voluntary basis, the administrative activities performed by the Probation Officer should have been claimed to PC 127—Probation IV-E Case Management as they do not meet the federal definition for pre-placement

prevention. Therefore, PC 852–EFC Probation IV-E Pre-Placement will be deleted retroactive to the March 2012 quarter. Any eligible costs claimed to PC 852 for the March 2012 quarter through the March 2013 quarter should be shifted to PC 127. To do this, counties will need to submit an Out-of-Sequence claim to CDSS by April 15, 2014, in order to shift those costs to the appropriate PC. The adjustment will result in a net zero impact since both PCs have the same sharing ratio, 50/00/00/50 (Federal/State/Health/County). Any ineligible costs should be submitted on the Form SOC 812A. Please email Fiscal Systems Bureau at Fiscal.Systems@dss.ca.gov to request an Out-of-Sequence claim.

E. Non-Related Extended Family Member (NREFM)

The ledger for PC 786–NREFM Under 18 and 787–NREFM Non-Minor Dependent (NMD) has been changed from the FC ledger to the Child Welfare Services (CWS) ledger. The costs related to these PCs are now tracked to the CWS ledger as these activities are more closely related to the CWS functions than to the FC functions. The effective date for these changes is retroactive to the September 2012 quarter. No action is required from counties for this change. The changes will be reflected on the June 2013 adjustment quarter for FY 2012-13 and for FY 2013-14, this change is reflected in the December 2013 quarter.

II. California Work Opportunity Responsibility to Kids (CalWORKs)

A. Family Stabilization Program

The [CFL No. 13/14-35](#), dated February 05, 2014, provided counties with new PCs and time study instructions for the Family Stabilization Program that was implemented January 01, 2014.

As stated in [ACL 14-12](#), dated February 04, 2014, Family Stabilization Program is a new component of the CalWORKs Program that provides intensive case management and services to families that meet the criteria set forth in [Assembly Bill \(AB\) 74 \(Chapter 21, Statutes of 2013\)](#). The Family Stabilization Program is designed to ensure a basic level of stability within a family prior to, or concurrently with, participation in Welfare-to-Work (WTW). The CalWORKs clients are eligible to participate in intensive case management and services if a county determines that a family is experiencing an identified situation and/or crisis that is destabilizing and would interfere with an adult client's ability to participate in WTW activities and services.

Effective with the March 2014 quarter, PCs 884–Family Stabilization Federal and 885–Family Stabilization Non-Federal and the associated DTP support staff codes have been established to capture activities/costs for the Family

Stabilization Program. Counties may begin time studying prospectively from February 05, 2014, the date the instructions were approved and distributed in [CFL No. 13/14-35](#). As a reminder, counties may not time study retroactively.

Time Study Instructions:

CODE 8841–Family Stabilization Federal Case Management

This includes time spent providing Family Stabilization intensive case management to federally eligible WTW participants or potential WTW participants, prior to signing a WTW plan. This includes, but is not limited to: identification of barriers that prevent the work-eligible adult from being successfully engaged in WTW activities; arranging for services to support the family in overcoming an identified situation or crisis that is destabilizing; and time spent on providing additional outreach to clients who are in non-compliance or sanctioned.

CODE 8851–Family Stabilization Non-Federal Case Management

This includes time spent providing Family Stabilization intensive case management to non-federally eligible WTW participants or potential WTW participants, prior to signing a WTW plan. This includes, but is not limited to: identification of barriers that prevent the work-eligible adult from being successfully engaged in WTW activities; arranging for services to support the family in overcoming an identified situation or crisis that is destabilizing; and time spent on providing additional outreach to clients who are in non-compliance or sanctioned.

The nonfederal population is only the recent non-citizen entrant population where the individual has resided in the country for less than five years and is ineligible to receive Temporary Assistance for Needy Families (TANF) assistance and services. Under federal law, persons who legally entered the United States are ineligible for any means-tested public benefit for a period of five years, unless that person meets an exception based on his/her immigration status (i.e., this excludes refugees and asylees).

Claiming Instructions:

Effective with the March 2014 quarter, the following PCs and associated PINs are made available to capture costs incurred in the operation of the Family Stabilization Program:

PC	884	Family Stabilization – Federal
TSC	8841	Family Stabilization-Fed Case Management
PIN	884003	Transportation-Unemployed
PIN	884016	Ancillary Expenses-Employed
PIN	884028	Work-Related Activities & Exp-Employed
PIN	884029	Other Supportive Services-Unemployed
PIN	884031	Contracted Activities–Unemployed
PIN	884032	Contracted Activities-Employed
PIN	884068	Direct Costs
PIN	884088–91	Support Operating Costs*
PIN	884092	Casework–OT/CTO Costs
PIN	884093	Support Staff–OT/CTO Costs
PIN	884094	Start Up/Nonrecurring Costs
PIN	884097	Transportation-Employed
DTP	B84	Family Stabilization-Fed
Costs will be funded at 100/00/00/00 (Federal/State/Health/County).		

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

PC	885	Family Stabilization-Non-Federal
TSC	8851	Family Stabilization-NonFed Case Management
PIN	885003	Transportation-Unemployed
PIN	885016	Ancillary Expenses-Employed
PIN	885028	Work-Related Activities & Exp-Employed
PIN	885029	Other Supportive Services-Unemployed
PIN	885031	Contracted Activities–Unemployed
PIN	885032	Contracted Activities-Employed
PIN	885068	Direct Costs
PIN	885088–91	Support Operating Costs*
PIN	885092	Casework–OT/CTO Costs
PIN	885093	Support Staff–OT/CTO Costs
PIN	885094	Start Up/Nonrecurring Costs
PIN	885097	Transportation-Employed
DTP	B85	Family Stabilization-NonFed
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

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

Since counties can supplement the Family Stabilization program with Single Allocation funds, the Single Allocation ledger will be renamed to Single

Allocation/Family Stabilization. The allocation amount posted to this ledger would be the combination of the Single Allocation amount, Substance Abuse and Mental Health amount and the Family Stabilization amount. Therefore, SUO code 886–SUO Family Stabilization Overmatch will no longer be needed. As a reminder, Family Stabilization funds may only be spent on eligible Family Stabilization activities in accordance with [ACL 14-12](#).

III. Other Public Welfare

A. Aid to Families With Dependent Children (AFDC) Foster Care (FC) Eligibility

Per federal guidance, the description for TSC 3451–AFDC Eligibility is revised to include more detail for FC inter-county transfers. Effective with the June 2014 quarter, the description for TSC 3451 is as follows:

CODE 3451–AFDC FC ELIGIBILITY

Includes the following activities performed on behalf of FC cases: conducting eligibility determinations and benefit payment functions; various intake activities, such as screening, approvals, denials and other dispositions of requests for aid, including restorations; budget computations and authorizing actions, referrals to other public assistance programs; inter-county transfers (**i.e., a transfer of responsibility for determination of eligibility and referral to services from one county to another**); and program status changes.

B. Extended Foster Care (EFC) Aid to Families With Dependent Children (AFDC)-Foster Care (FC) Eligibility

Per federal guidance, the description for TSC 8461–EFC AFDC-FC Eligibility is revised to include more detail for EFC AFDC-FC inter-county transfers. Effective with the June 2014 quarter, the description for TSC 8461 is as follows:

CODE 8461–EFC AFDC-FC ELIGIBILITY

Includes the following activities performed on behalf of EFC cases: conducting eligibility determinations and benefit payment functions; various intake activities, such as screening, approvals, denials and other dispositions of requests for aid, including restorations; budget computations and authorizing actions; referrals to other public assistance programs; inter-county transfers (**i.e., a transfer of responsibility for determination of eligibility and referral to services from one county to another**); and program status changes.

NOTE: For activities pertaining to NMDs, ages 18-21, participating in EFC.

C. Work Incentive Nutritional Supplement (WINS)

This section reiterates instructions in [CFL No. 13/14-34](#), dated December 17, 2013, and [CFL No. 13/14-34E](#), dated February 27, 2014. The [CFL No. 13/14-34](#) and [CFL No. 13/14-34E](#) provided CEC claiming instructions for the WINS program which began implementation on January 1, 2014, and shall be fully implemented by all counties no later than July 1, 2014. The WINS program will allow counties to provide a ten dollar (\$10) per month additional food supplement benefit for each WINS-eligible CalFresh and California Food Assistance Program (CFAP) household.

Time Study Instructions:

In consultation with the County Welfare Director's Association (CWDA), TSC 4561 has been established to capture caseworker time for WINS activities. Additional steps outside of the CEC will need to be taken to manually allocate the WINS administration costs for the CFAP cases to TSC 8871. This manual shift for the WINS CFAP cases is similar to the CFAP singles and CFAP families shift that occurs automatically within the CEC. Using household caseloads from the WINS assistance claim CWDs will calculate their own total quarterly WINS CFAP costs.

Note: Caseworkers will not directly time study to TSC 8871. Counties shall use instructions in [CFL No. 13/14-34](#) to shift costs from TSC 4561 to TSC 8871.

CODE 4561–WINS Administration

Allowable administrative activities include, but are not limited to: staff time dedicated towards the administration of the WINS program, such as, application intake for WINS-eligible Non-Assistance CalFresh and Non-Assistance CFAP cases to discuss the requirements of the WINS program and ongoing eligibility determination for work verification and documentation requirements of WINS participants.

CODE 8871–WINS CFAP Administration

Allowable administrative activities include, but are not limited to: staff time dedicated towards the administration of the WINS program, such as, application intake for WINS-eligible Non-Assistance CFAP cases to discuss the requirements of the WINS program and ongoing eligibility determination for work verification and documentation requirements of WINS participants.

Claiming Instructions:

Effective with the March 2014 quarter, the following PCs, TSCs and associated

PINs are made available to counties to capture the administrative costs incurred in the operation of the WINS program. The same methodology for shifting cost for the WINS CFAP cases will be used for the PCs, TSCs and their respective PINs.

PC	456	WINS Administration
TSC	4561	WINS Administration Case Management
PIN	456092	Casework–OT/CTO Costs
PIN	456093	Support Staff–OT/CTO Costs
PIN	456094	Start-up/Non recurring Costs
DTP	C62	WINS Admin
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

PC	887	WINS CFAP Administration
TSC	8871	WINS CFAP Administration Case Management
PIN	887092	Casework–OT/CTO Costs
PIN	887093	Support Staff–OT/CTO Costs
PIN	887094	Start-up/Non recurring Costs
DTP	C63	WINS CFAP Administration
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

Costs claimed in excess of each county's WINS allocation, as described in [CFL No. 13/14-14](#), dated December 20, 2013, will be shifted to county-only share using SUO code 455–SUO WINS Overmatch.

WINS CFAP Shift Instructions:

The WINS CFAP shift ratio is computed as follows and must be calculated every quarter based on the total caseload from the three months of WINS assistance claims for the quarter:

Numerator: All CFAP cases receiving the WINS benefit (aid code R6) for the three months of the claiming quarter.

Divided by

Denominator: Total of all cases receiving the WINS benefit (aid codes R4, R5 and R6) for the three months of the claiming quarter.

Counties are required to take the following manual steps in allocating and claiming WINS CFAP Administration costs:

1. Caseworkers should time study WINS Administration activities to TSC 4561.

2. Take the total hours reported to TSC 4561 and multiply by the WINS CFAP ratio as calculated above to provide resulting WINS CFAP hours.
3. Take the resulting WINS CFAP hours and report them to TSC 8871.
4. The total hours reported to TSC 4561 shall then be reduced by the WINS CFAP hours reported to TSC 8871.
5. Use the WINS CFAP shift ratio to allocate any direct costs for six digit PINs and DTP support staff codes associated with WINS Administration and claim costs to the proper code accordingly.

D. CalFresh Nutrition Education GetFresh

The [CFL No. 13/14-17](#), dated September 19, 2013, informed counties of time study and claiming instructions for the new GetFresh Project, a new program within the CalFresh Nutrition Education program. The PC 362–CalFresh Nutrition Education GetFresh captures costs for this program; however, PC 362 includes an unnecessary TOE code 32 for Contracted Services. Therefore, effective with the March 2014 quarter, PIN 362032 will be deleted. There is no need to make adjustments for prior quarter claiming to this PIN. Counties should begin claiming all contracted services costs to PIN 362031 effective with the March 2014 quarter.

PC	362	CalFresh Nutrition Education GetFresh
PIN	362031	Contracted Activities-Unemployed
PIN	362032	Contracted Activities-Employed
PIN	362068	Direct Costs-Unemployed
PIN	362088-91	Support Operating Costs*
PIN	362092	Casework OT/CTO Costs
PIN	362093	Support Staff-OT/CTO Costs
PIN	362094	Start Up/Nonrecurring Costs

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

IV. Child Care

A. Safety Net Child Care Unemployed Non-Maintenance of Effort (MOE)

Effective with the June 2014 quarter, TOE Code 48–Timed-Out Child Care Payments/Center will be deleted from PC 369–Safety Net Child Care Unemployed Non-Maintenance of Effort (MOE) to alleviate confusion about where to claim child care payment costs for the TANF Timed-Out population. The PC 369 is meant to capture costs for the Safety Net (CalWORKs Timed-Out)

population and PIN 369048 should not be used. Counties should only be claiming child care payments made on behalf of the CalWORKs Safety Net population to PINs 369018 and 369031. Instructions for claiming child care payment costs for the TANF Timed-Out population can be found in [CFL No. 13/14-29](#), dated December 31, 2013. Any costs claimed to PIN 369048 prior to its deletion do not need to be adjusted as this change is being made for clarity purposes and does not impact amounts previously claimed.

PC	369	Safety Net Child Care Unemployed Non-Maintenance of Effort
PIN	369018	Child Care Services-Unemployed
PIN	369031	Contracted Activities-Unemployed
PIN	369048	Timed-Out Child Care Payments/Center
PIN	369088-91	Support Operating Costs*

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

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. In accordance with Federal Regulations at 45 Code of Federal Regulations (CFR) Part 95.13, the CEC is a cash claim and costs should be claimed according to the date the payment is made. The requirement to claim costs on a cash basis through the CEC does not preclude counties from compliance with Generally Accepted Accounting Principles for county financial statements that are used for purposes other than CEC claiming.

Adjustment claims must be submitted in a timely manner to ensure that the two year limit for claiming federal funds is met. Due dates for these claims are provided in advance within every March quarterly CFL. Furthermore, counties are to maintain supporting documentation for all claims.

B. Debarment and Suspension

Pursuant to federal regulations, CWDs must be in good standing with the federal government to receive federal funds. To ensure that CWDs are not debarred or suspended from federal financial assistance programs by any federal department

or agency, CDSS must verify that the CWD is not listed on the federal Excluded Parties Listing System prior to issuance of any federal funds.

To ensure accuracy of the verification, CDSS requires submissions of the CWD's exact legal name of the entity and Employer Identification Number (EIN) or Tax Identification Number (TIN) as submitted to the Internal Revenue Service when applying for an EIN or a TIN. If a CWD is operating under multiple names or identification numbers, each name and identification number must be submitted. The information requested must be submitted via email by July 1, 2014, to CDSS at Fiscal.Systems@dss.ca.gov with "EIN or TIN for the County of (*insert county name*)" in the subject line. Counties should review the federal fund monitoring responsibilities for counties outlined in [CFL No. 12/13-37](#), dated June 28, 2013, and further described in Section F below.

C. Support Staff Time Reporting Plan (SSTRP) for FY 2014-15

This notice is to remind counties that their SSTRP for FY 2014-15 is due to CDSS on August 1, 2014. Please refer to [CFL No. 00/01-74](#), dated April 30, 2001, for instructions on the development and submission of the SSTRP.

The SSTRPs are required in order to comply with the state's federally approved Cost Allocation Plan (CAP), which requires counties to specify the level to which county clerical and administrative support staff will report their time.

Please mail the SSTRPs and any revisions to the County Systems Section (CSS) at the following address:

California Department of Social Services
County Systems Section
744 P Street, MS 9-5-01
Sacramento, CA 95814

The SSTRP will be reviewed by the state's analyst for completeness. The CSS will then review and acknowledge receipt of the SSTRP within 30 days of receiving the plan. It is important to note that the CSS review of a SSTRP constitutes an acknowledgement of a CWD's method to accumulating costs for distribution under the County CAP and does not imply that the CSS has approved the organizational structure of the CWD.

D. Annual County Training Plan

The reimbursement of staff development expenditures is subject to the completion of the Annual County Training Plan. Please complete your Annual County Training Plan and return the certification page to CDSS by

August 1, 2014, to comply with the Manual of Policies and Procedures, Division 14, Staff Development Regulations. An All County Information Notice (ACIN) with the updated Annual County Training Plan Form (GEN 1031) will be issued soon. Complete the GEN 1031, print it and keep it on file at your office. Additionally, after completing the GEN 1031, sign the certification statement and mail only the certification page no later than August 1, 2014, to:

California Department of Social Services
County Systems Section
Attn: Jeff Himalaya
744 P Street, MS 9-5-01
Sacramento, CA 95814

Please refer to [ACIN I-20-13](#), dated May 6, 2013, for additional instructions on completing the GEN 1031 and a link to the existing form, until a new ACIN is issued.

E. County Expense Claim (CEC) Due Dates for FY 2014-15

In [CFL No. 13/14-29](#), the final filing date for the December 2014 quarter listed in Section VI.D falls on a Saturday. Here are the revised due dates for filing original claims for FY 2014-15:

<u>Original CEC</u>	<u>Final Filing Date</u>
September 2014	October 31, 2014
December 2014	February 2, 2015
March 2015	May 1, 2015
June 2015	July 31, 2015

For FY 2013-14 adjustment quarter claim due dates, please refer to [CFL No. 13/14-29](#).

F. Federal Fund Monitoring Responsibilities

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to [CFL 12/13-37](#), dated June 28, 2013, for a description of federal requirements and a link to the [terms and conditions of each current federal grant administered by CDSS](#). Additionally, new terms and conditions will be posted to this link on an ongoing basis.

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