June 4, 2014

COUNTY FISCAL LETTER (CFL) NO. 13/14-55

TO: ALL COUNTY WELFARE DIRECTORS
                           ALL COUNTY CALFRESH PROGRAM SPECIALISTS
                           ALL COUNTY CALWORKS PROGRAM SPECIALISTS
                           ALL COUNTY AUDITOR CONTROLLERS
                           ALL CONSORTIUM REPRESENTATIVES
                           ALL QUALITY CONTROL COORDINATORS
                           ALL COUNTY FISCAL OFFICERS

SUBJECT: WORK INCENTIVE NUTRITIONAL SUPPLEMENT (WINS)
                           TRANSITIONAL CALFRESH (TCF) AND TRANSITIONAL CALIFORNIA
                           FOOD ASSISTANCE PROGRAM (TCFAP) CLAIMING INSTRUCTIONS

REFERENCES: ALL COUNTY INFORMATION NOTICE (ACIN) No. I-14-14E,
                           DATED MAY 30, 2014
                           ACIN No. I-14-14, DATED MARCH 28, 2014
                           COUNTY FISCAL LETTER (CFL) No. 13/14-34E,
                           DATED FEBRUARY 27, 2014
                           CFL No. 13/14-34, DATED DECEMBER 17, 2013
                           ALL COUNTY LETTER (ACL) 13-71, DATED SEPTEMBER 10, 2013
                           SENATE BILL (SB) 1041 (CHAPTER 47, STATUTES OF 2012
                           WELFARE AND INSTITUTIONS CODE (W&IC) SECTION 15525

This CFL provides instructions for the claiming of WINS benefit assistance costs and WINS program administration costs for TCF and TCFAP households. In addition to the WINS-eligible CalFresh and California Food Assistance Program (CFAP) households, the WINS program will also allow counties to provide a ten dollar ($10) per month additional food supplement benefit for each WINS-eligible TCF and TCFAP household. Three aid codes were established to issue the WINS benefits to these eligible households and an updated WINS assistance claim that captures claiming for all WINS households is included with this letter.

Issuance of WINS benefits to households shall not commence prior to January 1, 2014, with full implementation by all counties occurring no later than July 1, 2014. Counties should begin using the new WINS aid codes as soon as they become available in the consortium systems.[1]
At that time, counties must also use the new Program Codes (PCs) identified in
CFL No. 13/14-34, dated December 17, 2013, and Support Staff codes identified in

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[1] WINS benefits should not be claimed retroactively to January 1, 2014.

CFL No. 13/14-34E, dated February 27, 2014, to claim administrative costs of the WINS program. For further instruction on the implementation and eligibility requirements of the WINS program, please see ACL No. 13-71, dated September 10, 2013. For eligibility requirements specific to the TCF and TCFAP households, please see ACIN No. I-14-14, dated March 28, 2014 and ACIN No. I-14-14E, dated May 30, 2014.

Assistance Claiming Instructions:

Effective with the June 2014 claiming month, three new aid codes will be available on the updated WINS benefits claim and certification page (Attachment I), in addition to the original three aid codes available on the WINS claim published in CFL No. 13/14-34. The updated WINS claim 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 in place of the original WINS claim published in CFL No. 13/14-34. Attachment II provides instructions for completing the updated WINS claim, which will also be available on the CDSS Extranet. The WINS claim must be submitted monthly, within 20 calendar days after the end of the month.

Aid Codes:

The new aid codes for WINS TCF and TCFAP household participants that will be added to the updated WINS claim are the following:

> **R7** - Work Incentive Nutritional Supplement for non-two-parent/caretaker relative households receiving Transitional CalFresh (TCF) benefits.

> **R8** - Work Incentive Nutritional Supplement for two-parent/caretaker relative households receiving Transitional CalFresh (TCF) benefits.

> **R9** - Work Incentive Nutritional Supplement for non-two-parent or two-parent/caretaker relative households receiving Transitional California Food Assistance Program (TCFAP) benefits.

These three new aid codes issuing the WINS benefits are also identified for issuing the TCF or TCFAP food benefits. The $10 WINS benefits are 100 percent funded with State General Fund dollars. It is necessary to claim the $10 WINS benefits in association with their respective aid codes because WINS benefits for TCFAP households will not be used to help meet the state's Maintenance of Effort requirement for the Temporary Assistance to Needy Families block grant.

Administrative Claiming Instructions:

As stated in CFL No. 13/14-34, in consultation with the County Welfare Director's Association, one time study code (TSC) has been established to capture caseworker time for WINS activities. These instructions have been updated to account for TCF and TCFAP. Additional steps outside of the County Expense Claim (CEC) will need to be taken to manually allocate the WINS administrative costs for all WINS CFAP cases, including TCFAP cases to a second TSC. 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 claim (Attachment I), County Welfare Departments (CWD)s will calculate their own total quarterly WINS CFAP costs. The CWDs should retain documentation of the quarterly calculation for audit purposes.

TSC 4561 -– Work Incentive Nutritional Supplement (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 cases, including Transitional CalFresh (TCF) cases, to discuss the requirements of the WINS program and ongoing eligibility determination for work verification and documentation requirements of WINS participants.

TSC 8871 -– Work Incentive Nutritional Supplement (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 California Food Assistance Program (CFAP) cases, including Transitional CFAP (TCFAP) cases, to discuss the requirements of the WINS program and ongoing eligibility determination for work verification and documentation requirements of WINS participants. Caseworkers will not directly time study to this code. Counties shall use instructions in CFL No. 13/14-55 to shift costs from TSC 4561 to this code.

Claiming Instructions:

To provide consolidated claiming instructions for WINS, the following PCs and associated Program Identifier Numbers (PINs) were made available to counties in the March 2014 quarter to capture the administrative costs incurred in the operation of the WINS program. The same methodology for shifting costs for the WINS CFAP cases will be used for the PCs and their respective PINs.

PC	456	WINS Administration
TSC	4561	WINS Administration Case Management
PIN	456094	Start-up/Nonrecurring Costs
PIN	456093	Support Staff – OT/CTO Costs
PIN	456092	Casework – OT/CTO Costs
Direct to Program (DTP)	C62	WINS Administration
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	887094	Start-up/Nonrecurring Costs
PIN	887093	Support Staff – OT/CTO Costs
PIN	887092	Casework – OT/CTO 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, will be shifted to county-only share using state-use-only (SUO) PC 455 – SUO WINS overmatch.

WINS CFAP Shift Instructions:

The WINS CFAP shift ratio calculation has been updated to include TCF and TCFAP and is computed as follows and must be calculated every quarter based on the total caseload from the same three months of updated WINS assistance claims for the quarter:

Numerator: All CFAP cases, including TCFAP cases receiving the WINS benefit (aid codes R6 and R9) for the three months of the claiming quarter.

Divided by

Denominator: Total of all cases receiving the WINS benefit (aid codes R4, R5, R6, R7, R8 and R9) for the three months of the claiming quarter.

As a reminder, 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 WINS Administration. Support staff should report WINS Administration activities to DTP support staff code C62.

2. Take the total caseworker hours reported to TSC 4561 WINS Administration and multiply by the WINS CFAP ratio as calculated above, to provide resulting WINS CFAP hours.

   Take the total support staff hours reported to DTP code C62 and multiply by the WINS CFAP ratio to provide the resulting WINS CFAP Administration support staff total.

3. Take the resulting WINS CFAP caseworker hours and report them to TSC 8871 WINS CFAP Administration. Take the resulting WINS CFAP Administration support staff total and report this to DTP C63.

4. The total hours reported to TSC 4561 shall then be reduced by the WINS CFAP hours reported to TSC 8871. The total reported to DTP C62 shall then be reduced by the support staff total reported to DTP C63.

5. Use the WINS CFAP shift ratio to allocate any direct costs associated with WINS Administration and claim costs to the proper code, accordingly.

If you have questions regarding this letter, please direct your questions to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

LILIA A. YOUNG, Chief
Fiscal Forecasting and Policy Branch

Attachments

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXPENDITURE CERTIFICATION FOR THE
COUNTY WELFARE DEPARTMENT
ASSISTANCE CLAIM EXPENDITURES
FOR THE WORK INCENTIVE
NUTRITIONAL SUPPLEMENT (WINS) BENEFITS

COUNTY
MONTH/YEAR

Total Allowable Welfare Costs as reported on the following claims:

Aid Codes	WINS CLAIM					
	R4	R5	R6	R7	R8	R9
Total Number Case Load Count Receiving WINS Benefit by Aid Code						
Total Obligations for Reimbusement by Aid Code for WINS Benefit						
Total Other Benefit Returns Including Expungements						
Total Net Obilgation for Reimbursement						

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 aforesaid 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 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

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 aid payments claimed and that warrants therefor have been issued
according to law and the rules and regulations of the California Department of Social Services.

Signature of County Auditor	Date

Claim Forms & CFL Updated Website:	http://www.cdsscounties.ca.gov/AAC/aac.htm

Email: assistance.claims@dss.ca.gov

Updated 05/21/2014

WINS CERT PAGE (05/14)

INSTRUCTIONS FOR THE EXPENDITURE CERTIFICATION FOR THE COUNTY WELFARE DEPARTMENT ASSISTANCE CLAIM EXPENDITURES FOR THE WORK INCENTIVE NUTRITIONAL SUPPLEMENT (WINS) BENEFITS.

General Information
1. Select from dropdown menu county name, and month and year of claim.

Total WINS CASE RECEIVING Benefit Issued
2. Line 1: Enter number case load count receiving WINS benefit by aid code.

Total Reimbursement by Aid Code for WINS Benefits
3. Line 2: Line 1 multiples by $10.00. This amount will calculate automatically.

Total Other Benefit Returns
4. Line 3: Enter total expungement amounts (must enter a negative amount).

Total Net Obligation for Reimbursement
5. Line 4: Subtotal of Lines 2 and 3. This amount will calculate automatically.