



CDSS

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EDMUND G. BROWN JR.
GOVERNOR

January 16, 2015

COUNTY FISCAL LETTER (CFL) NO. 14/15-37

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY PROBATION OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL COUNTY CHILD WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS

SUBJECT: CHILD WELFARE SERVICES (CWS) CASE REVIEWS

REFERENCE: CFL NO. 14/15-39, DATED JANUARY 15, 2015; [ALL COUNTY LETTER \(ACL\) NO. 14-84, DATED NOVEMBER 20, 2014](#); [ALL COUNTY INFORMATION NOTICE \(ACIN\) NO. I-40-14, DATED JULY 15, 2014](#); [CFL NO. 12/13-24, DATED DECEMBER 31, 2012](#); [SOCIAL SECURITY ACT, SECTION 474 \(a\)\(4\)\(A\)](#); [CODE OF FEDERAL REGULATIONS \(CFR\), CHAPTER 45, SECTION 1356.60\(b\)](#); [CALIFORNIA CONSTITUTION ARTICLE XIII SECTION 36, SECTION \(5\)\(A\)](#)

The purpose of this CFL is to provide counties with claiming instructions for costs incurred as a result of the CWS qualitative case review process, as established in [ACL No. 14-84](#). These claiming instructions are effective as of the date of this CFL. There shall be no retroactive claiming for these activities. The CWS Case Reviews allocation information can be found in CFL No. 14/15-39, dated January 16, 2015.

Background

In accordance with guidance from the Children's Bureau of the Administration for Children and Families, the California Department of Social Services (CDSS) released [ACIN No. I-40-14](#), outlining the benefits of developing qualitative case reviews for the purpose of examining practices and ensuring conformity with Title IV-E and Title IV-B requirements. The [ACL No. 14-84](#) provided additional details about the implementation of qualitative case reviews, including the five early implementing counties, and the associated change to the Fiscal Year (FY) 2014-15 Budget Act providing resources for this purpose.

During the current FY, the 53 counties who are not early implementing counties will be expected to prepare for the introduction of the case review process through development of administrative structures including the hiring of case review staff and training. It is expected that statewide implementation of case reviews will occur no later than August 31, 2015.

Time Study Instructions

Effective the date of this CFL, the County Welfare Departments (CWDs) shall time study to Time Study Code (TSC) 9221 to capture the costs related to:

- The development of a qualitative review process, formal training curriculum and process guide for conducting case reviews
- Interviews with children, parents, caseworkers, foster parents and service providers
- Travel
- Other associated case review costs

TSC 9221 – CWS CASE REVIEWS

Captures staff time on qualitative case review activities for cases receiving child welfare services. Case reviews include, but are not limited to, an extensive online review process and in-depth interviews with individuals involved in the case plan for each case selected for review. Activities shall include, but are not limited to:

- Completing the federal assessment instrument
- Developing a process for qualitative reviews
- Reviewing selected case records
- Planning, scheduling and conducting interviews with the children, parents, caseworkers, foster parents and service providers
- Training for staff

Staff training meeting the regulations specified in [Section 474\(a\)\(3\)\(A\) of the Social Security Act](#) and [45 CFR 1356.60\(b\)](#) may be claimed at the enhanced federal financial participation rate.

Program Code (PC)	922	CWS CASE REVIEWS
TSC	9221	CWS Case Reviews
Direct-To-Program (DTP)	A74	CWS CASE REVIEWS – DIRECT-TO-PROGRAM – SUPPORT STAFF
Costs will be funded for PC 922 at 50/25/00/25 (Federal/State/Health/County).		

The associated DTP code is available for clerical staff providing support to the above referenced staff.

Claiming Instructions

The CWDs shall claim expenses for CWD qualitative CWS case reviews to the following PC and associated Program Identification Numbers (PINs):

PC	922	CWS CASE REVIEWS
PIN	922031	CWS CASE REVIEWS – CONTRACTED ACTIVITIES
PIN	922088*	CWS CASE REVIEWS – OPERATING COSTS – TRAVEL
PIN	922089*	CWS CASE REVIEWS – OPERATING COSTS – SPACE (NON-CCAP)
PIN	922090*	CWS CASE REVIEWS – OPERATING COSTS – OTHER OPERATING
PIN	922091*	CWS CASE REVIEWS – OPERATING COSTS – POS (NON-CCAP)
PIN	922092	CWS CASE REVIEWS – CASEWORK OT/CTO COSTS
Costs will be funded for PC 922 at 50/25/00/25 (Federal/State/Health/County).		

*The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN codes ending in 88-91.

As stated in [the California Constitution Article XIII Section 36, section \(5\)\(A\)](#), "...if there are subsequent changes in federal statutes or regulations that alter the conditions under which federal matching funds as described in the 2011 Realignment Legislation are obtained, and have the overall effect of increasing the costs incurred by a local agency, the State shall annually provide at least 50 percent of the nonfederal share of those costs as determined by the State." Therefore, the non-federal portion of costs associated with this federal mandate is funded at 50 percent state General Fund and 50 percent county, up to the county's allocation for FY 2014-15.

The State Use Only (SUO) code 923 (SUO-NON-FEDERAL CWS) will be used to capture non-federal costs associated with the application of the Title IV-E non-federal discount rate for costs claimed to PC 922. As stated in [CFL No. 12/13-24](#), the Title IV-E non-federal discount rate is the state's federally-approved methodology for identifying and allocating costs to the benefiting programs. The amount of cost that is allocable to the Title IV-E PCs is adjusted to reflect the proportion of activity related to Title IV-E eligible children through application of the Title IV-E non-federal discount rate. Costs for SUO code 923 will be funded at 00/50/00/50 (Federal/State/Health/County). Costs for both PC 922 and 923 will be tracked against the county allocation ledger. Refer to CFL No. 14/15-39 for allocation information. The SUO code 924 (SUO-CWS-OVERMATCH) will be used to shift funds from state to county when the county exceeds its allocation. Costs for SUO code 924 will be funded at 00/00/00/100 (Federal/State/Health/County).

If you 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:

LILIA A. YOUNG, Chief
Fiscal Forecasting and Policy Branch