



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

March 30, 2015

COUNTY FISCAL LETTER (CFL) NO. 14/15-57

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

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE JUNE 2015 QUARTER

This CFL provides counties time study and claiming instructions for the April through June 2015 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. <u>Non-Related Extended Family Member (NREFM)</u>	Yes	No	No	3
	B. <u>Promoting Safe and Stable Families (PSSF) Program</u>	No	No	Yes	4
II	California Opportunity and Responsibility to Kids (CalWORKs)	No	No	No	
III	Other Public Welfare (OPW)				
	A. <u>Electronic Benefit Transfer (EBT) Issuance</u>	Yes	No	No	4
IV	Child Care	No	No	No	
V	Non-Welfare	No	No	No	

VI	General				
	A. <u>County Cash Claiming-Reporting</u>	No	No	Yes	5
	B. <u>California Department of Social Services (CDSS) Policy Regarding Late CEC Submissions</u>	No	No	Yes	5
	C. <u>CEC Due Dates for Fiscal Year (FY) 2015-16</u>	No	No	Yes	6
	D. <u>CEC Adjustment Quarter Due Dates in FY 2015-16</u>	No	No	Yes	6
	E. <u>Submission of the Countywide Cost Allocation Plan (CCAP) A-87 Budget Units and Cover Letter for FY 2015-16</u>	No	No	Yes	6
	F. <u>Support Staff Time Reporting (SSTR)</u>	No	No	Yes	7
	G. <u>Direct Charge Methodology</u>	No	No	Yes	7
	H. <u>Annual County Training Plan</u>	No	No	Yes	8
	I. <u>Debarment and Suspension</u>	No	No	Yes	8
	J. <u>Federal Fund Monitoring Responsibilities</u>	No	No	Yes	9

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) instructions for county use during the April through June 2015 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	06/15
CalWORKs	12/14
Other Public Welfare	06/15
Child Care	12/14
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	03/14

Direct Service Delivery (DSD) Codes
General Time Study Instructions

03/14
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. NREFM Program Code (PC) 790, Probation NREFM (Under 18 years old) and PC 791, Probation NREFM Non Minor Dependent (NMD)

The California Department of Social Services (CDSS) issued [CFL No. 14/15-29](#), dated October 29, 2014, which included a list of eligible PCs to use for County Probation Departments (CPDs). The CPDs may use these PCs to report eligible salary and benefit costs of staff that performed these activities. The PCs 790 and 791 Description of Program Code included a grievance procedure managed by the CPD staff. This activity has been removed from the Description of Program Code, since the grievance procedure is now administered through the State Hearings Division of CDSS as part of the Harris hearing process. Additionally, the final sentence has been modified to add the word “candidates” in order to clarify the applicable age of the candidate and not to be confused with the age of NREFMs.

Effective with the June 2015 quarter, the Description of the Program Code for PCs 790 and 791 have been revised as follows:

PC 790-Probation NREFM (Under 18 years old)

Assessing the nonrelative caregiver suitability, performing criminal record checks, checking for prior child abuse/neglect allegations and completing in-home safety inspections. ~~Also includes time spent responding to nonrelative concerns and other tasks related to the nonrelative grievance process.~~ In addition, this PC is to be used for the activities associated with NREFMs when the Probation youth are **candidates** that are under the age of 18.

PC 791-Probation NREFM Non Minor Dependent (NMD)

Assessing the nonrelative caregiver suitability, performing criminal records checks, checking for prior child abuse/neglect allegations and completing in-home safety inspections. ~~Also includes time spent responding to nonrelative concerns and other tasks related to the nonrelative grievance process.~~ This code is to be used for the activities associated with NREFMs when the Probation youth are Non Minor Dependent (NMD) **candidates** that are over the age of 18.

B. Promoting Safe and Stable Families (PSSF) Program Allocation

The [CFL No. 14/15-06E](#), dated January 27, 2015, provided a revised PSSF allocation to counties. The revised PSSF allocation added Title XX funds due to inadvertently using incorrect data when calculating the original allocation. State Use Only (SUO) code 925 has been created for those counties receiving Title XX augment funds. During the September 2014 adjustment quarter, a state level adjustment will be made. The SUO code 925 will shift PSSF expenditures to Title XX funding with PC 173 SUO CWS Title XX Funding, up to the amount of the county's Title XX augmentation. The PC 173 sharing ratio is 100 percent federal.

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

No changes

III. Other Public Welfare

A. PC 211-EBT Issuance

As explained in [CFL 04/05-29](#), dated October 6, 2004; the counties are required to calculate a caseload ratio in order to distribute PC 211 costs to CalWORKs and General Relief (GR) County Only. However, no instructions were provided to indicate what PCs costs should be reported to. The current title and program code description changes to PC 211 will prevent CalFresh from absorbing all of the administrative costs associated with EBT issuance and clarifies instructions for the CalWORKs and General Relief share of costs.

Effective with the June 2015 quarter, the title and time study description for PC 211 have been revised as follows:

PC	Old Title	New Title
211	CalFresh Issuances	EBT Issuance

Time Study Instructions

Costs associated with issuance include but are not limited to: card embossing, host to host benefits, issuance of Personal Identification Numbers (PINs) and providing replacement authorization documents.

For costs associated with issuance of Electronic Benefit Transfer (EBT), cards that include CalFresh, CalWORKs and/or general relief, counties shall calculate a ratio based on their caseload in the EBT system, during one month of the quarter. **Using the calculated ratio, redistribute and** charge each program as if a check were being issued. The exception is CalFresh, since the correct code to charge is PC 211. **The CalWORKs costs should be claimed to PC 614-CalWORKs Eligibility.** General relief costs should be county only costs and claimed to PC 352-Other County Only Program [OCOP]/General

Relief [GR]. ~~Costs associated with issuance include but are not limited to: card embossing, host to host benefits, issuance of Personal Identification Numbers (PINs) and providing replacement authorization documents.~~

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. 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 remove a county's responsibility to comply 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. Adjustment claims should include corrections to the Original quarter submission. They should not include corrections for any other quarters. Due dates for these claims are provided annually in advance within every March quarterly CFL. Furthermore, counties are to maintain supporting documentation for all claims.

B. CDSS Policy Regarding Late CEC Submissions

Due to recent policy enforcement by the federal Administration for Children and Families (ACF), CDSS needs to report CEC data within 45 days after the quarter ends. The ACF Washington D.C. Headquarters requires this information for nationwide budgeting and distribution of their federal funds. As a result, CDSS is unable to accept late CECs without jeopardizing federal funding for California. This information was previously shared at the CWDA Fiscal Committee meeting. As a result, any county requests for extensions must be received by CDSS at least two weeks before the due date and will need to be requested in writing from the County Welfare Director. Requests for extension should be sent to:

California Department of Social Services
Fiscal Systems Bureau
Attn: Filomena Domondon, Chief
744 P Street, MS 9-4-71
Sacramento CA 95814

C. CEC Due Dates for FY 2015-16

The original CEC is due to CDSS on the first business day, 30 days after the end of the quarter. The following are the due dates for FY 2015-16 original claims:

<u>Original CEC</u>	<u>Final Filing Date</u>
September 2015	November 2, 2015
December 2015	February 2, 2016
March 2016	May 2, 2016
June 2016	August 1, 2016

D. CEC Adjustment Quarter Due Dates in FY 2015-16

Adjustment CECs and the DFA 325.5 (Expenditure Certification for the County Welfare Director) must be received by CDSS no later than the first business day nine months after the end of the original claiming quarter. The following *revised* due dates for FY 2015-16 adjustment quarter claims are:

<u>Adjustment CEC</u>	<u>Final Filing Date</u>
September 2014	June 30, 2015
December 2014	October 1, 2015
March 2015	January 4, 2015
June 2015	April 1, 2016

E. Submission of the CCAP A-87 Budget Units and Cover Letter for FY 2015-16

The County wide Cost Allocation Plan (CCAP) A-87 must be submitted to and approved by the State Controller's Office County Cost Plan Section on an annual basis. All counties are required to submit the CCAP (A-87 Plan) Budget Units and Cover Letter before the September 2015 Quarter CEC due date on November 2, 2015, to:

California Department of Social Services
Fiscal Systems Bureau,
Attn: Filomena Domondon, Chief
744 P Street, MS 9-5-01
Sacramento, CA 95814

The cover letter must identify the budget units as provided in the [Supplemental Information Checklist \(Exhibit 1303\)](#) and include the total budgeted amounts from the summary report of the approved plan (CCAP A-87). Please refer to [CFL No. 97/98-26](#), dated October 15, 1997, [CFL No. 00/01-111](#), dated June 26, 2001, and [CFL No. 02/03-68](#), dated June 13, 2003, for additional information.

F. SSTR for FY 2015-16

This notice is to remind counties that their SSTR for FY 2015-16 is due to CDSS on August 1, 2015. Please refer to [CFL No. 00/01-74](#), dated April 30, 2001, for instructions on the development and submission of the SSTR.

The SSTR plans 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 SSTR plans and any revisions to the County Systems Section (CSS) at the following address:

California Department of Social Services
Fiscal Systems Bureau
Attn: Filomena Domondon, Chief
744 P Street, MS 9-5-01
Sacramento, CA 95814

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

G. Direct Charge Methodology

The [CFL No. 00/01-78](#), dated May 21, 2001, informed counties of the discontinuance of the Direct Charge Methodology Detail Certification Form, DFA 327.9. The DFA 327.9 was replaced by a Letter of Intent to Direct Charge. The [CFL No. 04/05-34](#), dated January 6, 2005, informed counties that as of July 1, 2005, CDSS no longer recognizes the DFA 327.9 and the only acceptable method of notifying CDSS of county's intent to direct charge support operating costs is through a Letter of Intent to Direct Charge submitted to:

California Department of Social Services
Fiscal Systems Bureau
Attn: Filomena Domondon, Chief
744 P Street, MS 9-5-01
Sacramento, CA 95814

Please refer to [CFL No. 00/01-78](#), dated May 21, 2001, for the required contents and a sample of the letter. All state and federal laws/regulations/guidelines with respect to claiming direct costs still apply. The CDSS is requiring all counties to submit a new Letter of Intent by June 16, 2015, in order to direct charge for FY 2015-16. A new Letter of Intent is required annually.

H. 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 forthcoming. 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, 2015, to:

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

Please refer to [ACIN No. I-23-14](#), dated May 6, 2014, for additional instructions on completing the GEN 1031 and a link to the existing form, until a new ACIN is issued.

I. 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, 2015, 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. 13/14-57](#), dated June 18, 2014, and further described in Section H of this CFL.

J. Federal Fund Monitoring Responsibilities

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to [CFL No. 12/13-57](#), dated June 18, 2014, for a description of federal requirements. The CFL No. 12/13-37 also provides a [link](#) to the terms and conditions for each federal grant administered by the 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