



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

June 30, 2015

COUNTY FISCAL LETTER (CFL) NO. 14/15-71

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 SEPTEMBER 2015 QUARTER

This CFL provides counties time study and claiming instructions for the July through September 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				3
II	California Opportunity and Responsibility to Kids (CalWORKs)				3
II	A. CalWORKs Eligibility	Yes	Yes	No	3
	B. Long-Term Sanction (LTS) Cases	No	No	Yes	4
II	C. Trafficking Crime Victims Assistance Program (TCVAP)	No	Yes	No	4
II	D. Online CalWORKs Appraisal Tool (OCAT)	Yes	No	No	5
III	Other Public Welfare (OPW)	No	No	No	6

IV	Child Care				6
IV	A. TrustLine	No	Yes	No	6
IV	B. Safety Net Child Care and LTS Child Care	No	No	Yes	7
V	Non-Welfare	No	No	No	7
VI	General				7
VI	A. County Cash Claiming – Reporting	No	No	Yes	7
VI	B. California Department Social Services (CDSS) Policy Regarding Late County Expense Claim Submissions	No	No	Yes	8
VI	C. Debarment and Suspension	No	No	Yes	8
VI	D. Federal Fund Monitoring Responsibilities	No	No	Yes	9

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

<u>Section</u>	<u>Revised Quarter</u>
Social Services	06/15
CaWORKs	09/15
Other Public Welfare	06/15
Child Care	09/15
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	03/14
General Time Study Instructions	03/09
Type of Expense Code (TOE) Descriptions	09/15

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 bold for addition of new language and strikeout for deletion of language.

I. Social Services

No Changes.

II. CalWORKs

A. CalWORKs Eligibility

Effective with the September 2015 quarter, the sharing ratio for PC 614 – CalWORKs Eligibility is being changed in order to properly capture eligibility costs specific to the Safety Net, Fleeing Felon and Long-Term Sanction (LTS) populations in aid codes K1 and 3F. The existing sharing ratio for PC 614 of 89/11/00/00 (Federal/State/Health/County) was originally established in [CFL No. 06/07-15](#), dated September 26, 2006. The existing 11 percent state share was attributable to eligibility costs for only the Safety Net cases and is now being changed to also include Fleeing Felons and LTS cases.

The new sharing ratio for PC 614 is based on FY 2015-16 data projections calculated using a percent to total caseload for aid codes K1 and 3F. The new sharing ratio is 83/17/00/00 (Federal/State/Health/County) and the state share reflects the non-Maintenance of Effort (non-MOE) population of the PC. The sharing ratio for PC 614 will be updated annually to reflect changes in caseloads.

Time Study Instructions

Time spent processing eligibility information for Safety Net, Fleeing Felon and LTS cases should continue to be time studied to Time Study Code (TSC) 6141.

CODE 6141 CalWORKs Eligibility

This includes eligibility determinations for the CalWORKs Program in accordance with mandated reporting intervals. Activities include reviewing applications, required forms and verifications; fingerprint imaging, requests for information, home and office visits, completion of Notice of Actions, sanctions, computer data input and activities in support of non-Administrative Disqualification Hearings (ADH)/non-Intentional Program Violations (IPV) cases. Public Assistance CalFresh (PACF) and Two-Parent Family activities are time studied here, but the PACF shift and Two-Parent Family caseload shifts are applied to this program code. Activities that can be specifically identified to Medi-Cal, Non-Assistance CalFresh Program and Non-Federal Recent Noncitizens are captured under other program codes. Note: Mandated reporting intervals; In accordance with Assembly Bill (AB) 6 (Chapter 501, Statutes of 2011) and Senate Bill (SB) 1041

(Chapter 47, Sections 7-10, Statutes of 2012), in place of quarterly reporting the state now requires Annual Reporting for Child-Only cases (AR/CO).

Claiming Instructions

Effective with the September 2015 quarter, the sharing ratio for PC 614 is being changed in order to capture costs incurred for the CalWORKs cases in aid codes K1 and 3F:

PC	614	CalWORKs Eligibility
Costs will be funded at 83/17/00/00 (Federal/State/Health/County).		

B. Long-Term Sanction (LTS) Cases

As a result of the recent shift of funding for LTS CalWORKs cases from Temporary Assistance for Needy Families (TANF) funding to a solely state funded program, LTS CalWORKs cases were moved to non-MOE aid codes, K1 and 3F, effective March 1, 2015. Please refer to [CFL No. 14/15-60](#), dated April 24, 2015, for comprehensive claiming instructions within the CalWORKs function, the Safety Net Employment Services codes were changes and retitled as identified below, effective with the June 2015 claiming quarter. Additionally, a new PC has been created to capture LTS costs within the Family Stabilization Program, effective with the June 2015 claiming quarter.

PC 370 – ~~Safety Net~~ Employment Services Employed **Non-MOE**

PC 371 – ~~Safety Net~~ Employment Services Unemployed **Non-MOE**

PC 926 – Family Stabilization Non-MOE Case Management

C. Trafficking Crime Victims Assistance Program (TCVAP)

The TCVAP is a state-only program implemented by SB 1569, which provides benefits and services to specified noncitizen victims of human trafficking, domestic violence and other serious crimes. Previously, [CFL No. 12/13-05](#), dated August 16, 2012, instructed counties to claim costs for child care payments associated with TCVAP cases to PC 713 – TCVAP Noncitizen – Administrative. Effective with the September 2015 quarter, the Type of Expense (TOE) code 18 Child Care Services – Unemployed will be removed from PC 713 and will instead be established for PC 714 – TCVAP Noncitizen – Services. This change is to align the child care service TOE with the appropriate PC for TCVAP services.

Time Study Instructions

No changes.

Claiming Instructions

Counties may continue to claim administrative costs for TCVAP activities to PC 713 for costs associated with TCVAP Noncitizen Eligibility, TCVAP Noncitizen Program Integrity, TCVAP Noncitizen Case Management and TCVAP Noncitizen Information and Referral as directed in [CFL No. 12/13-05](#). However, costs for child care payments will now be claimed under PC 714 beginning with the September 2015 quarter.

PC	713	TCVAP Noncitizen - Administrative
PIN	713018	Child Care Services - Unemployed

PC	714	TCVAP Noncitizen - Services
PIN	714018	Child Care Services - Unemployed

D. Online CalWORKs Appraisal Tool (OCAT)

[All County Letter \(ACL\) No. 15-43](#), dated April 17, 2015, informed CWDs of the release of OCAT and provided instructions on its use and the overall changes to the Welfare to Work (WTW) appraisal. The OCAT was available for use beginning April 2015.

The below TSC description is being updated to include activities for the web based assessment tool to complete the assessment. While the activities included in the description for WTW pre-assessment have been updated, there are no changes to the claiming process. Per [ACL No. 15-43](#), WTW appraisals are now being completed using the OCAT rather than manual appraisal.

Time Study Instructions

Effective with the September 2015 quarter, the TSC description for 6201 - WTW Pre-Assessment has been updated to include activities for the web based assessment tool, OCAT. The OCAT is designed for use during the WTW participant's appraisal.

CODE 6201 WTW PRE-ASSESSMENT

Includes providing a CalWORKs applicant/recipient with WTW Program appraisal orientation, **which may include use of the Online CalWORKs Appraisal Tool (OCAT)**, for the WTW program and available supportive services; advising the client of his/her rights and responsibilities; conducting activities associated with the Welfare Opportunity Tax Credit (WOTC) Program; administering the basic skills screening tests; developing and documenting the preliminary employment goal; completing General and Initial Activity Agreement; referring participant to the initial assignment or WTW Assessment; and activities prior to and after assessment related to one-week job readiness workshop and activities related to

supervised or unsupervised job search. This includes Job Club Case Management (CM) and Program Operations, Supervised Job Search CM and Program Operations, and Other Job Search Services CM activities.

Claiming Instructions

No changes.

III. Other Public Welfare

No Changes.

IV. Child Care

A. TrustLine

TrustLine is a state-mandated registration program that includes fingerprinting and background checks of certain license-exempt child care providers and applicants. Child care providers and applicants may choose to do their fingerprinting checks via the TrustLine Web-Based Application (TWA). Additional details regarding TWA are provided in an [All County Welfare Director's Letter](#), dated May 14, 2015.

Time Study Instructions

No changes.

Claiming Instructions

Effective with the September 2015 quarter, TOE code 068 – Direct Costs has been added to PC 902 – TrustLine in order to capture TrustLine costs for Stage One Child Care costs associated with TWA fingerprinting. Expenditures claimed to this PC are claimed through CDSS' CEC with no additional steps necessary in order for the CWD to receive reimbursement.

PC	902	TrustLine
PIN	902068	Direct Costs

The California Department of Education (CDE) is the responsible State agency for administering Stages Two and Three Child Care which includes reimbursement of costs associated with securing child care slots. The PCs 905 - Stage Two Child Care and 907 - Stage Three Child Care were established to permit Alternative Payment Program provider counties to identify their Stages Two and Three Child Care costs, via the Child Care Function on the CEC. If the CWD elects to use the CEC for Stage Two and Stage Three TrustLine costs, the

TOE code 068 has been added to PC 905 and PC 907 for costs associated with TWA fingerprinting. The CWDs must be cognizant of the fact that expenditures for only TOE code 068 under PC 905 and PC 907, are reimbursed to CDSS by CDE and thus passed through to the CWD based on expenditure amounts on the CEC. However, the other costs claimed to these two PCs are reimbursed to the CWD directly through CDE. As such, the costs associated with PINs 905068 and 907068 must be removed by the CWD, or backed out, when the CWD submits claims to CDE for reimbursement of Stages Two and Three Child Care. Stages Two and Three are funded through the Child Care Development Block Grant, with State and local MOE requirements.

PC	905	Stage Two Child Care
PIN	905068	Direct Costs

PC	907	Stage Three Child Care
PIN	907068	Direct Costs

B. Safety Net Child Care and Long-Term Sanction (LTS) Child Care

As a result of the recent funding shift for LTS CalWORKs cases from TANF to a solely state funded program, LTS CalWORKs cases were moved to non-MOE aid codes, K1 and 3F, effective March 1, 2015. Within the Child Care function, the Safety Net Child Care services codes were changed and retitled as identified below, effective with the June 2015 claiming quarter.

PC 368 – ~~Safety Net~~ Child Care Case Management Employed **Non-MOE**

PC 369 – ~~Safety Net~~ Child Care Case Management Unemployed **Non-MOE**

Please see [CFL No. 14/15-60](#), dated April 24, 2015, for full claiming instructions for these two PCs.

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 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. California Department Social Services Policy Regarding Late County Expense Claim Submissions

Due to recent policy enforcement by the federal ACF, CDSS needs to report CEC data within 45 days after the quarter ends ([TANF-ACF-PI-2014-02](#)). 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 County Welfare Directors Association 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
County Systems Section
Attn: Racquel Flanagan, Manager
744 P Street, MS 9-5-03
Sacramento CA 95814

C. 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 D of this CFL.

D. Federal Fund Monitoring Responsibilities

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to [CFL No. 13/14-57](#), dated June 18, 2014, for a description of federal requirements and 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