



**CDSS**

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**DEPARTMENT OF SOCIAL SERVICES**  
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**ARNOLD SCHWARZENEGGER**  
GOVERNOR

September 29, 2008

COUNTY FISCAL LETTER (CFL) No. 08/09-18

**TO:** COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY AUDITOR CONTROLLERS  
COUNTY PROBATION OFFICERS

**SUBJECT:** COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE DECEMBER 2008 QUARTER

This CFL provides counties time study and claiming instructions for the October through December 2008 quarter, which includes information and reminders regarding the following functions/programs:

<b>Functions</b>	<b>Programs</b>	<b>Time Study Instructions</b>	<b>Claiming Instructions</b>	<b>General Information</b>	<b>Page Number</b>
<b>I Social Services</b>	<b>Social Services</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>2</b>
<b>II CalWORKs</b>	<b>Safety Net</b>	<b>No</b>	<b>No</b>	<b>Yes</b>	<b>2</b>
<b>II CalWORKs</b>	<b>Senate Bill (SB) 1569</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>2</b>
<b>III Other Public Welfare</b>	<b>Other Public Welfare</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>6</b>
<b>IV Child Care</b>	<b>Child Care</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>6</b>
<b>V Non-Welfare</b>	<b>Non-Welfare</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>6</b>
<b>VI General</b>	<b>Indirect Cost Rates (ICRs)</b>	<b>No</b>	<b>No</b>	<b>Yes</b>	<b>6</b>

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for county use during the October through December 2008 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	09/08
CalWORKs	09/08
Other Public Welfare	12/07
Child Care	09/05
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	06/08
Direct Service Delivery (DSD) Codes	09/04
General Time Study Instructions	06/08

For the latest version of the PCDs 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 Support Staff Time Reporting Instructions reflecting each quarterly update are shown in an underlined, highlighted, or strikeout format.

## **I. SOCIAL SERVICES**

No changes

## **II. CalWORKs**

### **A. Safety Net**

Effective with the September 2008 quarter, the sharing ratio for Program Code (PC) 614, CalWORKs Eligibility, will remain unchanged at 89/11/00/00 (Federal/State/Health/County). The sharing ratio for this PC is needed to identify and appropriately fund the CalWORKs safety net population with State General Funds. Eleven percent represents the projected safety net caseload for State Fiscal Year 2008-09.

### **B. Senate Bill (SB) 1569 – Aid and Services for Noncitizen Victims of Human Trafficking, Domestic Violence and Other Serious Crimes**

CFL 07/08-55 (June 25, 2008) provided time study and claiming instructions to claim costs for activities related to providing services to noncitizen victims of human trafficking, domestic violence and other serious crimes. Pursuant to SB 1569, a recipient may be eligible for benefits and services that span numerous programs; therefore, CDSS established one program code for administrative costs and one program code for services costs under the Social Services Function.

Effective with the September 2008 quarter, the following program codes, and all associated time study and program identifier numbers (PINs), are moved from the Social Services function to be reported under the CalWORKs function. This change is consistent with the assumption that the majority of the SB 1569 recipients will receive CalWORKs services, and because the majority of the SB 1569 time study codes refer to CalWORKs activities.

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Eligibility</b>
713	7131	713103	Transportation Assistance
		713114	Medical Exams
		713131	Contracted Services
		713168	Direct Cost
		713180	Evaluation
		713192	Casework OT/CTO Costs
		713193	Support Staff OT/CTO Costs
		713194	Start-Up/Nonrecurring Costs
		713188-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Program Integrity</b>
713	7132	713292	Casework OT/CTO Costs
		713293	Support Staff OT/CTO Costs
		713294	Start-Up/Nonrecurring Costs
		713288-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Case Management</b>
713	7133	713392	Casework OT/CTO Costs
		713393	Support Staff OT/CTO Costs
		713394	Start-Up/Nonrecurring Costs
		713388-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Information and Referral</b>
713	7134	713432	Contracted Services-Non Assistance
		713492	Casework OT/CTO Costs
		713493	Support Staff OT/CTO Costs
		713494	Start-Up/Nonrecurring Costs

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Child Care</b>
713	7135	713518	Child Care Services, Payments-Assistance
		713531	Contracted Services
		713532	Contracted Services Non-Assistance
		713582	Child Care Services, Payments Non Assistance
		713592	Casework OT/CTO Costs
		713593	Support Staff OT/CTO Costs

		713594	Start-Up/Nonrecurring Costs
		713588-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Pre-Assessment</b>
714	7141	714131	Contracted Services
		714132	Contracted Services Non-Assistance
		714160	Direct Service Delivery
		714192	Casework OT/CTO Costs
		714193	Support Staff OT/CTO Costs
		714194	Start-Up/Nonrecurring Costs
		714188-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Community Services</b>
714	7142	714231	Contracted Services
		714232	Contracted Services Non-Assistance
		714260	Direct Service Delivery
		714292	Casework OT/CTO Costs
		714293	Support Staff OT/CTO Costs
		714294	Start-Up/Nonrecurring Costs
		714288-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Post-Assessment</b>
714	7143	714331	Contracted Services
		714332	Contracted Services Non-Assistance
		714360	Direct Service Delivery
		714392	Casework OT/CTO Costs
		714393	Support Staff OT/CTO Costs
		714394	Start-Up/Nonrecurring Costs
		714388-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Vocational Education</b>
714	7144	714431	Contracted Services
		714432	Contracted Services Non-Assistance
		714460	Direct Service Delivery
		714492	Casework OT/CTO Costs
		714493	Support Staff OT/CTO Costs
		714494	Start-Up/Nonrecurring Costs
		714488-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Assessment</b>
714	7145	714531	Contracted Services
		714532	Contracted Services Non-Assistance
		714560	Direct Service Delivery
		714592	Casework OT/CTO Costs
		714593	Support Staff OT/CTO Costs
		714594	Start-Up/Nonrecurring Costs

		714588-91	Support Operating
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<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Transitional Services</b>
714	7146	714616	Ancillary-Education-Non-Assistance
		714628	Work/Activities/Expense-Non-Assistance
		714631	Contracted Services
		714632	Contracted Services Non-Assistance
		714692	Casework OT/CTO Costs
		714693	Support Staff OT/CTO Costs
		714694	Start-Up/Nonrecurring Costs
		714688-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Child Care Training</b>
714	7147	714731	Contracted Services
		714792	Casework OT/CTO Costs
		714793	Support Staff OT/CTO Costs
		714794	Start-Up/Nonrecurring Costs

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Domestic Violence Services</b>
714	7148	714831	Contracted Services
		714832	Contracted Services Non-Assistance
		714860	Direct Service Delivery

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Social Services</b>
714	7149	714929	Other Support Services Assistance
		714931	Contracted Services
		714992	Casework OT/CTO Costs
		714993	Support Staff OT/CTO Costs
		714994	Start-Up/Nonrecurring Costs
		714988-91	Support Operating

In addition, effective with the September 2008 quarter, the following PINs, which were previously omitted in the claiming instructions issued in CFL 07/08-55, are now open to allow for claiming of direct costs, transportation, medical exams, and wage subsidies related to Program Code 714.

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen</b>
714	7140	714003	Transportation-Assistance
		714014	Medical Exams
		714068	Direct Costs
		714097	Transportation Non-Assistance
		714098	Work Subsidy

### **III. OTHER PUBLIC WELFARE**

No changes

### **IV. CHILD CARE**

No changes.

### **V. NON-WELFARE**

No changes.

### **VI. GENERAL**

#### **A. Indirect Cost Rates (ICRs)**

CDSS has developed ICRs for use by counties during SFY 2008-09 (please see Attachment). ICRs are used to identify overhead costs associated with support staff who perform activities for non-welfare programs with no equivalent casework hours.

CDSS County Allocations Unit develops ICRs based on actual indirect cost (i.e., Travel, Space, Space – CCAP, Other Operating Costs, Public Agencies CCAP, and Public/Private Agencies Direct Billed) that were reported as generic for each county for the four quarters of SFY 2006-07. The totals are divided by the total direct salary and benefit costs (caseworker, administrative/clerical support and electronic data processing [EDP] staff salaries and benefits). The resulting percentages are each county's individual ICR.

CWDs have the option of either using the predetermined ICR developed by CDSS or developing an ICR specific to allocable support staff. An ICR developed by a CWD must be developed in accordance with "A Guide for State, Local and Indian Tribal Government-Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government" (ASMB C-10).

ICRs are applied to the salaries and benefits of support staff performing activities for non-welfare programs only. The salaries and benefits plus overhead are reported as Direct Costs on the CEC using Program Identifier Number (PIN) 805068 (non-welfare Programs) or PIN 806068 (non-welfare Programs-Non EDP). Counties are reminded that non-welfare activities must be reported in the non-welfare function, which will draw down associated overhead through the CEC based on the time study hours of caseworkers performing the non-welfare activity.

Counties having any questions regarding this CFL should use the [fiscal.system@dss.ca.gov](mailto:fiscal.system@dss.ca.gov) e-mail address to make any related inquiries.

Sincerely,

*Original signed by Didi Okamoto*

DIDI OKAMOTO, Acting Chief  
Fiscal Systems and Accounting Branch

Attachment

c: CWDA

**FY 08/09 INDIRECT  
COST RATE (ICR)**

Data from FY 06/07 County Expense Claims

<b>COUNTIES</b>	<b>FY 08/09 ICR</b>		
ALAMEDA	0.27	SHASTA	0.20
ALPINE	0.62	SIERRA	0.24
AMADOR	0.28	SISKIYOU	0.32
BUTTE	0.17	SOLANO	0.30
CALAVERAS	0.32	SONOMA	0.18
COLUSA	0.31	STANISLAUS	0.21
CONTRA COSTA	0.37	SUTTER	0.21
DEL NORTE	0.25	TEHAMA	0.19
EL DORADO	0.27	TRINITY	0.26
FRESNO	0.21	TULARE	0.42
GLENN	0.26	TUOLUMNE	0.42
HUMBOLDT	0.26	VENTURA	0.26
IMPERIAL	0.30	YOLO	0.27
INYO	0.32	YUBA	0.18
KERN	0.22	LOS ANGELES DCS	0.25
KINGS	0.18	SAC-DHHS-CHILD	0.33
LAKE	0.25	SAC-DHHS-ADULT	0.41
LASSEN	0.35	SMATEO DP AGING	0.36
LOS ANGELES DPS	0.22	PLACER-ASOC	0.39
MADERA	0.23		
MARIN	0.35	<b>STATEWIDE TOTAL</b>	<b>0.24</b>
MARIPOSA	0.37		
MENDOCINO	0.22		
MERCED	0.14		
MODOC	0.32		
MONO	0.41		
MONTEREY	0.20		
NAPA	0.37		
NEVADA	0.41		
ORANGE	0.22		
PLACER	0.43		
PLUMAS	0.32		
RIVERSIDE	0.16		
SACRAMENTO-DHA	0.32		
SAN BENITO	0.34		
SAN BERNARDINO	0.20		
SAN DIEGO	0.21		
SAN FRANCISCO	0.24		
SAN JOAQUIN	0.21		
SAN LUIS OBISPO	0.24		
SAN MATEO	0.34		
SANTA BARBARA	0.22		
SANTA CLARA	0.27		
SANTA CRUZ	0.25		