



CDSS

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December 24, 2008

COUNTY FISCAL LETTER (CFL) No. 08/09-35

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 MARCH 2009 QUARTER

This CFL provides counties time study and claiming instructions for the January through March 2009 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. AB 1512 – Health Benefit Determination	Yes	Yes	No	2
II	CalWORKs A. Nonfederal CalWORKs Eligibility PIN Codes	No	Yes	No	3
III	Other Public Welfare A. Enhanced Kin-GAP PIN Codes	No	Yes	No	4
IV	Child Care A. Safety Net Child Care	No	Yes	No	5
V	Non-Welfare	No	No	No	5
VI	General A. CEC Final Filing Dates	No	No	Yes	6

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for county use during the January through March 2009 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	03/09
CalWORKs	03/09
Other Public Welfare	03/09
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	03/09

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

A. Assembly Bill (AB) 1512—Health Benefit Determination

When foster children are placed out-of-county, they face existing and ongoing health care barriers which interfere with access to routine medical care, non-emergency mental health services, dental care, prescription medications; and also causes providers to mistakenly deny children their health care benefits. AB 1512 mandates counties to develop urgent disenrollment determinations and procedures for foster children enrolled in a county organized health system who are placed out-of-county. A determination must be made no later than one working day after an out-of-county placement begins. If it is determined that the child should be disenrolled, the county welfare department is required to submit a request to the appropriate entity that the child be disenrolled.

Time Study Instructions

Effective with the March 2009 quarter, counties will time study to Time Study Code (TSC) 7161 for activities performed by CWDs to make disenrollment determinations and to request disenrollment from a county organized health system for foster care children placed out-of-county.

Time Study Code	7161	Health Benefit Determination
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Claiming Instructions

Effective with the March 2009 quarter, the following Program Code (PC) and associated Program Identifier Numbers (PINs) are made available to capture all costs associated with the health benefit determination requirement. The nonfederal costs will be shifted to State Use Only Code (SUO) 717.

Program Code	716	Health Benefit Determination
State Use Only Code	717	Health Benefit Determination
Program Identifier Numbers	716088-91	Operating costs

Federally eligible costs will be funded at 50/50/00 (fed/state/county). The county must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).

II. CalWORKs

A. Nonfederal CalWORKs Eligibility Program Identifier Number (PIN) Code

Claiming Instructions

Effective the March 2009 Quarter, the following PIN is established to capture costs associated with medical exams for nonfederal CalWORKs cases. There is currently a PIN code (614014) available for counties to claim medical exam costs for federal cases, but there is no code available for nonfederal cases. When program code 616 was established, type of expense (TOE) code 14 was inadvertently omitted. This PIN is necessary to allow counties to claim medical exam costs for nonfederal CalWORKs cases.

PC	PIN	Nonfederal CalWORKs Eligibility
616	616014	Medical Related

Costs will be funded at 0/100/0/0 (Federal/State/Health/County).

Effective the March 2009 Quarter, the following PINs have been made available for counties to claim operating costs for CalWORKs Information and Referral, Case Management for Recent Non-Citizens, and Domestic Violence activities. When program codes 664, 665 and 685 were originally established, TOE codes 88, 89, 90 and 91 were inadvertently omitted. These PINs are opened to allow counties to claim operating costs.

PC	PIN	Information and Referral
664	664088	Operating Cost-Travel
	664089	Operating Cost-Space (Non-CCAP)
	664090	Operating Cost-Other Operating
	664091	Operating Cost-POS (Non-CCAP)

Costs will be funded at 100/0/0/0 (Federal/State/Health/County).

PC	PIN	Nonfederal CalWORKs Case Management Recent Noncitizens
665	665088	Operating Cost-Travel
	665089	Operating Cost-Space (Non-CCAP)
	665090	Operating Cost-Other Operating
	665091	Operating Cost-POS (Non-CCAP)

Costs will be funded at 0/100/0/0 (Federal/State/Health/County).

PC	PIN	CalWORKs Domestic Violence Services
685	685088	Operating Cost-Travel
	685089	Operating Cost-Space (Non-CCAP)
	685090	Operating Cost-Other Operating
	685091	Operating Cost-POS (Non-CCAP)

Costs will be funded at 100/0/0/0 (Federal/State/Health/County).

III. OTHER PUBLIC WELFARE

A. Enhanced Kin-GAP PIN Codes

Claiming Instructions

Effective the March 2009 Quarter, the following PINs have been made available for counties to claim operating costs for Enhanced Kin-GAP activities. When program codes 030 and 031 were originally established, TOE codes 88, 89, 90 and 91 were inadvertently omitted. These PINs are opened to allow counties to claim operating costs.

PC	PIN	Enhanced Kin-GAP/Federally Eligible
030	030088	Operating Cost-Travel
	030089	Operating Cost-Space (Non-CCAP)
	030090	Operating Cost-Other Operating
	030091	Operating Cost-POS (Non-CCAP)

Costs will be funded at 0/100/0/0 (Federal/State/Health/County).

PC	PIN	Enhanced Kin-GAP/Non-Federally Eligible
031	031088	Operating Cost-Travel
	031089	Operating Cost-Space (Non-CCAP)
	031090	Operating Cost-Other Operating
	031091	Operating Cost-POS (Non-CCAP)

Costs will be funded at 0/50/0/50 (Federal/State/Health/County).

IV. CHILD CARE

A. Safety Net Child Care

Claiming Instructions

Effective the March 2009 Quarter, the following PINs have been made available for counties to claim operating costs for Safety Net Child Care activities. When program code 054 was originally established, TOE codes 88, 89, 90 and 91 were inadvertently omitted. These PINs are opened to allow counties to claim operating costs.

PC	PIN	Safety Net Child Care
054	054088	Operating Cost-Travel
	054089	Operating Cost-Space (Non-CCAP)
	054090	Operating Cost-Other Operating
	054091	Operating Cost-POS (Non-CCAP)

Costs will be funded at 0/100/0/0 (Federal/State/Health/County).

V. NON-WELFARE

No changes.

VI. GENERAL

A. County Expense Claim (CEC) Due Dates for State Fiscal Year (SFY) 2008/09

The Original CEC is due the first working day 30 days after the end of the quarter. The following are the **corrected** due dates for SFY 2008-09 original claims (CFL 07/08-47E):

Original CEC

September 2008
December 2008
March 2009
June 2009

Final Filing Date

October 31, 2008
February 2, 2009
May 1, 2009
July 31, 2009

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

Sincerely,

Original Document Signed By:

DIDI OKAMOTO, Chief
Fiscal Systems and Accounting Branch

c: CWDA