



CDSS

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June 25, 2009

COUNTY FISCAL LETTER (CFL) No. 08/09-54

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 SEPTEMBER 2009 QUARTER

This CFL provides counties time study and claiming instructions for the July through September 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. State Mandated Activities: AB 2985	Yes	No	No	2
II	CalWORKs				
	A. CalWORKs Data Reporting	Yes	No	No	3
	B. Technical Assistance Pilots	Yes	Yes	No	4
	C. Workforce Investment Act (WIA)	Yes	Yes	No	4
III	Other Public Welfare	No	No	No	7
IV	Child Care	No	No	No	7
V	Non-Welfare	No	No	No	7
VI	General				
	A. Annual Training Plan	No	No	Yes	7
	B. Correction - CEC Due Dates for SFY 2009/10	No	No	Yes	8

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

<u>Section</u>	<u>Revised</u>
Social Services	09/09
CalWORKs	09/09
Other Public Welfare	06/09
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	09/09
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. State Mandated Activities

In accordance with Assembly Bill (AB) 2985 (Chapter 387, Statutes of 2006), Time Study Code (TSC) 7091 for state mandated activities has been updated to include new activities. AB 2985 mandates that counties request a credit check from a credit reporting agency for every foster care child on his/her 16th birthday. Foster care children are to be referred to an approved credit counseling agency if their credit report contains negative information or evidence of identity theft.

The updated code will read as follows:

Program code 7091 is for tracking claims related to mandates with a 50 percent federal sharing ratio and 50 percent funded by the General Fund.

CODE 7091 STATE MANDATES – FEDERAL

Includes state mandated Title IV-E activities performed by County Welfare Departments (CWDs) to improve outcomes for youth in foster care. This code is used for state mandates with no county share.

Case management activities include:

- SB 1667 – Instructing caregivers on filing caregiver information forms, ensuring the child’s caregiver is provided a copy of the form.
- AB 1331 – Screening foster youth in foster care who are at least 16.5 years of age and not older than 17.5 years of age in order to determine whether the youth is eligible for federal SSI benefits, submitting SSI applications for eligible youth in foster care.
- **AB 2985 – Requesting a credit check from a credit reporting agency for every foster care child on his/her 16th birthday. Referring foster care children to an approved credit counseling agency if their credit report contains negative information or evidence of identity theft.**

Time Study Instructions:

Retroactive to the March 2009 quarter, counties are to claim costs for Title IV-E eligible state mandated activities to TSC 7091 for activities performed by CWDs to improve outcomes for case management activities such as instructing caregivers on filing caregiver information forms, ensuring the child’s caregiver is provided a copy of the form in the caregiver’s native language, screening foster youth in foster care who are at least 16.5 years of age but not older than 17.5 years of age in order to determine whether the youth is eligible for federal SSI benefits, submitting SSI applications for eligible youth in foster care, requesting a credit check from a credit reporting agency for a foster care child on his/her 16th birthday, and referring a foster care child to an approved credit counseling agency if their credit report contains negative information or evidence of identity theft.

II. CalWORKs

A. CalWORKs Data Reporting – Direct-to-Program Support Staff Code

Time Study Instructions:

CFL 08/09-47 informed counties of the new program and TSCs, 335 and 3351, which would properly capture the administrative costs associated with data collection and reporting, beginning with the June 2009 quarter. It has been brought to our attention that, in some cases, support staff perform these tasks.

Therefore, in order for support staff to correctly time study when performing data reporting tasks, a new Direct-to-Program Support Staff Code, B16, has been established effective with the June 2009 quarter.

B. Technical Assistance Pilots

The Technical Assistance (TA) Pilots are established to implement and evaluate various strategies for increasing California's work participation rate (WPR). The TA Pilots will target CalWORKs recipients assigned to Welfare-to-Work activities who need to increase participation to comply with program requirements. The evaluation will identify those strategies that result in positive outcomes and effective increases to the WPR. Only counties with a Letter of Agreement with CDSS may participate in the TA Pilots.

Time Study Instructions:

Effective with the June 2009 Quarter, a pilot county may record time spent on activities related to the TA Pilots retroactive to the effective date of the county's Letter of Agreement. There is no time study code for the TA Pilots; consequently, activities must be reported using the appropriate TSCs.

Claiming Instructions:

Effective with the June 2009 Quarter, Program Code (PC) 668 and Program Identifier Number (PIN) 668016 are established to capture costs to evaluate the pilot strategies and implement the distance learning pilot, as specified in a county's Letter of Agreement. Allowable costs include a third party evaluation of the pilot strategies and purchase of the distance learning program. State Use Only (SUO) Code 669 is also established to shift costs that exceed the TA Pilot allocation to 100% county share.

PC	668	Technical Assistance Pilots
PIN	668016	Ancillary-Education-Employed
SUO	669	SUO – Technical Assistance Pilots

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

C. Workforce Investment Act (WIA)

The recently passed federal bill, the American Recovery and Reinvestment Act (ARRA) of 2009, provided Departments across the state with increased federal funding affecting multiple programs. Departments in receipt of these funds are required to track these new federal funds separately. Specifically, through ARRA, the Employment Development Department (EDD) has received increase funding for the WIA program. The California Department of Social Services (CDSS) has been informed that EDD has already distributed these

funds for counties to use. Since ARRA requires counties to track these funds separately, counties have requested that new program codes (PC) be available for use.

CFL 00/01-48 established eight PCs (PC 820 through 827) and one direct-to-program support staff code B46 for counties to track their WIA expenditures. Although counties receive WIA funds through EDD, the eight PCs were established for county tracking purposes only. Since counties have received additional WIA funding through ARRA, the following PCs have been established in order for counties to track the ARRA WIA expenditures separately. Due to the fact that counties receive ARRA funding directly through EDD, for purposes at CDSS, these new codes will be funded 100 percent county.

Time Study Instructions:

Effective with the June 2009 quarter, if counties choose to use the ARRA funding they receive through EDD, the following time study codes (TSC) will be available for activities associated with the provision of services under WIA.

TSC	Description
7201	ARRA WIA DISLOCATED WORKER PGM
7211	ARRA WIA ADULT PGM ACTIVITIES
7221	ARRA WIA YOUTH PGM ACTIVITIES
7231	ARRA WIA RAPID RESPONSE ACTIVITIES
7241	ARRA WIA FORMULA GRANT ACTIVITIES
7251	ARRA WIA RETENTION ACTIVITIES
7261	ARRA WIA WTW 30%-70% ACTIVITIES
7271	ARRA WIA OTHER ACTIVITES

Support staff performing direct-to-program activities associated with the provision of services under WIA, funded with ARRA, should time study to the following:

Direct to Program	Description
B55	ARRA WIA DISLOCATED WORKER PGM
B63	ARRA WIA ADULT PGM ACTIVITIES
B64	ARRA WIA YOUTH PGM ACTIVITIES
B65	ARRA WIA RAPID RESPONSE ACTIVITIES
B66	ARRA WIA FORMULA GRANT ACTIVITIES
B67	ARRA WIA RETENTION ACTIVITIES
B68	ARRA WIA WTW 30%-70% ACTIVITIES
B69	ARRA WIA OTHER ACTIVITES

For activities not funded with ARRA, counties should time study to the existing TSCs found in CFL 00/01-48.

Claiming Instructions

Effective with the June 2009 quarter, if counties choose to use the ARRA funding they receive through EDD, the following PCs and program identifier numbers (PINs) have been established to capture the administrative costs associated with the provision of services under WIA.

PC	720	ARRA WIA DISLOCATED WORKER PGM
PIN	720068	Direct Costs
PIN	720092	Casework OT/CTO Costs
PIN	720093	Support Staff-OT/CTO Costs
PIN	720094	Start up/Nonrecurring Costs

PC	721	ARRA WIA ADULT PGM ACTIVITIES
PIN	721068	Direct Costs
PIN	721092	Casework OT/CTO Costs
PIN	721093	Support Staff-OT/CTO Costs
PIN	721094	Start up/Nonrecurring Costs

PC	722	ARRA WIA YOUTH PGM ACTIVITIES
PIN	722068	Direct Costs
PIN	722092	Casework OT/CTO Costs
PIN	722093	Support Staff-OT/CTO Costs
PIN	722094	Start up/Nonrecurring Costs

PC	723	ARRA WIA RAPID RESPONSE ACTIVITIES
PIN	723068	Direct Costs
PIN	723092	Casework OT/CTO Costs
PIN	723093	Support Staff-OT/CTO Costs
PIN	723094	Start up/Nonrecurring Costs

PC	724	ARRA WIA FORMULA GRANT ACTIVITIES
PIN	724068	Direct Costs
PIN	724092	Casework OT/CTO Costs
PIN	724093	Support Staff-OT/CTO Costs
PIN	724094	Start up/Nonrecurring Costs

PC	725	ARRA WIA RETENTION ACTIVITIES
PIN	725068	Direct Costs
PIN	725092	Casework OT/CTO Costs
PIN	725093	Support Staff-OT/CTO Costs
PIN	725094	Start up/Nonrecurring Costs

PC	726	ARRA WIA WTW 30%-70% ACTIVITIES
PIN	726068	Direct Costs
PIN	726092	Casework OT/CTO Costs
PIN	726093	Support Staff-OT/CTO Costs
PIN	726094	Start up/Nonrecurring Costs

PC	727	ARRA WIA OTHER ACTIVITES
PIN	727068	Direct Costs
PIN	727092	Casework OT/CTO Costs
PIN	727093	Support Staff-OT/CTO Costs
PIN	727094	Start up/Nonrecurring Costs

Costs will be funded at 00/00/00/100 (Federal/State/Health/County).

For activities not funded with ARRA, counties should claim costs to the existing PCs found in CFL 00/01-48.

III. OTHER PUBLIC WELFARE

No changes.

IV. CHILD CARE

No changes.

V. NON-WELFARE

No changes.

VI. GENERAL

A. Annual Training Plan (ATP)

The county ATPs for SFY 2009-10 is being changed. The CDSS is developing a new streamlined ATP document that will reduce county administrative time spent developing the required plans. The Department is in the process of completing the revised ATP forms and instructions, and will need release them in a forthcoming All County Letter that will be issued shortly. To allow the time necessary for the Department to release the new instructions and provide counties enough time to submit the ATPs in the new format, the deadline for submission of the ATP for SFY 2009-10 has

been extended to September 1, 2009.

B. County Expense Claim (CEC) Adjustment Due Dates for Fiscal Year (FY) 2008/2009

Adjustment CECs and the DFA 325.5 (Expenditure Certification for the CWD CEC) are to be received at CDSS by the first working day after the last day of the ninth month from the original claiming quarter. The following are the **corrected** due dates for FY 2008-09 adjustment quarter claims (CFL 08/09-47):

<u>Adjustment CEC</u>	<u>Final Filing Date</u>
September 2008	July 1, 2009
December 2008	October 1, 2009
March 2009	January 4, 2010
June 2009	April 1, 2010

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

Sincerely,

Original signed by Didi Okamoto

DIDI OKAMOTO, Chief
Fiscal Systems and Accounting Branch

c: CWDA