



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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EDMUND G. BROWN JR.  
GOVERNOR

July 15, 2011

COUNTY FISCAL LETTER (CFL) NO. 11/12-01

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

SUBJECT: CALIFORNIA COUNTY WELFARE DEPARTMENT (CWD) COST  
ALLOCATION PLAN (CAP) CHANGES FOR THE 2008-09  
FISCAL YEAR (FY)

This CFL is in response to the Federal Department of Health and Human Services (DHHS), Food and Nutrition Services (FNS), and Administration for Children and Families' (ACF) examination of the California Department of Social Services' (CDSS) County Cost Allocation Plan (CCAP) for the FY 2008-09.

As a result of the federal review and negotiations with Region IX Division of Cost Allocation, CDSS has implemented changes to program code descriptions (PCDs) and time study codes (TSCs) in the Social Services function of the County Expense Claim (CEC) to provide clarification and updates to allowable activities. The changes are as follows:

**A. Program Code (PC) 716 Health Benefit Determination**

As a result of findings by ACF, the funding source for PC 716 has been changed from Title IV-E to Title XIX effective with the June 2011 current quarter County Expense Claim (CEC). ACF has determined the activities mandated by Assembly Bill (AB) 1512 (Chapter 467, Statutes of 2007) are not Title IV-E eligible. The funding for this code is 50 percent state and 50 percent reimbursement funds, including staff development. This change in funding does not change existing time study instructions.

**B. Time Study Codes (TSCs) 1471, 1472, 1473, and 1474**

As a result of findings by ACF, revised descriptions have been developed to separate TSCs 1471-1472 and 1473-1474 respectively to differentiate between case

management for children in foster care versus those who are candidates for foster care.

Bolded text indicates language that was added or changed to the TSC and strike through text denotes deleted language.

CWS - COURT-RELATED ACTIVITIES:

**CODE 1471 CWS - PRE-PLACEMENT PROGRAM**

**CODE 1472 CWS - FAMILY MAINTENANCE PROGRAM**

Any court-related activity directed to ~~the placement of~~ a child **who is a candidate for foster care (at imminent risk of removal) or not in out of home-placement but whose case record indicates that without case management or preventative services, out of home care would be necessary.** This code may also be used when a petition or the child's removal has been filed or when a court hearing has been held but the child has not yet been removed from his home. These activities include, but not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child.
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order.
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed.
- Paperwork and contacts related to judicial activity.
- **Working with a District Attorney, County Counsel, or guardian to prepare a case for court.**
- ~~Filing a motion for extension or termination of a dependency or custodial orders.~~
- **Preparing/presenting pre-dispositional reports.**
- **Arranging for pre-placement visits.**
- ~~Arranging for the provision of services when necessary~~
- **Case management and supervision.**
- Travel time associated with the above activities.

**CODE 1473 CWS - FAMILY REUNIFICATION PROGRAM**

**CODE 1474 CWS - PERMANENT PLACEMENT PROGRAM**

Any court-related activity directed to foster care child who remains in the home or in out-of-home placement. Includes, but not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child.
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order.
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed.
- Paperwork and contacts related to judicial activity.
- Working with foster parents to prepare them to receive a child.
- Assessing child's/family's needs and developing a case plan as indicated in regulations.
- Evaluation or assessment of the child and family's condition.
- Arranging for provisions of protective services when necessary.
- All planning, assessments, and paperwork which contribute to the above activities.
- Case management and supervision.
- Recruitment activities, finding and developing resources, coordinating and consulting with service providers and community groups, distributing resource materials.
- Travel time associated with the above activities.

#### **C. TSCs 1481, 1482, 1483, and 1484**

As a result of findings by ACF, TSCs 1481, 1482, 1483, and 1483 have been separated to differentiate between court-related activities and case management. The following language has been added for clarification:

##### **Code 1481- CWS – Pre-Placement Program**

##### **Code 1482- CWS – Family Maintenance Program**

Activities claimed to this code can only be performed on candidates for foster care who are at serious risk of removal from home as evidenced by the State agency either pursuing his/her removal from the home or making reasonable efforts to prevent such removal and (1) have a defined case plan which clearly indicates that, absent effective preventive services, foster care is the planned arrangement for the child, (2) an eligibility determination form which has been completed to establish the **home. (Evidence of AFDC eligibility in and of itself is insufficient to establish a child's candidacy for foster care.)**, or (3) evidence of court proceedings in relation to the removal of the child from the home, in the form of a petition to the court, **a court order, or a transcript of the court proceedings.** Activities may include the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. The following are allowable activities:

- Assessing the child's/family's needs and developing a case plan as indicated in regulations.
- Referrals to services when necessary.
- Arranging for pre-placement visits.
- Working with foster parents to prepare them to receive a child.
- Monitoring progress in meeting case plan objectives and updating the case plan.
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative review.
- Travel time associated with any of the above activities.
- Do not include court document preparation or petition filing- these are Code 147 (CWS-Court Related Activities).

**Code 1483- CWS – Family Reunification Program**

**Code 1484- CWS – Permanent Placement Program**

Includes activities directed to a specific child when the child is in out-of-home placement, including relative placements and emergency shelter care.

Included is the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. The following are allowable activities:

- Assessing the child's/family's needs and developing a case plan as indicated in regulations.
- Referrals to services when necessary.
- Arranging for pre-placement visits.
- Working with foster parents to prepare them to receive a child.
- Monitoring progress in meeting case plan objectives and updating the case plan.
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative review.
- Recruitment activities, developing and distributing resource materials, consulting and coordinating with service providers and community based organization.
- Visits for non-group home foster care placements (i.e., relatives and foster family homes). See TSC 5771 for visits related to children in group home placements.
- Travel time associated with any of the above activities.
- Do not include court document preparation or petition filing- these are Code 147 (CWS-Court Related Activities).

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

Sincerely,

***Original Document Signed By:***

Dianne Okamoto, Chief  
Fiscal Systems and Accounting Branch