



CDSS

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EDMUND G. BROWN JR.
GOVERNOR

February 28, 2012

COUNTY FISCAL LETTER (CFL) NO. 11/12-05

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

SUBJECT: CLAIMING INSTRUCTIONS FOR THE FOSTERING CONNECTIONS
TO SUCCESS AND INCREASING ADOPTIONS ACT OF 2008
(PUBLIC LAW [P.L.] 110-351) EDUCATIONAL TRAVEL
REIMBURSEMENT (ETR)

REFERENCE: P.L. 110-351, OCTOBER 7, 2008; ASSEMBLY BILL (AB) 118,
CHAPTER 40, STATUTES OF 2011; ABX1 16, FIRST
EXTRAORDINARY SESSION, CHAPTER 13, STATUTES OF 2011;
AB 1612, CHAPTER 725, STATUTES OF 2010; SENATE BILL
(SB) 84, CHAPTER 177, STATUTES OF 2007; ALL COUNTY LETTER
(ACL) NO. 11-51, DATED SEPTEMBER 23, 2011; ACL NO. 10-12,
DATED MARCH 15, 2010; CFL NO. 11/12-18, DATED
SEPTEMBER 16, 2011; CFL NO. 11/12-04, DATED AUGUST 18, 2011

This CFL provides claiming instructions for the implementation of P.L. 110-351 which amended Title IV-E of the Social Security Act to provide for the cost of reasonable travel for a child to remain in the school in which the child is enrolled at the time of placement as an allowable Foster Care (FC) maintenance cost. Federal policy recognizes that the Title IV-E agency has the discretion to determine what is considered reasonable travel in examining factors such as distance and the time to travel. Implementation requirements, reimbursement rate methodologies, and corresponding effective dates for the ETR are described in ACLs 10-12 and 11-51.

Claiming Instructions

The ETR is part of Realignment 2011 that replaces the state share of costs with county funds. AB 118 and ABX1 16 establish the Health and Human Services account within the Local Revenue Fund 2011, which contains program subaccounts for the California Department of Social Services (CDSS) and the Department of Alcohol and Drug Programs. Consistent with 1991-92 Realignment, the revenues will be deposited monthly into the new Local Revenue Fund 2011 from September 2011 through

August 2012. As described in CFL 11/12-18, and in conjunction with the County Welfare Directors Association, it was agreed to continue the existing claiming process for assistance and administrative costs for programs affected by Realignment 2011.

For the assistance claim (CA 800), the previously funded state share for the impacted aid codes has been re-titled to "County 2011." For the County Expense Claim (CEC) process, counties will still be required to claim the costs expended for each of the realigned programs to the appropriate Program Codes (PCs) on the CEC. This will allow CDSS to monitor the expenditures for reporting purposes and continue calculating the Realignment 1991 Growth calculation.

CA 800 Assistance

ACL 11-51 provided instructions and guidance for determining the applicable reimbursement rate related to transporting a child in grades Kindergarten through 12th to his/her school of origin based on the educational stability plan. As a result, CDSS has created two manual "Temporary Educational Travel Reimbursement Payment" (TETRP I and II) claims to include ETR. The first temporary claim is for the retroactive period of October 1, 2011 through December 31, 2011 (TETRP I). A second temporary claim (TETRP II) is for the period beginning January 1, 2012 and forward. A CFL will be issued upon the availability of the revised CA 800 FC FED and CA 800 FC NONFED assistance claim forms. In the interim, counties must use the temporary claims. The temporary claims will be available on the Financial Services Extranet site one week after this letter's posting date.

Counties that incurred past eligible ETR expenses for children in FC starting October 1, 2011 through December 31, 2011, must use the TETRP I claim. The due date for the retroactive period is March 31, 2012, to ensure that CDSS can access available federal Title IV-E funds. Counties must maintain the original TETRP I claim (if faxed) and supporting documents of expenses claimed for audit purposes.

The signed certified TETRP I claim should be mailed or faxed to:

California Department of Social Services
Financial Services Bureau
744 P Street, MS 09-5-27
Sacramento, CA 95814
Fax: 916-654-5993
Subject: Educational Travel Reimbursement

Counties should begin to use the TETRP II claim to report their monthly costs for the January 2012 claiming month and forward, until the revised CA 800 assistance claims

have been released. The certified TETRP II claims should be submitted with the current monthly claims until the revised CA 800 assistance claims are released.

The ETRs are subject to overpayment determinations as described in CDSS' Regulations Division 45-303 through 45-306 and are subject to the requirements outlined in the Federal Improper Payment Act. SB 84 required the counties to be responsible for their portion of the federal share of overpayments for Aid to Families with Dependent Children-FC.

CEC

It has been determined that costs associated with ETR are consistent with Child Welfare Services (CWS) case management activities and therefore counties should claim eligible costs and time study activities to PC 148 CWS Case Management and corresponding Program Identification Numbers (PINs) and time study codes.

The PCs 829 (Educational Stability Fed), 830 (Educational Stability Non-Fed), and 832 (State-Use-Only [SUO] – ETR) for ETR previously described in CFL 11/12-18 will be deleted. Effective with the September 2011 quarter, any costs previously claimed to PCs 829 or 830 will be redirected to PC 148.

County Probation agencies should claim costs associated with ETR to PC 127 Probation IV-E Case Management and PIN 059 Probation Expenses.

Pursuant to CFL 11/12-18, all the General Fund costs for the realigned programs will shift to 100 percent county share through the SUO overmatch codes for the CEC.

Any questions regarding assistance claiming can be directed to assistance.claims@dss.ca.gov. Questions regarding the CEC can be directed to fiscal.systems@dss.ca.gov. If you have any questions regarding realignment, please direct them to CDSSAB118@dss.ca.gov.

Sincerely,

Original Document Signed By:

FRAN MUELLER
Deputy Director
Administration Division