DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

October 30, 2000

COUNTY FISCAL LETTER (CFL) NO. 00/01-35

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS

SUBJECT: PROMOTING SAFE AND STABLE FAMILIES (PSSF) PROGRAM ALLOCATION (FORMERLY FEDERAL FAMILY PRESERVATION AND SUPPORT PROGRAM-FPSP)

The purpose of this CFL is to provide counties with their PSSF allocation for the period of October 1, 2000 through September 30, 2001. The total federal funds available to counties for services that are provided during this Federal Fiscal Year (FFY) is $34,463,084 (Attachment I).

Consistent with current policy, counties can utilize all funds provided in this allocation without a match at the local level. However, the California Department of Social Services (CDSS) will continue to meet the required 25 percent Federal match by utilizing State and local expenditures in the State Family Preservation Program.

Fifty percent of the $34,463,084 was allocated to each county based on their proportional share of the total number of children 0 to 17 years of age and the remaining 50 percent of the funds were allocated based on their proportional share of the total number of children in poverty. The minimum PSSF allocation continues to be $10,000 to ensure an adequate level of funding for smaller counties.

The PSSF costs should be claimed to Program Codes 515 (Family Preservation Services), 516 (Family Support Services), 675 (Adoption Promotion and Support), and 676 (Time-Limited Family Reunification). As outlined in the Welfare and Institution Codes Section 16604, a minimum of 50 percent of funds must be spent on Family Support Services and a minimum of 25 percent must be spent for Family Preservation Services. CDSS suggests that the counties use up to a maximum of 20 percent of their PSSF allocation for the Adoption Promotion and/or Support and the Time-Limited Family Reunification components.

At closeout, it is anticipated that any surplus funds will be redistributed among those counties who overspent their allocation. Expenditures exceeding the total federal fund allocation will be transferred to county share using State Use Only Code 521.

Attached are two CFL's (91/91-11, dated Sept. 24, 1991 and 99/00-28, dated Oct. 12, 1999) that can be used as a reference regarding the County Expense Claim (Attachment II) and the Adjustment Expenditure Claim (Attachment III) processes.

Questions regarding this allocation should be directed to your county analyst in the County Financial Analysis Bureau at (916) 657-3806. Program questions related to the PSSF program should be addressed to the Children's Services Branch at (916) 445-2777.

Original Document Signed by EVA L. LOPEZ
for DOUGLAS D. PARK on 10/30/00

DOUGLAS D. PARK, Chief
Financial Planning Branch

Attachment

c: CWDA

Promoting Safe and Stable Families

(Formerly Fed. Family Pres. & Support Program)

Federal Fiscal Year 2000-01 (Oct. 1, 2000 to Sept. 30, 2001)

County	FFY 00-01 Federal Allocation
Alameda	$1,247,493
Alpine	$10,000
Amador	$21,110
Butte	$221,811
Calaveras	$34,611
Colusa	$22,094
Contra Costa	$712,324
Del Norte	$35,277
El Dorado	$118,224
Fresno	$1,305,543
Glenn	$40,974
Humboldt	$154,376
Imperial	$231,845
Inyo	$19,265
Kern	$913,305
Kings	$170,613
Lake	$62,032
Lassen	$28,914
Los Angeles	$11,210,736
Madera	$148,890
Marin	$137,286
Mariposa	$13,482
Mendocino	$102,537
Merced	$358,424
Modoc	$12,017
Mono	$10,000
Monterey	$422,766
Napa	$86,529
Nevada	$65,922
Orange	$2,118,166
Placer	$156,871
Plumas	$22,915
Riverside	$1,479,647
Sacramento	$1,276,324
San Benito	$43,264
San Bernardino	$1,995,868
San Diego	$2,564,866
San Francisco	$512,918
San Joaquin	$724,541
San Luis Obispo	$181,078
San Mateo	$445,078
Santa Barbara	$350,382
Santa Clara	$1,236,381
Santa Cruz	$195,660
Shasta	$191,200
Sierra	$10,000
Siskiyou	$53,601
Solano	$350,267
Sonoma	$324,703
Stanislaus	$552,940
Sutter	$94,664
Tehama	$69,336
Trinity	$18,600
Tulare	$652,955
Tuolumne	$42,424
Ventura	$618,598
Yolo	$150,986
Yuba	$110,450
Total	**$34,463,084**

Attachment II

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

October 12, 1999

COUNTY FISCAL LETTER (CFL) NO. 99/00-28

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

SUBJECT: COUNTY EXPENSE CLAIM (CEC) – REPORTING REQUIREMENTS

The purpose of this letter is to remind counties of the cash claiming requirement for reporting costs on the CEC. The California Department of Social Services (CDSS) policy requires:

- a continuous cash flow basis (e.g., expenditures are reported when paid) for reporting costs on the CEC (Manual Of Policies and Procedures [MPP] Section 25-815.34); and

- compliance with Generally Accepted Accounting Principles (GAAP) and the State Controller's Office Accounting Standards and Procedures for California Counties (MPP Section 25-200.7).

  The Fiscal Policy Bureau has recently received a number of questions from counties regarding waiver of the cash claiming requirement, specifically for:

- goods/services received in Fiscal Year (FY) 1998/99 (June) but not paid until the subsequent FY (July). The concern in these cases is that a cash basis would preclude counties from maximizing their FY 1998/99 allocations; and for

- advance payments made to contractors (e.g., capacity building provided by county mental health and alcohol and drug departments).

Unfortunately, CDSS policy does not provide for exemption or waiver to the cash claiming requirement. With regard to year-end expenditures, we recognize the workload difficulties associated with the year-end accounting process and understand that invoices received in the closing FY may not always be paid or recorded until the subsequent FY. While CDSS is responsible for prescribing CEC policies and procedures, these policies govern only the claiming process and are intended to ensure that costs claimed for Federal and State funding are reported consistently and are in compliance with GAAP. As a general rule, cash claiming requires that expenditures be reported in the quarter in which they are recorded in the county's official accounting records. Each county is responsible for developing and maintaining their own internal fiscal procedures (including year-end processes) within these above parameters.

Regarding advance payments, counties may, at their own discretion, negotiate the terms used in purchasing good/services through contract agreements. However, since the CEC operates on a cash basis, advances may not be claimed for reimbursement until the goods/services have been received and the expenditures recorded in the county's official accounting records. As a reminder, contracts/contract costs are subject to the costs principles in Office of Management and Budget (OMB) Circular A-87, and the procurement standards in OMB Circular A-102 and Manual of Policies and Procedures Sections 23-600 through 23-650.

If you have any questions regarding this letter, please contact your Fiscal Policy Analyst at (916) 657-3440.

Sincerely,

Original Document Signed By
George E. Peacher, Jr., on 10/12/99

GEORGE E. PEACHER JR., Chief
Fiscal Systems and Accounting Branch

c: CWDA

Attachment III

STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

September 24, 1991

COUNTY FISCAL LETTER NO. 91/92 - 11

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS

SUBJECT: TIME LIMIT CHANGE IN SUBMITTING ADJUSTMENT EXPENDITURE CLAIMS.

As you may know, the State Department of Social Services (SDSS) and the County Welfare Director's Association (CWDA) have agreed to pursue legislation to change the length of time Counties have to submit adjustment (supplemental) expenditure claims. The proposal changes the current time limit for submitting an adjustment claim from eighteen (18) months to nine (9) months following the end of the quarter in which costs were paid.

Both the State and Counties will benefit from this change in the time limit. For SDSS this change will result in a more manageable workload. The Counties will benefit in that faster processing of adjustment claims and an earlier reallocation process will significantly improve their cash flow. In addition, the availability of final expenditure data sooner will improve the estimating and budgeting processes.

The proposal will amend the Welfare and Institutions Code Section 10604.5 effective July 1, 1992 to reflect the change of the claim submission time limit from eighteen to nine months. Thus, for the quarter ending September 30, 1992 Counties will be required to submit all adjustment claims to the State no later than June 30, 1993 (March 31, 1994 under the current timeframe).

In anticipation of the passage of legislation, SDSS and CWDA have agreed that a phase-in schedule involving voluntary shorter timeframes would ensure a smooth transition and earlier realization of the benefits of the shorter time limits. The voluntary claim submission schedule through the June 1992 quarter is as follows:

Quarter	Current 18 Month Deadline	Voluntary Deadline	Months	SDSS Target Processing Date
June 1990	12/30/91	10/31/91	16	12/31/91
Sept. 1990	03/31/92	12/31/91	15	03/31/92
Dec. 1990	06/30/92	12/31/91	12	03/31/92
March 1991	09/30/92	03/31/92	12	06/30/92
June 1991	12/31/92	03/31/92	9	06/30/92
Sept. 1991	03/31/93	06/30/92	9	09/30/92
Dec. 1991	06/30/93	09/30/92	9	12/31/92
March 1992	09/30/93	12/31/92	9	03/31/93
June 1992	12/31/93	03/31/93	9	06/30/93

Subject to the availability of adequate staff resources, the SDSS is committed to a vigorous catch-up on all currently-submitted adjustment claims during Fiscal Year 1991/92.

If you anticipate any problems in meeting the voluntary deadlines or have any questions, contact Steve Park, Manager of the Fiscal Policy and Procedures Bureau, Administrative Cost Monitoring Unit at (916) 445-7046.

Sincerely,

Original Document Signed by
ROBERT L. GARCIA on 9/24/91

ROBERT L. GARCIA
Deputy Director
Administration