

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

December 4, 2000

COUNTY FISCAL LETTER (CFL) No. 00/01-46

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

SUBJECT: NEW CLAIM INSTRUCTIONS FOR THE INDEPENDENT LIVING PROGRAM (ILP) AND THE EMANCIPATED YOUTH STIPENDS- EFFECTIVE SEPTEMBER 2000 QUARTER

This CFL transmits time study (TS) and claiming instructions for the Independent Living Program (ILP), and the Emancipated Youth Stipends (EYS). Amendments to 42 United States Annotated Code Sections 677 et seq., have changed the ILP requirements to allow more flexibility in determining services and carrying out programs to assist youths in making the transition from foster care to self-sufficiency. The Federal Foster Care Independence Act of 1999, including the John H. Chafee Foster Care Independence Program (Chafee Bill), expands the ILP Program to allow services and training to be provided to foster care adolescents and emancipated youth aged 16 to 21. The All County Letter providing additional policy information is expected to be sent to counties under separate cover.

In order to incorporate the expanded ILP and EYS services, the ILP claim instructions have been updated as follows:

As outlined in County Fiscal Letter No. 00/01-15, both the ILP and the expanded/extended ILP funds have been combined into one allocation. Therefore, program codes (PC) 182, Case Management (Administrative), and 184, ILP Services, will be used to track and control the ILP and Extended ILP costs against the combined allocation. The funding ratio will remain 100 percent Federal funds.

Time Study:

PC 1821 - ILP – CASE MANAGEMENT
PC 1841 - ILP SERVICES

Activities will continue to be time studied to Time Study Codes (TSC) 182 and 184 in the usual manner. Please refer to the Social Services program code description listing for allowable activities.

Existing Claim Instructions:

The following existing Program Identifier Numbers (PIN) were established under PC 184 ILP Services.

184003	TRANSPORTATION ASSISTANCE
184015	INCENTIVE PAYMENTS
184028	WORK ACTIVITIES EXPENSE/ NON – ASSISTANCE
184031	CONTRACTED SERVICES

184003 - Transportation – PIN is to capture transportation costs directly related to children participating in work, training or education activities, and can be used to claim travel expenses when it becomes necessary to track the total ILP costs associated with travel (i.e. food, lodging, and mileage).

184015 - Incentive Payments - PIN is to capture the costs associated with incentive payments made to ILP participants. These incentives are given based on the participant's successful completion of various elements of the ILP.

184028 - Work Activities - PIN is to be used to capture a variety of work and training related costs incurred by the ILP participants. Costs commonly reported under this PIN include work uniforms, training, tools, and parental travel cost for under age participants attending training.

184031 - Contracted Services -PIN is to capture any ILP contracted services performed in support of a case plan for an ILP participant.

New Claim Instructions:

Effective with the September quarter, the following PIN codes were established for PC 184 ILP Services:

184004	HEALTH RELATED-NON MEDICAL
184005	HOUSING ASSISTANCE
184006	AFTERCARE

184004 - Health - All costs associated with providing health-related activities/services/classes for youth in ILP or Emancipated Youth receiving aftercare. Health-related activities/services/classes include health insurance, medical emergencies, home health and safety management, nutrition, family planning, parenting skills, sexuality and sexual behavior, drug/alcohol/smoking use, prenatal

drug/alcohol exposure, eating disorders, hygiene and personal care, and any other activities/services/classes directly related to the health of the youth.

184005 - Housing Assistance - Annual expenditures for housing cannot exceed 30 percent of each county's ILP allotment. Housing Assistance is to capture any and/or all costs associated with providing housing assistance services for emancipated youth that are at least 18 years old but no more than 21 years of age. Housing assistance includes food, monthly rent, rental or utility deposits, monthly utility charges, emergency assistance, and any other activity/service directly related to housing assistance for the youth.

184006 - Aftercare - Aftercare is to capture any and/or all costs associated with providing aftercare support services for emancipated youth that are no more than 21 years of age. Aftercare includes education assistance and counseling, job placement and retention training, vocational training, crisis counseling, legal assistance, housing assistance, emergency assistance, and other service/activity directly related to aftercare for youth.

EMANCIPATED YOUTH STIPENDS

Time Study Instructions:

Effective with the September 2000 quarter, PC 111, Emancipated Youth Stipends, has been established to capture costs associated with providing special needs stipends for emancipated foster youth. This program will provide assistance to emancipated youth for items such as finding affordable housing, text books for college or vocational training, employment searches, emergency personal needs and bus vouchers.

Claiming Instructions:

Effective with the September 2000 quarter, the following PIN codes have been established for the EYS:

111003	TRANSPORTATION ASSISTANCE
111004	HEALTH RELATED – NON - MEDICAL
111005	HOUSING ASSISTANCE

111006	AFTERCARE
111015	INCENTIVE PAYMENTS
111028	WORK ACTIVITIES EXPENSE/ NON – ASSISTANCE
111031	CONTRACTED SERVICES

See descriptions for allowable activities as listed under ILP on pages two and three.

State use only code (SUO) 112, SUO-Emancipated Youth Stipends-ILP, has also been established for the EYS to be used when counties exceed their allocation.

If you have any questions or are in need of any additional information, please contact your Fiscal Policy Bureau analyst at (916) 657-3440.

Sincerely,

***Original Document Signed by
Mary Jane Archer, on 12-4-00***

MARY JANE ARCHER, Chief
Fiscal Systems and Accounting Branch

c: CWDA