

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 14, 2000

COUNTY FISCAL LETTER (CFL) NO. 00/01-47

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERSSUBJECT: PERFORMANCE INCENTIVES REPORTING AND CLAIMING
MODIFICATIONS (AB 2876)REFERENCE: CFL No. 98/99-54, dated November 20, 1998; CFL No. 99/00-44,
dated December 20, 1999; CFL No. 99/00-51, dated March 31,
2000; All County Letter No. 00-72, dated October 11, 2000

The purpose of this CFL is to provide counties with modified reporting and claiming instructions resulting from the implementation of AB 2876 (Chapter 108, Statutes of 2000).

REPORTINGCW 801, Summary Report of Performance Incentives

AB 2876 removes the 75 / 25 percent pools from the performance incentives payment methodology and provides that counties shall receive the state share of savings subject to annual Budget Act appropriations. Under the legislation, the payment methodology remains the same as that used for State Fiscal Years (SFY) 1998/99 and 1999/2000 except for savings due to increased earnings resulting from employment. Increased earnings due to employment are valued at 50 percent of actual grant savings (revised in the legislation from 100 percent of the actual grant savings). These changes are effective July 1, 2000 and result in modifications to the CW 801.

The CW 801 has been revised (Attachment 1) to reflect the following changes implemented by AB 2876. Counties are instructed to begin using the revised form effective December 1, 2000.

- Counties will report performance incentives due to employment earnings as before (lines 1 through 7, A and B columns).
- Line 8 has been revised to the 50 percent calculation from the line 7B Total Employment Earnings Incentive. Performance incentive earnings due to employment and reported by counties for July through November 2000 will be adjusted to the 50 percent level by the State.

- The revised computation for the Grand Total Incentive Pool on line 16 is line 8 (50 percent of Total Employment Earnings Incentive) + line 15B (Total Diversion Incentive).

Diversion and Exits Calculation

Data has been compiled for the SFY 99/00 Temporary Assistance to Needy Families (TANF) Average Monthly Grant Payment for each county that will be used for the diversion calculations (Attachment 2).

Performance incentive calculations for 1998/99 exits due to employment have been revised for consistency with the policy and methodology identified in CFL No. 98/99-54.

Rounding (Reference CW 801.1 and 801.2)

As a reminder, counties currently follow the rounding policy in Eligibility and Assistance Standards Section 44-315.33 that states dollars must be rounded to the next lower dollar when calculating the net nonexempt income for grant amounts. Counties are instructed to follow this same rounding policy when calculating performance incentives earned, i.e., to round to the next lower dollar when calculating performance incentives earned.

CLAIM ADDENDUM

DFA 335 (formerly the CA 805), TANF INCENTIVE FUNDS EXPENDITURE, County Expense Claim Addendum

The DFA 335 has been revised to reflect the changes in payment methodology and the revised definition of “needy families” in AB 2876 (Attachment 3). Specifically the changes on the DFA 335 are:

- Columns and lines have been numbered or lettered for easier identification.
- Deleted: the column for reporting State General Fund expenditures. All performance incentive expenditures are federal TANF dollars.
- Deleted: Transitional Services: For Employed (formerly line 12). Expenditures that would be reported here should be spread out between Non-Assistance Expenditure Categories numbers one through eleven according to the reporting instructions in CFL 99/00-44.
- Added: a column to report expenditures for families meeting the expanded “needy family” definition. The changes in the definition of “needy families” are addressed in ACL 00-72.

As indicated in ACL No. 00-72, counties will be requested to report incentive expenditures on a project-specific basis, including amount spent on clients who meet the new “needy families” definition. The Department is finalizing these procedures and will provide reporting instructions as soon as possible. The final procedures may include a modification to the DFA 335 report form.

Camera-ready copies of the revised CA 801 are available on request by contacting:

California Department of Social Services
Forms Management Unit
744 P Street, M.S. 7-182
Sacramento, CA 95814
Telephone Number: (916) 657-1907

FRAUD INCENTIVES

Counties are reminded that TANF fraud incentives are also to be reported on the DFA 335 consistent with the instructions in CFL No. 98/99-54. The total incentives (performance and fraud) reported on the DFA 335 must balance to the individual totals reported on the DFA 329.

Please contact the Fiscal Policy Bureau at (916) 657-3440 if you have any questions or need further information.

**Original Signed on
December 13, 2000**

MARY JANE ARCHER, Chief
Fiscal Systems and Accounting Branch

Attachments

c: CWDA

**SUMMARY REPORT OF PERFORMANCE INCENTIVES
FOR GRANT REDUCTIONS
DUE TO EMPLOYMENT EARNINGS AND DIVERSION FOR
THE CALIFORNIA WORK OPPORTUNITY AND
RESPONSIBILITIES TO KIDS (CalWORKs)**
(Instructions on Reverse Side of Form)

COUNTY	DATE (MONTH, YEAR)
CONTACT PERSON	TELEPHONE ()

GRANT REDUCTIONS DUE TO EMPLOYMENT EARNINGS	
A. Number of Cases	B. Amounts
	()
	()

1. Total Savings
2. Cases with FFP
3. Two-Parent Families
4. County Share of Savings [(Line 2B + 3B) x .025]
5. State Only Cases
6. County Share of Savings (Line 5B x .05)
7. **TOTAL EMPLOYMENT EARNINGS INCENTIVE**
[(Line 1B - (Line 4B + Line 6B))]

8. PRORATED EMPLOYMENT EARNINGS

50% Earnings (7B x .50)

DIVERSION	
A. Number of Cases	B. Amounts
	()
	()

9. Total Savings
10. Cases with FFP
11. Two-Parent Families
12. County Share of Savings [(Line 10B + 11B) x .025]
13. State Only Cases
14. County Share of Savings (Line 13B x .05)
15. **TOTAL DIVERSION INCENTIVE**
[Line 9B - (Line 12B + 14B)]

16. GRAND TOTALS

Total Incentive Pool (8 + 15B)

Certification and Signatures

I hereby certify, under penalty of perjury, that I am the official responsible for the administration of California Work Opportunity And Responsibility To Kids (CalWORKs) in and for aforesaid county; that I have not violated any of the provisions of Section 1090 to 1096, inclusive, of the Government Code; that the amounts reported herein are in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the Department of Social Services.

SIGNATURE OF COUNTY WELFARE DIRECTOR	DATE
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INSTRUCTIONS FOR USE OF FORM CW 801 (INCENTIVES)

(Submit Report to : CDSS, Financial Services Bureau, County Assistance Payment Unit, 744 P Street, M.S. 13-72, Sacramento, CA 95814)

GENERAL INFORMATION

1. Enter county name, and month and year of report in space provided.
2. Enter name and telephone number of county staff person to be contacted if there are any questions regarding this report.
3. All amounts on this form may be rounded to the nearest dollar.

GRANT REDUCTIONS DUE TO EMPLOYMENT EARNINGS

4. Line 1A: Enter the total number of cases that had a grant reduction as a result of earnings due to employment.
5. Line 1B: Enter the **TOTAL INCENTIVE EARNINGS** as computed on the county's Earned Employment Income Incentive Summary (CW 801.1).
6. Line 2A: From the total number of cases in Line 1A, enter the number of cases that included Federal Financial Participation (FFP) funds.
7. Line 2B: Enter the total amount of savings that included FFP from CW 801.1.
8. Line 3A: From the total number of cases in Line 1A, enter the number of cases that were Two-Parent Families and had a grant reduction due to employment earnings.
9. Line 3B: Enter the total amount of savings for Two-Parent Families from CW 801.1.
10. Line 4B: Enter the amount of county share of savings for FFP and Two-Parent Families [(Line 2B plus Line 3B) times .025 county share].
11. Line 5A: From the total number of cases in Line 1A, enter the number of cases that were state only (i.e., legal immigrant) cases and had a grant reduction due to employment earnings.¹
12. Line 5B: Enter the total amount, both state and county share of funds, for the state only cases that resulted in incentive earnings from CW 801.1.
13. Line 6B: Enter the amount of county share of savings for state only cases (Line 5B times .05 county share).
14. Line 7B: Compute and enter the total employment earnings incentive amount [Line 1B minus (Line 4B plus Line 6B)].
15. Line 8: Enter the amount of the incentives - 50 percent of earnings (Line 7B times .50).

DIVERSION

16. Line 9A: Enter the total number of cases that have stayed off aid for six months in addition to the diversion period.
17. Line 9B: Enter the **TOTAL INCENTIVE EARNINGS** as computed on the county's Diversion Grant Savings Summary (CW 801.2).
18. Line 10A: From the total number of cases in Line 9A, enter the number of cases that included FFP funds.
19. Line 10B: Enter the total amount of savings that include FFP from CW 801.2.
20. Line 11A: From the total number of cases in Line 9A, enter the number of cases that were Two-Parent Families and have stayed off aid for six months in addition to the diversion period.
21. Line 11B: Enter the total amount of savings for Two-Parent Families from CW 801.2.
22. Line 12B: Enter the amount of county share of savings for FFP and Two-Parent Families [(Line 10B plus 11B) times .025 county share].
23. Line 13A: From the total number of cases in Line 9A, enter the number of state only (i.e., legal immigrant) cases and have stayed off aid for six months in addition to the diversion period.¹
24. Line 13B: Enter the total amount, both state and county share of funds, for state only cases that result in incentive earnings from CW 801.2.
25. Line 14B: Enter the county share for state only cases (Line 13B times .05 county share).
26. Line 15B: Compute and enter the total diversion incentive amount [Line 9B minus (Line 12B plus Line 14B)].

COMPUTE GRAND TOTAL FOR DISTRIBUTION OF INCENTIVES

27. Line 16: Enter the total of the incentive earnings - (Line 8 + 15B).

¹ For incentive earnings of mixed legal immigrant cases, the incentives should be proportionately reported as state and federal funds.

AVERAGE GRANT FOR 2000/01 (Based on 10/99 - 6/00 Data)

Attachment 2

	Zero Parent/All Families	Two-Parent Families
ALAMEDA	\$491.99	\$605.06
ALPINE	\$310.17	\$464.08
AMADOR	\$396.81	\$398.90
BUTTE	\$477.63	\$558.40
CALAVERAS	\$429.28	\$498.83
COLUSA	\$440.72	\$417.87
CONTRA COSTA	\$485.31	\$610.83
DEL NORTE	\$490.71	\$557.88
EL DORADO	\$427.87	\$479.26
FRESNO	\$499.49	\$573.72
GLENN	\$489.96	\$537.99
HUMBOLDT	\$443.06	\$550.42
IMPERIAL	\$453.05	\$467.25
INYO	\$438.85	\$456.90
KERN	\$470.78	\$521.78
KINGS	\$472.40	\$549.57
LAKE	\$440.72	\$501.22
LASSEN	\$450.73	\$541.15
LOS ANGELES	\$524.40	\$548.15
MADERA	\$414.12	\$771.58
MARIN	\$419.27	\$779.99
MARIPOSA	\$459.02	\$488.29
MENDOCINO	\$414.44	\$406.65
MERCED	\$511.86	\$803.38
MODOC	\$500.91	\$524.94
MONO	\$394.03	\$436.96
MONTEREY	\$451.58	\$487.50
NAPA	\$469.65	\$477.94
NEVADA	\$417.08	\$473.61
ORANGE	\$459.32	\$458.08
PLACER	\$418.42	\$456.59
PLUMAS	\$370.96	\$539.82
RIVERSIDE	\$457.30	\$505.63
SACRAMENTO	\$477.50	\$550.23
SAN BENITO	\$417.86	\$526.92
SAN BERNARDINO	\$468.84	\$507.46
SAN DIEGO	\$470.89	\$524.62
SAN FRANCISCO	\$475.72	\$506.07
SAN JOAQUIN	\$491.46	\$510.36
SAN LUIS OBISPO	\$456.04	\$420.13
SAN MATEO	\$489.82	\$657.42
SANTA BARBARA	\$474.12	\$509.15
SANTA CLARA	\$463.51	\$468.92
SANTA CRUZ	\$463.82	\$390.98
SHASTA	\$452.26	\$463.29
SIERRA	\$432.22	\$466.44
SISKIYOU	\$463.99	\$542.43
SOLANO	\$480.79	\$593.33
SONOMA	\$437.62	\$463.10
STANISLAUS	\$480.66	\$532.43
SUTTER	\$471.44	\$305.58
TEHAMA	\$455.98	\$496.00
TRINITY	\$456.77	\$574.53
TULARE	\$481.32	\$509.53
TUOLUMNE	\$438.63	\$485.51
VENTURA	\$450.35	\$533.26
YOLO	\$453.06	\$508.70
YUBA	\$476.91	\$656.01
TOTAL	\$492.19	\$537.25

Form Number: DFA 335	County Number	Quarter
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**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
INCENTIVE FUNDS EXPENDITURE**

Expenditure Category	Performance Incentive			Fraud Incentives
	Total Expenditures	All Other	Expanded Needy Families*	
	A	B	C	D
EXPENDITURE CATEGORY - ASSISTANCE				
1. CASH BASED ASSISTANCE				
1. CHILD CARE				
2. OTHER SUPPORTIVE SERVICES				
3. ASSISTANCE AUTHORIZED SOLELY UNDER PRIOR LAW				
EXPENDITURE CATEGORY – NON-ASSISTANCE				
1. WORK SUBSIDIES				
2. EDUCATION				
3. WORK ACTIVITIES/EXPENSES				
4. CHILD CARE				
5. TRANSPORTATION				
6. JOB ACCESS				
7. DIVERSION PAYMENTS				
8. PREVENTION OF OUT-OF-WEDLOCK PREGNANCIES				
9. 2-PARENT FAMILY FORMATION AND MAINTENANCE				
10. ADMINISTRATION				
11. INFORMATION SYSTEMS AND TECHNOLOGY				
Total Expenditures				

* Expenditures restricted to:

- No more than 25% of the county's available performance incentives funds; and
- Non-assistance services provided to needy families as defined in AB 2876, Chapter 108, Statutes of 2000.

INSTRUCTIONS FOR INCENTIVE FUNDS EXPENDITURE FORM DFA 335 (12/00)
County Expense Claim Addendum

Submit this form with the County Expense Claim (CEC) quarterly.

For federal reporting purposes counties must identify their incentive expenditures reported on the CEC to the appropriate category on the Incentive Funds Expenditure form. Definitions of the Expenditure Categories follow:

EXPENDITURE CATEGORY – ASSISTANCE:

Line 1. Cash Based

Includes eligible cash assistance payments associated with CalWORKs and educational stipends.

Line 2. Child Care

Includes eligible child care expenditures including those costs associated with efforts to secure and pay for child care slots for unemployed eligible participants.

Line 3. Other Supportive Services

Includes eligible employment services and welfare-to-work costs, excluding “administration” (Line 10) and “child care” (Line 2). Costs include work-related training and employment services, and related supportive services for unemployed eligible participants.

Line 4. Assistance Authorized Solely Under Prior Law

Includes previously authorized activities based on an approved title IV-A or IV-F plan. Examples of such activities include certain State child welfare and foster care activities that were included in the State’s approved plan.

EXPENDITURE CATEGORY – NON-ASSISTANCE

Line 1. Work Subsidies

Includes payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

Line 2. Education

Includes costs related to educational activities that are directly related to employment, vocational education training, and post-secondary education. Also, includes secondary education (including alternative programs), adult education, GED, and ESL classes.

Line 3. Work Activities\Expenses

Expenditures reported in this category are for work activities that have not been reported as education or work subsidies. Includes staff cost related to providing work experience and community service activities, on-the-job training, job search and job readiness, job skills training, and training provided as vocational education training. Includes other work-related expenses, such as costs for work clothes and equipment. Also, includes such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

Line 4. Child Care

Includes eligible child care expenditures including those costs associated with efforts to secure and pay for child care slots for employed eligible participants.

Line 5. Transportation

Includes the value of transportation benefits (such as allowances, bus tokens, car payments, auto insurance reimbursement, and van services) provided to employed families (related either to their work or related job retention and advancement activities).

INSTRUCTIONS FOR INCENTIVE FUNDS EXPENDITURE FORM DFA 335 (12/00) - Continued
County Expense Claim Addendum

Line 6. Job Access

Expenditures for the Department of Transportation Job Access program.

Line 7. Diversion

Expenditures on nonrecurring, short-term benefits to families in the form of cash payments, vouchers, or similar forms of payment to deal with a specific crisis situation or episode of need and excluded from the definition of assistance on that basis.

Line 8. Prevention of Out-of-Wedlock Pregnancies

Includes activities that accomplish this purpose, which include abstinence programs, visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session.

Line 9. Two-Parent Family Formation and Maintenance

Includes activities to encourage the formation and maintenance of two-parent families, which includes parenting skills training; premarital and marriage counseling, and mediation services; job placement and training services for noncustodial parents; and initiatives to promote responsible fatherhood.

Line 10. Administration

Expenditures of Federal TANF funds whereby the 15% administrative cost cap applies. Includes all other eligible program costs, such as eligibility processes, fraud prevention and quality control. May include the appropriate administrative costs associated with contracts and subcontracts that do not meet the definition of program services, and Information Systems costs which are used for eligibility determination.

Line 11. Information Systems and Technology

Includes electronic data processing (EDP) costs for systems development and maintenance for monitoring and tracking associated with eligible programs.

Expenditures that would have been reported on Line 12 on the previous form DFA 335 should be spread between Non-Assistance Expenditure Categories numbers 1 – 11.

Column A Total Expenditures

Reflects total expenditures for performance incentives (Columns B + /c).

Column B All Other

Performance incentive expenditures other than those related to the expanded needy family definition.

Column C Expanded Needy Family

Non-assistance services provided to needy families as defined in AB 2876, Statutes of 2000. Expenditures are limited to 25 percent of the county's available Performance incentive funds.

Column D Fraud Incentives

Expenditures funded with TANF fraud incentive earnings.