

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



SEPTEMBER 28, 2005

COUNTY FISCAL LETTER (CFL) No. 05/06-26

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

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM (CEC)
 TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE DECEMBER 2005
 QUARTER

This CFL provides time study and claiming instructions for the October through December 2005 quarter and includes information and reminders on the following programs:

Function	Program	Time Study Instructions	Claiming Instructions	General Information	Page Number
I Social Services	Title IV-E Administrative Activities	No	No	Yes	2
I Social Services	Child Abuse Prevention Intervention and Treatment Funds (CAPIT)	No	No	Yes	3
I Social Services	Non-SACWIS M & O	No	No	No	3
I Social Services	CWS Emergency Hotline Response	No	Yes	No	3
I Social Services	Family Preservation Program	Yes	Yes	Yes	4
I Social Services	Peer Quality Case Review (PQCR)	No	Yes	Yes	5
I Social Services	In-Home Supportive Services (IHSS)	Yes	No	Yes	6
I Social Services	In-Home Supportive Services (IHSS) Quality Assurance	No	Yes	No	6
I Social Services	Chaffee Post Secondary Education and Training Voucher	No	Yes	No	7
I Social Services	Non-EA-ER	Yes	Yes	Yes	7
II CalWORKs	CalWORKs	No	No	No	7
III Other Public Welfare	Other Public Welfare	No	No	No	7
IV Child Care	Child Care	No	No	No	7
V Non-Welfare	Non-Welfare	No	No	No	7
VI General	Indirect Cost Rates (ICRs)	No	No	Yes	8

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for use during the October through December 2005 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	12/05
CalWORKs	09/05
Other Public Welfare	09/05
Child Care	09/05
Non-Welfare	09/05
Staff Development	03/01
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	12/01
Direct-to-Program Function Support Staff Codes	09/05
Direct Service Delivery	09/04
General Time Study Instructions	12/02

Please note that any changes to PCDs and/or Support Staff Time Reporting Instructions are shown in an underline, highlighted, or strikethrough format reflecting each quarterly update.

I. SOCIAL SERVICES

A. Title IV-E Administrative Activities

Based on recent county questions, we would like to remind counties of the allowable activities and expenditures that can be claimed to Title IV-E funds. It is important to note that Title IV-E does not pay for the services provided to a child or family.

45 CFR 1356.60(c) provides for allowable Title IV-E administrative expenditures as necessary for the administration of the foster care program such as referral to services, preparation for and participation in judicial determinations, placement of the child, development of the case plan, case management and supervision, recruitment and licensing of foster home and institutions, rate setting, a proportionate share of relative agency overhead, costs related to data collection and reporting and training. It should be noted that in accordance with this regulation the "referral" to services is an allowable Title IV-E administrative activity; however the "arranging" for services is not an allowable Title IV-E administrative activity.

45 CFR 1356.60 (c) (2) (ii) allows for costs associated with preparation for and participation in judicial determinations. These costs are associated with the State/County staff or their representation. However, the provision of legal services to a child or parent is not an allowable Title IV-E administrative cost.

45 CFR 1356.60(c)(3) provides that the cost of social services provided to a child, the child's family or the foster family are not an allowable Title IV-E cost. These services include counseling or treatment to ameliorate or remedy personal problems, behaviors, or home conditions. These services are not reimbursable regardless of the credentials or training of the provider or whether they are provided on a single occasion or as part of a series.

B. Child Abuse Prevention Intervention and Treatment Funds (CAPIT)

It has come to our attention that there may be some misunderstanding among counties with regard to the appropriate use of CAPIT dollars. As a reminder, the California Department of Social Services (CDSS) uses CAPIT funds, which are 100 percent state dollars, as match/leverage for Community-Based Child Abuse Prevention (CBCAP) grants under Title II of the federal Child Abuse Prevention and Treatment Act. Therefore, these funds are not available to match/leverage any other fund source at the local level. In addition, CAPIT may not be used for county expenditures that are also being used as match for another federal grant program (such as Title XIX-Early and Periodic Screening, Diagnostic, and Treatment services). Since CAPIT funds are already fully leveraged against CBCAP grants, to do so would be in violation of federal cost principles (Office of Management and Budget Circular A-87, Attachment A, Part C.1.h.) which prohibit use of funds that have been used to meet cost sharing requirements of another federal program.

C. Non-SACWIS M & O

Time Study Instructions:

None.

Claiming Instructions:

Retroactive to the September 2005 quarter, Program Code (PC) 105 is being deleted. Non-SACWIS costs should be charged to the benefiting program(s).

D. CHILD WELFARE SERVICES (CWS) Emergency Hotline Response

As a result of the federal review of the Federal Fiscal Year (FFY) 2004/05 County Cost Allocation Plan (CCAP), it was determined that PC 170 CWS Emergency Hotline is not eligible for Title IV-E funding as its primary activities involve investigation. Investigation is not an allowable Title IV-E activity. In order to comply with federal regulations, funding for the federal share of PC 170 was paid with excess TANF funds for State Fiscal Year (SFY) 2004/05 using State Use Only (SUO) codes.

Time Study Instructions:

Effective with the December 2005 quarter, counties are to claim investigative activities to Time Study Code (TSC) 5134 – EA/ER Referrals. Time Study Code 1481 - CWS Emergency Response Services should be used for those non-investigative emergency response activities as described in the definition for this code.

Claiming Instructions:

Effective with the December 2005 quarter, PC 170 - CWS Emergency Response will be deleted.

E. Family Preservation Programs (FPP)

As a result of the federal review of the 2004/05 CCAP, the following title and clarification changes are being made to the Family Preservation Programs retroactive to the September 2005 quarter.

1. FPP-Training

Time Study Instructions:

The PCDs for TSC 1741 – FPP Training is being clarified to reflect training for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes those activities necessary for the administration of the foster care program such as referral to services, case plan development, case management and supervision.

Claiming Instructions:

Claim effective with the December 2005 quarter.

2. FPP-Services/Nonfederal

Time Study Instructions:

The Program Code Description (PCD) for Time Study Code (TSC) 1751 – FPP Services/Nonfederal is being clarified to reflect the following activity descriptions: Services include, but are not limited to counseling, parenting, respite, day treatment, transportation, and homemaking.

Claiming Instructions:

Claim effective with the December 2005 quarter.

3. FPP-Case Management (CM): Preventative Services

This title for PC 177 is being changed to **FPP Pre-Placement Prevention CM** to emphasize the pre-placement prevention activities associated with this code.

Time Study Instructions:

The PCD for TSC 1771 - FPP Pre-Placement Prevention CM is being clarified to include the following:

Includes activities directed to a specific child when the child remains in the home to prevent out-of-home placement. Included is development of the case plan which indicates specific services necessary to meet the protective needs of the child. Activities include but are not limited to:

- Assessing needs and developing a case plan as required
- Referrals for services
- Monitoring the case plan
- Management and supervision of the case

Claiming Instructions:

Claim effective with the December 2005 quarter.

4. FPP-CM: Foster Care

Time Study Instructions:

Activities for TSC 1791 – FPP – CM: Foster Care are being clarified as follows:

Includes activities directed to a specific child when the child remains in the home or in out-of-home placement. Includes development of the case plan, which indicates specific services necessary to meet the protective needs of the child. Activities include but are not limited to:

- Assessing the needs and developing a case plan as required
- Referrals for services
- Monitoring the case plan
- Management and supervision of the case
- Working with foster parents to receive the child and,
- Arranging pre-placement visits

Claiming Instructions:

Claim effective with the December 2005 quarter.

F. Peer Quality Case Review (PQCR)

The PQCR is one of four components to the statutorily required California Child and Family Services Review. Both Child Welfare Services and County Probation agencies are collaborating in an overall review of service delivery practices. For Probation, the goal of the PQCR is to identify key patterns of agency strengths and concerns for the services for youth in out-of-home care. Funding to reimburse county probation agencies for costs associated with the PQCR has been made available upon approval of the Fiscal Year (FY) 2005/06 Budget Act.

Time Study Instructions:

None.

Claiming Instructions:

Retroactive to the September 2005 quarter, the following Program Identifier Number (PIN) has been made available for counties to claim PQCR probation costs. County Probation agencies will apply the non-federal discount rate to their PQCR expenditures and submit an invoice to the County Welfare Department for reimbursement. Counties are to claim these PQCR probation costs to PIN 004059.

PIN	004059	Probation PQCR
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Costs will be funded at 50/35/00/15 (Federal/State/Health/County).

G. In-Home Supportive Services (IHSS)

Time Study Instructions:

An error was made in CFL 04/05-57 which informed counties of changes in the name of Personal Care Services Program (PCSP) TSC 1041 and 1042. The titles should read as follows:

From:

TSC	1041	IHSS-SIP-NON-HR/NON-PCSP
TSC	1042	IHSS-NON-HR/NON-PCSP

To:

TSC	1041	IHSS-SIP-NON-HR/NON-PCSP/ NON-WAIVER
TSC	1042	IHSS-NON-HR/NON-PCSP/ NON-WAIVER

Claiming Instructions:

None.

Share of Cost Clarification:

In addition, an Errata to All County Letter (ACL) 05-05 dated July 20, 2005, clarified that county welfare directors may designate the appropriate staff, in addition to social workers, to determine the Share of Cost (SOC) for IHSS Residual recipients who are moving into either the PCSP or IHSS Plus Waiver. The IHSS SOC calculation completed by either social workers or others as designated by the county welfare director must be reported to TSC 1034 – IHSS PCSP/WAIVER.

H. In-Home Supportive Services (IHSS) Quality Assurance

Time Study Instructions:

None.

Claiming Instructions:

Time study and claiming instructions for IHSS Quality Assurance were provided in CFL No. 04/05-34 dated January 6, 2005, and No. 04/05-57 dated June 15, 2005. Retroactive to the September 2005 quarter, the following PIN has been made available for counties to claim contract costs associated with IHSS Quality Assurance activities.

PC	003	IHSS Quality Assurance
PIN	003031	Contracted Activities

Costs will be funded at 00/35/50/15 (Federal/State/Health/County).

I. Chaffee Post Secondary Education and Training Voucher

Funding for the Chaffee Post Secondary Education and Training Vouchers (ETV) program was only available through June 30, 2005.

Time Study Instructions:

None.

Claiming Instructions:

Retroactive to the September 2005 quarter, PC 067-ETV and State Use Only Code 068 SUO ETV, have been deleted.

J. Non-EA-ER

As a result of the federal review of the 2004/05 CAP, it was determined that the activities related to PC 110, Non-EA/ER, are a duplicate of activities contained in other PCs.

Time Study Instructions:

Counties are to claim investigative activities to Time Study Code 5134 – EA/ER Referrals. Time Study Code 1481 – CWS Emergency Response Services should be used for all non-investigative non-EA/ER activities.

Claiming Instructions:

Effective with the December 2005 quarter, PC 110 –Non EA/ER and all associated codes will be deleted.

II. CalWORKs

No changes.

III. OTHER PUBLIC WELFARE

No changes.

IV. CHILD CARE

No changes.

V. NON-WELFARE

No changes.

VI. GENERAL

A. Indirect Cost Rates (ICRs)

The CDSS has developed ICRs for use by counties during SFY 2005/06 (please see enclosure). ICRs are used to identify overhead costs associated with support staff who perform activities for non-welfare programs with no equivalent casework hours.

The CDSS County Allocations Unit develops ICRs based on actual indirect costs (i.e., Travel, Space, Space – CCAP, Other Operating Costs, Public Agencies CCAP, and Public/Private Agencies Direct Billed) that were reported as generic for each county for the four quarters of SFY 2003/04. The totals were divided by the total direct salary and benefit costs (caseworker, administrative/clerical support and electronic data processing [EDP] staff salaries and benefits). The resulting percentages are each county's individual ICR.

CWDs have the option of either using the predetermined ICR developed by CDSS or developing an ICR specific to allocable support staff. An ICR developed by a CWD must be developed in accordance with "A Guide for State, Local and Indian Tribal Government-Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government" (ASMB C-10).

ICRs are applied to the salaries and benefits of support staff performing activities for non-welfare programs only. The salaries and benefits plus overhead are reported as Direct Costs on the CEC using PIN 805068 (non-welfare Programs) or 806068 (non-welfare Programs-Non EDP). Counties are reminded that non-welfare activities must be reported in the non-welfare Function, which will draw down associated overhead through the CEC based on the time study hours of caseworkers performing the non-welfare activity.

If you have any questions regarding this CFL, please use the fiscal.systems@dss.ca.gov E-mail address.

Sincerely,

Original Document Signed By
Douglas D. Park on 9/28/05

Douglas D. Park, Chief
Fiscal Systems and Accounting Branch

c: CWDA

FY 05/06 INDIRECT COST RATE (ICR)
 Data from FY 03/04 County Expense Claims

FY 05/06 ICR Rate Support Costs/Total Salary From FY 03/04 Data

ALAMEDA	0.29
ALPINE	0.58
AMADOR	0.26
BUTTE	0.20
CALAVERAS	0.37
COLUSA	0.11
CONTRA COSTA	0.37
DEL NORTE	0.33
EL DORADO	0.24
FRESNO	0.19
GLENN	0.24
HUMBOLDT	0.24
IMPERIAL	0.38
INYO	0.33
KERN	0.23
KINGS	0.19
LAKE	0.25
LASSEN	0.41
LOS ANGELES DPS	0.23
MADERA	0.33
MARIN	0.33
MARIPOSA	0.37
MENDOCINO	0.21
MERCED	0.19
MODOC	0.39
MONO	0.90
MONTEREY	0.25
NAPA	0.40
NEVADA	0.28
ORANGE	0.23
PLACER	0.47
PLUMAS	0.26
RIVERSIDE	0.19
SACRAMENTO-DHA	0.29
SAN BENITO	0.26
SAN BERNARDINO	0.24
SAN DIEGO	0.20
SAN FRANCISCO	0.28
SAN JOAQUIN	0.20
SAN LUIS OBISPO	0.27
SAN MATEO	0.36
SANTA BARBARA	0.24
SANTA CLARA	0.30
SANTA CRUZ	0.26
SHASTA	0.23
SIERRA	0.26
SISKIYOU	0.27
SOLANO	0.34
SONOMA	0.20
STANISLAUS	0.23
SUTTER	0.23
TEHAMA	0.19
TRINITY	0.23
TULARE	0.43
TUOLUMNE	0.25
VENTURA	0.27
YOLO	0.32
YUBA	0.19
LOS ANGELES DCS	0.25
SAC-DHHS-CHILD	0.42
SAC-DHHS-ADULT	0.46
SMATEO DP AGING	0.23
PLACER-ASOC	0.37
TOTALS	0.26