

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 30, 2005

COUNTY FISCAL LETTER (CFL) No. 05/06-34

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 MARCH 2006
 QUARTER

This CFL provides time study and claiming instructions for the January through March 2006 quarter and includes information and reminders on the following programs:

Function	Program	Time Study Instructions	Claiming Instructions	General Information	Page Number
I Social Services	Child Welfare Services Outcome Improvement Project (CWSOIP)	Yes	Yes	Yes	2
I Social Services	Adoptions Case Management	Yes	Yes	Yes	2
I Social Services	CWS Eligibility Determination	Yes	Yes	Yes	3
I Social Services	CWS Court Related Activities	Yes	Yes	Yes	3
I Social Services	CWS Case Management	Yes	Yes	Yes	4
I Social Services	Foster Family Licensing - Training	Yes	Yes	Yes	4
I Social Services	CWS- Augmented- IV-E Training	No	Yes	Yes	4
I Social Services	Family Preservation Program	Yes	Yes	Yes	5
I Social Services	SB 500	Yes	Yes	Yes	5
I Social Services	Emergency Assistance- Probation	Yes	Yes	Yes	6
I Social Services	Chafee Post Secondary Education and Training Voucher (ETV)	Yes	Yes	Yes	6
II CaWORKs	Safety Net	Yes	Yes	Yes	6
III Other Public Welfare	Other Public Welfare	No	No	No	7
IV Child Care	Child Care	No	No	No	7

V	Non-Welfare	No	No	No	7
VI	General	No	No	No	7

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for use during the January through March 2006 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	03/06
CalWORKs	03/06
Other Public Welfare	09/05
Child Care	09/05
Non-Welfare	09/05
Staff Development	03/06
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	12/01
Direct-to-Program Function Support Staff Codes	03/06
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. Child Welfare Services Outcome Improvement Project (CWSOIP)

Effective with the December 2005 quarter, CFL No. 05/06-30 dated November 2, 2005, was issued to provide counties with their allocation and claiming instructions for the CWSOIP. Please refer to CFL No. 05/06-30 for complete instructions on how to claim these funds.

County Cost Allocation Plan (CCAP)

As a result of the federal review of the Federal Fiscal Year (FFY) 2004/05 CCAP, it was determined that it is more appropriate to claim all program staff development costs to one code. Therefore, the following changes will be made effective with the March 2006 quarter:

B. Adoptions - Case Management

Program Code (PC) 125 – Adoptions Training activities will be incorporated into the PCD for PC 1171 – Adoptions-Case Management. Therefore, PC 125-Adoptions Training and all associated codes (i.e., Program Identification Numbers [PINs], alphanumerics, etc.) will be deleted effective with the March 2006 quarter.

Time Study Instructions:

All Adoptions Case Management costs will continue to be claimed to PC 117 – Adoptions-Case Management at the normal federal sharing ratio of 50 percent. All allowable adoptions case management staff development costs should now be claimed to PC 117 – Adoptions-Case Management.

Claiming Instructions:

Allowable adoptions training costs should be entered on the 325.1C, staff development page, of the County Expense Claim (CEC) and will be funded at the 75 percent enhanced rate. Refer to the PCD for PC 1171 – Adoptions-Case Management for allowable training activities. Claim effective with the March 2006 quarter.

C. CWS Eligibility Determination

It has been determined that it is more appropriate to claim all CWS staff development costs that are eligible for enhanced federal funding to one code. Therefore, the enhanced funding for PC 143-CWS-Eligibility Determination will be discontinued effective with the March 2006 quarter.

Time Study Instructions:

All CWS eligibility determination costs will continue to be claimed to PC 143 – CWS-Eligibility Determination at the normal federal sharing ratio of 50 percent. All allowable CWS eligibility determination staff development costs should now be claimed to PC 145-CWS Training. The PCD for PC 145–CWS Training has been amended to include the allowable staff development activities from PC 143–CWS–Eligibility Determination.

Claiming Instructions:

Allowable staff development costs should be entered on the 325.1C, staff development page, of the CEC and will be funded at the 75 percent enhanced rate. Refer to Section VI of the PCDs for allowable staff development costs. Claim effective with the March 2006 quarter.

D. CWS Court Related Activities

It has been determined that it is more appropriate to claim all CWS staff development costs that are eligible for enhanced federal funding to one code. Therefore, the enhanced funding for PC 147-CWS-Court Related Activities will be discontinued effective with the March 2006 quarter.

Time Study Instructions:

All CWS court related activities costs will continue to be claimed to PC 147-CWS-Court Related Activities at the normal federal sharing ration of 50 percent. All allowable CWS Court Related staff development costs should now be claimed to PC 145-CWS Training. The PCD for PC 145-CWS Training has been amended to include the allowable staff development activities from PC 147-CWS-Court Related Activities.

Claiming Instructions:

Allowable staff development costs should be entered on the 325.1C, staff development page, of the CEC and will be funded at the 75 percent enhanced rate. Refer to Section VI of the PCDs for allowable staff development costs. Claim effective with the March 2006 quarter.

E. CWS Case Management

It has been determined that it is more appropriate to claim all CWS staff development costs that are eligible for enhanced federal funding to one code. Therefore, the enhanced funding for PC 148-CWS-Case Management will be discontinued effective with the March 2006 quarter.

Time Study Instructions:

All CWS case management costs will continue to be claimed to PC 148-CWS-Case Management at the normal federal sharing ratio of 50 percent. All allowable CWS case management staff development costs should now be claimed to PC 145-CWS Training. The PCD for PC 145-CWS Training has been amended to include the allowable staff development activities from PC 148-CWS-Case Management.

Claiming Instructions:

Allowable staff development costs should be entered on the 325.1C, staff development page, of the CEC and will be funded at the 75 percent enhanced rate. Refer to Section VI of the PCDs for allowable staff development costs. Claim effective with the March 2006 quarter.

F. Foster Family Licensing – Training

PC 158-Foster Family Licensing - Training activities will be incorporated into the PCD for PC 155-Licensing/Foster Family Homes. Therefore, PC 158-Foster Family Licensing–Training and all associated codes will be deleted effective with the March 2006 quarter.

Time Study Instructions:

All Licensing/Foster Family Homes costs will continue to be claimed to PC 155-Licensing/Foster Family Homes at the normal federal sharing ratio of 50 percent. All allowable Foster Family Licensing Training staff development costs should now be claimed to PC 155-Licensing/Foster Family Homes.

Claiming Instructions:

Allowable staff development costs should be entered on the 325.1C, staff development page, of the CEC and will be funded at the 75 percent enhanced rate. Refer to Section VI of the PCDs for allowable staff development costs. Claim effective with the March 2006 quarter.

G. CWS – Augmented – IV-E Training

PC 162- CWS-Augmented-IV-E Training has not been used by the counties for five years and will be deleted.

Time Study Instructions:

None.

Claiming Instructions:

Effective with the March 2006 quarter, PC 162 will be deleted.

H. Family Preservation Program

PC 174-Family Preservation Program (FPP) Training activities will be incorporated in the PCDs for PC 177-FPP Pre-Placement Prevention Case Management and PC 179-FPP Case Management Foster Care. Therefore, PC 174-Family Preservation Program Training and all associated codes will be deleted effective with the March 2006 quarter.

Time Study Instructions:

All FPP Pre-Placement Prevention Case Management costs will continue to be claimed to PC 177-FPP Pre-Placement Prevention Case Management at the normal federal sharing ratio of 50 percent. All allowable FPP Pre-Placement Prevention Case Management staff development costs should now be claimed to PC 177-FPP Pre-Placement Prevention Case Management.

All FPP Case Management Foster Care costs will continue to be claimed to PC 179-FPP Case Management Foster Care at the normal federal sharing ratio of 50 percent. All allowable FPP Case Management staff development costs should now be claimed to PC 179-FPP Case Management Foster Care.

Claiming Instructions:

Allowable staff development costs should be entered on the 325.1C, staff development page, of the CEC and will be funded at the 75 percent enhanced rate. Refer to Section VI of the PCDs for allowable staff development costs. Claim effective with the March 2006 quarter.

I. SB 500

Effective January 1, 2006, SB 500 (AFDC-FC: Pregnant and Parenting Foster Youth) creates a new placement option called a "Whole Family Foster Home" (WFFH) in which care and supervision would be provided to dependent teen parents and their non-court dependent children, to ensure that teen parents develop skills necessary to provide a safe, stable, and permanent home for their children. This bill requires a written "shared responsibility plan" to be developed between the teen parent, caregiver and county social worker, as appropriate and would provide a \$200 monthly increase above an enhanced infant supplement rate for a WFFH, pursuant to the shared responsibility plan. Instructions to counties regarding program implementation of this Senate Bill will be forthcoming in a future All County Letter.

Time Study Instructions:

No new Time Study codes will be added. Counties are to claim social worker activities to the existing Time Study Code 148-CWS-Case Management. Administrative activities for SB 500 are consistent with activities provided for PC 148 under the updated Program Code Description listing.

Claiming Instructions:

Administrative costs will be claimed to PC 148 and funded at 50/35/00/15 (Federal/State/Health/County). Claim effective with the March 2006 quarter.

Note: Instructions regarding claiming of the additional \$200 will be issued in the future.

J. Emergency Assistance-Probation

As stated in CFL No. 04/05-29, dated October 6, 2004, funding and oversight for county probation services provided at camps, ranches, and juvenile assessment/treatment facilities were transferred to the California Department of Corrections and Rehabilitation [CDCR] (formerly referred to as the Board of Corrections) effective July 1, 2005. Therefore, the following codes are being deleted effective with the December 2005 quarter; therefore, counties should no longer be reporting these costs on the CEC.

Program Code	Title
PC 260	TANF Probation Services – Prior EA Program
PIN 260074	Probation Services
PC 261	TANF Probation Services – New EA Program
PIN 261074	Probation Services
PC 258	SUO Probation Services
PC 547	SUO TANF Probation

Any costs reported to these codes for the September 2005 quarter have been transferred to county only funding. County Welfare Departments should ensure that any related Interagency Agreements/Memoranda of Understanding with Probation Departments have been terminated as of June 30, 2005 and that no further invoices are processed. Questions regarding the future funding of this program should be directed to the CDCR by the County Probation Department.

K. Chafee Post Secondary Education and Training Voucher

Funding for the Chafee Post Secondary Education and Training Voucher (ETV) program has been reinstated. The effective date will be the December 2005 quarter. Claiming instructions and allocation amounts will be announced via an allocation CFL, probably about mid-January 2006. Therefore, PC 067 (Education [Edu] and Training [Trng] Voucher), Time Study Code 0671, Direct to Program Support Staff Code A18, and Program Identifier Number 067068 (Direct Cost), are being reinstated as well, and will be available once the allocation CFL is released. *Please refer to CFL 03/04-53 for additional information.*

II. CalWORKs

A. Safety Net

Effective with the March 2006 quarter, the sharing ratio for PC 614 will be changed to identify Safety Net eligibility expenditures. Currently, eligibility activities for all CalWORKs cases are reported to a single time study code, PC 6141 (CalWORKs Eligibility). The CEC automatically calculates ratios and distributes shared costs to the benefiting programs/funding sources (i.e., Medi-Cal, CalWORKs, Food Stamp, California Food Assistance Program, Public

Assistance and Non-assistance Food Stamp costs, and Two-Parent Family Program), based on caseload data provided by individual counties. However, costs for safety net families are not currently identified separately and remain part of the federal CalWORKs eligibility expenditures. Since these latter expenditures are made on behalf of families who have reached their 60-month time limit, the costs are not eligible for federal funding. Therefore, effective with the March 2006 quarter, the sharing ratio for PC 614 is being changed to 91/09/00/00 (Federal/State/Health/County). Nine percent reflects the projected State Fiscal Year (SFY) 2005/06 **statewide** ratio for safety net cases which will be applied to total CalWORKs eligibility expenditures, excluding two-parent families; the remaining Ninety-One percent represents the federally eligible All Families, Child Only, and TANF Timed-Out cases. There is no change to the time study process for CalWORKs cases; county staff should continue to report CalWORKs eligibility determination activities to PC 6141. Eligibility costs for two-parent families will continue to be determined using county-specific caseload ratios which are computed and applied automatically on the CEC prior to application of the new sharing ratio.

III. OTHER PUBLIC WELFARE

No changes.

IV. CHILD CARE

No changes.

V. NON-WELFARE

No changes.

VI. GENERAL

No changes.

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

Sincerely,

*Original Signed by Douglas D. Park on
December 29, 2005*

Douglas D. Park, Chief
Fiscal Systems and Accounting Branch

c: CWD