

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



April 1, 2008

**COUNTY FISCAL LETTER (CFL) No. 07/08-47**

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 JUNE 2008 QUARTER**

This CFL provides counties time study and claiming instructions for April through June 2008 which includes information and reminders regarding the following functions/programs:

	<b>Functions/Programs</b>	<b>Time Study Instructions</b>	<b>Claiming Instructions</b>	<b>General Information</b>	<b>Page Number</b>
<b>I</b>	<b>Social Services</b>	Yes	Yes	Yes	2
	<b>A. Program Code Descriptions</b>				
<b>I</b>	<b>B. SB 84 - Gomez vs. Saenz lawsuit settlement</b>	Yes	Yes	Yes	3
<b>I</b>	<b>C. State Mandated Activities (SB 1667)</b>	Yes	Yes	Yes	4
<b>II</b>	<b>CalWORKs</b>	No	No	No	5
<b>III</b>	<b>Other Public Welfare</b>	No	No	No	6
<b>IV</b>	<b>Child Care</b>	No	No	No	6
<b>V</b>	<b>Non-Welfare</b>	No	No	No	6
<b>VI</b>	<b>General</b>	No	No	Yes	6
	<b>A. County Expense Claim (CEC) Due Dates for State Fiscal Year (SFY) 2008/09</b>				
<b>VI</b>	<b>B. Direct Charge Methodology</b>	No	No	Yes	7
<b>VI</b>	<b>C. Support Staff Time Reporting Plan (SSTRP) and Letter of Intent to Direct Charge</b>	No	No	Yes	7
<b>VI</b>	<b>D. Annual Training Plan (ATP)</b>	No	No	Yes	7

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for county use during April through June 2008 are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	06/08
CalWORKs	09/05
Other Public Welfare	12/07
Child Care	09/05
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	06/06
Direct-to-Program (DTP)/Function Support Staff Codes	06/08
Direct Service Delivery (DSD) Codes	09/04
General Time Study Instructions	06/08

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

## **I. SOCIAL SERVICES FUNCTION**

### **A. Program Code Descriptions (PCD)**

#### **1. 1031/1034 ~ Personal Care Services Program (PCSP)**

As a result of The Centers for Medicaid Services (CMS) findings that eligibility activities cannot be time studied to the same In-Home Supportive Services (IHSS) time study codes (TSC) as IHSS case management as only qualified Medi-Cal eligibility workers can make an eligibility determination for PCSP waiver cases. Therefore, the TSC for program code (PC) 1031 and (PC) 1034 have been revised. PCSP Waiver eligibility activities will be time studied to PC 1031 IHSS HR Eligibility/Redeterminations. Case management activities are to be time studied to PC 1034 PCSP/Waiver Case Management.

#### **2. 3591 ~ CWS – Live Scan/CLETS Background Checks**

PC 359, CWS – Live Scan/CLETS Background Checks has been revised to include **new activities** related to state mandated background checks as outlined in AB 1774 (Chapter 726, Statutes of 2006). This mandate requires County Welfare Departments to conduct criminal background checks to assess the appropriateness and safety of **placing a child back home with their parents or legal guardians** who wish to reunite with their child. These criminal background checks are used to assess the appropriateness and safety of placing a child.

Please go to the following link for the complete PCDs:

[http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/cfl\\_Code/ProgCodeDescriptions.doc](http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/cfl_Code/ProgCodeDescriptions.doc)

## **B. Gomez v. Saenz lawsuit settlement (SB 84)**

The Superior Court of California, County of Los Angeles' October 3, 2007, order in the Gomez v. Saenz lawsuit, requires each county to provide notice to individuals whose names are submitted to the Child Abuse Central Index (CACI) as a result of an inconclusive or substantiated finding in child abuse cases (per Penal Code Section 11169). Notifying individuals of their listing falls into two categories: 1) retroactive (providing notice of grievance rights to individuals whose names are already listed on the CACI) and 2) prospective (including a Request for Grievance Hearing when notifying individuals that their names are being submitted to the CACI).

Effective May 1, 2008, County Welfare Departments (CWDs) are required to post a Notice of Possible Listing on the CACI which notifies individuals whose names were listed on the CACI prior to May 1, 2008, of their right to: 1) submit a CACI Self Inquiry Search Request to the Department of Justice to determine whether or not their name is listed on the CACI and 2) to challenge the listing by requesting a grievance hearing. CWDs will be required to schedule a grievance hearing when retroactively listed individuals submit a properly completed Request for Grievance Hearing.

For prospective notification, effective May 1, 2008, CWDs must include a Request for Grievance Hearing and Grievance Hearing Procedures when notifying individuals of their listing on the CACI. Those individuals may then challenge the listing by submitting a properly completed Request for Grievance Hearing to the county. The county will then review the request and schedule a hearing.

As a condition of the Gomez v. Saenz lawsuit, the California Department of Social Services (CDSS) is now required to implement a notification and grievance process for individuals listed on the CACI. Effective May 1, 2008, CDSS and counties will provide both retroactive and prospective notice to individuals whose names appear on the CACI of their right to request a grievance hearing if they wish to challenge their listing. Both clerical and social worker staff (including supervisors, managers and hearing officers) will be involved in the hearing process. Staffs that complete activities associated with the Gomez v. Saenz due process and grievance process will report their time to the TSCs listed below.

### **Time Study Instructions**

Actual activities for implementing and carrying out the notification and grievance process, may include but are not limited to; staff development of clerical and social worker staff (including supervisors, managers and hearing officers); and aspects of the hearing process, such as obtaining the underlying case file, preparing testimony, hearing the testimony and follow-up activities once the hearing is concluded. This includes those supervisory and/or management staff who will act as the hearing officer.

*Support staff activities directly related to the Gomez v. Saenz grievance hearings are to be claimed to the Direct to Program Support Staff Code A66.*

The following TSCs have been established for counties to claim grievance activities specifically associated with the Gomez v. Saenz lawsuit:

<b>TSC</b>	<b>7071</b>	<b>Gomez v. Saenz lawsuit</b>
Direct-to-Program Support Staff Code (DTP)	A66	Gomez v. Saenz lawsuit

### **Claiming Instructions**

Effective with the June 2008 Quarter, the following PC and Program Identifier Numbers (PIN) have been made available for counties to claim activities related to the Gomez v. Saenz lawsuit:

<b>PC</b>	<b>707</b>	<b>Gomez v. Saenz</b>
PIN	707088-707091	Operating Cost Codes Available
PIN	707092	Casework OT/CTO Costs
PIN	707093	Support Staff – OT/CTP Costs

Costs will be funded at 50/35/0/15 (Federal/State/Health/County).

### **C. State Mandated Activities**

Pursuant to Section 6, Article 13 B of the California Constitution, two PCs have been established to capture costs for state mandated activities. The codes, PC 709 (Fed) and PC 710 (Non-Fed) *have no county share of cost* and will be available for the following state mandate(s):

#### **SB 1667 – Caregiver Court Filing**

### **Time Study Instructions:**

Effective with the June 2008 quarter, counties are to claim costs for Title IV-E eligible state mandated activities to TSC 7091 for activities performed by county welfare departments to improve outcomes for case management activities such as instructing caregivers on filing caregiver information forms, ensuring the child's caregiver is provided a copy of the form in caregiver's native language, screening foster youth to determine eligibility for SSI benefits and submitting SSI applications that are for Title IV-E eligible youth in foster care. This code is only used for state mandates with no county share for Title IV-E eligible youth in foster care.

**Claiming Instructions:**

Effective with the June 2008 quarter, the following PC and PINs will be made available for counties to claim costs for Title IV-E eligible state mandated activities:

<b>PC</b>	<b>709</b>	<b>State Mandates</b>
PIN	709060	Direct Service Delivery
PIN	709088	Operating Cost - Travel
PIN	709089	Operating Cost – Space
PIN	709090	Operating Cost – Other Operating
PIN	709091	Operating Cost - POS

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

**Time Study Instructions:**

Effective with the June 2008 quarter, counties are to claim costs for non-federally eligible state mandated activities to TSC 7101 for activities performed by county welfare departments to improve outcomes for case management activities such as instructing caregivers on filing caregiver information forms, ensuring the child's caregiver is provided a copy of the form in caregiver's native language, screening foster youth to determine eligibility for SSI benefits and submitting SSI applications that are for non-federally eligible youth in foster care. This code is only used for state mandates with no county share for non-federally eligible youth in foster care.

**Claiming Instructions:**

Effective with the June 2008 quarter, the following PC and PINS will be made available for counties to claim costs for non-federally eligible state mandated activities:

<b>PC</b>	<b>710</b>	<b>State Mandates (Non-Fed)</b>
PIN	710060	Direct Service Delivery
PIN	710088	Operating Cost - Travel
PIN	710089	Operating Cost – Space
PIN	710090	Operating Cost – Other Operating
PIN	710091	Operating Cost - POS

Costs will be funded at 00/100/00/00 (Federal/State/Health/County).

**II. CalWORKs**

No changes.

### III. OTHER PUBLIC WELFARE

No changes.

### IV. Child Care

No changes.

### V. NON-WELFARE

No changes.

### VI. GENERAL

#### A. County Expense Claim (CEC) Due Dates for State Fiscal Year (SFY) 2008/09

The Original CEC is due to CDSS the first working day 30 days after the end of the quarter. The following are due dates for SFY 2008-09 original claims:

<u>Original CEC</u>	<u>Final Filing Date</u>
September 2008	October 30, 2008
December 2008	January 30, 2009
March 2009	April 30, 2009
June 2009	July 30, 2009

Adjustment CECs and the DFA 325.5 (Expenditure Certification for the CWD CEC) are to be received at CDSS by the first working day after the last day of the ninth month from the original claiming quarter. The following are due dates for SFY 2008-09 adjustment quarter claims:

<u>Adjustment CEC</u>	<u>Final Filing Date</u>
September 2008	July 1, 2009
December 2008	October 1, 2009
March 2009	January 4, 2010
June 2009	April 1, 2010

As stated in CFL No. 01/02-58, dated May 7, 2002, CDSS will not accept adjustment claims for processing when they are received in our office beyond the due dates listed above.

**B. Direct Charge Methodology**

CFL No. 00/01-78, dated May 21, 2001, informed the counties of the discontinuance of the Direct Charge Methodology Detail Certification Form, DFA 327.9. The DFA 327.9 was replaced by a Letter of Intent to Direct Charge. CFL 04/05-34, dated January 6, 2005, informed counties that beginning July 1, 2005, CDSS will no longer recognize the DFA 327.9 and the only acceptable method of notifying CDSS of your intent to direct charge support operating costs will be a Letter of Intent to Direct Charge addressed to, Fiscal Systems Bureau, California Department of Social Services, 744 P Street, M.S. 20-03, Sacramento, CA 95814. Please refer to CFL 00/01-78 for the required contents of the Letter of Intent to Direct Charge. A new sample of the Letter of Intent to Direct Charge is listed as Enclosure 1 to this CFL. All state and federal laws/regulations/guidelines with respect to claiming direct costs still apply. This is to remind counties that a new Letter of Intent to Direct Charge is required by June 15th annually or by the 15th of the month prior to implementation and must remain in effect until the end of the fiscal year.

**C. Annual Training Plan (ATP)**

The ATP for SFY 2008-09 is due to CDSS on August 1, 2008. Please refer to CFL No. 01/02-19, dated July 25, 2001, for complete submission procedures. Both the plan and certification form are required in accordance with 45 CFR 235.62 and the CDSS Manual of Policy and Procedures (MPP), Division 14, Staff Development and Training Section. If a county's certification is not received by August 1, 2008, funding for Staff Development may be adversely impacted. Please submit the certification to:

CDSS  
Training Bureau  
744 P Street, M.S. 15-73  
Sacramento, CA 95814

**D. Support Staff Time Reporting Plan (SSTRP) and Letter of Intent to Direct Charge**

This notice is to remind counties that their SSTRP for SFY 2008-09, is due to CDSS, August 1, 2008. Please refer to CFL No. 00/01-74, dated April 30, 2001, for instructions on the development and submission of the SSTRP. SSTRPs are required in order to comply with the State's federally approved Cost Allocation Plan (CAP), which requires counties to specify the level to which county clerical and administrative support staff will report their time. Please submit your SSTRP and any Letter of Intent to Direct Charge (see enclosure included with this CFL) by August 1, 2008 to:

CDSS  
County Systems & Policy Section  
Fiscal Systems Bureau  
744 P Street, M.S. 20-03  
Sacramento, CA 95814

Counties having any questions regarding this CFL should use the [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov) e-mail address to make any related inquiries.

Sincerely,

***Original Document Signed By:***

DOUGLAS D. PARK, Chief  
Fiscal Systems and Accounting Branch

c: CWDA  
Enclosure(s)



**SAMPLE LETTER OF INTENT FOR  
SUPPORT OPERATING COSTS  
DIRECT CHARGE METHODOLOGY**

Enclosure 1

DATE

Fiscal Systems Bureau, CSS  
California Department of Social Services  
744 P Street, MS 20-03  
Sacramento, CA 95814

SUBJECT: DIRECT CHARGE METHODOLOGY

This is to inform the California Department of Social Services (CDSS), Fiscal Systems Bureau, of (Name) County's intent to implement a Direct Charge Methodology for identifying Support Operating Costs. This methodology for direct charging a specific operating cost to a function or program will be implemented beginning the (March/June/September/December) Quarter, 20\_\_\_\_. We understand that a request to implement a direct charge methodology is due by the 15<sup>th</sup> of the month prior to implementation and must remain in effect until the end of the fiscal year. We understand that a Letter of Intent must be filed with CDSS on an annual basis. (Name) County also acknowledges that all state and federal laws/regulations/guidelines with respect to claiming direct costs still apply.

If additional information is required, please contact (Name and phone number of county contact person).

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number