

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



March 11, 2008

COUNTY FISCAL LETTER (CFL) NO. 07/08-39

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

SUBJECT: OVERPAYMENT COLLECTION REPORTING REQUIREMENTS  
OF FEDERAL TITLE IV-E FUNDS FOR THE FOSTER CARE  
AND ADOPTION ASSISTANCE PROGRAM – ONE TIME ADJUSTMENT

REFERENCE: ALL COUNTY LETTER NO. 06-48; ALL COUNTY LETTER NO. 07-15

The purpose of this CFL is to inform counties of the method for reporting the federal share of overpayment collections on the outstanding balance between October 1, 2003 and December 31, 2006 that was previously reported to the California Department of Social Services (CDSS). In response to All County Letter (ACL) No. 07-15, dated March 21, 2007, counties submitted their lists of outstanding overpayment balances through March 31, 2007. Because counties continue to pay back the overpayment when a collection is made, it results in a duplicate repayment to the federal government for their share of overpayments. Therefore, CDSS needs to recoup any collections that were reported as negative adjustments on the following forms between April 1, 2007 and February 29, 2008:

- CA 800A FED, "Summary Report of Assistance Expenditures Adoption Assistance, Emergency Assistance-Foster Care (EA-FC) Refugee Cash Assistance (RCA) Federal"
- CA 800 FC FED, "Summary Report of Assistance Expenditures Foster Care; Foster Care SB 163, Federal"

Please use the Overpayments FED (02/08), "Summary Report of Title-IV-E Foster Care and Adoption Assistance Collected Overpayments Federal – One Time Adjustment" form that is enclosed with the electronic version of this letter. Report the total dollar amounts

as requested and submit it to CDSS by April 1, 2008. Instructions of how to use the form are included with this letter.

Please submit your completed, certified Overpayments FED (02/08), "Summary Report of Title-IV-E Foster Care and Adoption Assistance Collected Overpayments Federal – One Time Adjustment" form to CDSS by fax, or email.

FAX: (916) 654-5993

Email: [assistance.claims@dss.ca.gov](mailto:assistance.claims@dss.ca.gov)

Beginning with the March 2008 claiming month, this information will be reported on a monthly basis on a new form in the workbook. If you have questions about this CFL, please use the [assistance.claims@dss.ca.gov](mailto:assistance.claims@dss.ca.gov) email address, or contact Kathy Berreth at (916) 657-3627.

Sincerely,

*Original signed by Kären Cagle for Eric Fujii  
On March 11, 2008*

ERIC FUJII  
Deputy Director  
Administration Division

Enclosures

c: CWDA

**INSTRUCTIONS FOR FORM OVERPAYMENTS FED  
SUMMARY REPORT OF TITLE IV-E FOSTER CARE AND ADOPTION ASSISTANCE  
COLLECTED OVERPAYMENTS, FEDERAL - ONE TIME ADJUSTMENT**

**GENERAL INFORMATION**

1. Enter county name, month and year of claim in space provided.
2. Enter name and telephone number of county staff person to be contacted if there are any questions regarding the claim.

**COLLECTED OVERPAYMENTS:**

**Federal Share of Overpayments COLLECTED & adjustments made on claims**

3. Line 1: Enter the Federal Share of Overpayments COLLECTED that was previously reported as an adjustment on the CA 800 FC FED or the CA 800A FED from 4/1/07 to 2/29/08. **Be sure to put the correct amount under the correct aid code.**

**SUMMARY REPORT OF TITLE IV-E FOSTER CARE AND  
ADOPTION ASSISTANCE COLLECTED OVERPAYMENTS  
FEDERAL - ONE TIME ADJUSTMENT**

County	Date (Month/Year)
Claim Contact	Telephone

		FOSTER CARE	ADOPTIONS
<b>Aid Code</b>		<b>42</b>	<b>03</b>
<b>OVERPAYMENTS</b>		Identified Overpayments that completed due process between 10/1/03 - 12/31/06 Per ACL 07-15	Identified Overpayments that completed due process between 10/1/03 - 12/31/06 Per ACL 07-15
<b>1</b>	Federal Share of Overpayments COLLECTED & adjustment made on CA 800 FC FED or CA 800A FED 4/1/07 - 2/29/08 (Already Paid to Federal Government)		

**COUNTY WELFARE DIRECTOR'S CERTIFICATION**

I hereby certify, under penalty of perjury, that I am the official responsible for the administration of the public welfare programs in said county; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts of the aid payments, aid repayments and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the California Department of Social Services.

Signature of County Welfare Director	Date
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**COUNTY AUDITOR'S CERTIFICATION**

I hereby certify, under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts reported herein are in accordance with authorizations for the above-referenced public assistance programs made by the county; that the amounts of the aid payments, aid repayments and adjustments reflected herein have been made according to law and the rules and regulations of the California Department of Social Services.

Signature of County Auditor	Date
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EXAMPLE FOR FOSTER CARE AND ADOPTIONS OVERPAYMENT  
REPORTING AND COLLECTION REPORTING ON THE OVERPAYMENTS  
FED FORM – ONE TIME ADJUSTMENT

As used in these examples, “identified” means that the overpayment has completed due process, and “outstanding balance” means that any collections made have been credited toward the original overpayment.

EXAMPLE - for the period of October 1, 2003 through December 31, 2006:

Your county identified an overpayment that occurred during the period October 1, 2003 and December 31, 2006 and you have collected a portion of it back. Your county reported an uncollected federal balance of \$200 as of March 31, 2007. In May of 2007, you collected an additional \$50 towards the federal share of the outstanding balance. Your county reported the collection as a negative adjustment on the CA 800 FC FED form for the May claiming month. On Line 1 of the Overpayments FED form, enter the \$50 federal share of the overpayment collection in the Foster Care column for the period of 10/1/03-12/31/06. CDSS will recoup this amount because it was already paid back to the federal government when your county submitted to CDSS a list of overpayments and the outstanding, uncollected federal overpayment balance as of March 31, 2007, as requested in ACL 07-15. This information will be reported one time only and should include all overpayment collections that your county collected **and** reported on the CA 800 FC FED or CA 800A FED forms between April 1, 2007 and February 29, 2008.

**SUMMARY REPORT OF TITLE IV-E FOSTER CARE AND  
ADOPTION ASSISTANCE COLLECTED OVERPAYMENTS  
FEDERAL - ONE TIME ADJUSTMENT**

County	Date (Month/Year)
Claim Contact	Telephone

		FOSTER CARE	ADOPTIONS
Aid Code		42	03
OVERPAYMENTS		Identified Overpayments that completed due process between 10/1/03 - 12/31/06 Per ACL 07-15	Identified Overpayments that completed due process between 10/1/03 - 12/31/06 Per ACL 07-15
1	Federal Share of Overpayments COLLECTED & adjustment made on CA 800 FC FED or CA 800A FED 4/1/07 - 2/29/08 (Already Paid to Federal Government)	50.00	

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Signature of County Auditor	Date
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