

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



July 19, 2002

Ms. Cecilia Espinola, Administrator  
Santa Cruz County Human Resources Agency  
1000 Emeline Avenue  
Santa Cruz, California 95060

Dear Ms. Espinola:

**SUBJECT: FISCAL YEAR (FY) 2002/03 OPTIONS FOR RECOVERY (OFR) PERINATAL  
SUBSTANCE ABUSE PROGRAM STATE GENERAL FUND (SGF)  
PLANNING ALLOCATION**

Contingent upon approval of the State Budget, the amount identified in this letter is Santa Cruz County's FY 2002/03 planning allocation for the OFR program. It is anticipated that a statewide total of \$5,974,000 will be made available for the OFR program upon approval of the FY 2002/03 Budget Act.

Your SGF allocation was determined based upon the OFR budget of \$295,586 in total funds that your county submitted to the California Department of Social Services (CDSS) Foster Care Services Bureau. Your county's maximum level of funding for this program is **\$143,278 SGF** which was determined by calculating the federal, state, and county share for each of the three components (Recruitment, Training, and Respite Care) based on the appropriate sharing ratios for each.

There is no federal participation in the respite care component. The county share may be provided with county general funds or other sources of funds that are unrestricted and are eligible for this use as provided by the funding sources. The source of the county share shall meet all applicable state and federal requirements and provide counties with maximum flexibility.

**Fiscal Claiming Instructions**

The OFR Program is funded with state and federal funds where costs are Title IV-E eligible. The state share of costs for these expenditures is charged against the county's allocation. Prior to FY 2001/02, the three components of the OFR program (Training, Recruitment, and Respite) were controlled to separate SGF allocations. In an effort to allow counties additional flexibility in the administration of the program, in FY 2001/02 the CDSS began controlling the SGF portion of all three components to a single SGF allocation. This change in procedure did not imply that counties may significantly deviate from their projections as stated in the budget summaries but does allow counties to maximize use of their SGF allocation by giving them the ability to claim more or less than their budgeted amount to each component.

Costs reported on the County Expense Claim are charged to the allocation as follows:

Program Code	Description
137	Foster Parent Training (75% Fed/17.5% SGF/7.5% County)
195	Foster Parent Training – State Use Only (SUO) Nonfederal (70% SGF/30% County)
172	Foster Parent Respite Care (70% SGF/30% County)
523	Foster Parent Recruitment (50% Fed/35% SGF/15% County)
561	Foster Parent Recruitment – SUO Nonfederal (70% SGF/30% County)
552	SUO – 137, 172, 523- Tracks costs to total SGF Allocation (Used by CDSS to shift costs claimed to codes listed above in excess of the SGF allocation to County Share.)

### **Program Code (PC) 523 – Recruitment**

The following are allowable positions that may be charged to Program Code 523:

- Foster Care Recruiter
- Second Foster Care Recruiter
- Data Technician/OFR Clerical
- Early Interventionist and Outreach Specialist
- Respite Care Coordinator
- OFR Licensing Worker
- Consultants, as needed for staff cross training

Other allowable costs that may be claimed to PC 523 include: staff travel, training and overhead expenses, recruitment activities and materials, printing and supply costs, equipment upgrades, clerical support and administrative overhead.

### **Program Code 137 – Training**

The following are allowable positions/activities that may be charged to PC 137:

- Foster Parent Training
- Federally-Eligible Relative Caregiver Training
- Training materials and supplies
- Public Health Nurse Trainer
- Parent Educators
- Training Consultants
- Mileage Costs for training attendance
- Training Support Groups

**Program Code 172 – Respite Care Services**

Costs incurred for a contracted respite care agency or an individual providing respite care for an OFR foster parent or relative caregiver may be charged to PC 172. Up to 48 hours of respite care per month per family is allowable. The minimum a county may grant a family per month is 24 hours.

Any expenditure exceeding the SGF allocation will be shifted to county only using SUO code 552.

If you have any questions regarding the annual budget or the use of these funds, please contact Marsha Tagawa, OFR Program Consultant, at (916) 327-6925.

Questions regarding claiming or allocations may be directed as follows:

ALLOCATIONS:	County Financial Analysis Bureau	(916) 657-3806
CLAIMING:	Fiscal Policy Bureau	(916) 657-3440

DOUGLAS D. PARK, CHIEF  
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c: CWDA  
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