



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Portfolio
Cost Allocation Services

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January 14, 2020

Selena Chow, Chief
Fiscal Forecasting and Policy Branch
California Department of Social Services
744 P Street
Sacramento, CA 95814

Dear Ms. Chow:

This letter provides approval of the California Department of Social Services – County Welfare Departments Cost Allocation Plan (Plan) amendment, which was transmitted by letter dated May 22, 2019, and subsequently revised by emails dated September 12, 2019 and October 29, 2019. This amendment, which was submitted in accordance with 45 CFR 95, Subpart E, is effective July 1, 2017.

Acceptance of the actual costs in accordance with the approved Plan is subject to the following conditions:

1. The information contained in the Plan and provided by the State in connection with our review of the Plan is complete and accurate in all material respects.
2. The actual costs claimed by the State are allowable under prevailing cost principles, program regulations and law.
3. The claims conform with the administrative and statutory limitations against which they are made.

This approval relates only to the methods of identifying and allocating costs to programs, and nothing contained herein should be construed as approving activities not otherwise authorized by approved program plans or Federal legislation and regulations.

Implementation of the approved cost allocation plan may subsequently be reviewed by authorized Federal staff. The disclosure of inequities during reviews may require changes to the Plan.

If you have any questions concerning the contents of this letter, please contact Karen Wong of my staff at 415-437-7835. Please submit your next proposed Plan amendment electronically via email to CAS-SF@psc.hhs.gov.

Sincerely,

for Arif Karim, Director
Cost Allocation Services

cc: ACF Office of Grants Management Richard Allen, CMS Francisco Lebron, USDA/FNS
Mark Snyderman, ACL



PAT LEARY
ACTING DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

May 22, 2019

Mr. Arif Karim
Division of Cost Allocation
Department of Health and Human Services, Region IX
50 United Nations Plaza, Room 53
San Francisco, CA 94102

Dear Mr. Karim:

**SUBJECT: CALIFORNIA COUNTY WELFARE DEPARTMENT COST
ALLOCATION PLAN – DIRECT AND INDIRECT COSTS,
STATE FISCAL YEAR 2017-18**

Enclosed is the Fiscal Year (FY) 2017-18 County Cost Allocation Plan (CCAP) for your review and approval. Below is an overview of the major program changes made to the FY 2017-18 CCAP. Please also refer to the attachment to this letter for the detailed summary of changes.

Social Services:

- Effective with the September 2017 quarter, the Program Code Description (PCD) for the Resource Family Approval Program Code (PC) has been revised and a new PC has been created to capture the non-federal RFA costs.
- Effective with the December 2017 quarter, a new support staff code has been established and the PCD has been revised for the Child and Family Team (CFT) Program.
- Effective with the March 2018 quarter, new PCs have been established for the Emergency Child Care Bridge Program.
- Effective with the June 2018 quarter, the CFT PCD has been revised.
- A new PC has been established for the Child Welfare Services / Case Management System Data Clean-up project.

Mr. Arif Karim
Page Two

California Work Opportunity and Responsibility to Kids (CalWORKs):

- Effective with the March 2018 Quarter, fraud recovery incentive claiming instructions for CalWORKs Expanded Subsidized Employment (ESE) and the Housing Support Program have been revised.
- Effective with the March 2018 quarter, the CalWORKs Educational Opportunity and Attainment Program was established, creating two new PCs.
- Effective with the June 2018 quarter, the Diaper Cost Supportive Service was established, which created a new Type of Expense (TOE) code.

Other Public Welfare:

- Effective with the December 2017 quarter, the Work Incentive Nutrition Supplement PCs have been revised.
- The CalFresh Employment and Training PC descriptions have been revised.

Child Care: No Changes.


Non-Welfare: No Changes.

Please note, changes to the CCAP include the following: providing clarity to language, including footnotes where necessary, and updating definitions to Time Study Code (TSC) Descriptions. Newly added or revised codes, claiming language, descriptions, etc. are shown in bold font. Any deletions are shown with strike through.

The TSC descriptions, including Program Identifier Number and TOE codes addressed within the CCAP are provided under each relative "function(s)" in the PCD. Also included are Time Study Information and Matrices (TSCs and Non-Time Study Codes), in the CCAP Attachments C and G, respectively.

If you have any questions regarding this letter or attachments contained in the FY 2017-18 CCAP, please contact me at (916) 657-3310 or Elisa Tsujihara, Chief of the Fiscal Policy and Analysis Bureau, at (916) 651-9986.

Sincerely,



SALENA CHOW, Chief
Fiscal Forecasting and Policy Branch

Mr. Arif Karim
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Attachment

**Fiscal Year 2017-18 County Cost Allocation Plan
Summary of Changes**

Attachment

Below are changes made to the Fiscal Year (FY) 2017-18 County Cost Allocation Plan (CCAP). Sub-bullets provide program codes (PCs) related to the change.

Social Services:

- The Continuum of Care Reform (CCR) is a foster care reform to reduce the use of congregate care in California's foster care system. The All County Information Notice (ACIN) I-50-16, dated July 8, 2016, provides general information on CCR. One of the fundamental principles of CCR is that child welfare services are most effective when delivered in the context of a Child and Family Team (CFT) that shares responsibility to assess, plan, intervene, monitor and refine services over time. Another fundamental principle of CCR is the implementation of the Resource Family Approval (RFA) which would streamline the previous licensing process for youth moving through the continuum of the foster care and adoption system.
 - Effective with the September 2017 quarter, counties will claim support staff costs to the direct-to-program code A84 (Child and Family Team), per County Fiscal Letter (CFL) No. 17/18-25.
 - Effective with the September 2017 quarter (CFL No. 17/18-30), the RFA PCD has been revised to clarify allowable activities.
 - Effective with the September 2017 (CFL No. 17/18-30) Quarter, PC 898 (RFA – Non-Federal) has been established to claim non-federal costs associated with the RFA program.
 - The June 2018 quarterly (CFL 17/18-57) clarifies that facilitation of CFTs are an allowable activity to be claimed to CFT PCs.
- Effective with the March 2018 quarter, (per the CFL No. 17/18-45 and 45E), PC 381 (Emergency Child Care Bridge) and PIN 381031 were established for counties to claim the child care navigator and trauma-informed care training costs associated with the county opt-in Bridge Program.
- Effective with the September 2017 Quarter, counties may claim the Title IV-E proportion of costs for CWS/CMS Data Clean-up activities to the non-time study code PC 365 (CWS/CMS Data Clean-up Title IV-E).

California Work Opportunity And Responsibility To Kids (CaWORKs):

- Effective with the March 2018 quarter, fraud recovery incentives (FRIs) may be utilized for Expanded Subsidized Employment (ESE) PCs 372 (ESE Administration Federal), 374 (ESE Non-Administration Federal), 376 (ESE Administration Non-Federal) and 378 (ESE Non-Administration Non-Federal), 949 (ESE Administration Non-Maintenance of Effort [MOE]), and 950 (ESE Non-Administration Non-MOE).

Similarly, effective with the March 2018 quarter, FRIs are eligible to be used for the CalWORKs Housing Support PCs 893 (CalWORKs Housing Support Non-MOE), 894 (CalWORKs Housing Support Non-Federal and Temporary Assistance for Needy Family (TANF) Timed-Out), and PC 895 (CalWORKs Housing Support Federal). The FRIs may be used for costs expended in pursuit of the four purposes of the TANF grant and must be claimed in accordance with CFL No. 16/17-53.

- Effective with the March 2018 quarter, the CalWORKs Educational Opportunity and Attainment Program was established. The CalWORKs EOA Program is available to a CalWORKs recipient who may apply to receive a one-time educational incentive award for education attainment. Implementation and program information was provided in All County Letter (ACL) No. 17-115, dated November 20, 2017. The PCs 961 (CalWORKs EOA – Federal) has been established for claiming incentive and stipends for federally eligible clients. The PC 962 (CalWORKs EOA – Non-Federal) has been established for claiming incentive and stipends for non-federally eligible clients.
- Effective April 1, 2018, and as stated in ACL No. 18-38, the passage of AB 480 (Chapter 690, Statutes of 2017) created W&IC section 11323.2(a)(2) and specifies the provision of thirty dollars (\$30) per month as a supportive service to assist with diaper costs for each child who is under 36 months of age in the care and control of the participating adult. The diaper cost supportive service is only available for CalWORKs clients who are participating in an assigned Welfare To Work activity or to accept or retain employment. This supportive service is available to both single and two-parent assistance units. This TOE has been applied to the following PCs:
 - PC 027 (STATE ONLY CAL-LEARN CASE MANAGEMENT)
 - PC 109 (WTW TWO PARENT FAMILY GENERAL)
 - PC 370 (EMPLOYMENT SERVICES EMPLOYED NON-MOE)
 - PC 371 (EMPLOYMENT SERVICES UNEMPLOYED NON-MOE)
 - PC 451 (NON-FEDERAL WTW)
 - PC 617 (CAL-LEARN CASE MANAGEMENT)
 - PC 631 (CALWORKS TRANSITIONAL SERVICES)
 - PC 633 (WTW GENERAL)
 - PC 641 (NON-FEDERAL CAL-LEARN CASE MANAGEMENT)
 - PC 648 (CALWORKS NON-FEDERAL TRANSITIONAL SERVICES)
 - PC 664 (INFORMATION AND REFERRAL)
 - PC 687 (TANF TIMED OUT EMPLOYMENT SERVICES EMPLOYED)
 - PC 689 (EMPLOYMENT SERVICES EMPLOYED NON-MOE)
 - PC 714 (TRAFFICKING AND CRIME VICTIMS ASSISTANCE PROGRAM [TCVAP] NONCITIZEN SERVICES)

Other Public Welfare:

- Effective with the December 2017 quarter, the Work Incentive Nutrition Supplement

**Fiscal Year 2017-18 County Cost Allocation Plan
Summary of Changes**

Attachment

administrative claiming instructions previously issued in CFL No. 13/14-55, dated June 4, 2014, have been updated.

- Effective with the June 2018 quarter, the PCs for CalFresh Employment and Training have been revised.

Child Care: No Changes.

Non-Welfare: No Changes.

Notification of Changes

Changes to the aforementioned items were transmitted to the counties through county fiscal letters, which includes claiming instructions for county costs. Any additions, deletions or edits to the CCAP are identified using bold and strikethrough. This plan was prepared in accordance with the instructions contained in the "A Guide for State, Local and Indian Tribal Governments, Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government" (ASMB C-10). This includes the principles and standards established by General Services Office of Management and Budget Super Circular 2 CFR §200.


In accordance with the Department of Health and Human Services letter received July 17, 2006, this plan has been submitted via email to dcasf@psc.gov. As the single-state cognizant federal agency, CDSS requests that the Division of Cost Allocation coordinate a consolidated written response for all involved agencies within sixty (60) days of receipt of these CCAP amendments, in accordance with CFR Title 45, Part 95.

CDSS CCAP 2017/2018

CERTIFICATION

I hereby certify that the information in the attached Cost Allocation Plan (County Welfare Departments) for the fiscal period beginning July 1, 2017 is prepared in conformance with the Office of Management and Budget Circular 2 CFR §200 and the implementing procedures published by the Department of Health and Human Services. I further certify that:

- 1) Only those costs incurred by the State or local agency, or allocated to the State or local agency by an approved central service allocation plan will be included in its administrative cost pools as finally accepted, and that such costs are legal obligations (with the exception of memo billings from other state agencies) of the State or local agency and allowable under the governing cost principles;
- 2) the same costs that have been treated as indirect cost have not been claimed as direct costs;
- 3) similar types of costs have been accorded consistent accounting treatment, unless otherwise specifically addressed in the plan;
- 4) an adequate accounting and statistical system exists to support only claims prepared under the approved cost allocation plan; and
- 5) the information provided in support of the proposed cost allocation plan amendments are accurate.



Salena Chow, Chief
Fiscal Forecasting and Policy Branch
California Department of Social Services

Date



5/22/19

**DHHS COST ALLOCATION SERVICES (CAS) CERTIFICATE
OF AMERICAN RECOVERY AND REINVESTMENT ACT
(ARRA) PUBLIC ASSISTANCE COST ALLOCATION PLAN
(PACAP)**

This is to certify that I have reviewed the public assistance cost allocation plan submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal effective July 1, 2017, are allowable in accordance with the requirements of 2 CFR §225, Cost Principles for State, Local, and Indian Tribal Governments (2 CFR §200 formerly known as OMB Circular A-87), the American Recovery and Reinvestment Act of 2009, and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

2. All costs included in this proposal are properly allocable to Federal ARRA awards on the basis of a beneficial or causal relationship between the expenses incurred and the ARRA awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

California Department of Social Services
Governmental Unit


Signature

Salena Chow
Name of Official

Chief, Fiscal Forecasting and Policy Branch
Title

5/21/19
Date of Execution

NOTE: WE WILL NOT BE ABLE TO PROCESS YOUR PUBLIC ASSISTANCE COST ALLOCATION PLAN WITHOUT THIS CERTIFICATION.

Send certificate along with your public assistance cost allocation plan to your assigned Regional Division of Cost Allocation office.
Created by DCA June 17, 2009

**PUBLIC ASSISTANCE COST ALLOCATION PLAN (PACAP)
CERTIFICATION FOR COSTS OUTSIDE A PUBLIC AGENCY**

This is to certify that I have reviewed the public assistance cost allocation plan submitted herewith and to the best of my knowledge and belief that wherever costs are claimed for services provided by a governmental agency outside the Public Assistance agency, they will be supported by a written agreement which includes, at a minimum, the specific service(s) being purchased, the basis upon which the billing is made by the provider agency, and a stipulation that the billing will be based on the actual costs incurred (45 CFR 95.507(b) (6)).

I declare that the foregoing is true and correct.

California Department of Social Services

Governmental Unit



Signature

Salena Chow

Name of Official

Chief, Fiscal Forecasting and Policy Branch

Title

12/16/19

Date of Execution

NOTE: WE WILL NOT BE ABLE TO PROCESS YOUR PUBLIC ASSISTANCE COST ALLOCATION PLAN WITHOUT THIS CERTIFICATION.

Send certificate along with your public assistance cost allocation plan to your assigned Regional Division of Cost Allocation office.
Created by DCA June 17, 2009



STATE OF CALIFORNIA

**DEPARTMENT
OF
SOCIAL SERVICES**

**COUNTY WELFARE DEPARTMENT
COST ALLOCATION PLAN (CCAP)**

**PREPARED BY
THE FISCAL POLICY AND ANALYSIS BUREAU
FISCAL YEAR 2017-18**

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
 COUNTY WELFARE DEPARTMENT (CWD) COST ALLOCATION PLAN (CAP)

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Effective **July 2017 – June 2018**

Introduction

The California Department of Social Services (CDSS) employs a State supervised county operated public assistance system. The CDSS Cost Allocation Plan (CAP) for Direct and Indirect Costs sets forth the methods that the State will use to identify and allocate State level costs to appropriate programs in order to properly claim Federal Financial Participation (FFP) funds. Likewise, this County Welfare Department (CWD) CAP describes the allocation basis and direct charge rationale for those same programs/projects operated by counties and supported by federal fund sources identified in the CDSS CAP.

These program costs are charged on the County Expense Claim (CEC). The reporting of administrative costs is performed on a continuous cash flow basis at the county level. The costs are reported to the State via the CEC on a quarterly basis.

The cost principles and procedures in the CDSS CAP have been developed in accordance with the guidelines in the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found at Title 2 Code of Federal Regulations (CFR), Part 200 and Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government (ASMB C-10). (Revision-Effective December 26, 2014)

Cost Allocation Concept

The purpose of the CAP is to provide the CWD with the means for determining the non-aid payment (services and administration) costs applicable to each program. Such a cost determination is necessary to: (1) satisfy Federal reporting and funding requirements; (2) determine appropriate Federal and State financial reimbursement for each of the welfare programs; and (3) provide the CWD and the CDSS with reasonably accurate expenditure data required for the efficient management of the welfare operation.

The CWD CAP uses time or observations reported by designated staff as the basis for distributing costs to any of the functions, (i.e., Social Services, CalWORKs, Other Public Welfare Programs, Child Care, Non-Welfare, and Generic, and/or programs within a function.) Under the cost allocation concept, the task of the CWD having to identify and direct charge costs to a specific program, where impractical, is minimized.

The CWDs, to the extent possible, have the capability to accurately identify costs directly benefiting a specific function or program, and to identify and charge those costs directly to that function or program.

To create, delete and/or accommodate changes to support programs and related activities, CDSS transmits quarterly, or as needed, County Fiscal Letters (CFLs) directing counties regarding appropriate time study and cost claiming requirements. In conjunction with this Plan, CFLs help ensure effective program delivery by providing detailed fiscal information necessary to ensure an equitable sharing of costs among Federal, State, and County entities. These letters also continue to follow prescribed cost plan methods and do not typically necessitate a CWD CAP amendment. Cost plan methodology changes will be submitted as amendments for Federal approval. The online version of the [CEC manual](#) can be found here:

<http://www.cwda.org/downloads/tools/fiscal/CECManual2007.pdf>

The primary basis for distributing costs through the CWD CAP is individual caseworker time studies for the Social Services, CalWORKs, Other Public Welfare Programs, Child Care, Non-Welfare and Generic functions. In each county, specific staff, primarily case-carrying social workers, eligibility determination workers, fraud investigators, employment services workers, selected child care support workers and the first-line supervisors of these staff are required to participate in the time study process each calendar quarter. Effective July 1, 1991, counties may elect one of three time study methodologies.

- (a) A single random moment time study of the above staff, using the codes and definitions specified in Attachment C, and meeting standards specified in Attachment D.
- (b) Instructions for the mid-month time study process using codes and definitions in Attachment C, and an example of the Generic Time Study form (DFA 10) is contained in Attachment E. (Per CFL 97/98-64, counties are now given the option of designing their own forms instead of using the DFA 10 and DFA 7.) On this form, the staff records and accumulates time spent on a particular program for four consecutive weeks of every quarter. The time study form is completed in the mid-month of each of the four quarters or on 22 randomly selected days of each quarter. Counties that complete a mid-month time study have the option of using the calendar month or two consecutive biweekly payroll periods that most closely match the mid-month time study as the time study period. Counties that choose the 22 random day method will use a random numbers chart to select the 22 days. An example of this chart and process are included in Attachment F.
- (c) A continuous daily time study using the codes and definitions specified in Attachment C, Program Code Descriptions (PCD). Staff are to time study daily throughout all three months of the quarter.

Clerical and administrative support salaries are identified to any function and/or program level through a separate time study/time certification process. During the mid-month of each quarter, clerical and administrative support staff either time study or time certify their activities on the Support Staff Time Report (DFA 7) (see Attachment E), or a form

designed by their county, to the appropriate benefiting level in accordance with a Support Staff Time Reporting Plan (SSTRP). The counties are required to submit a SSTRP annually to the Department pursuant to CFL No. 00/01-74, dated April 30, 2001. The SSTRP is submitted by the 40 largest CWDs for review and completeness. This document specifies how CWD support staff capture their time: time study (continuous daily reporting during the mid-month) or time certify (end of month reporting for the mid-month) and to which benefiting level: generic (department-wide), function (one or more of the functions) or directly to specific programs. The 18 smaller counties have limited staff and typically assist in every aspect of the CWD. Therefore, these counties may report staff time studies as generic or develop a SSTRP if they decide to report time to another level (other than generic).

In counties that use the mid-month time study, CWD staff performing electronic data processing (EDP) and staff development activities are required to maintain continuous time records throughout the entire quarter. These time studies would not identify costs equitably because the activities and benefiting programs change throughout the quarter. In counties which use the 22 random days, these staff time study only on 22 random days.

Once the time study is completed, supervisors review, validate and approve the accuracy of the employee time study.

At the end of each quarter, time study summaries are compiled for the purpose of allocating generic and/or functional costs. First, caseworker time, or observations, is summarized into programs within functions. The CWDs shall use either:

(1) allocable caseworker hours/observations based upon appropriate time study data, or

(2) the total paid caseworker hours. Ratios are then developed for each function to distribute the allocable CWD administrative costs to the functions. The caseworker time, or observations, is also the basis for distributing caseworker salaries, benefits and allowable general administrative costs to the programs within each function. This methodology is not used for those CWD costs that are identified directly to the program level through an alternative methodology. Please reference the Support Operating Costs and Direct Costs sections for the alternative methodology.

Second, ratios are developed to distribute support staff salaries to the appropriate level for further allocation through the CEC. Support staff hours accumulated in this process is used only to direct the support staff salaries and benefits to the appropriate level within the CWD, not to allocate other administrative costs.

Finally, staff assigned to EDP and staff development time study to the appropriate level based upon their activities, for distribution of their salary and benefits. If staff time study to generic, their salary and benefits are allocated to function based on a ratio of the quarterly total active EDP cases on the system by function. However, if staff time study

to function or multi-function, caseworker time study ratios allocate costs to the program level.

Accumulation of Costs into Cost Pools

At the end of each quarter, CWD costs are accumulated into six primary cost pools on the CEC to distribute costs to the benefiting functions and programs.

These six pools, as identified on the DFA 325.1 (Attachment B) are:

1. Casework Costs
2. Support Staff Costs
3. Support Operating Costs
4. EDP Costs
5. Staff Development Costs
6. Direct Costs

A summary of the costs included in each of these pools, along with the allocation methods used for each, is provided below. A description of the costs included in each cost pool is included in Attachment A.

I. Casework Costs

This cost pool captures the salaries and benefits paid to caseworkers and their first-line supervisors. The salaries and benefits reported for each of the functions are allocated to the programs within each function based on the caseworker time study hours, or observations, reported for each program. Total caseworker salaries and benefits, as well as the summary of time study hours or observations, are reported on the DFA 325.1 (Attachment B).

II. Support Staff Costs

This cost pool accumulates, from the Support Staff Summary and Support Staff Salary Distribution to Program forms, the salaries and benefits paid to employees performing support activities in accordance with the SSTRP.

Counties using a payroll and labor distribution system which identifies support staff salaries to the level identified in the SSTRP are not required to pool and allocate costs using the Support Staff Summary. The salaries and benefits reported to generic and to each of the functions are allocated to the programs within each function in the same manner as the caseworker salaries, i.e., using caseworker time study hours or observations that are reported directly to the appropriate program in the CEC.

Support staff salaries and benefits are reported by function on the DFA 325.1 and distributed to the individual benefiting programs on subsequent pages of the CEC.

III. Support Operating Costs

CWDs shall distribute support operating costs as follows: (1) allocated based upon a ratio of caseworker allocable time study hours/observations; or (2) distributed based upon total paid caseworker hours, or (3) direct charged to a function and/or program. The chosen alternative is dictated by a CWD's ability to accurately identify and compile related costs. Direct charge methodologies will be based on a reasonable causal relationship to the specific cost category, e.g., square footage for space, mileage rate for travel, etc. Consistent treatment of such costs will be subject to review. Quarterly support operating costs which typically have a department wide benefit to all programs, or that cannot be direct charged to a function and/or program, will be distributed to the functions based on a ratio of total caseworker allocable hours/observations, or total paid casework hours.

Support operating costs are reported by function on the DFA 325.1 and distributed to the individual benefiting programs on the subsequent pages of the CEC.

IV. EDP Costs

This cost pool captures the costs associated with the development, implementation and maintenance and operations (M&O) of EDP systems used in the administration of public assistance programs.

Costs reported in this cost pool include the salaries and benefits of CWD staff assigned to the EDP organizational unit, including support staff, as well as the prorated salary and benefits of CWD non-EDP staff who are temporarily or intermittently assigned to work on an EDP developmental project. Please note that a "unit" of EDP equipment is a configuration of equipment that is required to function in a usable manner. For example, a PC is comprised of a CPU with all the necessary internal components, monitor, keyboard, mouse and any other item that would be necessary for the "unit" to operate in an expected manner. General Purpose equipment as defined in ~~OMB A-87~~ [2 Code of Regulations Part 200](#) means equipment, which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment and motor vehicles. Also reported in this cost pool are the costs directly associated with operating an EDP system, e.g., equipment, supplies, software and services whether incurred directly by the CWD or purchased from a public or private agency. All costs for EDP are identified to one of two categories for reporting purposes: M&O (costs associated with the functioning of the automated system) or developmental (costs associated with the design, development and installation of the automated system). Costs for each category are allocated using a separate EDP cost allocation methodology.

EDP costs are reported on the DFA 325.1 by function and distributed to the individual benefiting programs on subsequent pages of the CEC.

EDP Development Cost Methodology

Federal regulations, 45 Code of Federal Regulations (CFR) Part 95.631(a) and Part 45 CFR 1355.50 -1355.57, requires the State to: specifically identify which items of costs constitute development costs; assign these costs to specific project cost centers; and distribute these costs to funding sources based on the specific identification, assignment and distribution outlined in the approved Advance Planning Document (APD). Federal regulations specifically identified in 45 CFR, Part 1355.50, reference Statewide Automated Child Welfare Information System (SACWIS) cost distribution requirements.

M&O Cost Methodology

Federal regulations, 45 CFR, Part 95.631(b), and Part 45 CFR 1355.50-1355.57, requires the cost incurred for the operations of an EDP system to be identified and assigned by the State agency to the funding sources in accordance with the approved cost allocation plan required by Subpart E of the same part. Federal regulations specifically identified in 45, Part 1355.50-1355.57, reference SACWIS cost distribution requirements.

Accordingly, M&O costs are distributed to the benefiting programs using the individual caseworker time study hours, or observations, of the Social Services, CalWORKs, Other Public Welfare Programs, Child Care, Non-Welfare and Generic functions. However, prior to this distribution process, M&O costs are first directly identified to the project and then to the benefiting function(s) or program level. If determined to be generic in nature, costs are further allocated to function based on a ratio of the quarterly total active cases on the system by function. After assignment to the appropriate level, the M&O costs are allocated to the benefiting programs using ratios developed from caseworker hours or observations. M&O costs for any system developed and operated to benefit a single program will be charged only to that benefiting program. Those programs that do not benefit from EDP M&O do not **get** charged costs from this cost category.

EDP Cost Allocation (CWS/CMS)

CWS/CMS costs are to be allocated to all benefiting programs, not solely to Title IV-E. The federally approved cost allocation methodology used for the allocation of these costs is described in detail within [CFL No. 06/07-36](#). The allocation methodology for Non-CWS/CMS costs remains unchanged. All cost allocation must include all Programs benefiting from the activity/service/procurement.

Determine the portion of the procurement that is CWS/CMS eligible. A county can decide how to determine what portion of the purchased good/service is CWS/CMS eligible based on the most effective and efficient methodology for the county. Suggested options would be computer generated statistics, the use of observations of staff activity or surveys completed by staff in which they report time spent on CWS/CMS versus other Non-CWS/CMS activities such as county applications, email or the internet. The SACWIS/Non-SACWIS matrix found in CFL No. 03/04-27 may also be used as a guide when determining which components of an acquisition are CWS/CMS eligible.

FY 2017-18 SACWIS Methodology			
Program Code	Program Name	Percent	Program
536	SACWIS	.6553	Title IV-E/ IV-B
513	EA-ER	.1817	TANF
544	CWS MPI (AB 908)	.0067	TANF
556	CWS-MPS (AB 908)	.0021	TANF
144	CWS-Health Related	.1154	Title XIX
150	EPSDT	.0000	Title XIX
168	FPP-Health Related	.0005	Title XIX
838	EFC-Health Related	.0027	Title XIX
182	ILP-Case Management	.0029	Chafee
184	ILP-Services	.0021	Chafee
135	SSI/SSP OHC	.0014	State
175	FPP Services/NonFed	.0203	State
588	STOP-Assessment/Case Plan	.0003	State
584	SB 163 COUNTY ONLY	.0041	County
786	NREFM Under 18	.0004	State
787	NREFM NRLG	.0012	State
840	EFC Services NonFed	.0002	State
863	NRLG NMD	.0007	State
864	NRLG Probate	.0012	State
865	NRLG Juvenile	.0008	State

If only a portion of costs can be directly identified and charged to CWS/CMS and the balance is Non-CWS/CMS, the Non-CWS/CMS costs must be identified to the appropriate benefiting programs with the correct Program codes. Counties have the option of entering EDP costs into the CEC using the previous 4 quarters time studies, current quarter, by function or direct to program. Counties must choose the methodology that most accurately identifies the benefiting programs.

V. Staff Development Costs

This pool captures the costs associated with the operation of the staff development office and the provision of CWD staff training. Costs reported to this cost pool include: the salaries and benefits of staff assigned as trainers to the staff development office; salaries and benefits of support staff; all operating costs of the staff development office including supplies, travel, equipment and space (when separate from the welfare complex); purchase of outside training courses which includes salaries and benefits, travel and per diem for consultants and costs determined by federally-approved indirect cost rates of educational institutions; teaching materials and equipment; trainee costs including salaries and benefits, travel, per diem and educational costs which meet the criteria established in 45 CFR Part 235.60-66. Training costs claimed under Title IV-E must meet the criteria set forth in 45 CFR 1356.60. In addition to 45 CFR 1356.60, criteria that applies to costs eligible at the Title IV-E enhanced rate are governed by 45 CFR 235.60-66(a) and these requirements govern not only trainee costs but also trainer costs. Indirect costs cannot be claimed at the enhanced rate if the costs do not meet the criteria outlined in 45 CFR 235.64. For training and education outside of the agency, they must meet the criteria outlined in 45 CFR 235.64(c).

Staff development trainers, their first-line supervisors and non-supervisory staff development administrators are required to time study continuously. Time is separately identified to program or the functional categories: Social Services-General; Other Public Welfare Programs-General, CalWORKs-General, Child Care-General, and Non-Welfare-General and generic staff development.

At the end of the quarter, the trainers' salaries and benefits and the operating costs of the staff development office are identified to either, program, function or generic category, based on the trainers' time studies. All staff development purchase of services, out-service training costs and trainees' direct costs are directly identified to the appropriate program, function or generic category. After the generic costs are distributed to function based on the casework function ratios, the Social Services-General, Other Public Welfare Programs-General, CalWORKs-General, Child Care-General and Non-Welfare-General costs are distributed to the appropriate programs based on the functional caseworker time study hours, or observations. Total staff development costs are then summarized by program and carried forward to the staff development funding pages of the CEC. These costs are then reported by function on the DFA 325.1 and allocated to the benefiting programs on the funding pages of the CEC.

VI. Direct Costs

This cost pool summarizes, by function, those costs that are directly identifiable to specific programs. In the CalWORKs and Child Care Functions it further identifies costs as unemployed and employed. The costs are reported in detail on the Direct Cost Input Schedule of the CEC by specific program. Direct costs, which are

primarily expenditures made on behalf of CWD clients, or costs which can accurately be determined to benefit only one program, are not included in the allocation process. Such costs may include CWD support operating costs that directly benefit a program or program start-up and one-time only costs that cannot equitably be distributed via the normal allocation process.

Direct costs reported in this pool include the salaries and benefits of CWD caseworker staff who are assigned on a permanent basis to a client-related service delivery center, e.g., a CWD-operated emergency shelter care facility or child care center and the overhead costs of operating the service center. Direct program service costs, such as supportive services for clients and third-party service contracts are reported here as well.

The CWDs, to the extent possible, shall direct charge overtime salary costs to a program. These overtime salary costs must be charged to the program that was reasonably determined by the CWD to be the cause of the overtime. For example, a caseworker is called away from regular duties to work on another program. The new program consumes normal work hours and overtime is needed to maintain regular duties. The overtime hours would be charged to the new program. Likewise, if the new program requires overtime participation, then these overtime hours would also be charged to that program.

Total direct costs are reported on the DFA 325.1 and are identified to the benefiting programs on the summary pages of the CEC.

Unemployed/Employed

Based on the ~~new~~ Federal Temporary Assistance for Needy Families (TANF) reporting requirements, the CDSS has developed a ~~new~~ definition of Assistance, unemployed recipients and Non-Assistance, employed recipients, as it pertains to the CalWORKs and Child Care Functions. This distinction is found under eligible programs captured to the direct cost pool.

Non-welfare Activities

Costs of non-welfare programs and activities are identified on the CEC under the Non-welfare Function. If non-welfare activities performed by CWD staff are equivalent to activities performed by casework staff, these staff time study to the Non-welfare Function and all associated overhead costs are allocated through the CEC to county-only funding.

In some instances, the non-welfare activities are performed by administrative or clerical support staff and are not equivalent to casework activities. The support staff are required to maintain a continuous time study to identify all time spent on these activities. If it is impractical for the staff to maintain a continuous time study, other bases of allocation may be used to allocate the salary and benefits of these

staff between welfare and non-welfare programs. These might include the number of staff supervised, number of documents processed, population served or other equitable bases. At the end of each quarter, the salary and benefits are allocated between welfare and non-welfare programs.

In order to identify the indirect costs associated with the non-welfare activities, the CWD has the option to use the predetermined rate developed by CDSS or to develop an indirect cost rate (ICR) specific to the staff involved. The predetermined rate for each county is calculated by CDSS as follows: by county, the total cost for travel, space, other operating and purchase of services is divided by the total costs of salaries and benefits of administrative, clerical, caseworker and EDP staff. The percentage that results is the county-specific indirect cost rate. The development and approval of an ICR must be in accordance with the Guide for State and Local Agencies-Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government (OASC-10). The predetermined ICR is applied to the portion of the support staff's salary and benefits associated with the non-welfare activities; an ICR developed by the CWD is applied to the same cost elements which are included in the base. The salary, benefits and indirect costs for the non-welfare activities are reported under the Non-welfare Function of the CEC.

Extraneous Costs

This section of the CEC is used to report expenditures of the CWD that cannot be allocated through the CEC; or are unallowable for State and Federal financial participation. These include:

- (a) Financing/Interest Costs:
 - (1) Interest on borrowed capital or the use of a governmental unit's own funds.
 - (2) Financing costs (including interest) on otherwise allowable costs of equipment incurred and paid prior to September 1995.
 - (3) Financing/interest costs are subject to the condition outlined in ~~OMB Circular A-87, Attachment B, Item 26, Subsection b~~ [2 CFR Part 200](#).
- (b) The portion of a lease payment for a capitalized asset, such as buildings or equipment, which is in excess of depreciation or use allowance.
- (c) Costs unallowable for reimbursement under Federal cost principles, including local government expenses, legislative expenses, fines, penalties and entertainment expenses.

- (d) Interest or reserve account contributions included in billings from county internal service funds.
- (e) Costs of supportive services which are not issued to clients in the quarter, i.e., bus passes.
- (f) Costs claimed via a monthly claim/invoice process, i.e. (LEADERS Replacement System-LRS)

VII. OTHER

Federal and Nonfederal Persons Count for Quarter

The ratios of Non-federal children to total Foster Care (FC) or Adoptions Assistance children served by the CWD during the quarter is developed and applied to all eligible Adoption Assistance and FC costs in order to equitably distribute Title IV-E Federal funds on behalf of federally-eligible children.

The One-Third Initial Eligibility Shift

The common eligibility determination costs for the CalWORKs, CalFresh-(Food Stamps) and Medi-Cal (Medicaid) Programs are distributed as follows. County staff report activities that are common to any recipient who applies for these multiple programs to a single Time Study Code under which basic eligibility requirements have been aligned. The costs are then shared equally, one-third (1/3) each, between each of the benefiting programs: CalWORKs, CalFresh and Medi-Cal.

Public Assistance CalFresh (PACF) Caseload Shift

In lieu of the time study process, CDSS will use an alternative allocation method to distribute PACF costs. The CDSS will use the CalFresh and CalWORKs caseload data to develop a ratio to determine the portion of the cost that benefits the CalFresh Program. This methodology is similar to the federal/non-federal persons ratio used for the Foster Care (FC) Program.

The ratio will be applied to specific program codes that capture the eligibility determination activities and ongoing maintenance of combined CalFresh and CalWORKs cases. This computation will identify the percentage of cost for the combined case and distribute the cost proportionally between CalFresh and CalWORKs.

California Food Assistance Program (CFAP)

In lieu of the normal time study process, CDSS uses an alternative allocation methodology, approved by the Food and Consumer Service, United States

Department of Agriculture, for distributing CalFresh administrative costs to CFAP. This methodology is similar to the federal/nonfederal persons ratio used for the FC Program.

The ratio of CFAP participants to total CalFresh participants served by the CWD during the claim quarter is developed and applied to total CalFresh administrative costs (both Public and Non-assistance CalFresh) to determine the nonfederal share. For federal reporting purposes, the nonfederal share is subtracted from total food stamp administrative costs.

Two-Parent Family Caseload Shift

In lieu of the normal time study process, CDSS uses an alternative allocation methodology for distributing Two-Parent Family costs to CalWORKs. This methodology is similar to the federal/nonfederal persons ratio used for the FC Program.

The ratios of Two-Parent Families to total CalWORKs cases served by the CWD during the quarter is developed and applied to the total CalWORKs expenditures for eligibility and case management activities to distribute costs for Two-Parent Family cases.

Safety Net Eligibility Costs

In lieu of the normal time study process, CDSS uses an alternative methodology for identifying Safety Net eligibility costs. The ratio of safety net families to total CalWORKs cases, excluding Two-Parent Families, is developed for the prior State Fiscal Year (SFY) and applied to current CalWORKs eligibility expenditures (excluding Two-Parent Family expenditures) as the state share of costs. The state share represents the eligibility costs for the safety net cases.

Emergency Assistance (EA)-Crisis Resolution (CR) Case Management (CM) Unit Cost

Utilizing caseload data for determining eligible unit costs associated with EA-CR CM activities based on a unit cost methodology, this method creates individual Child Welfare Services (CWS)-CM unit costs for the following CWS components: Family Maintenance (FM), Family Reunification (FR), and Permanent Placement (PP). The resulting unit costs are derived from:

- Time study hours reported to CWS-CM;
- The number of cases in each component receiving CM services.

The individual CWS-CM unit costs for the CWS component is applied to active EA cases receiving the exact same CM activities/services. The result of the calculation is the EA case management costs eligible for State reimbursement.

TANF Performance Incentives

Welfare and Institutions Code Section 10544.1 established performance incentives to counties to move CalWORKs recipients to employment. Counties may use TANF federal incentive funds for expanded services and benefits that directly lead (or can be expected to lead) to the accomplishment of one of the four purposes of the TANF program. All expenditures must be reported under existing program codes. Both state and federal performance incentive expenditures will continue to be reported on the CEC addendum page.

Title IV-E California Well-Being Project

California began operating a waiver demonstration project on July 1, 2007, with Alameda and Los Angeles Counties and continued under three short-term bridge extensions through September 30, 2014. On September 29, 2014, the federal government approved a five-year extension and expansion of the demonstration through September 30, 2019. The Title IV-E California Well-Being Project (Project) operates in the following counties: Alameda and Los Angeles Counties as Cohort 1 and ~~Butte, Lake~~, Sacramento, San Diego, San Francisco, Santa Clara, and Sonoma as Cohort 2. The Project provides participating counties the flexibility to invest existing resources more effectively in proven and innovative approaches that better ensure the safety of children and the success of families. The fiscal flexibility enables the opportunity to reinvest resources into more cost efficient approaches that achieve better outcomes.

The Title IV-E California Well-Being Project's goal is to improve the safety, permanency, and well-being of children, youth and families through the increase of preventative and family centered strength based practices. The Project fosters the collaboration between county child welfare and probation departments and has identified its two primary interventions: Safety Organized Practice/Core Practice Model (SOP/CPM) and Wraparound; in addition, counties are also investing their savings in up to two child welfare and up to two probation interventions, at local discretion, that they feel will improve the safety, permanency, and well-being of children in their respective counties. The Project's target population for SOP/CPM includes children and youth ages 0-17, inclusive, who currently are in out-of-home placement or who are at risk of entering or re-entering foster care. The target population for Wraparound includes children and youth ages 12-17, inclusive, who are at imminent risk or at risk of being removed from their homes and placed in foster care or delinquent facilities. During the first year of extension and expansion, some counties participating in the Project elected to implement optional interventions and services and began their implementation efforts. The Project infers families will be more likely to be engaged and benefit from direct services, and children and youth will remain safely in their own homes and experience improved functioning.

The specific goals of the Project are to:

- Improve the array of services and support available to children, youth and families involved in the child welfare and juvenile probation systems.
- Engage families through a more individualized casework approach that emphasizes family involvement.
- Increase child and youth safety without an over-reliance on out-of-home care.
- Improve permanency outcomes and timelines.
- Improve child, youth and family well-being.
- Decrease recidivism and delinquency for youth on probation.

The methodology for allocation of the Title IV-E Project funds is as follows:

1. Title IV-E Project Base – The federal base allocation for Cohort 1 is the county's average of Federal Fiscal Year (FFY) 2003 through FFY 2005 Title IV-E actual expenditures for administration and assistance. The federal base allocation for Cohort 2 is the county's average of FFY 2008 through FFY 2012 Title IV-E actual expenditures for administration and assistance. Both cohorts have an assistance growth factor based on the annual California Necessities Index and an administrative growth factor based on a three year moving average in expenditures for each year.

If the state experiences a significant unanticipated increase in either payments to families or administrative costs that exceed the growth rate and are unrelated to the implementation of the Project (e.g., stemming from federal, state or county policy changes, court orders, or other external factors), the Administration of Children and Families may consider an adjustment to the base allocation.

Note: Subject to Assembly Bill (AB) 118 (Chapter 40, Statutes of 2011) and ABX1 16 (Blumenfield) General Fund (GF) dollars for CWS has been realigned.

2. Non-Base Title IV-E Project – These are new activities that are not included in the Project Base as well as those existing funds not included in the Project Base. Some of these activities may be federal Title IV-E eligible; however, since the federal Title IV-E Project allocation cannot be increased, only the GF amount is provided for each of these activities using the same methodology as for the remaining counties.

Note: Subject to Senate Bill 1020 (Chapter 40, Statutes of 2012) GF dollars will be included for new state mandated activities.

3. Non- Title IV-E Project Allocation – These funds are for all other activities within CWS that are excluded from the Project. These funds include any allowable Title IV-E claims from counties not participating in the Project; any

allowable Statewide Automated Child Welfare Information System (SACWIS) (CWS/CMS) development or operational costs; any allowable Title IV-E foster care licensing activities and 50 percent training; any allowable staff, provider, or professional partner training costs; all eligible youth who are at least age 18 but have yet attained the age of 21; and any allowable adoption costs including Adoptions Assistance Payments. The federal Title IV-E share of costs for these activities is not subject to a cap. The funds for these activities were distributed to all counties in the same methodology as in previous years. In addition, the evaluation costs are outside of the Project and considered non-Project expenditures.

Deficit Reduction Act Implementation Act (DRA) of 2005 for Title IV-E Reimbursement of Administrative Costs

The DRA, Public Law 109-171, amended Title 4, Section 472 and Section 473 of the Social Security Act that governs the Federal Foster Care Maintenance Payments and Adoption Assistance programs was signed into law on February 8, 2006. In addition, ACYF-CB-PI-06-06, dated August 23, 2006, provides guidance on effective dates regarding the new DRA provisions in Title IV-E and information on submitting claims for Federal Financial Participation.

The statutory provisions under the DRA limit Title IV-E reimbursement of administrative costs to a period of not more than one calendar month when a child moves from a federally ineligible facility into a foster family home or child care institution licensed or approved by the State.

Administrative Costs for Children in Ineligible Facilities

County Welfare Department (CWD) staff time study to selected codes designating the type of activity (e.g., eligibility determination, case management, training, etc.) they perform. The associated costs are then discounted by applying the ratio of federal to nonfederal children in foster care to determine Title IV-E eligible costs. Effective February 8, 2006, the DRA limited Federal Financial Participation for such costs when a child moved from an unlicensed, unapproved or otherwise unallowable Title IV-E facility (i.e., non-foster care settings such as juvenile detention facilities, hospitals or emergency shelter care facilities with more than 25 beds), to a federally eligible facility. Allowable administrative costs are limited to one calendar month immediately preceding the child's movement to the eligible facility.

To comply with the DRA change, effective February 8, 2006, counties will determine allowable Title IV-E administrative costs by identifying otherwise Title IV-E eligible children placed in non-foster care settings and tracking their transition to eligible facilities. Each county will develop and maintain a manual process that accurately identifies when a child is counted as a nonfederal case versus a federal case based on their eventual placement into a federally eligible

facility. The federal/nonfederal case count from this manual process will be used to adjust the nonfederal discount rate applied to determine Title IV-E eligible costs on the CEC as follows:

The number of children whose foster care cash grant is paid with federal versus nonfederal funds will be obtained from the same data source used for preparing the original assistance claims. These numbers will be adjusted as follows to reflect the one calendar month provision in the DRA.

- a. When a child transitions from an ineligible to an eligible facility, the nonfederal count will be decreased with an offsetting increase to the federal count to coincide with eligible Title IV-E administrative time (i.e., the one calendar month immediately preceding the child's movement to an eligible facility).
- b. The tracking described in Item (a) above will be maintained in a manner that correctly reflects the child's time in an ineligible facility.
- c. Federal and nonfederal persons count data will be carried forward to the County Expense Claim, Form DFA 325.1.
- d. The CEC automated system will calculate the ratios of federal and nonfederal persons to total foster care cases. These ratios will be applied to total foster care administrative costs consistent with the methodology in the current federally-approved CWD CAP to identify eligible Title IV-E administrative costs. The applicable language in the current CAP is as follows:

"The ratios of Nonfederal children to total Foster Care (FC) or Adoptions Assistance children served by the CWD during the quarter is developed and applied to all eligible Adoption Assistance and FC costs in order to equitably distribute Title IV-E Federal funds on behalf of federally-eligible children. "

Examples **Examples**

An otherwise Title IV-E eligible child who had been hospitalized beginning September 1, 2006, is moved from the hospital to a licensed foster family home on January 25, 2007. Federal Financial Participation (FFP) may be claimed beginning December 1, 2006 through January 25, 2007, and for as long as the child remains federally eligible and in a federally eligible facility.

An otherwise Title IV-E eligible child is removed from home on November 15, 2006, is immediately placed into a county's federally ineligible receiving shelter and remains in that shelter until December 2, 2006, at which time the child is moved to a licensed foster family home. Administrative costs

associated with the otherwise Title IV-E eligible child can be claimed beginning November 15, 2006.

An otherwise Title IV-E eligible child is transitioning from a detention facility to a Title IV-E eligible foster care placement. Administrative costs associated with the child, e.g., case management, may be claimed for the calendar month that immediately precede the month in which the child moves to the licensed facility. For example, if the child is moved from a detention center to a licensed group home on January 15, 2007, administrative costs associated with the child may be claimed beginning December 1, 2006.

Justification to Use Current Methodology:

California's federally approved cost allocation plan currently provides for the allocation of Title IV-E administrative costs based on the ratio of federally eligible cases to total Foster Care and Adoption Assistance cases served by the CWD. This basic methodology is applicable for distributing Title IV-E costs to comply with the one-calendar month provision in the DRA and will be used for that purpose. Under this methodology, the federal count will be adjusted to reflect only those months in which the proportionate share of total foster care administrative costs will be allocated to Title IV-E, based on a child's placement in an eligible facility.

AB 118 (Realignment 2011)

Effective July 1, 2011, AB 118 realigns the funding for the Adoption Services, Foster Care (FC), Child Welfare Services (CWS), Adult Protective Services (APS), and Child Abuse Prevention, Intervention & Treatment (CAPIT) programs, including individual county distribution and details of the methodology for the counties participating in the Title IV-E California Well-Being Project. This means the funding for these programs has been shifted from the State to the Counties. Specified tax (sales & use tax) revenues will be redirected by the State to the Counties on an ongoing basis to cover costs previously funded by the State. Additional information on Realignment 2011 pertaining to FY 2011-12 is addressed in the following CFLs: CFL 11/12-18 and CFL 11/12-39. Should funding be insufficient, counties will provide the required matching funds.

The CEC process will not change. However, effective with the September 2011 quarter claim, all costs will be covered by the county with realignment funding using the State-Use-Only overmatch codes. This will be accomplished by setting the affected allocation's ledger to zero for the realigned program ledgers. For the affected programs, the allocation on the Ledger Tracking System Status Report will be blank where an allocation amount would normally appear.

Peer Review (PR) Methodology

PR costs are required to be cost allocated to all programs which benefit from the activities performed during the case reviews. The description of the PR cost allocation methodology is as follows:

1. Cost allocation must include all programs benefiting from activities and/or services benefiting PR. These programs include the Independent Living Program, Child Welfare Services, Minor Parent Services, Promoting Safe and Stable Families, Child Abuse Prevention Intervention and Treatment, Family Preservation Program, Supportive Transitional Emancipation Program, Transitional Independent Living Plan, Supportive and Therapeutic Options Program, and Emergency Assistance-Emergency Response.
2. The State has conducted a review of PR activities. Based on this review, it was determined that the most accurate and reasonable methodology for allocating the costs of these activities was a methodology based upon a statewide total of counties' social worker time study hours which benefit PR activities. The determination of PCs benefiting the PR activities was based upon descriptions of the time study codes and discussions with CDSS program staff.
3. The Title IV-E eligible costs continue to be charged to PC 088 PR. The remaining costs are charged to PC 828. This code is subject to Assembly Bill (AB) 118 (chapter 40, statutes of 2011) and ABX1 16 (Blumenfield) which realigned the funding of CWS. Therefore, PC 828 is realigned and funded with the County Welfare Department's local revenue fund.

County Welfare Departments are required to take the following steps in allocating and claiming PR costs:

1. Activities should be time studied to Time Study Codes 0881 and 8281 and/or charged to program identifier numbers (PINs) for PC 088 and PC 828.
2. Using the PR allocation methodology, non-Title IV-E costs are reallocated according to the percentages in the methodology. Effective July 1, 2017 the methodology for FY 2017-18 is based on FY 2016-17 statewide allocation percentages and is shown next:

CODE	PROGRAM NAME	RATIO	PROGRAM
088	Peer Review	0.6380	Title IV-E
828	Non IV-E PR	0.3620	State General Fund

Certification

The certification is required by the State Controller's Office. Payments of Federal and State funds held in trust for specific programs or purposes cannot be disbursed without certification by officials responsible for the obligations and disbursements of such funds. In the event this responsibility is delegated to another official, the name and title of the representative signing the certification must be shown. Certification is provided on the Expenditure Certification for the CWD CEC.

County Probation Department (CPD) Costs

To obtain the pass-through Title IV-E funds, a Memorandum of Understanding (MOU) must be developed and implemented between the County Welfare Departments (CWD) and the County Probation Departments (CPD). The MOU outlines the roles and responsibilities of each department regarding the pass-through of Title IV-E funds (refer to [MPP Handbook section 29-405](#)).

The MOU also defines the following:

- Method that will be used to develop an Indirect Cost Rate proposal.
- Time study requirements.
- The process of notifying the CWD of claimable expenditures (typically via an invoice process).
- How the funds will be disbursed.
- The billing methodology.
- Ensures compliance with federal Title IV-E program requirements.

Further details regarding CPD costs can be found in [CFL 14/15-29](#).

Tribal Agreements

The Karuk Tribe of California

On March 14, 2007, the California Department of Social Services (CDSS) and the Karuk Tribe of California signed a tribal/state Title IV-E agreement in California. The Tribe's Child Welfare Services (CWS) Plan was submitted to the Administration for Children and Families (ACF) for approval in early summer 2008. It was approved by ACF and was effective July 1, 2009. The CDSS has provided the Karuk Tribe with training on fiscal claiming procedures, Title IV-E eligibility screening, data reporting requirements and CWS/~~Case Management System (CMS)~~ training. The CDSS has also provided and will continue to provide training and technical assistance regarding child welfare policies and procedures to ensure Title IV-E compliance. The tribe is responsible for the Foster Care placement of the children for which they choose to take jurisdiction,

for family reunification/family maintenance services and permanency planning for these children, including adoption (Adoptions Assistance Program).

The Yurok Tribe of California

The Yurok Tribe initiated negotiations of a Tribal/State Title IV-E Agreement in August 2007. The state agreement was signed effective May 28, 2010. The Tribe's ~~Child Welfare Services (CWS)~~ Plan was submitted to the Administration for Children and Families (ACF) and approved effective July 2016. The CDSS will be providing the Yurok Tribe with training on fiscal claiming procedures, Title IV-E eligibility determinations and CWS/CMS training. The tribe will be responsible for the Foster Care placement of the children for which they choose to take jurisdiction, for family reunification/family maintenance services and permanency planning for these children, including customary adoption (Adoption Assistance Program).

Attachments

The following attachments are an integral part of this CAP:

- Attachment A: Description of Cost Pools on the DFA 325.1, Expenditure Schedule
- Attachment B: DFA 325.1, County Expense Claim – Expenditure Schedule
- Attachment C: Program Code Descriptions, Time Study Information
- Attachment D: Standards for Random Moment Time Study (RMTS)
- Attachment E: Time Study Forms, DFA 7, DFA 10
- Attachment F: County Time Study on Randomly Selected Days
- Attachment G: Matrix – Time Study and Non-Time Study Codes
- Attachment H: Enhanced Federal Financial Participation for Medi-Cal Eligibility Expenditures

DESCRIPTION OF COST POOLS ON THE DFA 325.1, EXPENDITURE SCHEDULE

Descriptions of cost pools on the DFA 325.1 include examples of activities/expenses as follows: (This is not an all-inclusive list.)

I. ~~Casework Costs~~ Casework Costs

These are costs for the salaries and benefits paid to caseworkers and their first-line supervisors. Time study hours, or observations, for caseworkers are summarized by program/function for subsequent use in the allocation process.

Social Workers – Includes casework staff performing social services functions at the County Welfare Department (CWD) complex, including Social Services Workers, Services Aides, Adoption Workers, and Appeals Workers.

Employment Services Workers – Includes casework staff providing employment training services, case management and needs assessment for the CalWORKs, Refugee Employment, CalFresh Employment and Training and other county employment programs as well as referrals for service; also includes appeals workers preparing for and presenting information at hearings.

Eligibility Determination Workers – Includes casework staff (e.g., eligibility workers, quality control/assurance workers, etc.) performing eligibility determination/income maintenance activities, diversion activities, case file and data collection activities, authorization of Emergency Assistance services, CalFresh certification and CalFresh Quality Control, eligibility functions (budget computations) and Child Support fiscal and case budget activities.

Fraud Investigators – Includes casework staff performing welfare fraud investigation and prosecution activities, preparing investigative and statistical reports, i.e., activities directly related to clarifying an allegation of fraud. Welfare Fraud investigative staff must have “peace officer” status.

II. ~~Support Staff Costs~~ Support Staff Costs

These are costs for salaries and benefits paid to employees performing clerical and administrative activities in support of the CWD. They are further refined to separate Direct-to-Function and Direct-to-Program Management Supervisors from clerical. This permits counties to isolate staffs—who are truly administrative for budget justification and administrative CAP implications.

These cost pools would generally be described as follows:

General Costs – Salaries and benefits of full-time or part-time generic staff (e.g., Director, Deputy Directors, administrative professionals, supervisors, managers, clerical or other similar staff) who perform activities that have department-wide benefit.

General/Direct-to-Program Costs – Salaries and benefits of generic staff (e.g., administrative professionals, supervisors, managers or other similar staff) who are assigned on a less than full-time basis to perform activities on behalf of a specific program.

Direct-to-Function Costs-Program Administration – Salaries and benefits of full-time or part-time administrative professionals, supervisors, managers or other similar staff who oversee or are otherwise responsible to support a particular function(s) but are unable to identify time to specified programs. Staff would time study to the appropriate function.

Direct-to-Program Costs-Program Administration – Salaries and benefits of full-time or part-time CWD administrative professionals, supervisors, managers, or other similar staff who oversee or are otherwise responsible to support line staff for a specified program(s). Examples may include: first and second line supervisors of program units/section, program managers and program specialists.

Direct-to-Function Costs-Clerical – Salaries and benefits of full-time or part-time clerical staff that perform clerical activities for caseworker staff responsible for a specific function(s). Staff would time study to the appropriate program.

Direct-to-Program Costs-Clerical – Salaries and benefits of full-time or part-time clerical staff that perform clerical activities in direct support of caseworker staff assigned to specific programs. Staff would time study to the appropriate program.

III. Support Operating Costs Support Operating Costs

CWDs may elect to direct charge support operating costs to a function or program or allocate costs using allocable caseworker time study hours/observations or total paid caseworker hours for a quarter. The options made available will be based on an individual CWD's ability to compile and identify different costs to a function or program. Those costs that are direct charged to a function or program must be done so based on an appropriate methodology. The support operating costs, which typically have a department-wide benefit to all programs and cannot be direct charged to function or program, will be totaled and distributed to the five functions based

on a ratio of the total caseworker allocable hours/observations or total paid caseworker hours for the quarter. CWDs will submit a letter of intent to California Department of Social Services (CDSS) to use the direct charge methodology. The letter will be reviewed by CDSS for completeness and a copy of the letter will be kept on file with the CWD for audit purposes.

Travel

These are costs of employee mileage allowances; parking fees; transportation fares; per diem expenses; purchase, rental or lease of cars; fuel; car maintenance and repairs; garaging; and car insurance.

CWD Space and CCAP Space

These are costs of office space rental, depreciation, ~~use allowance~~, or special agreement approved space; building repairs which are capitalized; alterations-lump sum if less than \$25,000, or amortized over three years if more than \$25,000; parking lots-leased or county-owned; maintenance if part of the lease agreement; and the unbilled portion of any rent or alteration cost paid from a county central support department and not previously billed to the CWD.

This group does not include the following costs:

1. Space used by staff development personnel for training or administrative purposes, if the space is separate from the CWD complex.
2. Space used for separate service centers, such as emergency shelter care facilities or client child care centers.
3. Space used for CalFresh issuance or storage, if the space is separate from the CWD complex.

Other Operating Costs

These are costs of advertising for employment, contract bids; conference fees; insurance; interpreters; purchase, lease, rental, maintenance and repair of general office equipment; EDP equipment used solely for administrative purposes, e.g., word processors; fingerprinting fees; medical exams for employees; operating costs of employee child care centers, clinics, and gyms; overtime meals; printing; memberships, publications and subscriptions; professional services, including management studies, audits, surveys; purchase of forms, supplies and postage; refuse pick-up; security alarms and guards, if not for CalFresh issuance; temporary help from employment agencies and pagers. Equipment for public assistance programs that

exceeds \$25,000 is claimed through an annual use allowance of six and two-thirds percent or depreciated over the useful life of the item. Useful life is determined based on Internal Revenue Service (IRS) property classifications. CWDs are instructed to use the most current IRS regulations that apply. Equipment for non-public assistance programs that exceed \$5,000 is capitalized in accordance with ~~OMB Circular A-87, Attachment B, Paragraph 19 (a)(2)~~ [2 Code of Federal Regulation part 200](#). .

This subgroup does not include operating costs of service centers that are itemized on the Direct Cost Input Schedule.

Purchase of Services – Public/Private Agencies – CCAP

These are costs for administrative services provided to the CWD by other county central support departments which are either allocated or directly billed to the CWD. These are costs necessary for the administration of Federal Programs. Examples of these services include: central collections, County Counsel, Auditor-Controller, communications and insurance.

The costs are divided into three sub-categories to separately identify direct-billed, County Counsel and allocated costs. County Counsel costs must be direct billed to the benefiting program(s) or can be charged to Purchase of Services if these costs benefit all of the CWD. All direct-billed and allocated costs are reported to generic. In non-adoption counties where the CDSS operates the Adoption Programs, costs for County Counsel services performed for the Adoptions Program are to be reported direct to function and program; costs for all other County Counsel services are identified to function or generic, based upon the plan submitted by each non-adoption county. Costs may be claimed in this category only when the central service department is authorized in the CCAP to do so.

Purchase of Services – Public/Private Agencies – Direct Billed – Non-CCAP

These are costs for administrative services purchased from other county operating departments via an interagency or cooperative agreement, as specified in 45 CFR 95.507(6), and purchase of services costs from private agencies. Costs may be claimed as generic or direct to function/program.

IV. ~~EDP Costs~~ **EDP Costs**

These are EDP personal service and operating costs of the CWD and EDP services purchased from a private or public agency. If purchased from a public agency, such costs must be included in the CCAP, whether allocated or direct-billed. EDP equipment acquired at a unit cost that exceeds \$5,000 is subject to depreciation. The unit costs specifically refer to the cost of one piece of EDP equipment.

Prior to claiming EDP costs, the following requirements must be met:

1. All EDP equipment acquisitions and developmental projects must have prior federal and state approval as required in federal and state EDP regulations.
2. The EDP M and O costs are subject to CDSS review and approval in accordance with State EDP reporting standards.
3. The EDP services provided to the CWD by a central support data processing facility must be supported by a service agreement which specifies the services to be provided and the rates to be charged. Central support data processing operations must be included as part of the CCAP. Central support EDP costing methodologies are subject to the approval of the State Controller's Office.

CWD Allocable Personal Services

These are the allocable salaries and benefits for M and O and development activities of:

1. The CWD data processing staff assigned to perform EDP activities. Activities include system design, programming and computer operation.
2. First-line supervisors of the above and other administrative support staff performing activities which benefit the EDP function.
3. Clerical staff assigned in support of the above.
4. The prorated salary of CWD non-EDP staff performing EDP developmental activities on a temporary or intermittent basis.

CWD Direct Personal Services

These are direct-to-program salaries and benefits for M and O and development activities of:

1. The CWD staff assigned to coordinate site preparation and implementation, LAN administration and training and conversion for developmental projects. Activities include system design, programming and computer operation.
2. First-line supervisors of the above and other administrative support staff performing activities which benefit the EDP function.
3. Clerical staff assigned in support of the above.

4. The prorated salary of CWD non-EDP staff performing EDP developmental activities on a temporary or intermittent basis.

CWD Operating Costs/Purchase of Services Non-CCAP

These are costs for the following CWD operating costs and services purchased from public/private vendors. Costs may be claimed to generic or direct to function/program.

1. EDP equipment directly attributable to an EDP system. Allowable equipment costs include depreciation for equipment which is either purchased, lease-purchased or acquired under a lease-with-option-to-purchase agreement (exclusive of unallowable financing costs); or payments for leased equipment.
2. Software for programs which are leased or purchased and are used in the EDP equipment above.
3. Supplies used in the processing of information through the EDP system, including the costs of maintenance agreements on the above equipment.
4. Services for M and O, design, development, or installation purchased from a private vendor.

Public Agencies/Purchase of Services – CCAP

These are costs for M and O, design, development or installation acquired from a central support data processing facility which are either allocated or directly billed to the CWD through the CCAP. All costs are reported to generic.

V. ~~Staff Development Costs~~ **Staff Development Costs**

This cost pool includes salaries and benefits paid to employees performing staff development activities and costs associated with the operation of the staff development office.

CWD Personal Services/Operating Costs

These are costs for:

1. Salaries and benefits of staff development trainers; first-line staff development supervisors and non-supervisory staff development administrators; and clerical staff assigned to the staff development office.

2. Supplies and equipment for the staff development office.
3. Travel and per diem of staff development trainers.
4. Space, if separate from the welfare administrative complex and rental space for training classes.

Purchase of Services/Direct Costs of Trainees

These are costs for:

1. Salaries and benefits or stipends of trainees who meet the criteria established in the CDSS Manual of Policy and Procedures, Division 14.
2. Tuition, books, travel, per diem, supplies and education materials of trainees attending specified types of in-service and out-service training.
3. Contracted public or private sector trainers and consultants.
4. Payments made to educational institutions for the development and provision of training, including: salaries, benefits and travel of instructors and clerical support staff; teaching materials and equipment; and indirect costs if the education institution has a federally-approved indirect cost rate. Indirect costs cannot be claimed at the enhanced Title IV-E rate if the costs are not based on the criteria set forth in 45 CFR 235.64.

VI. Direct Costs-**Direct Costs**

Costs included here are identified to specific programs within the applicable function and/or program: Social Services, CalWORKs, Other Public Welfare Programs, Child Care and Non-welfare, and itemized on the Direct Cost Input Schedule. Direct costs for CalWORKs and Child Care are further identified as unemployed/employed. Applicable costs may include: expenditures made on behalf of CWD clients; costs associated directly with the administration of grant maintenance activities, under specific circumstances; costs, such as CWD support operating costs and overtime salaries and benefits, which can be accurately determined to benefit a specific program; and start-up or one-time only costs, etc. CWDs also have the ability to charge overhead costs based on a particular methodology (e.g., square footage, full time equivalents, or per unit cost, etc.) provided that their intent to do so, and the chosen methodology is submitted to CDSS on the Direct Charge Methodology Certification. Direct costs are summarized and totaled by function.

VII. ~~Program Fund Distribution – DFA 327 Series~~ Program Fund Distribution –
DFA 327 Series

Once the functional salary, allocable support, EDP and staff development costs have been allocated and direct costs charged to the appropriate program, they are processed through a series of computations to arrive at the proper federal, state and county share of cost for each program. Forms DFA 327.1 through DFA 327.5 are used for this purpose.

In addition, these pages are utilized to perform the shifts needed to allocate the proper funding for programs. The shifts which occur on these pages are as follows: Public Assistance CalFresh (PACF) Caseload Shift; Federal/Non-Federal Persons Count for Foster Care and Adoptions **Assistance Program**; California Food Assistance Program (CFAP) Shift; Two-Parent Family Caseload Shift; The One-Third Initial Eligibility Shift; and the Emergency Assistance (EA)-Crisis Resolution (CR) Case Management (CM) Unit Cost Shift.

Form Number: DFA325.1	County Number 99	Quarter: 06/30/2014
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County Expense Claim (CEC) Public Child Non	Expenditure Schedule						Social	
	Other Total	Total						
Page 1	Services	CalWORKs	Welfare	Care	Welfare	Generic	Subgroup	Cost Pool
	1	2		3	4	5	6	7 8

Casework Costs

A. Social Workers

B. Employment Services Workers.

C. Eligibility Determination Workers

D. Fraud Investigators

E. Total Casework Costs

Support Staff Costs

F. Direct to Function Costs -Gen Adm

F1. Direct to Program Costs -Gen

G. Direct to Function Costs -Program

G1. Direct to Program Costs -

H. Direct to Function Costs -Clerical

H1. Direct to Program Costs

I. Total Support Staff Costs

Support Operating Costs

J. Travel

K. Space

L. Space-Countywide Cost Alloc Pin

M. Other Operating Costs

Purchase of Services

N. Public & Pub/Priv Agy-Direct Bill

N1. Pub/Priv Agy Dir Bill-CCAP

N2. Pub/Priv Agy County Counsel

N3. Pub/Priv Agy Allocated -CCAP

O. Public/Priv Agy-Dir Bill-NonCCAP

P. Total Support Operating Costs

EDP Costs

Q. Maintenance and Operation (M&O)

R. Developmental Projects

S. Total EDP Costs

Staff Development Costs

T. CWD Personal Services/Operating

U. Pur of Svcs/Direct Cost of Trainees

V. Total Staff Development

Direct Costs

W. Total Direct Costs

X. Sub- Total Allowable Welfare Cost

Y. Performance Incentives

Z. Total Allowable Welfare Costs

AA. Extraneous Costs (Summarized)

Form Number: DFA325.1	County Number 99	Quarter: 06/30/2014
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County Expense Claim (CEC) Expenditure Schedule

	Social Services	CalWORKs	Other Public Welfare	Child Care	NonWelfare	Total
AB. Casework (or Total Paid Casework) Hrs/		0.00	0.00	0.00	0.00	0.00
AC. Casework Ratios (line AB, columns 1 –	0.00000	0.000000	0.000000	0.000000	0.000000	0.000000

Federal/Nonfederal and CFAP Persons Count for Quarter

	<u>Adoption Assistance</u>	<u>AFDC-FC</u>	<u>Food Stamps</u>
AD. Federal Count 2/	0	0	0
AE. Nonfederal Count/CFAP – Families Count	0	0	0
AF. CFAP – Singles Count 4/	0	0	0
AG. Total	0	0	0
AH. Non/CFAP – Families Ratio (line AE/AG)	0.000000	0.000000	0.000000
AI. CFAP – Singles Ratio (line AF/AG)			0.000000

	<u>CWS Caseload</u>	<u>EA Caseload</u>	<u>Unit Cost</u>
AK. Family Maintenance	0	0	0
AL. Family Reunification	0	0	0
AM. Permanent Placement	0	0	0

	<u>Total Salaries and Benefits</u>
A. Social Workers	0
B. Employment Services	0
C. Eligibility Determination Workers	0
D. Fraud Investigators	0
Total Salaries	<u>0</u>

**PROGRAM CODE
DESCRIPTIONS
FY 2017-18**

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Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

1. SOCIAL SERVICES FUNCTION UPDATED: 06/18

GENERAL FUNCTION DEFINITION

Any activity related to achieving or maintaining economic self growth to prevent, reduce, or eliminate dependency; preventing or remedying neglect, abuse, or exploitation of children and adults; preserving, rehabilitating or reuniting families; preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and providing services to individuals in institutions.

TIME STUDY STAFF

Staffs performing the activities listed below are required to record time to the Social Services programs. Also, staffs who are not listed must obtain prior authorization from California Department of Social Services (CDSS) to record casework time to Social Services programs.

- A. Caseworkers performing social services activities specified in the program descriptions below;
- B. Staff performing adoptions and appeals activities; and
- C. First-line supervisors of the staff listed in A and B above

The criteria to be considered Skilled Professional Medical Personnel (SPMP) are as follows:

- Must have completed a two-year or longer program leading to an academic degree or certificate in a medically related profession;
- Must possess a medical license or certificate issued by a recognized national or state medical licensure or certifying organization or a degree in a medical field issued by a college or university certified by a professional medical organization (e.g., registered nurse);
- Must be in a position that requires their professional medical knowledge and skills as evidenced by position descriptions, job announcements, or job classifications; and
- Must be County Welfare Department (CWD) or other county agency staff contracted to perform allowable activities.
- The services rendered by a SPMP must be to a Medi-Cal eligible individual in order to be reimbursed at the enhanced 75% federal financial participation level.
- The definition and activities of an SPMP must meet the criteria found in Section 1903(a)(2) of the Social Security Act and 42 CFR 432.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

NOTE: "Caseworkers" are CWD staff that performs activities that benefit public assistance recipients. Caseworker activities may include any of the following:

- Case management;
- Determination of eligibility for grants and services;
- Grant maintenance;
- Needs assessment;
- Arranging for and providing employment training services or social services; and
- Welfare fraud investigations.

See Manual of Policies and Procedures (MPP) Section 25-810.4 entitled "Nonallocable Activities" that states: "This is a provision shown on each time study to record time for the activities that are not considered either Social Services or Eligibility functions. An example would be the time a social worker or eligibility worker spends on administrative duties."

ADOPTIONS:

CODE 1171 ADOPTIONS – CASE MANAGEMENT

This includes activities directed to a child in adoptive placement or activities immediately preceding an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, home study, Adoptions Assistance Program assessment, and adoption backlog. Use for activities generally supportive of the county's adoption program. (See Child Welfare Services Case Management examples). Training activities include the following for all elements of the Adoptions Program:

- Preparing for or providing training to CWD staff;
- Participating in continuing training received after induction training;
- Participating in short-term training provided by outside agencies;
- Participating in training conferences; and
- Providing training to current or prospective adoptive parents or to adoption agency staff.

CODE 1181 ADOPTIONS INDEPENDENT/NONFED

Include activities directed to a child in adoptive placement or activities involved in an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study. This code is also to be used for non-recurring adoption expenses for children who are not eligible for Title IV-E non-recurring adoption expenses. However, in the event the child is determined to be a child with special needs, as defined in section 473(c) of the Act, and has been placed for adoption in accordance with applicable state and local laws, the child

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need not meet the categorical eligibility requirements at section 473(a) (2) and non-recurring costs can be claimed to Program Code (PC) 121.

CODE 1511 – FEDERAL ADOPTION AND GUARDIANSHIP INCENTIVE PROGRAM

- Providing post adoption services to avert adoption disruptions for children and youth.
- Conducting family finding to locate relatives willing to make lifelong commitments to youth, including adoption and guardianship.
- Recruiting adoptive and guardianship parents who are committed to keeping sibling sets together.
- Preparing youth for successful permanency options.
- Resolving barriers to adoption and guardianship.
- Providing other related activities and supports to ensure successful permanency options for older foster youth including reunification with family members whose reunification services were previously terminated.

ADULT PROTECTIVE SERVICES (APS):

CODE 5691 APS-EMERGENCY RESPONSE

Includes time spent performing activities in response to all reports or referrals alleging abuse, neglect, or exploitation of elder or dependent adult clients who meet APS criteria. Public Guardians (PG), who are employees of the CWD, may time study to this code only if the PG is responsible for performing APS activities or for activities that would normally be the responsibility of APS workers. APS clients are defined as only elder or dependent adults who are unable to protect their own interests; harmed or threatened with harm; caused physical or mental injury due to action or inaction of another person or as a result of ignorance, illiteracy, incompetence, mental limitation, substance abuse or poor health, lacking in adequate food, shelter, or clothing; exploited for their income and resources; or deprived of entitlements due them. Allowable response activities may include, but are not limited to:

- Immediate in-person face-to-face response for purposes of providing immediate intake or intervention to new reports of immediate life-threatening circumstances or imminent danger to an elder or dependent adult or to crisis in existing cases;
- Implementing and operating a 24-hour APS response program;
- Evaluating and investigating reports of abuse, neglect, or exploitation, including reports on the 24-hour hotline.
- Investigation activities include, but are not limited to:
 - A systematic inquiry to determine the validity of a report of elder or dependent adult abuse;

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Effective Date: July 1, 2017 thru June 30, 2018

- Gathering of information to develop an intervention plan to address any condition that places the elder or dependent adult at risk;
 - Interviews with the elder or dependent adult and with other persons including other members of the family or household, service providers or other members of the multidisciplinary team.
- Determining client risk for response by screening in-coming calls, and when necessary, through face-to-face meetings or during home visits;
 - Determining response needs;
 - Providing social work activities designed to remedy or prevent situations of abuse, neglect, or exploitation;
 - Arranging for the provision of food, housing, medical, counseling, emergency shelter, and in-home temporary services, as needed;
 - Providing crisis intervention;
 - Assisting clients voluntarily into shelter in response to emergencies;
 - Gathering documentation of abuse for law enforcement agencies during an investigation, as requested;
 - Documenting client activities in the case file;
 - Locating a friend or relative to act as a collateral contact or a support system;
 - Processing court petitions and declarations for Conservatorship; and
 - Preparing written reports and assessments.

CODE 5701 APS - CASE MANAGEMENT

Includes time spent performing case management activities during the period following the initial investigation and response to reports involving abuse, neglect, or exploitation of elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691). Public Guardians (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or is responsible for activities that would normally be the responsibility of APS workers. Allowable activities are those necessary to bring about changes in the lives of victims and to provide a safety net to enable victims to protect themselves in the future. Case management activities are those performed after the initial response and investigation of reports of abuse. Such activities may include, but are not limited to:

- Further investigation of alleged abuse after the case has been established and subsequent reporting of protection issues including, but not limited to, social, medical, environmental, physical, emotional, socio-economic, or developmental issues;
- Investigation activities including, but not limited to:
 - A systematic inquiry to determine the validity of a report of elder or dependent adult abuse;

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

- Gathering of information to develop an intervention plan to address any condition that places the elder or dependent adult at risk;
- Interviews with the elder or dependent adult and with other persons including other members of the family or household, service providers or other members of the multidisciplinary team.
- Assessing the client's concerns and needs as well as concerns and needs of other members of the family and household as it pertains to the report, occurrence, prevention, or remediation of adult abuse or neglect;
- Identification of the client's strengths, problems, and limitations;
- Establishing and updating a service plan to alleviate identified problems and coordinating with other agencies that may include:
 - Identification of problems to be alleviated;
 - Time-limited objectives based on problems and strengths identified in the assessment;
 - The services to be provided and activities to meet service plan objectives and goals;
 - Description of how the client will be stabilized and linked with community services;
 - Provisions for monitoring, follow-up, and reassessment to determine effectiveness of the service plan;
 - Brokering case management services with peripheral agencies;
 - Money management;
 - Voluntary placement;
 - Removal of client from their home;
 - Family issues, including stress, conflict, management, and care-giving issues; and
 - Conservatorship in-home services needs.
- Providing counseling for clients and significant others to alleviate identified problems and to implement the service plan, including negotiating, mediating, and participating in problem solving;
- Training for law enforcement, banking officials, etc.;
- Arranging for food, housing, medical, and counseling services, as needed;
- Conducting Conservatorship investigations when appropriate, and preparing petitions for Conservatorship and;
- Providing 24-hour shelter, respite care for providers, in-home temporary services for clients whose caregivers have left the home or been arrested.

CODE 5711 APS - SPMP RESPONSE

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

Includes time spent by SPMP staff who are not claiming these same activities through Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM) performing eligible administrative activities in response to reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible elder or dependent adults who meet eligibility criteria for APS (see definition in Code 5691). Activities may only be claimed, at the level of SPMP, if the worker performing the activity meets the requirements to be an SPMP. Activities are limited to those necessary to help clients access services covered under the State's Medi-Cal plan, in order to reduce the risk of poor health outcomes. Allowable response activities by SPMP staff include those program planning and policy development activities to include:

- Liaison on medical aspects of the program with providers of Medi-Cal services and other agencies that provide medical care covered by the Medi-Cal program;
- Furnishing of expert medical opinions in order to facilitate access to Medi-Cal services;
- Assessing, through case management activities, the necessity for and the adequacy of medical care and services provided by Medi-Cal providers;
- Developing and reviewing policies and procedures for coordinating medical services for geriatric patients with Medi-Cal providers; and
- Consult with medical providers on Medi-Cal policies and procedures to ensure clients receive the Medi-Cal services for which they are eligible.

“SPMP can include time spent on referrals and coordination involved in managing the client's medical services, mental health services, home health care, durable medical equipment, etc. If these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate.”

CODE 5721 APS - SPMP CASE MANAGEMENT

These activities will be performed by a SPMP qualified person. Includes selected activities to help eligible elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691), and who are Medi-Cal eligible, to gain access to services covered under the State's Medi-Cal plan, in order to reduce their risk of poor health outcome. Includes time spent by SPMP staff who are not claiming these same activities through Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM). These activities include, but are not limited to, development, implementation and management of Medi-Cal service plans; interagency coordination and liaison with Medi-Cal providers to improve the service delivery system; completing, updating, and disseminating any paperwork necessary to completion of these activities; and receiving or providing training related to these activities.

NOTE: SPMP performing non-enhanced health related activities record this time to Program 570.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

The following describes eligible activities, which may be claimed under the enhanced rate of 75 percent.

- Developing and monitoring progress on time-limited objectives, based on problems and strengths identified in the assessment;
- Monitoring the Medi-Cal plan covered services to be provided and activities to be performed in order to meet Medi-Cal service plan objectives and goals;
- Providing description of how the client will be stabilized and linked with services covered by the Medi-Cal plan;
- Monitoring, follow-up, and reassessment to determine effectiveness of the Medi-Cal service plan.
- Assisting clients and significant others to implement the Medi-Cal service plan;
- Stabilizing and linking with community Medi-Cal services for treatment of health related needs; and
- Arranging for medical, mental health counseling, transportation, and other services covered by the Medi-Cal state plan, as needed.

SPMP can include time spent on referrals and coordination involved in managing the client's medical services, mental health services, home health care, durable medical equipment, etc. if these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate.

CODE 5731 APS – HR RESPONSE

Includes time spent performing activities necessary to assist APS clients in gaining access to services covered by the DHCS state Medicaid plan in order to reduce risk of poor health outcomes in response to reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible adults who meet the eligibility criteria for APS (see definition in Code 5691). Public Guardian's (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or for activities which would normally be the responsibility of APS workers, and only if the PG is not claiming for this activity under Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM). Allowable activities are limited to those necessary to help clients gain access to services covered by the DHCS state Medicaid plan in order to reduce risk of poor health outcomes. Allowable response activities include, but are not limited to:

- Addressing clients' needs for services covered by the DHCS state Medicaid plan and evaluating the need for a Medi-Cal service plan: (1) when providing immediate intake or intervention to new reports of immediate life-threatening circumstances or imminent danger to an elder or dependent adult or to crisis in existing cases; or (2)

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Effective Date: July 1, 2017 thru June 30, 2018

when evaluating and investigating reports of abuse, neglect, or exploitation, including reports on the 24-hour hotline.

Allowable health-related activities include, but are not limited to:

- Gathering information to develop an intervention plan involving Medi-Cal services to address any condition that places the elder or dependent adult at risk of a poor health outcome;
- Determining immediate health needs that may be covered by the DHCS state Medicaid plan; and
- Preparing written reports and assessments.

CODE 5741 APS – HR CASE MANAGEMENT

Includes time spent performing case management activities involving Medi-Cal state plan covered services during the period following initial investigation and response to reports involving abuse, neglect, or exploitation of Medi-Cal eligible elder or dependent adult clients who meet the criteria for APS (definition in Code 5691). Public Guardians (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or is responsible for activities that would normally be the responsibility of APS workers and only if the PG is not otherwise claiming these activities under Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM). Allowable activities are those necessary to help clients gain access to services covered by the Sate Medi-Cal plan, including guidance and recommendation for appropriate services and transportation to medical and mental health appointments, in order to reduce risk of poor health outcomes, to provide a safety net to enable victims to protect themselves in the future and bring about changes in the lives of victims. Such case management activities may include, but are not limited to:

- Gathering of information to develop an intervention plan involving Medi-Cal state plan covered services, to address any health-related condition that places the elder or dependent adult at risk of a poor health outcome;
- Assessing client's health-related needs, and the concerns and needs of other members of the family and household, in order to arrange Medi-Cal state plan covered services for the client;
- Analyzing health problems and strengths of the client and family or household so as to arrange the most useful combination of Medi-Cal state plan covered services for the client;
- Establishing and updating a health-related service plan to alleviate identified problems and coordinating with other agencies by:
 - Identification of health problems to be alleviated using Medi-Cal services;

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Effective Date: July 1, 2017 thru June 30, 2018

- Inclusion of time-limited objectives based on health problems and strengths identified in the assessment;
- Inclusion of health-related services to be provided by Medi-Cal and action steps to meet the health-related service plan objectives and goals;
- Description of how the client will be stabilized and linked with community services covered by the State Medi-Cal program;
- Provisions for monitoring, follow-up, and reassessment to determine effectiveness of the health-related service plan;
- Inclusion of family issues related to health-related care-giving issues;
- Providing non-medical guidance for clients and significant others to facilitate implementation of the Medi-Cal service plan; and
- Stabilizing the client and linking the client with Medi-Cal community services for treatment of medical and psychological needs.

CHILD WELFARE SERVICES (CWS):

CASE MANAGEMENT

Case Management means a service-funded activity performed by a social worker that includes assessing the child's/family needs, developing the case plan, monitoring progress in achieving case plan objectives, and ensuring that all services specified in the case plan are provided. Manual of Policies and Procedures (MPP) Section 31-002(c) (1).

CASE PLAN

Case Plan means a written document that is developed based upon an assessment of the circumstances which required child welfare services intervention and that the social worker identifies a case plan goal, objectives to be achieved, specific services to be provided, and case management activities to be performed. MPP Section 31-002(c) (2).

PUBLIC LAW # 96-272

Public Law # 96-272 requires developing a case or services plan for a child including an initial plan and a comprehensive reunification plan.

Additional reference: Public Law # 101-239.

COUNSELING

Counseling means assisting the child and his/her family to analyze and better understand the situation; select methods of problem-solving; identifying goals; and exploring alternative behavior. MPP Section 31-002(16).

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 1381 CWS - SPMP

These activities will be performed by a SPMP qualified person. This includes selected activities to help children who are Medi-Cal eligible, including children in foster care, to gain access to services covered by the state Medi-Cal plan in order to reduce their risk of poor health outcome. These activities will not duplicate TCM activities provided through the state plan. These activities require the use of medical expertise and include, but are not limited to:

- Development, implementation and management of health related service plans for Medi-Cal covered services;
- Interagency coordination and liaison with Medi-Cal providers to improve the Medi-Cal service delivery system;
- Completing, updating, and disseminating any paperwork necessary to completion of these activities; and
- Receiving or providing training related to these activities

NOTE: SPMP performing non-enhanced health related activities also record this time to Time Study Code 1441-1444.

“SPMP can include time spent on referrals and coordination involved in managing the client’s medical services, mental health services, home health care, durable medical equipment, etc. If these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate.”

CODE 1501 EARLY, PERIODIC, SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT)

Includes support activities for EPSDT, such as consultation, outreach, and follow-up, when performed by an EPSDT unit under contract to the local Child Health and Disability Prevention Agency. This does not include information and referral activities performed by eligibility workers.

CWS - PREPARATION FOR ELIGIBILITY DETERMINATION:CODE 1431 CWS - PRE-PLACEMENT PROGRAMCODE 1432 CWS - FAMILY MAINTENANCE PROGRAMCODE 1433 CWS - FAMILY REUNIFICATION PROGRAMCODE 1434 CWS - PERMANENT PLACEMENT PROGRAM

Includes activities related to preparing for determination of a child's eligibility for the Foster Care or Adoption Assistance Program; not actual eligibility determination. For example:

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- Gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support;
- Filling out and processing necessary forms;
- Querying systems, records, and other staff for current AFDC status;
- Preparing and conducting Title IV-E eligibility reviews; and
- Travel time associated with any of the above activities.

CWS - HR FOR MEDI-CAL ELIGIBLE CHILDREN:

CODE 1441 CWS - PRE-PLACEMENT PROGRAM

CODE 1442 CWS - FAMILY MAINTENANCE PROGRAM

CODE 1443 CWS - FAMILY REUNIFICATION PROGRAM

CODE 1444 CWS - PERMANENT PLACEMENT PROGRAM

Any activity to help children who are Medi-Cal eligible, or potentially eligible, including all foster children, gain access to services covered by the Medi-Cal State plan in order to attain or maintain a favorable physical or mental health condition. These activities will not duplicate TCM activities provided through the state plan. Such activities include, but are not limited to:

- Assisting Medi-Cal eligible children in identifying and understanding their health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal;
- Facilitating the Medi-Cal eligibility application, by explaining the Medi-Cal eligibility rules and the eligibility process to parents/guardian of prospectively eligible children; assisting such applicants to fill out the eligibility applications; gathering information related to the application and eligibility determination or redetermination from the client, including resource information and third party liability information, as a prelude to submitting a formal Medi-Cal application to the county welfare department; providing necessary forms and packaging all forms in preparation for the Medi-Cal eligibility determination.
- Development, implementation and management of care plans for Medi-Cal eligible children for their health-related needs covered by Medi-Cal;
- Referrals to other agencies and programs in order to meet the Medi-Cal covered health care needs of Medi-Cal eligible clients;
- Statistical reporting;
- Outreach activities to Medi-Cal eligible or potential eligible to communicate about available Medi-Cal services and programs; and
- Liaison activities with Medi-Cal providers to facilitate case planning.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 1456 CWS - TRAINING

This Program Code (PC) for CWS Training, at the enhanced rate of 75 percent, is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training is limited to topics necessary for performing the following specific foster care program administrative functions:

- Referral to services
- Case plan development
- Case Management and Supervision
- Preparation for and participation in judicial determinations
- Placement of the child
- Case reviews
- Recruitment and licensing of foster homes and institutions and,
- Eligibility determination

CODE 1465 CWS - SERVICES

The individual child's case plan shall be the basic guideline for the provision of child welfare services. Services include, but are not limited to, the following:

- Providing counseling or other therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems, behaviors, or home conditions, as referenced;
- Providing homemaking instruction, through discussion and example when parent/guardian functioning can be improved by teaching more effective child care skills and home maintenance. MPP 31-002(t)(1);
- Parenting training.

CWS - COURT-RELATED ACTIVITIES:

CODE 1471 CWS - PRE-PLACEMENT PROGRAM

Any court-related activity directed to a child who is a candidate for foster care at imminent risk of removal or not in out of home-placement but whose case record indicates that without case management or preventive services out of home care would be necessary. This code may also be used when a petition for the child's removal has been filed or when a court hearing has been held but the child has not yet been removed from his home. These activities include, but are not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;

Please Note: All Program Codes are subject to change pending federal approval.

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- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with a District Attorney, County Counsel, or guardian to prepare a case for court;
- Filing a motion for extension or termination of a dependency or custodial orders,
- Preparing/presenting pre-dispositional reports;
- Arranging for pre-placement visits;
- Case management and supervision;
- Travel time associated with the above activities.

CODE 1472 CWS - FAMILY MAINTENANCE PROGRAM

Any court-related activity directed to a child who is a candidate for foster care at imminent risk of removal or not in out of home-placement but whose case record indicates that without preventive services, out of home care would be necessary. These activities include, but are not limited to the following

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with a District Attorney, County Counsel, or guardian to prepare a case for court;
- Filing a motion for extension or termination of a dependency or custodial orders;
- Preparing/presenting pre-dispositional reports;
- Arranging for pre-placement visits;
- Case management and supervision;
- Travel time associated with the above activities.

CODE 1473 CWS - FAMILY REUNIFICATION PROGRAM

Any court-related activity directed to a foster care child who is in out-of-home placement, but who is receiving family reunification services in order to be reunited with his or her parent. Includes, but not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;

Please Note: All Program Codes are subject to change pending federal approval.

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- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with foster parents to prepare them to receive a child;
- Assessing child's/family's needs and developing a case plan as indicated in regulations;
- Evaluation or assessment of the child and family's condition;
- Arranging for provisions of protective services when necessary;
- All planning, assessments, and paperwork which contribute to the above activities;
- Case management and supervision;
- Recruitment activities, finding and developing resources, coordinating and consulting with service providers and community groups, distributing resource materials;
- Travel time associated with the above activities.

CODE 1474 CWS - PERMANENT PLACEMENT PROGRAM

Any court-related activity directed to-foster care child-who remains in out-of-home placement. Includes, but not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with foster parents to prepare them to receive a child;
- Assessing child's/family's needs and developing a case plan as indicated in regulations;
- Evaluation or assessment of the child and family's condition;
- Arranging for provisions of protective services when necessary;
- All planning, assessments, and paperwork which contribute to the above activities;
- Case management and supervision;
- Recruitment activities, finding and developing resources, coordinating and consulting with service providers and community groups, distributing resource materials;
- Travel time associated with the above activities.

Please Note: All Program Codes are subject to change pending federal approval.

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CWS CASE MANAGEMENT

CODE 0371 CWSOIP

This includes federally eligible Title IV-E activities required to implement the System Improvement Plans. Activities shall include, but not be limited to the following:

- Implementing new procedures;
- Providing special training to staff or caregivers;
- Conducting focused/targeted recruitment of caregivers;
- Improving coordination between public and/or private agencies;
- Reducing high worker caseloads;
- Increasing clerical or paraprofessional support;
- Implementing permanency and youth transition practice improvements;
- Implementing system improvements to support better service delivery;
- Implementing additional home visits;
- Enhancing and/or expanding family finding efforts;
- Developing better methods and procedures for collecting and analyzing data;
- Improving internal communication and information sharing;
- Improving oversight of social workers.

CODE 0591 CWSOIP/NONFED SGF/COHORT 1

These activities are required to implement the county Improvement Plans and include services provided to a child and/or the child's family. The range of service activities shall include, but not be limited to, the following: Emergency/Temporary in-home caretakers; therapeutic day services; teaching and demonstrating to homemakers; parenting training services and respite care.

CODE 0771 CHILD WELFARE SERVICE (CWS) BASIC NON-FEDERAL

This includes activities performed on behalf of non-federally Title IV-E eligible child, the child's family or the child's foster family, and non-federal eligible activities on behalf of federally eligible and non-federally eligible children. This includes all services: documentation of services in the case plan, investigative activities and case management activities for children, when these activities do not meet the Title IV-E requirements and are not specific to the CWSOIP. The range of services and activities shall include, but not be limited to the following: prevention and early intervention services, permanency and youth services, and other activities to better serve children and families that are not eligible for Title IV-E funding and cannot be claimed to PC 146 – CWS – Services/Non-Federal.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 0881 PEER REVIEW (PR)

Includes federally eligible Title IV-E activities to learn, evaluate and promote the exchange of best practice ideas for the Child Welfare Services (CWS) delivery systems and social worker practices to obtain measurable outcomes. Activities shall include, but not be limited to the following:

- Preparing, coordinating, and participating in entrance/exit reviews for the host and peer reviewers;
- Provide technical assistance and training for host county staff and reviewers;
- Identifying trends, program weaknesses and strengths, and improvement areas;
- Facilitating and developing better methods and procedures for collecting and analyzing data and review tools;
- Reviewing and validating case file information;
- Summarizing findings, data and writing reports;
- Coordinating post review meetings to present findings; conducting oversight, focus and/or stakeholder interviews.

CODE 8281 PR NON-TITLE IV-E

Includes PR costs allocated to all benefiting programs, not just Title IV-E. Activities include travel and review time for county peer reviewers to chair, conduct, or participate in county peer reviews and include the following:

- Conducting entrance meetings;
- Oversight coordination of onsite interviewers;
- Conducting focus and/or stakeholder interviews;
- Facilitating daily briefings;
- Conducting exit meetings;
- Collecting and analyzing completed review tools;
- Summarizing findings and writing reports;
- Conducting post review meetings to present findings.

Additionally, reviewers of the host and peer quality case review counties perform the following activities:

- Participate in entrance meetings and interview training;
- Review case file information;
- Prepare and complete interview tool;
- Conduct on-site interviews;

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- Present interview findings and discuss emerging themes, trends, program strengths and areas for improvement at daily debriefings;
- Participate in exit meetings.

CODE 1481 CWS – PRE-PLACEMENT PROGRAM

CODE 1482 CWS – FAMILY MAINTENANCE PROGRAM

Activities claimed to this code can only be performed on candidates for foster care who are at serious risk of removal from home as evidenced by the state agency either pursuing his/her removal from the home or making reasonable efforts to prevent such removal and (1) have a defined case plan which clearly indicates that, absent effective preventive services, foster care is the planned arrangement for the child, (2) an eligibility determination form which has been completed to establish the home. (Evidence of AFDC eligibility in and of itself is insufficient to establish a child's candidacy for foster care.), or (3) evidence of court proceedings in relation to the removal of the child from the home, in the form of a petition to the court, a court order, or a transcript of the court proceedings. Activities may include the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. The following are allowable activities:

- Assessing the child's/family's needs and developing a case plan as indicated in regulations;
- Referrals to services when necessary;
- Arranging for pre-placement visits;
- Working with foster parents to prepare them to receive a child;
- Monitoring progress in meeting case plan objectives and updating the case plan;
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative review;
- Travel time associated with any of the above activities;
- Do not include court document preparation or petition filing- these are Code 147 (CWS-Court Related Activities).

CODE 1483 CWS – FAMILY REUNIFICATION PROGRAM

CODE 1484 CWS – PERMANENT PLACEMENT PROGRAM

Includes activities directed to a specific child when the child is in out-of-home placement, including relative placements and emergency shelter care. Included is the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. The following are allowable activities:

- Assessing the child's/family's needs and developing a case plan as indicated in regulations;
- Referrals to services when necessary;

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- Arranging for pre-placement visits;
- Working with foster parents to prepare them to receive a child;
- Monitoring progress in meeting case plan objectives and updating the case plan;
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative review;
- Recruitment activities, developing and distributing resource materials, consulting and coordinating with service providers and community based organization;
- Credit check of youth in care age 16 and older (SB 1521);
- Visits for non-group home foster care placements (i.e., relatives and foster family homes). See TSC 5771 for visits related to children in group home placements;
- Travel time associated with any of the above activities;
- Do not include court document preparation or petition filing- these are Code 147 (CWS-Court Related Activities).

CODE 1485 NOTIFICATION OF RELATIVES

When a child has been removed from parental custody (as mandated by federal Fostering Connections to Success and Increasing Adoptions Act (P.L.110-351), signed into law October 7, 2008, Section 103 requires that counties perform due diligence to identify and provide notice to all adult relative with 30 days of removal with the exception of potentially abusive relatives. Relatives will be notified that the child has been or is being removed from parental care, the options they have under federal, state, and local laws and the requirements to become a foster family home. Activities will include but not limited to:

- Providing written and oral notifications to a relative or non-relative extended family member (NREFM) with 30 days of removal from the biological parent(s).

CODE 0071 RELATIVE/NONRELATIVE HOME APPROVAL PROCESS

Includes time spent assessing the relative/nonrelative caregiver suitability, performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to relative concerns and other tasks related to the relative grievance procedure process.

CODE 3591 CWS – LIVE SCAN/CLETS BACKGROUND CHECKS

Includes activities associated with conducting CWS Live Scan/CLETS Background Checks, using Live Scan equipment to fingerprint foster parents and conducting searches through the Child Abuse Index, Federal Bureau of Investigation and California Department of Justice databases when processing background checks for criminal records of parents, relative foster parents, or legal guardians.

Please Note: All Program Codes are subject to change pending federal approval.

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NOTE: Caseworkers performing activities associated with processing background checks when licensing non-relative foster parents should report their time to TSC 1551 (Licensing/Foster Family Home).

CODE 5231 SA/HIV INFANT-RECRUIT

Includes time spent performing Foster Parent recruitment activities for the Options for Recovery Program.

CODE 5441 CWS - MINOR PARENT INVESTIGATIONS (MPI) AB 908 (CHAPTER 307, STATUTES OF 1995)

This code has been established to capture social worker time spent performing in-person investigation activities for teen pregnancy disincentive requirements. Investigation activities include:

- Completing an in-home investigation of a minor parent's allegation of risk of abuse/neglect and returning the CA 25s to the eligibility worker indicating the results of the investigation;
- Completing an in-person assessment of the minor parent and his/her child(ren);
- Developing a safety plan that will include MPS for the minor parent and his/her child(ren);
- Referrals of minor parent to other available services.

CODE 5561 CWS - MPS (AB 908)

Supportive services provided to parents and their child(ren) to assist them in creating a healthy and safe environment. MPS activities include: Provision of in-home based services, in-home visits, on-going assessments of the minor parent and his/her child(ren), and referrals to appropriate community services.

CODE 9441 CHILD AND FAMILY TEAMS – FEDERAL

This PC captures costs related to the CWD activities associated with the convening **and facilitation** of child, youth and family-centered CFT meetings to assess, plan, identify and monitor support and services that are needed to achieve safety, permanency and well-being. Activities include, but are not limited to:

- Providing input for the development of a child and family-centered case plan that articulates specific strategies for achieving the child, youth and the family's goals based on addressing identified needs, including meeting related court orders when required and building on or developing strengths.

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- Providing input into the placement decision made by the CFT and the services to be provided in order to support the child or youth.
- Engaging and developing CFT members.
- Coordinating and conducting a CFT meeting.
- Participation time at the CFT meeting.
- Documenting results of the CFT.
- **Contracted costs related to the facilitation of CFT meetings.**

COMMUNITY CARE LICENSING (CCL):

CODE 1551 FOSTER FAMILY LICENSING

This includes recruitment, study, certification, and licensing of foster family homes for children; re-certification, renewal, suspension, revocation, and complaint investigation actions affecting licensing; public information on out-of-home care programs and supporting participation of the public in such care; licensing information/data system activities; and travel related to any of these activities. Includes the following training activities for the Foster Family Licensing Program:

- Preparing and providing training to prospective foster parents on foster family home licensing requirements;
- Participating in continuing training received after induction training;
- Participating in short term training provided by outside agencies;
- Participating in training conferences.

CODE 1571 LICENSING/DAY CARE

Includes the provision of licensing requirements to facilitate the development of new family day care homes; evaluation and verification of the application, including the required on-site evaluation; renewal applications and site visit, if required; follow-up on complaints and deficiencies; and maintenance of a list of licensed family day care homes.

Additional activities include:

- Review facility records prior to visits;
- Contact local resource and referral agencies for information about the facility;
- Review staff and child records on site;
- Interview children regarding facility conditions;
- Interview staff regarding qualifications and training;
- Provide licensees with copies of licensing regulations and inform licensees about changes in licensing law and regulations since the last on-site visit;

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- Provide information about new community resources.

COUNTY SERVICES BLOCK GRANT (CSBG):

CODE 1131 CSBG - SPMP

Includes time spent by SPMP staff who are not claiming these same activities through Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM) performing activities which require the expertise of a medical professional to help adult CSBG clients who are Medi-Cal eligible to gain access to services covered by the State Medi-Cal plan in order to reduce their risk of poor health outcome. These activities include coordination and management of required Medi-Cal services, as assessed for the client, if these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate.

NOTE: SPMP staff cannot charge their time to 75% administrative costs if the activities were performed at the time of a medical service, as the medical service reimbursement rate includes administrative activities such as coordinating and managing the client's medical services, mental health services, home health care or durable medical equipment.

CODE 1142 CSBG - HR

Includes time spent performing activities to help adult CSBG recipients, who are Medi-Cal eligible or potentially eligible, gain access to services covered under the State Medi-Cal plan in order to attain and/or maintain a favorable physical condition. Activities described in this code will not duplicate TCM activities provided through the DHCS state Medicaid plan. These activities include, but are not limited to:

- Assisting Medi-Cal recipients in identifying and understanding their health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal;
- Facilitating the Medi-Cal eligibility application;
- Development, implementation and management of care plans for Medi-Cal eligible CSBG recipients for health-related needs covered by Medi-Cal;
- Outreach activities to Medi-Cal eligible or potentially eligible persons about available services and programs covered by Medi-Cal;
- Providing assistance to eligible recipients to access needed health services covered by the Medi-Cal state plan, including transporting and/or accompanying them to appointments, or arranging transportation; and Statistical reporting.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 1151 CSBG

Includes time spent performing activities not eligible for Title XIX funding for adult CSBG recipients. This includes out-of-home care for adults and optional services funded under CSBG.

EMERGENCY ASSISTANCE (EA):

CODE 2231 EMERGENCY ASSISTANCE (EA) - FOSTER CARE (FC)-ELIGIBILITY

This program was previously entitled “~~Emergency Assistance (EA) Child Welfare Services (CWS) Eligibility~~”. It includes eligibility determinations, screening for prior EA episodes, approvals, denials, authorization actions, and issuance of notice.

CODE 5131 EMERGENCY ASSISTANCE (EA) - ER APPLICATION COMPLETION

Includes time spent completing the EA-ER application. Time spent obtaining the parent's signature on the EA application may be included.

CODE 5132 EMERGENCY ASSISTANCE (EA) - ER TRAINING

Includes time spent preparing for and providing EA-ER training for staff.

CODE 5134 EMERGENCY ASSISTANCE EA - ER REFERRALS

Includes time spent receiving emergency referrals, completing the ER protocol, and investigating emergency allegations in response to an investigation of all reports or referrals alleging abuse, neglect or exploitation of children, assessing whether the referral is a child welfare services referral, making collateral contacts with community partners for purpose of implementing Differential Response and utilizing safety/risk assessments.

This includes time spent closing those cases in which allegations are unfounded. For those cases that the allegations are not unfounded, it includes time spent in investigation activities, reporting to the California Department of Justice and notifying the parents regarding the temporary custody of the child. Allowable Emergency Hotline Response activities include but are not limited to:

- Operating a 24-hour emergency hotline response program;
- Evaluating and investigating telephone reports of abuse, neglect or exploitation, including reports on the 24-hour hotline;
- Determining client risk for emergency response by screening in-coming calls;

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- Determining whether a reported situation is an emergency or non-emergency within required timeframes;
- Determining emergency response needs;
- Providing crisis intervention;
- Referring clients to appropriate emergency response service agencies;
- Gathering documentation of abuse for law enforcement agencies;
- Documenting and completing all required forms;
- Preparing written reports and assessments.

FAMILY PRESERVATION PROGRAM (FPP):

CODE 1591 FAMILY PRESERVATION PROGRAM - SPMP

These activities will be performed by a SPMP qualified person. This includes selected activities to help children who are Medi-Cal eligible, including children in foster care, gain access to services covered by the state Medi-Cal plan in order to reduce their risk of poor health outcome. Activities described in this code will not duplicate TCM activities provided through the Medicaid State Plan. These activities require the use of medical expertise and include, but are not limited to:

- Development, implementation and management of Medi-Cal service plans;
- Interagency coordination and liaison with Medi-Cal providers to improve the Medi-Cal delivery system;
- Completing updating and disseminating any paperwork necessary to complete these activities; and
- Receiving or providing training related to these activities.

NOTE: SPMP performing non-enhanced activities should use PC 1681. "SPMP can include time spent on referrals and coordination involved in managing the client's medical services, mental health services, home health care, durable medical equipment, etc. If these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate."

CODE 1651 SB 163 WRAPAROUND SERVICES PILOT

Captures costs associated with pilot program to keep eligible children in or return them to permanent family settings.

CODE 1681 FAMILY PRESERVATION PROGRAM - HR

Activity to help children who are Medi-Cal eligible, including foster, gain access to services covered by the state Medi-Cal plan in order to attain or maintain a favorable

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physical or mental health condition. These activities will not duplicate TCM activities provided through the state plan.

Such activities include, but are not limited to:

- Assisting children and their caregivers in identifying and understanding the child's health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal;
- Facilitating Medi-Cal eligibility;
- Development, implementation and management of care plans for coordinating Medi-Cal services;
- Referrals to other agencies and programs which are Medi-Cal providers;
- Statistical reporting;
- Outreach activities to Medi-Cal eligible or potentially eligible persons about available Medi-Cal services and programs; and
- Liaison activities with Medi-Cal providers.

CODE 1751 FAMILY PRESERVATION PROGRAM - SERVICES/NON-FEDERAL

Services include, but are not limited to, counseling, parenting, Respite, day treatment, transportation, and homemaking.

CODE 1771 FAMILY PRESERVATION PROGRAM- PRE-PLACEMENT PREVENTION CASE MANAGEMENT

Includes activities directed to a specific child when the child remains in the home to prevent out-of-home placement. This code does not include time associated with the delivery of or documentation of family preservation preventative services. Included with this code is the development of the case plan which indicates specific services necessary to meet the protective needs of the child. Following are allowable case management activities:

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

FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.

Please Note: All Program Codes are subject to change pending federal approval.

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(A separate code for the FPP case management was established only for State budgeting purposes. Activities in this code duplicate those of code 148 and enable counties to access funds the State budgets in a separate line item only.)

CODE 1791 FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT: FOSTER CARE

Includes activities directed to a specific child when the child is in out-of-home placement. Also, 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;
- Arranging pre-placement visits.

FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.

(A separate code for the FPP case management was established only for State budgeting purposes. Activities in this code duplicate those of code 148 and enable counties to access funds the State budgets in a separate line item only.)

KINSHIP SUPPORT SERVICES (STATE PROGRAM):

CODE 5821 KINSHIP SERVICES

Activities include the implementation and expansion of existing Kinship Support Services Programs through AB 1193 (Chapter 794, Statutes of 1997). The programs provide community based family support services to relative caregivers and children placed in their homes by juvenile court and those at risk of dependency or delinquency. Also provides post permanency services to relative caregivers who become legal guardians or adoptive parents of formerly dependent children.

Please Note: All Program Codes are subject to change pending federal approval.

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PROMOTING SAFE AND STABLE FAMILIES (PSSF):

CODE 5151 PSSF - FAMILY PRESERVATION SERVICES

Activities include, but are not limited to, services designed to help families alleviate crises that might lead to out-of-home placement of children; services that maintain safety of children in their home; services that support families preparing to reunite or to adopt a child; information and referral services.

CODE 5161 PSSF - FAMILY SUPPORT SERVICES

Family support activities include, but are not limited to, home visitation, parent education, information and referral services, family counseling services, respite care for parents and other caregivers, early development of children to assess the needs of children, literacy services, and health education for children and parents.

CODE 6751 PSSF - ADOPTION PROMOTION AND SUPPORT

Includes pre-and post-adoptive services designed to expedite the adoption process and support adoptive families; identifying prospective adoptive parents; assuring a foster care permanency option or, with older adolescents preparing for independent living; and preparing an adoption plan assessment on child.

CODE 6761 PSSF - TIME LIMITED FAMILY REUNIFICATION

This includes activities that are provided to a child who is removed from the child's home and placed in a foster family home or a childcare institution. These services are also for the parents or primary caregiver of such a child, in order to facilitate reunification of the child safely and appropriately, but only during the 15-month period that begins on the date that the child is considered to have entered foster care. Services include individual, group and family counseling; inpatient, residential or outpatient substance abuse treatment services; mental health services; assistance to address domestic violence; temporary child care and therapeutic services for families, including crisis nurseries; and transportation to and from any of the above services.

CODE 6771 PSSF – MONTHLY CASEWORKER VISITS

Includes time spent by caseworkers with an approved case plan performing activities designed to support increased monthly caseworker visits to children in foster care to create positive outcomes for children; and activities to improve caseworker retention, recruitment, training, and the ability to access the benefits of technology (i.e. to report/record the frequency of completed "in person" visits of children in their residence to the Child Welfare Services Case Management System (CWS/CMS). The

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requirements for “Increase Funding for Caseworker Visits” activities are associated with the children included below:

- Children who are in stable placement with a relative or foster parent who has had the child at least 12 months;
- Children placed voluntarily and the child’s parents/guardians who visit at least monthly;
- The child is under two years of age and less frequent Social Worker (SW) visit can facilitate more frequent parent/SW visit thus facilitating reunification;
- Children residing out of state in a facility other than a group home;
- A dependent child’s case has approval by the court for less frequent visits;
- A voluntary child’s case has approval by a county deputy director for less frequent visits.

FOSTER CARE (FC):

CODE 5041 AB 2129 (CHAPTER 1089, STATUTES OF 1993) FOSTER PARENT TRAINING

Includes time spent preparing for and providing short-term training to current and prospective foster parents.

CODE 5061 AB 2129 FOSTER PARENT RECRUITMENT

Includes time spent performing foster parent recruitment activities for the AB 2129 Foster Parent Training and Recruitment Program, and travel associated with recruitment activities.

CODE 5771 MONTHLY VISITS/GROUP HOMES/CWD

Includes those activities performed by CWD social workers when providing monthly visits to all children placed in-group homes (in-and out-of-state).

FOSTER FAMILY AGENCY (FFA):

CODE 5331 COUNTY-OPERATED FFA

Includes time spent by caseworkers and support staff on county-operated FFA activities. It is restricted to San Mateo County.

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IN-HOME SUPPORTIVE SERVICES (IHSS):

CODE 0031 IHSS - QUALITY ASSURANCE

Includes activities performed by staff at county social services offices that are charged with the responsibility of assuring that services are consistent with federal and State regulations, policies and guidelines. Such activities are within the scope of Senate Bill 1104 (Chapter 229, Statutes of 2004) may include, but are not limited to the following: reading case files; conducting desk reviews and home visits with program recipients to validate the assessment of need and ensure that services authorized are provided; providing training to other county social staff regarding the quality assurance process; providing written and verbal feedback to county management; compiling and reporting quality assurance data; evaluating data for potential overpayments or fraud; meeting with State and other designated staff regarding quality assurance issues. Also includes activities related to the detection and identification of suspected fraud; and the referral of suspected fraud-as specified in protocols established pursuant to Assembly Bill 19 of the Fourth Extraordinary Session (2009).

CODE 1021 IHSS - SPMP

Includes the following activities for welfare staff meeting SPMP requirements:

- A registered/public health nurse reviewing the case, reviewing services authorized by the social worker as outlined in the needs assessment, reviewing the certification of medical necessity for consistency with authorized services, providing consultation on the recipient's service needs, monitoring the recipient's condition and effectiveness of the client's Personal Care Services Program (PCSP) services, providing expert medical opinions related to the treatment plan, and liaison activity with service providers and other agencies that provide medical care on the medical aspects of PCSP.

“SPMP can include time spent on referrals and coordination involved in managing the client’s medical services, mental health services, home health care, durable medical equipment, etc. if these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate.”

IHSS – PCSP/HR:

Program code 103 captures costs for PCSP and HR activities for the IHSS program, including Supported Individual Providers (SIP) and SPMP costs not eligible for enhanced Federal Financial Participation. Related time study codes are as follows:

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CODE 1031 IHSS – HR – ELIGIBILITY/ REDETERMINATIONS

This includes facilitating the eligibility process; and making IHSS eligibility determinations/re-determinations for PCSP/Plus Option.

CODE 1032 IHSS - SUPPORTED INDIVIDUAL PROVIDERS (SIP) PCSP/PLUS OPTION

Includes time spent assisting IHSS-PCSP/Plus Option recipients in selecting individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and actual transporting or accompaniment of the recipient to services related to personal care.

Coordinating outreach and recruitment of potential individual providers; establishing and maintaining a list of potential providers that recipients can choose from, and conducting orientation for recipients and individual providers on the IHSS program.

CODE 1033 IHSS - SIP HR

Includes time spent assisting IHSS-Non PCSP who are HR and Medi-Cal eligible recipients in selecting an individual provider(s); assisting and training the recipient in supervision of their individual provider(s); and the actual transporting or accompaniment of the recipient to services.

CODE 1034 PCSP/PLUS OPTION - CASE MANAGEMENT

Includes development, implementation, and management of the plan of treatment; assessing service needs for PCSP/ Plus Option applicant; explaining, arranging for, and authorizing IHSS services when such activities are HR and provided to Medi-Cal eligible IHSS recipients; referrals to other agencies and programs; referring IHSS PCSP/Plus Option recipients to potential individual providers to assist them in selecting a provider; explain the new provider reimbursement process; transporting or accompanying recipients to obtain services related to Medi-Cal personal care services; obtaining a completed doctor's certificate as part of the process of arranging State Plan covered services; outreach activities to inform IHSS Medi-Cal eligible recipients of available services and programs; statistical reporting; Fair Labor Standards Act (FLSA) related activities; voter registration activities; processing provider grievances and managing provider reimbursements for incorrect Medi-Cal SOC pay warrant deductions.

CODE 1035 IHSS PCSP/HEALTH RELATED

Includes time spent on a variety of case management and administrative activities performed by a CCT IHSS caseworker assisting CCI participants. IHSS caseworkers

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perform functions necessary for the administration of the program including assessments and determining authorized hours. With the IHSS recipient's consent, IHSS caseworkers may share information with other CCT team members to facilitate care management, develop and implement a care plan, meet periodically including at the recipient's request, work closely to stabilize medical conditions, maintain functional status and meet care plan goals.

CODE 1041 IHSS - SIP NON-HR/PCSP/PLUS OPTION

Includes time spent assisting IHSS Program recipients not eligible for federal Medi-Cal funding, including non-PCSP/non-Plus Option recipients, in selecting an individual provider(s); assisting and training the recipient in supervision of their individual provider(s); and actual transporting or accompaniment of the recipient to services.

CODE 1042 IHSS – NON-HR/PCSP/PLUS OPTION

This includes IHSS activities not eligible for Title XIX funding. These activities are related to non-PCSP/non-Plus Option cases. This includes time spent explaining IHSS program benefits to applicants/recipients; the new provider reimbursement process; employee and employer responsibilities; assessing service needs; development, implementation, and management of treatment plans; implementation activities for any IHSS court case; processing a claim form and calculating benefits related to a court case ruling; managing provider reimbursements for incorrect Medi-Cal SOC pay warrant deductions; data input of claims; preparing reports; Fair Labor Standards Act (FLSA) related activities; participation in case reviews and audits; voter registration activities, appeals, case dictation, and statistical reporting.

CODE 2721 IHSS – CONLAN V. BONTA PCSP

County welfare department (CWD) responsibilities include:

- Referring clients, as needed, to the DHCS Beneficiary Service Center for assistance with questions or obtaining/completing Conlan claim forms;
- Providing copies of NOAs (690) that demonstrate medical necessity and/or SOC 828 County Verification Forms;
- Responding to questions and/or providing documentation for State Hearings upon request from State staff.

CODE 3301 IHSS – NON-HR/PCSP/PLUS OPTION FRAUD

This includes fraud activities related to the IHSS Residual Program that are not eligible for Title XIX funding performed by Welfare Fraud Investigators and their first-line supervisors who have peace officer status under Penal Code Section 830.

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CODE 7391 IHSS ANTI-FRAUD BACKGROUND CHECKS

Includes activities performed by staff at county social services offices who are charged with the responsibility of monitoring the delivery of supportive services to detect and prevent potential fraud and maximize the recovery of overpayments. Such activities may include but are not limited to the following: conducting criminal background checks of any provider including processing criminal offender record information, review of the fingerprinting results, subsequent arrest information, and appeals; providing written and verbal feedback to county management; compiling and reporting data; and meeting with State and other designated staff regarding anti-fraud issues.

CODE 7401 IHSS NON-PCSP/PLUS OPTION ANTI-FRAUD PLAN

Includes all non-Title XIX eligible activities specified in a county's anti-fraud plan, approved by the appropriate County Board of Supervisors and CDSS. This includes implementation activities related to the provision of fraud prevention, detection, referral, investigation and program integrity, which must not be duplicated by other activities claimed to other IHSS codes.

CODE 7411 IHSS PCSP/PLUS OPTION ANTI-FRAUD PLAN

This includes all Title XIX eligible activities specified in the county's anti-fraud plan approved by the appropriate County Board of Supervisors and CDSS. In addition, the implementation activities related to the provision of fraud prevention, detection, referral, investigation and program integrity, which must not be duplicated by other activities claimed to other IHSS codes.

CODE 7431 IHSS ANTI-FRAUD INITIATIVE

Includes activities performed by staff at county social services offices or its designee who are charged with the responsibility of monitoring the delivery of supportive services to detect, prevent and mitigate potential fraud, and investigate suspected cases to maximize the recovery of overpayments. Such activities may include but are not limited to the following: reviewing referred case files to ensure compliance with documentation requirements; reviewing provider timesheets; conducting targeted program integrity activities including targeted mailings and unannounced in-home monitoring; providing written and verbal feedback to county management; compiling and reporting data; meeting with State and other designated staff regarding anti-fraud issues; and performing duties related to the investigation of suspected fraud in the PCSP/Plus Option programs that are within the scope of the protocols established pursuant to Assembly Bill 19 of the Fourth Extraordinary Session (2009).

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CODE 8361 - IHSS PROVIDER EXCLUSIONS

Includes reviewing and processing requests for waivers to provider exclusions for applicant providers who have been convicted of a Tier Two crime. These crimes as specified in section 12305.87 of the Welfare and Institutions Code include:

- Violent or serious felonies, as specified in sections 667.5(c) and 1192.7(c) of the Penal Code.
- Felonies for which the individual is required to register as a sex offender, as specified in section 290(c) of the Penal Code.
- Felonies of fraud against a public social services program, as specified in sections 10980(c)(2) and 10980(g)(2) of the Welfare and Institutions Code.

Allowable activities may include, but are not limited to:

- Reviewing and processing requests for waivers for applicant providers whose applications were denied on the basis of a conviction(s) of a Tier Two crime.
- Determining what convictions are exclusionary.
- Contacting recipients who wish to hire a person who is applying to be a provider and has been convicted of a Tier Two crime.
- Including a summary explanation of exclusionary crimes, the waiver process, waiver form, the provider appeal process, and the general exception process.
- Administering the waiver process and ensuring that all needed information is clearly stated for applicant providers.

INDEPENDENT LIVING PROGRAM (ILP):

CODE 1821 ILP - CASE MANAGEMENT

This includes ILP case management activities for children: assessing need for ILP services, developing ILP service plan, and referring the child to services.

CODE 1841 ILP - SERVICES

Includes provision of ILP services to children: independence counseling; providing training on occupational and college preparatory high school classes, financial aid and scholarships, acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management; and other necessary services; including administrative activities related to the implementation of NYTD surveys.

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CODE 7451 ILP NONFED-CASE MANAGEMENT

Includes activities for ILP case management but for non-federally eligible ILP populations (youth between the ages of 16 and 17 who were NRLGs or Kin-GAP prior to age 16). These activities include assessing the child's need for ILP services, developing the ILP service plan, and referring the child to services.

CODE 7461 ILP NONFED-SERVICES

Includes activities ILP services for non-federally eligible ILP populations (youth between ages of 16 and 17 who were placed in NRLGs or Kin-GAP placements prior to age 16). These activities include independence counseling, providing training on occupational and college preparatory high school classes, financial aid and scholarships, acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management, and referral to necessary services.

EDUCATION AND TRAINING VOUCHER (ETV) PROGRAM:

CODE 0671 EDUCATION AND TRAINING VOUCHER

Includes social work time spent on notifying and counseling former foster youth of the availability of, and potential eligibility for ETV funds, time spent on the preparation and distribution of flyers, pamphlets, and other outreach activities as necessary to advertise information about the ETV program.

SUPPORTIVE TRANSITIONAL EMANCIPATION PROGRAM (STEP):

CODE 3001 STEP-ELIGIBILITY

Allowable activities include: conducting eligibility determinations; benefit payment functions; Medi-Cal Program functions; and various intake activities such as screening, approvals, denials, and other dispositions of requests for aid, including restorations, budget computations, and authorizing actions.

OFFICE OF CHILD ABUSE PREVENTION (OCAP):

CODE 1671 CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT)

This includes provision of services for child abuse and intervention.

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REFUGEE RESETTLEMENT PROGRAM (RRP):

CODE 1401 RRP - CWS

Includes time spent arranging for and providing the following services to eligible refugees in support of a CWS plan:

- Information and referral services,
- Outreach services, including activities designed to familiarize refugees with available services, explain the purpose of these services, and to facilitate access to these services

Social adjustment services include:

- Emergency services as follows: assessment and short term counseling to persons or families in a perceived crisis, referral to appropriate resources, and making arrangements for necessary services.
- Health-related services as follows: information, referral to appropriate resources, assistance in scheduling appointments and obtaining services, and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
- Home management services as follows: formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
 - Day care for children;
 - Transportation;
 - Translation and interpretation services;
 - Case management services.

CODE 1411 RRP - CSBG

Includes same activities specified for Code 1401 except activities identified and must be provided to eligible refugees in support of a service plan directed at goals other than Employability or CWS.

SPECIALIZED TRAINING FOR ADOPTIVE PARENTS (STAP):

CODE 0051 STAP - RECRUITMENT

Includes time spent performing STAP recruitment activities that are performed in order to find and develop required resources that either do not exist, or do not exist in

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sufficient quantity to meet the needs of the population being served. This includes travel time associated with recruitment activities.

CODE 0052 STAP - TRAINING

Includes time spent preparing for and providing training to recruit adoptive parents to care for eligible children.

STATE MANDATES:

Case Management activities include:

- SB 1667 – Instructing caregivers on filing caregiver information forms, ensuring the child’s caregiver is provided a copy of the form.
- AB 1331 – Screening foster youth in foster care who are at least 16.5 years of age and not older than 17.5 years of age in order to determine whether the youth is eligible for federal SSI benefits, submitting SSI applications for eligible youth in foster care.
- SB 703 – This legislation aims to minimize the risk of predictable and preventable harm to vulnerable children in out-of-home care by detecting the presence/residence of a registered sex offender check (RSOC) in prospective and approved licensed facilities and prospective and approved relative/Non-Relative Extended Family Member (NREFM) homes.

CODE 7091 STATE MANDATES FEDERAL

Includes state mandated Title IV-E eligible 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 Title IV-E eligible youth in foster care. This code is only used for state mandates with no county share for Title IV eligible youth in foster care.

Also, includes but not limited to the following out of home care activities:

- Assessing relative/NREFM caregivers suitability
- Performing criminal records checks, checking for prior child abuse/neglect allegations and completing in-home safety inspections
- Responding to relative/NREFM concern and other tasks related to grievance procedure process, performing a registered sex offender check (RSOC)

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- Checking Megan's Law Public Website for address match with prospective and approved relative/NREFM caregiver homes at initial approval and reassessment, investigation of matches,
- Conducting grievance review hearings associated with a match, removal and placement of dependent child due to RSOC address match.

CODE 7101 STATE MANDATES NON-FED

Includes state mandated non-federally 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 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.

SUPPLEMENTAL SECURITY INCOME/STATE SUPPLEMENTAL PAYMENT (SSI/SSP):

CODE 1351 SSI/SSP - OUT OF HOME CARE

This includes determining and certifying the need for out-of-home care for an SSI/SSP applicant or recipient who resides in an unlicensed home. This activity must be initiated by Form SSP 22.

SUPPORTIVE AND THERAPEUTIC OPTIONS PROGRAM (STOP):

CODE 5881 STOP-ASSESSMENT/CASE PLAN

Activities are directed at developing a case plan, which indicates specific services necessary to promote a successful transition home and allows for continuity in service delivery. Activities include but are not limited to, the following:

- Identifying and developing specific services needed by children and their families;
- Developing a strength-based assessment;
- Linking families with community-based services and local service providers, along with teaching families how to access needed services;
- Coordinating with service providers and community based organizations;
- Activities that are directed towards enhancing, expanding or supporting STOP; and
- Travel time associated with any of the above activities.

This is a state program.

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CODE 5882 STOP-SERVICES

Includes, but is not limited to, services designed to help families alleviate crisis to prevent out-of-home placement, parent education, individual and family counseling, social and vocational skills training, and therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems and behaviors.

OTHERS:

CODE 0161 IV-E WAIVER EVALUATION

This Time Study Code can only be used by county child welfare agencies who have been approved by CDSS to participate in the Title IV-E Waiver Demonstration Project.

The Time Study Code has been established to capture staff time participating in the collection Title IV-E Waiver evaluation information during face-to-face meeting, conference calls, or in completing specific forms for the Title IV-E Waiver evaluation. A support staff Direct-To-Program has also been established for clerical staff providing support to the above referenced staff.

CODE 7071 – GOMEZ v. SAENZ LAWSUIT

County welfare department (CWD) responsibilities include:

- Providing a notification and information regarding the process for requesting a grievance hearing to individuals currently on or about to be added to the Child Abuse Central Index (CACI);
- Track actual time spent in the implementation of the *Gomez v. Saenz* settlement by both clerical and social worker staff (including supervisors and managers).

Implementing and carrying out the notification and grievance process actual activities may include, but are not limited to; staff development of clerical and social worker staff (including supervisors and managers); and aspects of the hearing process, such as obtaining the underlying case file, preparing testimony, and follow-up activities once the hearing is concluded. 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.

AB 1512 HEALTH BENEFIT DETERMINATION:

AB 1512 mandates counties to develop urgent disenrollment determinations and procedures for foster children enrolled in a county organized health system that are placed out-of-county. A determination must be made no later than one working day after an out-of-county placement begins.

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When foster children are placed out-of-county, they face existing and ongoing health care barriers which interfere with access to routine medical care, non-emergency mental health services, dental care, and prescription medications; also causes providers to mistakenly deny children their health care benefits.

CODE 7161 AB 1512—HEALTH BENEFIT DETERMINATION

Captures costs for activities performed by county welfare departments to make disenrollment determinations and to request timely disenrollment from a county organized health system for foster care children placed out-of-county. This is for the Medical Eligibility Date System (MEDS) only.

CODE 7301 PUBLIC LAW (P.L.) 110-351 IV-E TRAINING – FOSTER CARE

Includes costs providing short-term training to current or prospective relative guardians, State-licensed or State-approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. The State-licensed or State-approved child welfare agencies engage in the development and/or implementation of the case plan for current foster care children and those residing in home who receives Title IV-E assistance. The expanded list of allowable trainees include agencies and/or individuals who are, contracted or voluntarily participate in support of the child and family at the behest of a state-licensed or state-approved child welfare agency. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees.

- Parent/Family Support Partners individuals or organizations: activities of engagement result in reduced resistance by the family/child and increased readiness to engage and make necessary changes as described in their case plan;
- Faith based community: provide culturally relevant sources of support, training, re-assessment and capacity building for family-providing ready access support at the local/community level;
- Extended family members, caregivers and non-caregivers: maintain the continuity of care, connection, and support for children in care. As the child transitions to permanency, sustain and implement the case plan, and support and facilitate visitation;
- Tribal ICWA workers without a Title IV-E plan: provide essential service and supports for tribal children youth and families;
- Licensed child care providers: support families in the implementation of the case plan and address protective issues;
- Providers of visitation services: link providers who support visitation with case plan goals and objectives for children and families;

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- Providers of domestic violence and child abuse services: support team members in assessment, case planning, and implementation to address protective issues for children and families;
- Regional Center staff, licensed medical staff, providers of mental health services, educational providers and advocates: assess and assist in meeting the child or youth's developmental, medical, mental health, and educational needs in support of the case plan;
- Licensed counselors: support the child and family in resolving key issues and make necessary changes as described in their case plan;
- CalWORKs Linkages staff: support the family and team members in assessment, case planning, and implementation of the case plan to address protective issues for children and families.

Funding is available at differing FFP rates during a five-year phase-in period. Starting with the Federal Fiscal Year (FFY) 2009, expenditures ~~will be~~ **are** reimbursed at 55 percent and will increase by five percent each FFY thereafter until reaching 75 percent in FFY 2013.

CODE 7321 INCREASE FAMILY CASE PLANNING MEETINGS TO IMPROVE CHILD WELFARE OUTCOMES

In accordance with requirements of the State's Program Improvement Plan (PIP); for activities associated with the Increase Family Case Planning Meetings to Improve Child Welfare Outcomes that includes parents, extended family members, community service providers, and others in order to strengthen reunifications and decrease foster care reentries. This includes but is not limited to the following activities:

- Assessment of the child's/family's needs and developing a case plan as indicated in regulations;
- A joint development of safety plan based on safety and risk assessments;
- Facilitating a discussion with parents, foster parents and as appropriate, the children regarding the review of referrals and services associated with the case plan for the child and family;
- Team decision meeting/family case conferences that includes facilitating a formal family meeting involving the development of specific measurable goals and family objectives, upon their participation and agreement;
- Administrative arrangement (scheduling) of specific participants: Social Worker, Social Work Supervisor, child, birth parents, foster parents, relatives, CalWORKs staff, professional staff support (therapists, doctor, etc);
- Documentation of minutes of the meeting in CWS/CMS;
- Mediation with family involving specifically court mediation meeting with the family to resolve issues related to the court hearings;
- Including travel associated with the activities above.

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The training costs captured to this code are those associated with the operation of the staff development office and the provision of CWD staff training. FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.

CODE 7331 INCREASE RELATIVE SEARCH AND ENGAGEMENT (IRSAE)

Counties are provided additional funding sources to increase family finding and engagement efforts statewide in compliance with the state's federal Program Improvement Plan. This would facilitate the location of relatives as a placement option for children who are not currently placed with relatives upon entry into foster care and establishing strong familial connections for youth non-relative placements approaching emancipation. Activities include but are not limited to:

- Collecting relative/NREFM information including search/identification, engagement, and referral for assessment.

The training costs captured to this code are those associated with the operation of the staff development office and the provision of CWD staff training. FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.

CODE 7471 KIN-GAP TITLE IV-E CASE MANAGEMENT

Includes the following activities performed on behalf of Kin-GAP cases: Conducting benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.

CODE 7481 PUBLIC LAW (P.L.) 110-351 IV-E TRAINING - ADOPTION

Includes activities providing short term training to current or prospective relative guardians, State-licensed or State approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. The State-licensed or State-approved child welfare agencies engage in the development and/or implementation of

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the case plan for current adoptive children who receive Title IV-E assistance. The expanded list of allowable trainees includes agencies and/or individuals who are contracted, or voluntarily participate in support of the child and family at the behest of a state-licensed or state-approved child welfare agency. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees.

- Parent/Family Support Partners individuals or organizations: activities of engagement result in reduced resistance by the family/child and increased readiness to engage and make necessary changes as described in their case plan;
- Faith based community: provide culturally relevant sources of support, training, re-assessment and capacity building for family-providing ready access support at the local/community level;
- Extended family members, caregivers and non-caregivers: maintain the continuity of care, connection, and support for children in care;
- As the child transitions to permanency, sustain and implement the case plan, and support and facilitate visitation;
- Tribal ICWA workers without a Title IV-E plan: provide essential service and supports for tribal children youth and families;
- Licensed child care providers: support families in the implementation of the case plan and address protective issues;
- Providers of visitation services: link providers who support visitation with case plan goals and objectives for children and families;
- Providers of domestic violence and child abuse services: support team members in assessment, case planning, and implementation to address protective issues for children and families;
- Regional center staff, licensed medical staff, providers' of mental health services, educational providers and advocates: assess and assist in meeting the child or youth's developmental, medical, mental health, and educational needs in support of the case plan;
- Licensed counselors: support the child and family in resolving key issues and make necessary changes as described in their case plan;
- CalWORKs Linkages staff: support the family and team members in assessment, case planning, and implementation of the case plan to address protective issues for children and families.

Funding is available at differing FFP rates during a five year phase-in period. Starting with the Federal Fiscal Year (FFY) 2009, expenditures will be reimbursed at 55 percent and will increase by five percent each FFY thereafter until reaching 75 percent in FFY 2013.

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CODE 7851 ADOPTIONS ELIGIBILITY FOR NON-MINOR DEPENDENTS (NMDS)

Per AB 118 (Chapter 4, Statutes of 2011), the funding for agency adoptions was realigned to the Local Revenue Fund to allow for these services to be provided for at the county level. In addition, ABX 1-16 (Chapter 14, Statutes of 2011) allowed for counties that have not previously provided agency adoption services, one of four options which are to:

- 1) contract with CDSS to continue to provide services;
- 2) directly provide agency adoption services;
- 3) contract with another county to provide services; or
- 4) form a consortium of counties to provide services.

This Program Code (PC) is meant to capture the eligibility costs for Non-Minor Dependents (NMD) (18-21 years old). Allowable activities include: Conducting eligibility determinations; Title IV-E determinations and benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; inter-county/interstate transfers; program status changes; and case maintenance.

CODE 7861 NON-RELATED EXTENDED FAMILY MEMBER (NREFM) UNDER 18

Assessing the nonrelative caregiver suitability; performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to nonrelative concerns and other tasks related to the nonrelative grievance procedure process.

CODE 7871 NREFM NMD

For non-minor dependents: Assessing the nonrelative caregiver suitability; performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to nonrelative concerns and other tasks related to the nonrelative grievance procedure process.

CODE 8921 NMD ADOPTIONS – CASE MANAGEMENT

This TSC includes activities directed to a NMD who is being adopted, such as advising and providing instruction on the process of obtaining his or her historical and psychosocial background information and allowable case management activities supportive of the county's AAP. Training activities include the following for all elements of the AAP:

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- Preparing for or providing training to County Welfare Department staff;
- Participating in continuing training received after induction training;
- Participating in short-term training provided by outside agencies;
- Participating in training conferences;
- Providing training to current or prospective adoptive parents or to adoption agency staff.

AB 12 - EXTENDED FOSTER CARE (EFC)

AB 12 allows California to implement provisions of Public Law (PL) 110-351, the Fostering Connections to Success and Increasing Adoptions Act of 2008. This law provides states the option to fund the federal Kinship Guardianship Assistance Payment (Kin-GAP) program through the Title IV-E option of the Social Security Act for relatives who assume legal guardianship of foster youth. AB 12 also allows the extension of FC, federal Kin-GAP, Kin-GAP, and Adoptions Assistance Program (AAP) benefits to eligible youth up to age 21 on a staggered schedule. The extension of benefits up to age 19 will implement on January 1, 2012. On January 1, 2013, the extension of benefits will increase to age 20. On January 1, 2014, if the California Department of Social Services (CDSS) determines that there are sufficient funds available, benefits may be extended up to age 21.

CODE 8371 EFC ELIGIBILITY DETERMINATION

Includes activities related to preparing for determination of a child's eligibility for Foster Care (FC) or Adoption Assistance Program (AAP); not actual eligibility determination. For example:

- Gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support;
- Filling out and processing necessary forms;
- Querying systems, records, and other staff for current Aid to Families with Dependent Children (AFDC) status;
- Preparing and conducting Title IV-E eligibility reviews;
- Travel time associated with any of the above activities.

CODE 8381 EFC HEALTH RELATED SERVICES

Any activity to help children who are Medi-Cal eligible, or potentially eligible, including all foster children, gain access to services covered by the Medi-Cal state plan in order to attain or maintain a favorable physical or mental health condition. These activities will

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not duplicate Targeted Case Management activities provided through the State Plan. Such activities include, but are not limited to:

- Assisting Medi-Cal eligible children in identifying and understanding their health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal;
- Facilitating the Medi-Cal eligibility application, by explaining the Medi-Cal eligibility rules and the eligibility process to the parents/guardian of prospectively eligible children; assisting such applicants to fill out the eligibility applications; gathering information related to the application and eligibility determination or redetermination from the client, including resource information and third party liability information, as a prelude to submitting a formal Medi-Cal application to the county welfare department or providing necessary forms and packaging all forms in preparation for the Medi-Cal eligibility determination;
- Development, implementation, and management of care plans for
- Medi-Cal eligible children for their health-related needs covered by Medi-Cal;
- Referrals to other agencies and programs in order to meet the Medi-Cal covered health care needs of Medi-Cal eligible clients;
- Statistical reporting;
- Outreach activities to Medi-Cal eligibles or potential eligibles to communicate about available Medi-Cal services and programs;
- Liaison activities with Medi-Cal providers to facilitate case planning.

CODE 8391 EFC TRAINING

This PC is for CWS training, at the enhanced rate of 75 percent, is for people employed or preparing for employment in all classes of positions by the state or local agency administering the program. Training is limited to topics necessary for performing the following specific FC program administrative functions:

- Referral to services;
- Case plan development;
- Case management and supervision;
- Preparation for and participation in judicial determinations;
- Placement of the child;
- Case reviews;
- Recruitment and licensing of foster homes and institutions;
- Eligibility determination.

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CODE 8401 EFC SERVICES/NON-FEDERAL

The individual child's case plan shall be the basic guideline for the provision of CWS. Services include, but are not limited to, the following:

- Providing counseling or other therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems, behaviors, or home conditions, as referenced;
- Providing homemaking instruction, through discussion and example when parent/guardian functioning can be improved by teaching more effective child care skills and home maintenance. Manual of Policies and Procedures 31-002(t) (1);
- Parenting training.

CODE 8411 EFC COURT RELATED ACTIVITIES

Any court-related activity directed to foster care child who remains in out-of-home placement. Includes, but not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with foster parents to prepare them to receive a child;
- Assessing child's/family's needs and developing a case plan as indicated in regulations;
- Evaluation or assessment of the child and family's condition;
- Arranging for provisions of protective services when necessary;
- All planning, assessments, and paperwork which contribute to the above activities;
- Case management and supervision;
- Recruitment activities, finding and developing resources, coordinating and consulting with service providers and community groups, distributing resource materials;
- Travel time associated with the above activities.

CODE 8421 EFC CASE MANAGEMENT

Includes activities directed to a specific child when the child is in out-of-home placement, including relative placements and emergency shelter care. Included is the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. The following are allowable activities:

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- Assessing the child's/family's needs and developing a case plan as indicated in regulations;
- Referrals to services when necessary;
- Arranging for pre-placement visits;
- Working with foster parents to prepare them to receive a child;
- Monitoring progress in meeting case plan objectives and updating the case plan;
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative review;
- Recruitment activities, developing and distributing resource materials, consulting and coordinating with service providers and community based organization;
- Visits for non-group home FC placements (i.e., relatives and foster family homes). See TSC 5771 for visits related to children in group home placements and TSC 8431 for visits related to NMDs in group home placements;
- Travel time associated with any of the above activities;
- Do not include court document preparation or petition filing. These are Code 147 (CWS-Court Related Activities) and Code 841 (EFC-Court Related Activities).

CODE 8431 EFC GROUP HOME MONTHLY VISITS (CWD)

Includes those activities performed by County Welfare Department (CWD) social workers when providing monthly visits to all children placed in group homes (in-and out-of-state).

CODE 8481 OVER 18 KIN-GAP IV-E ELIGIBLE CASE MANAGEMENT

Includes the following activities performed on behalf of Kin-GAP cases: conducting reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.

NON-RELATED LEGAL GUARDIANS (NRLG):

Due to federal guidance received from the Administration on Children and Families (ACF), PCs 863, 864 and 865 have been created for county caseworkers to direct charge their time study hours to a specific time study code for the NRLGs. Previously, the NRLGs were not included in the non-federal IV-E Foster Care discount rate. ACF has advised the California Department of Social Services to create direct charge codes which counties can claim to instead of including this population in the discount rate.

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CODE 8631 NON-RELATED LEGAL GUARDIANS NMD

This code is for case management activities for NRLGs participating in EFC. Activities include but are not limited to: developing and updating written assessment and case plan, and conducting caseworker visits.

CODE 8641- NON-RELATED LEGAL GUARDIANS PROBATE COURT

This code is for case management activities for NRLGs in the probate court system. Activities include but are not limited to: Developing and updating written assessment and case plan, and conducting caseworker visits.

CODE 8651 NON-RELATED LEGAL GUARDIANS JUVENILE COURT

This code is for case management activities for NRLGs in the juvenile court system. Activities include but are not limited to: developing and updating written assessment and case plan, and conducting caseworker visits.

CODE 8881 RESOURCE FAMILY APPROVAL (RFA)

~~The~~ **This** time study code includes activities performed for an applicant or ~~an approved family applicant or an approved resource family~~ (resource families may be related or non-related caregivers). Activities include RFA recruitment, completing the comprehensive assessment as described in the Resource Family Written Directives and may also include but are not limited to:

- Background checks, clearances and assessment
- Home environment assessment
- Permanency assessment
- Pre-approval **and post-approval** training **of resource families**
- **Written assessment report**
- Activities related to ~~emergency placements~~ and placements based on a compelling reason
- Information and data system activities
- Travel related to any of the above activities

Background check clearances include Child Welfare Services Live Scan/~~California Law Enforcement Telecommunications System~~, Child Abuse Index searches, **and other checks dependent on** Federal Bureau of Investigation and California Department of Justice databases background checks for criminal records. Activities may also include tasks associated with the provision of information to resource families including their rights to a due process.

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CODE 9181 COMMERCIALLY SEXUALLY EXPLOITED CHILDREN (CSEC) YOUTH TRAINING, SERVICES AND SUPPORT

Allows costs for specialized county staff that are trained to work with children who are victims of commercial sexual exploitation to support victims and their caregivers, and to provide support for case management and the interagency and cross-departmental response pursuant to Welfare and Institution (W&I) Code 16524.7(a)(4)(D).

CODE 9201 CSEC PROGRAM PROTOCOL AND DEVELOPMENT

For those counties who are participating in the CSEC Program, staffs are able to report time spent on administrative activities related to the interagency protocol development of a multidisciplinary team to serve CSEC youth.

Allowable activities include, but are not limited to:

- Developing the required CSEC program interagency protocol;
- Developing the required multidisciplinary team; and/or
- Establishing new policy and procedures, if needed.

Costs associated with training qualify for reimbursement at the enhanced rate of 75 percent for people employed or preparing for employment in all classes of positions by the local agency administering the program.

CODE 9221 – CWS CASE REVIEW

Captures staff time on qualitative case review activities for cases receiving child welfare services. Case reviews include, but are not limited to, an extensive online review process and in-depth interviews with individuals involved in the case plan for each case selected for review. Activities shall include, but are not limited to:

- Completing the federal assessment instrument;
- Developing a process for qualitative reviews;
- Reviewing selected case records;
- Planning, scheduling and conducting interviews with the children, parents, caseworkers, foster parents and service providers;
- Training for staff.

CODE 9281 – FEDERAL PREVENTING SEX TRAFFICKING AND RUNAWAY ACTIVITIES

Allowable activities include those directed to a child, identified as a victim, or at risk of, commercial sexual exploitation (CSE). Activities are limited to Title IV-E administrative activities directly related to the Federal Sex Trafficking and Runaway Provisions. These

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activities are codified in state law in W&I Code Sections 16501.1(f)(19), 16501.35, 16501.45; and Penal Code Section 11166(j)(2)-(3). These activities include:

- Developing and implementing policies and procedures for identifying, documenting, and determining services for children and youth who are victims or at risk of sex trafficking.
- Developing and implementing specific protocols for expeditiously locating and responding to children who run away from foster care, including screening youth for CSE.
- Identifying, documenting and determining services for children and youth who are victims, or at risk of sex trafficking, including conducting human trafficking screenings, documenting victims in case files, determining appropriate services, including referrals to services and completing reports required for law enforcement.
- Expeditiously locating any child or non-minor dependent missing from care, determining the primary factors that contributed to them being absent from care, responding to such identified factors in subsequent placements, determining their experience while absent from care, determining whether they are a possible victim of CSE, and documenting these activities and this information.
- Reporting to law enforcement instances of sex trafficking when a child or youth receiving child welfare services is identified as a victim.
- Reporting to law enforcement when a child or youth receiving child welfare services, who is reasonably believed to be the victim or at risk of CSE, is missing or abducted, for entry into the National Crime Information Center and to the National Center for Missing & Exploited Children.
- Documenting in CWS/CMS when a child is receiving child welfare services and is a victim or at risk of CSE.

Counties may not claim the costs for conducting investigations of allegations of sex trafficking or other forms of child abuse or neglect or for providing social services, such as counseling or treatment, to victims of sex trafficking or other children or youth.

CODE 9321 - FOSTER PARENT RECRUITMENT RETENTION AND SUPPORT (FPRRS) - FEDERAL

Allowable activities include those outlined in the county's approved FPRRS plan. The FPRRS Title IV-E allowable activities include but are not limited to:

- Administrative activities to provide and improve direct services and supports to foster parents, relative caregivers, and resource families;
- Removal of barriers in those areas defined as priorities in the county's FPRRS plan and subsequent reports on outcomes;
- Intensive relative finding, engagement and navigation efforts;

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- Emerging technological, evidence-informed or other non-traditional approaches for outreach to potential foster parents, relative caregivers and resource families.

CODE 9351 – FPRRS FP TRAINING - FEDERAL

Includes time spent preparing for and providing short-term training to current and prospective foster parents. Activities must be included in the county's approved FPRRS plan (staff development enhanced training for FPRRS should be claimed to PC 932).

CODE 9511 – FEDERAL PREVENTING SEX TRAFFICKING AND RUNAWAY ACTIVITIES – PRE-PLACEMENT

Allowable administrative pre-placement activities should be reported to TSC 9511 and are limited to those directly related to the Federal Sex Trafficking and Runaway program provisions. These activities are codified in state law in Welfare and Institutions Code (WIC) sections 16501.1(f)(19), 16501.35, 16501.45 and Penal Code section 11166(j)(2)-(3). These activities include the following:

- Developing and implementing policies and procedures for identifying, documenting and determining services for children and youth who are victims or at risk of sex trafficking.
- Developing and implementing specific protocols for expeditiously locating and responding to children who run away from foster care, including screening youth for commercial sexual exploitation.
- Identifying, documenting and determining services for children and youth who are victims or at risk of sex trafficking, including conducting human trafficking screenings, documenting victims in case files, determining appropriate services, including referrals to services and completing reports required for law enforcement.
- Reporting to law enforcement instances of sex trafficking when a child or youth receiving child welfare services is identified as a victim.
- Reporting when a child or youth receiving child welfare services, who is reasonably believed to be the victim or at risk of commercial sexual exploitation, is missing or abducted, for entry into the National Crime Information Center and to the National Center for Missing & Exploited Children.
- Documenting in Child Welfare Services/Case Management System (CWS/CMS) when a child or youth receiving child welfare services is a victim or at risk of CSE.

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CODE 5281 (CWS-NS DEVELOPMENT AND IMPLEMENTATION)

This code captures staff time while participating with the development and implementation of the CWS-NS Project. County participation activities for CWS-NS Project include Project Management, Change Management, Data Conversion, Application/Organizational Change Management (OCM) Training and Application/OCM/System Administrator Training.

Allowable activities include, but are not limited to:

- Initiating, planning, executing, controlling and closing the implementation of digital services modules.
- Updating policies and procedures, documenting as-is business processes and participating in the on-going business processes for each digital service aspect.
- Data conversion activities for implementation, incremental and full load data conversion testing.
- County staff participating in training who will then train other county staff (“train the trainer”/“coaching”).
- Staff time associated with application and OCM training.
- Participating in the following activities for each project module:
 - Discovery – assisting the state and vendor(s) with user research to explore and understand user needs in order to develop user stories that will form the basis for early prototypes of functionality.
 - Alpha – testing multiple prototypes which will collectively form a release-level minimum viable product; participating in the development of readiness materials.
 - Beta – testing of multiple prototypes; participating in: production release planning, system performance monitoring and training.
 - Live – participating in statewide implementation of the new functionality; participating in performance monitoring of the functionality; ongoing performance monitoring; continued iterative enhancement of digital services and improvement of new features to meet end user needs corresponding legacy functionality and strangulation of data.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent training or in conference or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

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2. CALWORKS FUNCTION UPDATED: 03/17

GENERAL FUNCTION DEFINITION

Any activity related to the California Work Opportunity and Responsibility to Kids (CalWORKs) Program.

TIME STUDY STAFF

- A. Workers performing CalWORKs eligibility determinations and grant maintenance activities; as well as referrals for services (such as mental health, substance abuse and domestic violence);
- B. Staff providing employment training services, including case management and needs assessment as well as referrals for services (such as mental health, substance abuse and domestic violence);
- C. Appeals Workers;
- D. County Performance Sample Data Collection Staff;
- E. Welfare Fraud Staff (i.e., Welfare Fraud Investigators [WFI] and their first-line supervisors) whom have peace officer status under Penal Code Section 830. Investigative staff who do not have peace officer status - a requirement necessary for reporting time to the same Fraud codes used by WFI - should report time to applicable program codes that do not indicate that they are restricted to WFI staff.)
- F. Clerical and administrative staff performing CalWORKs activities on a full-time basis (e.g., case budget computations and Child Support disregard);
- G. Caseworkers, clerical and administrative staff performing fiscal or case budget activities associated with Title IV-D Child Support collections; and
- H. First-line supervisors of the staff listed in A-G, above.

CALWORKS:

Includes information and referral, eligibility determinations and grant maintenance functions for the CalWORKs Program; Medi-Cal and CalFresh functions for linked cash grant CalWORKs cases; Welfare to Work (WTW) activities; voter registration activities; Income and Eligibility Verification System (IEVS) functions including inquiries, matches, fraud referrals, and follow-up; preparing and/or presenting a case for hearing; and

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modified Quality Control Information System (QCIS) activities for the CalWORKs. This category also includes Integrated Earnings Clearance/Fraud Detection System (IFD) functions including earning clearance reviews; IFD fraud referrals; IFD overpayment computations, and related contacts; and CalWORKs zero grants.

IDENTIFY ALL TIME TO ONE OF THE FOLLOWING:

CODE 2041 CALWORKS - IEVS

Includes reviewing and verifying that a discrepancy identified by the Integrated Earnings Clearance/Fraud Detection System (IFD) Wage Match and New Hire Match (NHM) exists between the gross earnings and employment reported by the recipient to the county, and by the employer to Employment Development Department (EDD); contacting recipients and employers to verify if earnings were unreported or underreported by the recipient and determining if an overpayment/overissuance was made; reviewing and verifying whether recipients received duplicate aid as indicated by the IFD Wage Match; contacting recipients, financial institutions, or any persons/agencies to verify existence and ownership of assets identified by the Franchise Tax Board Asset Match System, and determining if the recipient was ineligible for aid; determining whether an overpayment/overissuance was made and the amount of overpayment/overissuance if total ineligibility exists; and preparing associated Notice of Action and IEVS Response Document and IEVS Management Report (DPA 482). (NOTE: NHM information must be processed by dedicated IEVS staff who time study in accordance with CDSS time study instructions. As in the case with the wage match, we recommend that any resulting overpayments and grant reduction collections be initiated by dedicated IEVS or Collections staff, and time studied to Code 2781 (CalWORKs Overpayment Collections).

CODE 2261 CHILD/SPOUSAL SUPPORT DISREGARD

TSC 2261 (Child/Spousal Support Disregard) inadvertently dropped off in the December 1999 quarter. It includes preparing and authorizing payments, preparing any required notices, and responding to client inquiries about the disregard payment.

CODE 2691 CALWORKS SAVE PROGRAM

Primary and/or secondary verification activities to establish alien Satisfactory Immigration Status (SIS) with Immigration and Nationalization Service (INS) including: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

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CODE 2781 CALWORKS OVERPAYMENT COLLECTIONS (SB 627)

Includes the following CalWORKs collection activities:

- Discovery and computation of overpayment, and notification of recipients (excluding IEVS matches);
- Establishment of overpayment record and initiation of grant reduction or cash collection (for all overpayments including those discovered by IEVS);
- Recording and accounting of collections;
- Referral of closed cases for cash collection;
- Re-establishment of grant reduction on reopened cases; and
- Reporting of collection activity.

CODE 6101 CALWORKS JAIL MATCH (SB 1556)

CalWORKs and Public Assistance CalFresh (PACF) cases - Jail Match casework activities required by SB 1556: includes reviewing and verifying that a recipient identified by the Jail Match System is, or has been, incarcerated; contacting recipients and jail facilities to verify whereabouts and exact dates of incarceration; determining if the recipient was eligible for aid and whether an overpayment/overissuance was made and the amount of the overpayment/overissuance if ineligibility exists for the recipient or case.

CODE 6141 CALWORKS ELIGIBILITY

This includes eligibility determinations for the CalWORKs Program in accordance with mandated reporting intervals. Activities includes review of applications, required forms and verifications, fingerprint imaging, request for information, home and office visits, completion of Notice of Actions, sanctions, computer data input, and activities in support of non-Administrative Disqualification Hearings (ADH)/non-Intentional Program Violations (IPV) cases. Public Assistance CalFresh (PACF) and Two-Parent Family activities are time studied here, but the PACF shift and Two-Parent Family caseload shifts are applied to this program code. Activities that can be specifically identified to Medi-Cal, Non-Assistance CalFresh Program, and Non-Federal Recent Noncitizens are captured under other program codes. Note: Mandated reporting intervals; In accordance with AB 6 (Chapter 501, Statutes of 2011) and SB 1041 (Chapter 47, Sections 7-10, Statutes of 2012), in place of quarterly reporting the state now requires Annual Reporting for Child-Only cases (AR/CO).

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CODE 6151 INITIAL ELIGIBILITY DETERMINATION FOR CALWORKS, CALFRESH, AND MEDI-CAL PROGRAMS

This includes initial eligibility determination intake and grant determination activities that are common to CalWORKs, CalFresh, and Medi-Cal Programs. Included activities are review of SAWS 1, application, review required forms and verifications, request for information, early fraud referral, home and office visits, computer data input, fingerprint imaging, and completion of Notice of Actions.

This code is intended for new applicants or returning recipients requiring a full intake due to a break in aid. It is intended for applicants whose eligibility for these three programs is unknown (or uncertain) pending eligibility determination. If the applicant indicates that they are applying for CalWORKs only (i.e., no CalFresh or Medi-Cal assistance) use Code 6141.

CODE 6161 NON-FEDERAL CALWORKS ELIGIBILITY

Includes eligibility determinations performed on behalf of non-federal CalWORKs participants (e.g., recent noncitizens ineligible under TANF guidelines, but eligible for CalWORKs) in accordance with mandated reporting intervals. Allowable activities include review of SAWS 1, application, required forms and verifications, request for information, early fraud referral, home and office visits, computer data input, fingerprint imaging, and completion of Notice of Actions. Note: Mandated reporting intervals; In accordance with AB 6 (Chapter 501, Statutes of 2011) and SB 1041 (Chapter 47, Sections 7-10, Statutes of 2012), in place of quarterly reporting the state now requires Annual Reporting for Child-Only cases (AR/CO).

CODE 6181 CALWORKS PROGRAM INTEGRITY

This code is for non-WFI staff performing activities related to CalWORKs and Welfare-to-Work ADH/IPV cases, and CalWORKs Early Detection/Prevention Program (ED/PP). ED/PP activities with CalWORKs cases may include, but are not limited to: conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports.

CODE 6311 CALWORKS TRANSITIONAL SERVICES

For counties that have provisions for transitional services in their county plans. This includes transitional services case management activities.

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CODE 6481 NON-FEDERAL CALWORKS TRANSITIONAL SERVICES

For counties that have provisions for transitional services to legal aliens and Two-Parent Families (e.g., legal alien's ineligible under TANF guidelines, but eligible for CalWORKs) in their county plans. This includes transitional services case management activities.

CODE 6631 CALWORKS CASE MANAGEMENT

Includes time spent performing case management activities. Allowable activities include grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families and data collection conducted by County Performance Sample staff through the modified QCIS.

CODE 6641 INFORMATION AND REFERRAL

This includes providing applicant with information regarding programs and services available within the California Department of Social Services: and referrals to community agencies. Activities include explaining support services for employed persons, diversion program, childcare program, Welfare-to-Work Supportive Services, Cal-Learn program, CalFresh Program, voter registration, etc.

CODE 6651 NON-FEDERAL CALWORKS CASE MANAGEMENT RECENT NONCITIZENS

Includes time spent performing case management activities. Allowable activities include grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families, and data collection conducted by County Performance Sample staff through modified QCIS.

CAL-LEARN PROGRAM:

Includes time spent performing administrative activities associated with Cal-Learn program sanctioned cases. Allowable activities include identifying Cal-Learn sanctioned cases; providing a teen parent with information; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; authorization and processing of sanctions. This also includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CODE 0261 STATE ONLY CAL-LEARN-ELIGIBILITY

Includes time spent performing administrative activities associated with Cal-Learn program sanctioned cases. Allowable activities include identifying WTW Teen Parent

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sanctioned cases; providing a teen parent with information; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; authorization and processing of sanctions. This also includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CODE 0271 STATE ONLY CAL-LEARN CASE MANAGEMENT

Includes time spent performing case management activities associated with - Cal-Learn Program sanctioned cases. Allowable activities include providing assistance to a teen parent to obtain educational, social and health services, scheduling and providing orientations to teen parents for the Cal-Learn Program; counseling; developing case plans; identifying need for, arranging, and authorizing supportive services; coordinating the child care plan with the educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustment to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions.

CODE 2571 SUPPORTIVE SERVICES OUTREACH

Includes time spent performing activities to expand existing outreach efforts and to develop and implement new outreach strategies. This may include media spots, posters, employment fairs, and providing information on availability of income support including Earned Income Tax Credit (EITC), health coverage, and food and nutrition programs.

CODE 6171 CAL-LEARN CASE MANAGEMENT

Includes providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the Cal-Learn Program; counseling; developing case plans; identifying the need for, arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making changes to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions. This code does not include activities that can be specifically identified to Child Welfare Services-Minor Parent Investigations.

CODE 6301 CAL-LEARN ELIGIBILITY

This includes identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program; preparing informational notices and Notices of Action; processing supportive services payments; making grant

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determinations; authorization and processing of sanctions and bonuses. This includes time spent determining deferral and exemption status; determining good cause; approving sanction/bonus recommendations; and preparation for hearings.

CODE 6401 NON-FEDERAL CAL-LEARN ELIGIBILITY

Includes time spent performing program administrative activities associated with the Cal-Learn Program on behalf of non-federally-eligible CalWORKs recipients (e.g., legal aliens though ineligible under Temporary Assistance for Needy Families [TANF] guidelines remain eligible for aid under CalWORKs). Allowable activities include identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; authorization and processing of sanctions and bonuses. This includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CODE 6411 NON-FEDERAL CAL-LEARN CASE MANAGEMENT

Includes time spent performing case management activities associated with the - Cal-Learn Program on behalf of non-federal eligible CalWORKs recipients. Allowable activities include providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the Cal-Learn Program; counseling; developing case plans; identifying need for arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustments to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions; deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CALWORKS FRAUD ACTIVITIES:

Includes any activity performed by WFIs related to the investigation and prosecution of fraud when a person, on behalf of himself or herself, has knowingly with the intent to deceive or defraud made a false statement or representation to obtain aid, to obtain a continuance or increase of aid, or to avoid reduction or denial of aid.

WFIs are required to record time for investigative activities to the codes specified below. Investigators and their first-line supervisors are required to have peace officer status under California Penal Code Section 830 in order to record time to fraud programs. Investigative staff who do not have peace officer status must record time spent on investigative activity as casework time, identified to the applicable program.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

CODE 3011 CALWORKS FRAUD

This includes fraud activities related to a federal CalWORKs case. A case is defined as federal if at any time during the investigation period it was federally eligible.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3051 NON-FEDERAL CALWORKS FRAUD

This includes fraud activities related to a non-federal CalWORKs case, including Two-Parent program participants. A case is defined as non-federal if during the entire investigation period it was non-federally eligible (e.g., legal aliens ineligible under TANF guidelines, but eligible for CalWORKs).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3151 FEDERAL CALWORKS AND CALFRESH FRAUD

Includes activities related to a case receiving both federal CalWORKs and CalFresh. When investigation ceases on one of the program components of the case, activities are reported solely to the remaining component (i.e., either CalWORKs fraud or CalFresh fraud).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3201 NON-FEDERAL CALWORKS AND CALFRESH FRAUD

Includes activities related to a case receiving both non-federal CalWORKs and CalFresh (e.g., legal aliens ineligible under TANF guidelines, but eligible for CalWORKs). When investigation ceases on one program component of the case, activities are reported solely to the remaining component (i.e., either non-federal CalWORKs fraud or non-federal CalFresh fraud).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

CODE 3401 EARLY FRAUD DETECTION/PREVENTION (EFD/P) - FEDERAL CALWORKS

Activities with federal CalWORKs cases include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for prosecuting authority, maintaining complete reports of fraud investigative activities, and completing statistical reports.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3421 EFD/P CALWORKS AND CALFRESH

Includes EFD/P activities related to combined CalWORKs and CalFresh cases.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

ASSEMBLY BILL (AB) 74 EXPANDED SUBSIDIZED EMPLOYMENT (ESE) PLAN

The ESE Program is one part of Early Engagement strategies being implemented as a result of the passage of AB 74, Chapter 21 and Statutes of 2013. The CalWORKs ESE Program is a component of the 24-Month Early Engagement Redesign strategies being implemented described in detail in ACL No. 13-81. The AB 74 amended WIC section 11322.63 and added section 11322.64 to implement the ESE Program on July 1, 2013.

CODE 3721 – ESE ADMINISTRATION FEDERAL

This code includes activities necessary for the proper administration of the ESE program performed on behalf of the federally eligible population (i.e., general administration, salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, costs for goods and services, contract costs, etc.).

CODE 3741 – ESE NON-ADMINISTRATION FEDERAL

This code includes but is not limited to case management activities related to a county's direct costs for the federally-eligible participants of the ESE Program (i.e., salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities. Program services include, but are not limited to, program case management, providing information to clients, screening and assessments related to placement, development of employability plans, work site recruitment, payment of work subsidies,

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placement, etc.). General administration and/or coordination of the ESE Program is not considered non-administration.

CODE 3761 – ESE ADMINISTRATION NON-FEDERAL

This code includes activities necessary for the proper administration of the ESE Program performed on behalf of the non-federally eligible population (i.e., general administration, salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, costs for goods and services, contract costs, etc.). These include, but are not limited to, activities related to a county's ESE Program, such as coordination and preparation of program plans and program oversight.

CODE 3781 – ESE NON-ADMINISTRATION NON-FEDERAL

This code includes activities related to a county's direct costs for the non-federally-eligible participants of the ESE Program (i.e., salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities. Program services include, but are not limited to, program case management, providing information to clients, screening and assessments related to placement, development of employability plans, work site recruitment, payment of work subsidies, placement, etc.). General administration and/or coordination of the ESE Program is not considered non-administration.

WELFARE TO WORK (WTW) CASEWORKER ACTIVITIES:

Effective with the March 1998 quarter, Greater Avenues to Independence (GAIN) Placement and Development Services activities formerly captured separately under Code 4052 (GAIN-Placement and Development Services), have been re-classified as "general" WTW caseworker activities listed below. These activities include: soliciting and developing employment and training slots for the Work Experience component; negotiating employment and training contracts; and performing on-site programmatic monitoring of contracts, including contractor compliance in meeting the participant's employment goal and resolution of participation problems.

General WTW caseworker activities include: determining exemptions; arranging for the participant's entry into the WTW component; referring clients to the tribal TANF program; assessing the need for, and arranging of supportive services, other than child care; calculating supportive service overpayments (OP); completing OP Notices of Actions; coordinating OP grant adjustments with CalWORKs caseworker; tracking and monitoring participant activities; securing and referring participants to job interviews; arranging for or providing- employment or training-related counseling; completing subsequent WTW plans; coordinating grant-based OJT with the CalWORKs

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caseworker; conducting good cause and compliance determinations; determining the need for, and coordinating, sanction activities with the CalWORKs caseworker; preparing, for and presenting, information at hearings; providing client services, and referrals to mental health/substance abuse services. WTW caseworker activities listed within each WTW Code listed below are in addition to the general WTW caseworker activities listed above.

PLEASE IDENTIFY ALL CASEWORKER ACTIVITIES TO THE FOLLOWING WTW PROGRAM COMPONENTS ACCORDING TO PROGRAM PARTICIPANT ASSIGNMENT.

CODE 3351 WELFARE TO WORK DATA REPORTING

Includes time spent performing data reporting activities based on federal data reporting requirements, including actual hours of participation. Allowable activities include identification of sample cases, review of case files (including automated systems) to obtain necessary monthly demographic and participation information for the Research and Data Enterprise Project (RADEP) for cases in the federal sample and participation information for Enterprise, Phase II Lite (E2Lite) for cases in the county-specific sample. Also includes activities associated with inputting information into RADEP or E2Lite data collection tools and reconciling the data to ensure accurate and consistent reporting.

CODE 3701 EMPLOYMENT SERVICES CASE MANAGEMENT EMPLOYED NON-MOE

Includes case management and related WTW activities (e.g., determining exemptions, arranging for the participant's entry into the WTW component; performing needs assessment, etc.) provided to employed safety net individuals and Long-Term Sanction cases.

For additional activities, please refer to the Program Code Descriptions for WTW caseworker activities and the following time study codes:

- CODE 6201 WTW PRE-ASSESSMENT
- CODE 6211 WTW POST-ASSESSMENT: COMMUNITY SERVICE
- CODE 6221 WTW POST-ASSESSMENT: OTHER
- CODE 6231 POST-ASSESSMENT: VOCATIONAL EDUCATION
- CODE 6241 WTW ASSESSMENT

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 3711 EMPLOYMENT SERVICES CASE MANAGEMENT UNEMPLOYED NON-MOE

Includes case management and related WTW activities (e.g., determining exemptions, arranging for the participant's entry into the WTW component; performing needs assessment, etc.) provided to unemployed Safety Net and Long-Term Sanction cases.

For additional activities, please refer to the PC Descriptions for WTW caseworker activities and the following time study codes:

- Code 6201 WTW Pre-Assessment
- Code 6211 WTW Post-Assessment: Community Service
- Code 6221 WTW Post-Assessment: Other
- Code 6231 WTW Post-Assessment: Vocational Education
- Code 6241 WTW Assessment

CODE 4512 NON-FEDERAL WTW

Includes activities for all WTW components performed on behalf of a non-federal participant (e.g., legal aliens ineligible under TANF guidelines but eligible for CalWORKs).

CODE 6201 WTW PRE-ASSESSMENT

Includes providing a CalWORKs applicant/recipient with WTW Program appraisal orientation, which may include use of the Online CalWORKs Appraisal Tool (OCAT), for the WTW program and available supportive services; advising the client of his/her rights and responsibilities; conducting activities associated with the Welfare Opportunity Tax Credit (WOTC) Program; administering the basic skills screening tests; developing and documenting the preliminary employment goal; completing General and Initial Activity Agreement; referring participant to the initial assignment or WTW Assessment; and activities prior to and after assessment related to one-week job readiness workshop and activities related to supervised or unsupervised job search. This includes Job Club Case Management (CM) and Program Operations, Supervised Job Search CM and Program Operations, and Other Job Search Services CM activities.

CODE 6211 WTW POST-ASSESSMENT: COMMUNITY SERVICE

Includes any activities performed relating to the provision of community service assignments to WTW program participants who are participating in Community Service activities prior to reaching the 18 or 24 month time limit as well as those who have reached their time limit (18th month or 24th month, as applicable) and have not found unsubsidized employment sufficient to meet required minimum hours of participation.

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CODE 6221 WTW POST-ASSESSMENT: OTHER

This includes any WTW post-assessment activities other than those related to either Vocational Education or Community Service WTW components.

CODE 6231 WTW POST-ASSESSMENT: VOCATIONAL EDUCATION

This includes job-specific training in a classroom or on-site setting and other college training, including post secondary education and self-initiated programs.

CODE 6241 WTW ASSESSMENT

Includes activities related to a participant's entry into the component; amended WTW plans; third party assessment; vocational assessment; evaluation of participant's education and employment history and need for supportive services; evaluation and completion of the participant's WTW plan; and reappraisals.

CODE 6781 WTW TWO-PARENT FAMILIES: PRE ASSESSMENT

This includes WTW pre-assessment activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6201 (WTW Pre-Assessment).

CODE 6791 WTW TWO-PARENT FAMILIES POST ASSESSMENT: COMMUNITY SERVICES

This includes WTW community service activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6211 (WTW Community Service).

CODE 6801 WTW TWO-PARENT FAMILIES POST ASSESSMENT: VOCATIONAL EDUCATION

This includes WTW vocational education activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6231 (WTW Vocational Education).

CODE 6811 WTW TWO-PARENT FAMILIES: ASSESSMENT

This includes WTW assessment activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6241 (WTW Assessment).

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

CODE 6821 WTW TWO-PARENT FAMILIES-POST-ASSESSMENT OTHER

This includes WTW post-assessment activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6221 (WTW Post-Assessment: Other).

CODE 6831 TWO-PARENT RECIPIENT CHILD CARE TRAINING

This project will focus on necessary training and teaching of basic childcare and safety to CalWORKs Two-Parent families. Expected outcome is the ability for these families to serve as in-home license exempt, in-home licensed or center-based childcare providers.

CODE 6851 CALWORKS DOMESTIC VIOLENCE SERVICES

Includes time spent by county staff in direct provision of domestic violence services. These services may include, but are not limited to: community domestic violence services; individual counseling of the participant and children; group counseling; parenting skills training; independent living skills training.

CODE 6861 RECIPIENT CHILD CARE TRAINING

This project will focus on necessary training and teaching of basic childcare and safety to CalWORKs recipients. Expected outcome is the ability for these recipients to serve as in-home license exempt, in-home licensed or center-based childcare providers.

CODE 6871 TANF TIMED-OUT EMPLOYMENT SERVICES

Captures costs which include case management and related WTW activities such as determining exemptions, arranging for the participant's entry into WTW component, performing needs assessment provided to employed individuals who are part of the hardship population. For additional activities, please refer to program code descriptions for WTW caseworker activities for the following codes:

- CODE 6201 WTW PRE-ASSESSMENT
- CODE 6211 WTW POST-ASSESSMENT: COMMUNITY SERVICE
- CODE 6221 WTW POST-ASSESSMENT: OTHER
- CODE 6231 POST-ASSESSMENT: VOCATIONAL EDUCATION
- CODE 6241 WTW ASSESSMENT

CODE 6891 TANF TIMED-OUT EMPLOYMENT SERVICES

Captures costs that includes case management and related WTW activities provided to hardship population individuals such as determining exemptions, arranging for the participant's entry into WTW component, performing needs assessment.

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For additional activities, please refer to program code descriptions for WTW caseworker activities for the following codes:

- CODE 6201 WTW PRE-ASSESSMENT
- CODE 6211 WTW POST-ASSESSMENT: COMMUNITY SERVICE
- CODE 6221 WTW POST-ASSESSMENT: OTHER
- CODE 6231 POST-ASSESSMENT: VOCATIONAL EDUCATION
- CODE 6241 WTW ASSESSMENT

CODE 8841 FAMILY STABILIZATION FEDERAL CASE MANAGEMENT

This includes time spent providing Family Stabilization intensive case management to federally eligible WTW participants or potential WTW participants, prior to signing a WTW plan. This includes, but is not limited to: identification of barriers that prevent the work-eligible adult from being successfully engaged in WTW activities; arranging for services to support the family in overcoming an identified situation or crisis that is destabilizing; and time spent on providing additional outreach to clients who are in non-compliance or sanctioned.

CODE 8851 FAMILY STABILIZATION NON-FEDERAL CASE MANAGEMENT

This includes time spent providing Family Stabilization intensive case management to non-federally eligible WTW participants or potential WTW participants, prior to signing a WTW plan. This includes, but is not limited to: identification of barriers that prevent the work-eligible adult from being successfully engaged in WTW activities; arranging for services to support the family in overcoming an identified situation or crisis that is destabilizing; and time spent on providing additional outreach to clients who are in non-compliance or sanctioned.

The nonfederal population is only the recent non-citizen entrant population where the individual has resided in the country for less than five years and is ineligible to receive Temporary Assistance for Needy Families (TANF) assistance and services. Under federal law, persons who legally entered the United States are ineligible for any means-tested public benefit for a period of five years, unless that person meets an exception based on his/her immigration status (i.e., this excludes refugees and asylees).

CODE 9261 FAMILY STABILIZATION NON-MOE CASE MANAGEMENT

Includes time spent providing Family Stabilization intensive case management to non-MOE WTW participants. This includes but is not limited to; identification of barriers that prevent the work-eligible adult from being successfully engaged in WTW activities; arranging for services to support the family in overcoming an identified situation or crisis

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that is destabilizing; time spent on providing additional outreach to clients who are in non-compliance or sanctioned.

DEMONSTRATION PROJECTS:

CODE 2631 U.S. RESIDENCY PROJECT – CALWORKS

For Imperial and San Diego Counties only - includes interviewing applicants and recipients of public assistance to determine residency; reviewing documents for authenticity, completeness, and accuracy; determining case status; data collection for project evaluation; and referral of sampled cases for fraud investigation follow-up.

CALWORKS COUNTY PEER REVIEWS:

Assembly Bill (AB) 1808 (Chapter 75, Statutes of 2006) requires counties to participate in a peer review process, known as County Peer Review (CPR). CDSS, together with County Welfare Departments (CWDs) will visit other CWDs to review their CalWORKs program policies, procedures, and data to improve performance outcomes. The purpose of the CPR program is to share best practices between the CWDs and CDSS, identifying potential obstacles that may prevent CWDs from achieving the performance outcomes required by federal law.

CODE 7121 COUNTY PEER REVIEW (CPR)

Captures costs for activities for participating counties (up to five days per county site review) include: travel, staff interviews, case file reviews, facility visual observations and evaluations, development of county site visit summary reports, and ongoing technical assistance to counties. Counties will be reimbursed to backfill for any non-managerial/non-supervisory county staff associated with county site review visits, such as caseworkers or employment specialists.

SENATE BILL (SB) 1569 (CHAPTER 672, STATUTES OF 2006):

The Trafficking Victims Protection Act (TVPA) of 2000 [Public Law (PL) 106-386] and the Trafficking Victims Protection Reauthorization Act (TVPRA) of 2003 (PL 108-193) extended eligibility for federally funded benefits and services to human trafficking victims and certain eligible family members, to the same extent as refugees. In order to receive benefits and services, adults must be certified as trafficking victims by the federal Office of Refugee Resettlement (ORR).

Effective January 1, 2007, SB 1569 (Chapter 672, Statutes of 2006) established a state-only program to extend benefits and services to trafficking victims prior to ORR

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certification. The SB 1569 also extended benefits and services to noncitizen victims of human trafficking, domestic violence and other serious crimes.

The benefits and services made available under SB 1569 include Trafficking and Crime Victims Assistance Program (TCVAP), State Funded Employment Services, California Food Assistance Program (CFAP), Cash Assistance Program for Immigrants (CAPI), and California Work Opportunity and Responsibility to Kids (CalWORKs), including Welfare-to-Work (WTW) Services.

CODE 7131 TCVAP NONCITIZEN ADMIN

Counties will time study activities related to the CalWORKs, TCVAP and the CAPI programs provided to noncitizen victims of human trafficking, domestic violence and other serious crimes. This time study code includes eligibility and grant maintenance activities, fraud investigations, information and referral and child care activities. Specific activities include:

- All eligibility-related activities for CalWORKs, TCVAP, and CAPI in accordance with mandated reporting intervals. Activities include initial determinations, regularly scheduled eligibility determinations, and review of eligibility reports-forms and verification, performed on behalf of non-federal CalWORKs participants (e.g., recent noncitizens ineligible under TANF five year ban guidelines, but eligible for CalWORKs), accepting/screening applications for SSI for CAPI applicants;
- Other allowable activities include but not limited to review of SAWS 1, application, required forms, verifications such as immunization records and school attendance documentation, request for information, assignment and treatment of child support, early fraud referral, home and office visits, computer data input, fingerprint imaging, and completion of Notice of Actions, sanctions, activities in support of State Administrative Hearings, non-Administrative Disqualification Hearings (ADH)/non-Intentional Program Violations (IPV) cases, conducting cause determinations and compliance for clients;
- Time spent by non-Welfare Fraud Investigator staff performing activities related to CalWORKs and WTW ADH/IPV cases and CalWORKs Early Detection/Prevention Program. Activities may include, but are not limited to, conducting investigations, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports;
- Time spent performing grant calculations and grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families and data collection conducted through the Research and Development Enterprise Project (RADEP) and Enterprise II Lite (E2Lite) system;
- Providing applicants with information regarding programs and services available within the California Department of Social Services and includes referrals to

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community agencies. Other activities include explaining support services for employed persons, diversion program, childcare program, WTW Supportive Services, Cal-Learn program, CalFresh Program, voter registration, etc.;

- Child care activities include initiating and securing child care slots for use by CalWORKs participants who are employed or participating in an approved CalWORKs work activity, within the existing universe of child care providers; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; and coordinating or consulting with other child care delivery systems; program notifications; benefit computations; overpayments and underpayments and adjustments; overpayment NOAs, and coordinating overpayment grant adjustments with the CalWORKs caseworker; outreach; and preparing for and providing presentations to community groups and organizations; and verifying hours.

CODE 7141 TCVAP NONCITIZEN SVCS

Counties will time study activities for WTW and State Funded Employment Services provided to noncitizen victims of human trafficking, domestic violence and other serious crimes. This time study code includes employment related activities.

Specific activities include:

- Providing a CalWORKs applicant or recipient with an orientation and appraisal to the WTW program and available supportive services, advising the client of his/her rights and responsibilities, conducting activities associated with the Welfare Opportunity Tax Credit (WOTC) Program, administering the basic skills screening tests, developing and documenting the preliminary employment goal, completing General and Initial Activity Agreement, referring participant to the initial assignment or WTW Assessment, and activities prior to and after assessment related to one-week job readiness workshop and activities related to supervised or unsupervised job search. This includes Job Club Case Management (CM) and Program Operations, Supervised Job Search CM and Program Operations, and Other Job Search Services CM activities;
- Activities performed relating to the provision of community service assignments to WTW program participants who are participating in Community Service activities;
- Post-assessment activities other than those related to either Vocational Education or Community Service WTW components;
- WTW job-specific training in a classroom or on-site setting and other college training, including post secondary education and self-initiated programs;
- Activities related to participant's entry into the component; amended WTW plans; third party assessment; vocational assessment; evaluation of participant's education and employment history and need for supportive services; evaluation and completion of the participant's WTW plan; and reappraisals;

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- For counties that have provisions for transitional services in the county's CalWORKs plan. This includes transitional case management activities.
- Necessary training and teaching of basic child care and safety. Expected outcome is the ability for these families to serve as in-home license exempt, in-home licensed or center-based child care providers.
- Time spent by WTW county staff in direct provision of domestic violence services. These services may include, but are not limited to: community domestic violence services; individual counseling of the participant and children; group counseling; parenting skills training; independent living skills training;
- Includes all TCVAP activities related to employment, training, and other social services provided by the county.

CODE 7371 ~~ARRA 2009 EARNED EFC-ADMIN~~

~~Captures costs providing for the proper administration of the TANF EFC subsidized employment program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, cost for the goods and services, contract costs and all indirect or overhead costs, etc.). These include but are not limited to activities related to a county's subsidized employment program, such as, work site recruitment and development, placement, case management, and program oversight.~~

~~NOTE: This time study code is available for counties who have earned their FFY 2009 EFC in order to meet the FFY 2010 base by quarter.~~

WORKFORCE INVESTMENT ACT (WIA):

CODE 8201 WIA DISLOCATED WORKER PROGRAM

Captures costs for activities directed at the Dislocated Worker Program; workers who have lost jobs due to layoff or other economic transitions and need assistance finding or preparing for new jobs at their local One Stop Centers.

CODE 8211 WIA ADULT PROGRAM ACTIVITIES

Captures costs for activities directed towards employment and training services for adults and dislocated workers at One Stop Centers; to assist these eligible individuals (older than 18 years old), in finding and qualifying for meaningful employment; receive core, intensive, training and supportive services.

CODE 8221 WIA YOUTH PROGRAM ACTIVITIES

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

Captures costs directed at activities that provide employment and training services for eligible youth (between 14 and 21 years old) in finding meaningful employment, with qualifying problems; low income, high school dropout, homeless, runaway or foster care child, pregnant or a parent, an offender and others with (e.g., learning & physical disabilities, substance abuse, and domestic violence).

CODE 8231 WIA RAPID RESPONSE ACTIVITIES

To capture costs of funding Rapid Response activities (employment & training) for employers and workers who lose their jobs as a result of company closings, mass layoffs, or disasters.

CODE 8241 WIA FORMULA GRANT ACTIVITIES

Captures costs for formula grant activities on funds allocated to local areas for eligible adults, youth, and dislocated workers to provide core, intensive and training services through the One-Stop delivery system.

CODE 8251 WIA RETENTION ACTIVITIES

Captures costs for activities associated with providing job retention services for eligible adults, youth and dislocated workers through the One-Stop delivery system.

CODE 8261 WIA WTW 30%-70% ACTIVITIES

Captures cost for activities associated with the development/obtaining and providing grants to fund employment services for adult/dislocated workers/youth, particularly to unemployed participants and disadvantaged youth under the WIA 1998.

CODE 8271 WIA OTHER ACTIVITIES

Captures costs providing other supportive activities (i.e., increase employment, job retention, state vocational rehabilitation services [including those with disabilities], informational and referral services) at One-Stop centers.

CODE 8931 CALWORKS HOUSING SUPPORT NON-MOE

Captures time spent providing housing support services to families within the Safety Net, drug felon and fleeing felon population by assisting in finding and retaining safe, affordable and stable housing.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 8941 CALWORKS HOUSING SUPPORT NON-FEDERAL

Captures time spent providing housing support services to non-federally eligible CalWorks families by assisting in finding and retaining safe, affordable and stable housing. The non-federal population includes the recent non-citizen entrant population, an individual who has resided in the country for less than five years and is ineligible to receive Temporary Assistance for Needy Families' (TANF) assistance and services. Under federal law, persons who legally enter the United States are ineligible for any means-tested public benefit for a period of five years, unless that person meets an exception based on immigration status (i.e., this excludes refugees and asylees). This also includes the TANF Timed-Out population, recipients who have reached their 60-month TANF time limit but are still eligible for CalWorks.

CODE 8951 CALWORKS HOUSING SUPPORT FEDERAL

Captures time spent providing housing support services to federally eligible CalWorks families by assisting in finding and retaining safe, affordable and stable housing.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. Also includes time spent training or in conference or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

Please Note: All Program Codes are subject to change pending federal approval.

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3. OTHER PUBLIC WELFARE FUNCTION UPDATED: 06/18

GENERAL FUNCTION DEFINITION

Includes activities associated with the eligibility determination process performed on behalf of public assistance applicants (other than CalWORKs) and case management activities for continuing cases.

Assembly Bill (AB) 433 required the California Department of Social Services (CDSS) to propose a new name for the CalFresh Program (CFP) in California. The new name chosen was "CalFresh." Please refer to All County Letter No. 10-55, dated November 23, 2010.

TIME STUDY STAFF

- A. Staff performing activities listed below should record time to appropriate Other Public Welfare codes.
- B. Workers performing public assistance eligibility determinations and associated case management activities, including CalFresh certification workers; as well as referrals for services (such as mental health, substance abuse and domestic violence);
- C. Quality Control/Quality Assurance Staff;
- D. Caseworkers who generally perform program activities associated with another function (e.g., CalWORKs, Social Services, etc.) and perform Other Public Welfare Function activities;
- E. Clerical and administrative staff performing Other Public Welfare Programs Function activities on a full-time basis;
- F. Welfare Fraud Staff (NOTE: These are Welfare Fraud Investigators [WFI] and their first-line supervisors who have peace officer status under Penal Code Section 830. Investigative staff who do not have peace officer status - a requirement necessary for reporting time to the same fraud codes used by WFI -should report time to applicable program codes that do not indicate that they are restricted to WFI staff.);
- G. Caseworkers, clerical, and administrative staff performing fiscal or case budget activities associated with Title IV-D Child Support collections; and
- H. First-line supervisors of staff listed in A – F above.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 0301 STATE-ONLY KIN-GAP

Includes the following activities performed on behalf of Kin-GAP cases: conducting eligibility determinations and benefit payment functions; various intake activities such as screening, approvals, denials; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty transfers; and program status changes. Code 0301 also includes activities performed for continuing Kin-GAP case maintenance.

CODE 0311 KIN-GAP NON FED ELIGIBLE

Includes the following activities performed on behalf of Kin-GAP cases: conducting program eligibility determinations/redeterminations, and benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.

CODE 2111 ELECTRONIC BENEFIT TRANSFER (EBT) ISSUANCE

Costs associated with issuance include but are not limited to: card embossing, host to host benefits, issuance of Personal Identification Numbers (PINs) and providing replacement authorization documents. For costs associated with issuance of EBT, cards that include CalFresh, CalWORKs and/or General Relief (GR), Cash Assistance Program for Immigrants (CAPI) and/or Refugee Cash Assistance/Entrant Cash Assistance (RCA/ECA), counties shall calculate a ratio based on their caseload in the EBT system, during one month of the quarter. Using the calculated ratio, redistribute and charge each program as if a check were being issued. The exception is CalFresh, since the correct code to charge is PC 211. The CalWORKs costs should be claimed to PC 614-CalWORKs Eligibility. The GR costs should be county only costs and claimed to PC 352-Other County Only Program [OCOP]/General Relief [GR]. The CAPI share of EBT costs should be claimed to PC 308-Cash Assistance Program for Immigrants. The RCA/ECA share of EBT costs should be claimed to PC 351-Refugee Cash Assistance/Entrant Cash Assistance program.

CODE 2171 COUNTY MEDICAL SERVICES PROGRAM

This "County Only Program" includes eligibility determinations and case maintenance for the following population:

- Applicants or recipients identified as incompetent, poor, indigent persons and those incapacitated by age, disease, or accident that are not supported and relieved by other means.

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Note: Medical and Health care services are administered by a CMSP Governing Board that contracts with 34 participating counties; the Medically Indigent Services Program (MISP) and Local Health Services (LHS) are for non-participating counties.

CODE 2191 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) - PROBATION ELIGIBILITY

This includes eligibility determinations, screening for prior TANF probation episodes, approvals, denials, authorization actions, and issuance of notices.

CODE 2251 CHILD SUPPORT

Includes activities related to processing support obligations collected by the District Attorney, recoupment and pass-on calculations, and activities performed when disbursing funds to appropriate parties.

CODE 2301 ADOPTION ASSISTANCE PROGRAM (AAP)

This includes eligibility determinations and payment maintenance activities on AAP cases; for under 18 years old population.

CODE 2451 SPECIAL CIRCUMSTANCES ALLOWANCE PROGRAM

Includes time spent determining eligibility, assessing and verifying need for special circumstances, informing applicants of program requirements/ benefits, maintaining case files, performing benefit computations, and preparing authorization actions for eligible SSI/SSP recipients.

CODE 3081 CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)

Includes time spent performing selected activities for CAPI applicants and recipients. Activities include, but are not limited to, accepting/screening applications, including applications for SSI; determining/redetermining eligibility; performing grant calculations and grant maintenance functions; informing applicants of program requirements; preparing notice of actions; conducting fraud related activities; and preparing reports.

CODE 3451 AFDC FOSTER CARE (FC) ELIGIBILITY

Includes the following activities performed on behalf of FC cases: conducting eligibility determinations and benefit payment functions; various intake activities, such as screening, approvals, denials, and other dispositions of requests for aid, including restorations; budget computations and authorizing actions, referrals to other public assistance programs, inter-county transfers, (i.e., a transfer of responsibility for

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determination of eligibility and referral to services from one county to another); and program status changes.

CODE 3481 OTHER COUNTY ONLY PROGRAM (OCOP)/GENERAL RELIEF (GR) NON-EDP

For activities associated with the (General Relief) GR program and for individuals who are not eligible for services under other programs. This code is to be used for those programs that do not benefit from county EDP operations/costs. Programs that do benefit from EDP should be claimed to Code 3521 (OCOP/GR).

CODE 3501 RRP-MEDICAL

Includes RRP Medically Needy Only (MNO) refugees, refugee children less than 21 years of age, pregnant refugee women, and refugees residing in an ICF/SNF.

CODE 3511 REFUGEE CASH ASSISTANCE/ENTRANT CASH ASSISTANCE PROGRAM (RCA/ECA)

This includes eligibility determinations and grant maintenance activities for time eligible RCA/ECA recipients and for Unaccompanied Refugee/Entrant Minors. This also includes conducting cause determinations and conciliation for RCA clients.

CODE 3521 OTHER COUNTY ONLY PROGRAM (OCOP)/GENERAL RELIEF (GR)

For the GR program and for individuals who are not eligible for services under other programs. This includes the following activities: eligibility determinations (including fingerprint imaging) and grant maintenance functions; fraud activities related to OCOP or GR programs; providing employment training services to GR recipients and other individuals who are not eligible for services under other employment programs; providing Welfare to Work (WTW) and social services to GR and RCA recipients. This also includes provision of non-CSBG services to refugees. This code is to be used for those programs that benefit from county EDP operations/costs. Programs that do not benefit from EDP should be claimed to Code 3481 (OCOP/GR Non-EDP).

CODE 3601 CALFRESH SANCTION/REINVESTMENT PROJECT

Includes activities associated with developing and implementing a CalFresh reinvestment project aimed at reducing CalFresh error rates. Staff should only use this code to report time spent on activities that benefit the CalFresh program.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 7851 ADOPTIONS ELIGIBILITY FOR NON-MINOR DEPENDENTS (NMDS)

Per AB 118 (Chapter 4, Statutes of 2011), the funding for agency adoptions was realigned to the Local Revenue Fund to allow for these services to be provided for at the county level. In addition, ABX 1-16 (Chapter 14, Statutes of 2011) allowed for counties that have not previously provided agency adoption services, one of four options:

- 1) to contract with CDSS to continue to provide services;
- 2) directly provide agency adoption services;
- 3) contract with another county to provide services;
- 4) form a consortium of counties to provide services.

This Program Code (PC) is meant to capture the eligibility costs for Non-Minor Dependents (NMD) (18-21 years old). Allowable activities include: Conducting eligibility determinations; Title IV-E determinations and benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; inter-county/interstate transfers; program status changes; and case maintenance.

CODE 8461 EFC AFDC-FOSTER CARE (FC) ELIGIBILITY

Includes the following activities performed on behalf of FC cases: conducting eligibility determinations and benefit payment functions; various intake activities, such as screening, approvals, denials, and other dispositions of requests for aid, including restorations; budget computations and authorizing actions; referrals to other public assistance programs; inter-county transfers; (i.e., a transfer of responsibility for determination of eligibility and referral to services from one county to another); and program status changes.

NOTE: For activities pertaining to NMD's, age 18-21, participating in EFC

CODE 8471 OVER 18 KIN-GAP NON-FEDERALLY ELIGIBLE

Includes the following activities performed on behalf of Kinship Guardianship Assistance Payment (Kin-GAP) cases: conducting program eligibility determinations/redeterminations, and benefit payment functions; reassessment activities; various intake activities such as screening, approvals and denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 8581 OVER 18 KIN-GAP TITLE IV-E ELIGIBILITY

Allowable activities include conducting Title IV-E eligibility determinations and redeterminations for the over 18 Kin-GAP population.

CODE 8601 KIN-GAP TITLE IV-E ELIGIBILITY

Allowable activities include conducting Title IV-E eligibility determinations and redeterminations.

OTHER CALFRESH EMPLOYMENT AND TRAINING (CFET) ACTIVITIES:

CODE 4641 CFET ADMINISTRATIVE ACTIVITIES

Program code 464 captures costs for the employment and training activities for Non-Assistance CalFresh (NACF) applicants and recipients who meet Federal Nutrition Services requirements for CalFresh eligibility.

This reporting code includes staff time associated with the following activities:

- Conducting assessment, placement, and case management activities for CFET program participants;
- Arranging for supportive services payments;
- Conducting good cause determinations;
- Administering ~~Employment and Training (E&T)~~ **CFET** activities; including conducting ~~E&T~~ **CFET** training;
- Monitoring and tracking ~~E&T~~ **CFET** participation;
- Discussing and disseminating materials related to nonmedical alcohol and other drug rehabilitation services to CFET participants.

CALFRESH NUTRITION EDUCATION PROGRAM: INNOVATIVE IDEAS PROJECT

The Innovative Ideas Project is a pilot program under the CalFresh Nutrition Education program. The objective of the Innovative Ideas Project is to allow counties the opportunity and funding to partner with other organizations, such as local community-based organizations, University of California extension offices, food banks, etc. to provide nutrition education services to the CalFresh population. Under current federal regulations included in 7 CFR 272.2, states have the option of providing nutrition education to CalFresh participants as part of their program operations. The funding for the Innovative Ideas Project was authorized by the Healthy, Hunger-Free Kids Act of 2010.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 3621 – CALFRESH NUTRITION EDUCATION – GET FRESH

Allowable activities include, but are not limited to, conducting activities that promotes nutrition education and obesity prevention, local media outreach and program planning for evaluating neighborhood nutrition factors that will guide strategic and intensive nutrition education efforts with target neighborhood populations.

NON-ASSISTANCE CALFRESH (NACF):

The following codes currently assigned to the NACF Program were established to capture caseworker hours associated with performing specific activities previously identified as those that benefit NACF or pure CF cases only. As indicated by the program title, NACF cases are CF cases that include individuals whom, aside from receiving CF benefits, are not currently receiving a cash grant through the CalWORKs (previously AFDC program). NACF cases may also include Refugee, GR, Cuban/Haitian Entrant, or MI members.

In contrast, with the exception of Code 2110 (CalFresh Issuance), caseworker hours performed on behalf of Public Assistance CalFresh (PACF) cases (i.e., cases that receive both CalWORKs and CalFresh), as opposed to NACF cases, should be reported to the appropriate CalWORKs time study code located in the CalWORKs Function PCDs. Code 2110 (CalFresh Issuance) is an exception because CalFresh issuance activities are by definition CalFresh costs; therefore, there is no need to distinguish between PACF and NACF cases. In addition to the various activities listed below for each individual NACF time study code, allowable NACF activities also include: Income and Eligibility Verification System (IEVS) related functions (e.g., inquiries, matches, fraud referrals, Integrated Earnings Clearance/Fraud Detection System (IFD) overpayment computations and related follow-up contacts), fingerprint imaging, hearing preparation and/or presentation, and CF Quality Control (QC) activities.

CODE 2181 NACF-IEVS

Includes reviewing and verifying that a discrepancy identified by the IFD Wage Match and New Hire Match (NHM) exists between gross earnings and employment reported by the recipient to the county, and by the employer to EDD; contacting recipients and employers to verify if earnings were unreported or underreported by the recipient; determining if an overpayment/overissuance was made; reviewing and verifying whether recipients received duplicate aid as indicated by the IFD Wage Match; contacting recipients, financial institutions, or any persons/agencies to verify existence and ownership of assets identified by the Franchise Tax Board Asset Match System; determining if the recipient was ineligible for aid; determining whether an overpayment/overissuance was made and the amount of overpayment/overissuance if total ineligibility exists; and preparing the associated Notice of Action and IEVS

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Response Document and IEVS Management Report (DPA 482). (NOTE: NHM information must be processed by dedicated IEVS staff who time study in accordance with CDSS time study instructions. As in the case with the wage match, we recommend that any resulting overpayments and grant reduction collections be initiated by dedicated IEVS or Collections staff, and time studied to 3431 NACF Eligibility.

CODE 2681 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM - NACF

Satisfactory Immigration Status (SIS) verification activities for aliens applying for the NACF program. Primary and/or secondary verification activities to establish alien SIS with Immigration and Nationalization Service (INS) including: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

CODE 2751 EARLY FRAUD DETECTION/PREVENTION PROGRAM (EFD/P) NA-CF

This is for counties that have an approved plan for 100% federal and state funding. Activities listed for ED/PP in Code 3441 (NACF Program Integrity) apply to this program.

CODE 3101 NACF-FRAUD

This includes fraud activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830 related to NACF cases. Do not report time spent on investigative activities to Code 3100 for cases receiving both CalWORKs and CalFresh benefits.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3411 EFD/P-NACF (WFI)

This includes NACF case-related EFD/P activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830. Allowable activities include conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for prosecuting authority, maintaining complete records of investigative activities, and completing statistical reports.

Please Note: All Program Codes are subject to change pending federal approval.

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NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3431 NACF ELIGIBILITY

Includes NACF Program intake activities such as: certification or denial of benefits on behalf of new applicants; recertification following a break in receiving benefits; verification of income, mandatory deductions, and other asset-related issues; activities in support of non-Administrative Disqualification Hearings/non-Intentional Program Violation (IPV) cases; budget computation, quality assurance, supervisory review activities; and Work Opportunity Tax Credit (WOTC) Program-related activities. This also includes continuing NACF activities, such as: informational and outreach, performing budget recomputations, program eligibility termination, making Employment Development Department (EDD) referrals, authorizing actions, intercounty transfers, program loss computations and adjustments, fraud or collection referrals, over issuance and benefit reduction collections, home visits, expedited service, recertification with no break in benefits, authorization for benefit issuance, budget computations for recertifications, quality assurance or supervisory review activities, and WOTC Program activities. This also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in completion of these forms as necessary, and processing voter registration forms for submission to the Secretary of State. NACF activities performed on Indian Reservations should also be included here.

CODE 3441 NACF PROGRAM INTEGRITY

This code is intended for use by non-WFI staff performing NACF administrative hearing activities for IPV cases and CalFresh ED/PP activities. ED/PP activities may include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports.

CODE 3471 NACF QUALITY CONTROL

This includes case reviews, desk audits, third-party verifications, home visits related to case reviews, and all other activities specifically related to Quality Control Review of CalFresh certification. Do not include time spent performing quality assurance, supervisory reviews or other activities that are not an integral part of the required Quality Control Review. (See 7 CFR Section 271.2)

CODE 6111 NACF -JAIL MATCH - SB 1556 (CHAPTER 205, STATUTES OF 1996)

NACF cases Jail Match casework activities required by SB 1556 includes reviewing and verifying that a recipient identified by the Jail Match System is, or has been,

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incarcerated; contacting recipients and jail facilities to verify eligible for aid and whether an overpayment/overissuance was made, and the amount of the overpayment/overissuance if ineligibility exists for the recipient or case.

MEDI-CAL:

Includes activities performed on behalf of MNO and Medical Intake (MI) Medi-Cal Program applicants and recipients. MNO activities are defined as those performed on behalf of applicants/recipients that are linked to an aid program and are not currently receiving aid in the form of a cash grant. MI activities are defined as those performed on behalf of nonaided, nonlinked, applicants and recipients provided that they are either: children under 21 years of age, pregnant, or persons residing in an ICF/SNF.

CODE 2151 MEDI-CAL – INTAKE

Includes screening and referral of MNO applicants; accepting and processing initial applications, reapplications, and transfers-in; hearing activities; and preparing and/or presenting a case for hearing. This also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in completion of these forms as necessary, and processing voter registration forms for submission to the California Secretary of State. Activities and individuals must be federally eligible and in accordance with the Department of Health Care Services State Medicaid Plan.

CODE 2153 MEDI-CAL – CONTINUING

This includes processing approved cases, including budget changes, address changes, redeterminations, discontinuances and rescinded discontinuances, income reporting, and hearings for either MNO or MI recipients. Also includes issuing temporary Medi-Cal cards to SSI/SSP recipients who did not receive their regular Medi-Cal card because of a failure of the SSA system, replacing lost or stolen Medi-Cal cards, and providing additional proof of eligibility labels for SSI/SSP recipients. Activities and individuals must be federally eligible and in accordance with the Department of Health Care Services State Medicaid Plan

CODE 2711 SAVE – MEDI-CAL

This includes SIS verification activities for aliens applying for MNO and MI programs. Primary and/or secondary verification activities to establish alien SIS with the INS include: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination. Activities and individuals must be

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federally eligible and in accordance with the Department of Health Care Services State Medicaid Plan.

TANF FISCAL INCENTIVES:

Welfare and Institutions Code Section 10544.1 established performance incentives to counties to move CalWORKs recipients into employment. Counties may use TANF federal incentive funds for expanded services and benefits that directly lead (or can be expected to lead to) the accomplishment of one of the four purposes of the TANF program.

The following Time Study Codes have been established to capture costs for federal reporting purposes, activities consistent with benefits, or services provided under TANF. These codes will only be used for reporting federal fiscal incentives. Counties may no longer report fiscal incentive expenditures to extraneous; all expenditures must be reported under existing and new program codes. Both state and federal fiscal incentive expenditures will continue to be reported on the addendum page.

The listing of potential activities below is by no means exhaustive, but serves to illustrate a few possibilities that counties may consider when designing their programs.

TANF FISCAL INCENTIVES – PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES:

Activities consistent with the first purpose of TANF are those that provide assistance to needy families so children may be cared for in their own homes or in the homes of relatives. It does not cover children living with non-relatives. Benefits or services may include funding of home repairs or food banks to provide groceries to needy families. Benefits provided under this purpose are not limited to those within the definition of “assistance.”

CODE 0911 TANF FISCAL INCENTIVES–PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES-NON-ADMIN

This includes time spent providing program service information to clients, screening and assessments, case management, data collection, and supportive services.

CODE 0951 TANF FISCAL INCENTIVES–PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES-ADMIN

Includes time spent performing general administrative activities including, but not limited to, coordination of the program, preparation of program plans, budgets and schedules, and program eligibility determinations.

Please Note: All Program Codes are subject to change pending federal approval.

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TANF FISCAL INCENTIVES-PROGRAMS THAT END DEPENDENCE OF NEEDY PARENTS:

Activities consistent with the second purpose of TANF are those that end the dependence of needy parents on government benefits by promoting one of three objectives: 1) job preparation; 2) work; and 3) marriage. Activities would include time spent helping any needy parent, including a noncustodial parent or a working parent, by providing employment, job preparation, or training services. Potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits, childcare services, and employment services designed to increase the noncustodial parent's ability to pay child support. Activities that promote any one of the three objectives (i.e., job preparation, work, and marriage) would be consistent with this purpose.

CODE 0921 TANF FISCAL INCENTIVES-PROGRAMS THAT END DEPENDENCE OF NEEDY PARENTS-NON-ADMIN

This includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

CODE 0961 TANF FISCAL INCENTIVES-PROGRAMS THAT END DEPENDENCE OF NEEDY PARENTS-ADMIN

Includes time spent performing general administrative activities including, but not limited to, coordination of the program, preparation of program plans, budgets and schedules, and program eligibility determinations.

TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR REDUCE OUT-OF-WEDLOCK PREGNANCIES:

Activities consistent with the third purpose of TANF are those that prevent and reduce incidence of out-of-wedlock pregnancies, and establish annual numerical goals for preventing and reducing incidence of these pregnancies. Neither this purpose nor the following purpose is limited to needy families or individuals. Potential activities that are reasonably calculated to accomplish this purpose include abstinence programs, visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session. Counties may also fund a media campaign for the general population on abstinence or preventing out-of-wedlock childbearing.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 0931 TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR REDUCE OUT-OF-WEDLOCK PREGNANCIES – NON-ADMIN.

This includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

CODE 0971 TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR REDUCE OUT-OF-WEDLOCK PREGNANCIES – ADMIN.

Includes time spent performing general administrative activities including but not limited to coordination of the program, preparation of program plans, budgets and schedules, and program eligibility determinations.

TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES:

Activities consistent with the fourth purpose of TANF are those that encourage the formation and maintenance of two-parent families. This includes parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and visitation; job placement and training services for noncustodial parents; initiatives to promote responsible fatherhood and increase capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services.

CODE 0901 TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES-NON-ADMIN

This includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

CODE 0941 TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES - ADMIN

Includes time spent performing general administrative activities including, but not limited to, coordination of the program, preparation of program plans, budgets and schedules and program eligibility determinations.

CODE 4781 REFUGEE EMPLOYMENT SOCIAL SERVICES

Includes all activities related to provision of employment and training services that are approved in the county's plan. These activities are provided to eligible refugees and funded by Refugee Employment Social Services.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 4801 REFUGEE TARGET ASSISTANCE

Includes all activities related to the provision of employment and training services that are approved in the county's plan. These activities are provided to eligible refugees and funded by Refugee Targeted Assistance.

CODE 4561 – WORK INCENTIVE NUTRITIONAL SUPPLEMENT (WINS) ADMINISTRATION

Allowable administrative activities include, but are not limited to, staff time dedicated towards the administration of the WINS program, such as, application intake for WINS-eligible Non-Assistance CalFresh (NACF) and Transitional CalFresh cases to discuss the requirements of the WINS program and ongoing eligibility determination for work verification and documentation requirements of WINS participants.

CODE 8871 - WORK INCENTIVE NUTRITIONAL SUPPLEMENT (WINS) CFAP AND TWO PARENT ADMINISTRATION

Allowable administrative activities include, but are not limited to, staff time dedicated towards the administration of the WINS program, such as, application intake for WINS-eligible Non-Assistance California Food Assistance Program (CFAP) cases, **WINS-eligible Non-Assistance CalFresh two-parent households, WINS-eligible Transitional CalFresh two-parent households, and** including Transitional CFAP cases, to discuss the requirements of the WINS program and ongoing eligibility determination for work verification and documentation requirements of WINS participants.

Note: Caseworkers will not directly time study to this code.

CODE 9271 WORK INCENTIVE NUTRITIONAL SUPPLEMENT (WINS)

Includes time spent performing data reporting activities based on federal data reporting requirements, including actual hours of participation. Allowable activities include identification of sample cases, review of case files (including automated systems) to obtain necessary demographic and participation information for federal sample cases in the Research and Development Enterprise Project (RADEP) data collection tool. It also includes activities associated with inputting information into the RADEP tool and reconciling the data to ensure accurate and consistent reporting.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on

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casework procedures. This also includes time spent in training, or in conference, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

Please Note: All Program Codes are subject to change pending federal approval.

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4. CHILD CARE FUNCTION UPDATED: 06/16

GENERAL FUNCTION DEFINITION

Any activity related to a child care program, including providing supportive services to CalWORKs applicants/recipients and other eligible participants who are employed or participating in an approved CalWORKs work activity to help enable them to obtain employment.

TIME STUDY STAFF

- A. Staff providing child care program, training services, referrals, including case management and needs assessment;
- B. Appeals Workers; and
- C. First-line supervisors of A and B above.

CHILD CARE:

Includes securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/ calculating child care payments and registration fees; preparing Notices of Actions (NOAs); coordinating overpayment grant adjustments with caseworker; fraud referrals; coordinating or consulting with other child care delivery systems, and review and verifying of self-certifications forms. Also included is maintaining records for parental complaints; and referral and verification activities in conjunction with local Resource and Referral agency for families who select a license exempt child care provider under CalWORKs.

CHILD CARE STAGES:

CODE 0361 TWO PARENT FAMILIES (STATE ONLY) STAGE ONE-CHILD CARE

This includes costs associated with the provision of child care services for Two-Parent families when both parents are simultaneously participating in an approved CalWORKs work activity or where one adult is unavailable or unable to participate in an approved CalWORKs work activity. Please note that this PC is for all other Two-Parent families, excluding non-federal child care, Cal-Learn individuals, Safety Net families and Temporary Assistance for Needy Families (TANF) Timed-Out families.

NOTE: Child care payments for unemployed former recipients should also be claimed to this PC.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 3681 CHILD CARE CASE MANAGEMENT EMPLOYED NON-MOE

This includes case management and related activities provided to employed Safety Net and Long-Term Sanction families include, but are not limited to: determining exemptions; arranging for the participant's entry into the WTW component; referring clients to Tribal TANF for securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Actions; coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; reviewing and verifying of self-certification forms; maintaining records for parental complaints; and referral and verification activities in conjunction with local resource and referral agencies for families that select a license exempt child care provider under CalWORKs.

CODE 3691 CHILD CARE CASE MANAGEMENT UNEMPLOYED NON-MOE

Case management and related activities provided to unemployed Safety Net and Long-Term Sanction families include, but are not limited to: determining exemptions; arranging for the participant's entry into the WTW component; referring clients to Tribal TANF for securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Action; coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; reviewing and verifying of self-certification forms; maintaining records for parental complaints; and referral and verification activities in conjunction with local resource and referral agencies for families that select a license exempt child care provider under CalWORKs.

CODE 4531 STAGE ONE CHILD CARE

This includes costs associated with the provision of child care services to those individuals who are working or beginning participation in a work activity while receiving TANF assistance payments. The child care services are provided under Stage One until the county determines that the family's child care situation is stable and a Stage Two slot is available. Please note that this PC is for all other non-two parent families, excluding non-federal child care, Cal-Learn individuals, Safety Net families and TANF Timed-Out families.

NOTE: Child care payments for employed former CalWORKs recipients previously receiving aid under the all other families aid codes may be claimed here. Employed former recipients should be charged to the PC which aligns with the recipient's former aid code.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 6881 – TANF CHILD CARE FOR TIMED-OUT FAMILIES - EMPLOYED

Captures expenditures provided to employed individuals who have exceeded their 60-month on TANF assistance as defined in 45 CFR 260.31.

CODE 6921 – TANF TIMED-OUT FAMILIES - UNEMPLOYED

Captures expenditures provided to unemployed individuals who have exceeded their 60-month on TANF assistance as defined in 45 CFR 260.31.

CODE 9031 NON-FEDERAL CHILD CARE (RECENT NON-CITIZEN ENTRANTS)

The state continues to provide state-funded aid to recent non-citizen entrants (RNEs) who are not federally eligible for TANF assistance. This population is defined as individuals who meet the federal requirements of a qualified alien but entered the United States on or after August 22, 1996, or meet the eligibility requirement of an alien as described in the California Department of Social Services Eligibility and Assistance Standards (EAS) Manual 42-431.

CODE 9051 STAGE TWO CHILD CARE

This is funded through the California Department of Education (CDE) and serves those individuals who are working or participating in a work activity while on aid once it is determined that they are in a stable situation, and those transitioning off aid due to increased employment. PC 905 permits counties who are Alternative Payment Program (APP) providers to identify their Stage Two Child Care costs, via the child care function on the County Expense Claim (CEC). The CDE is the responsible State agency for administering Stage Two Child Care, which includes reimbursement of costs associated with securing child care slots. Stage Two is funded through the Child Care and Development Fund (CCDF), with state and local MOE requirements. Since Stage Two Child Care is funded through CDE; there is no need to identify the costs as "assistance" or "non-assistance."

CODE 9071 STAGE THREE CHILD CARE

This is funded through CDE and serves those who are transitioning off aid and the working poor. PC 907 permits counties who are APP providers to identify all Stage Three Child Care costs via the child care function on the CEC. The CDE is the responsible state agency for administering and reimbursing Stage Three Child Care. Stage Three is funded through the CCDF with state and local MOE requirements.

Since Stage Three Child Care is funded through CDE, there is no need to identify the costs as "assistance" or "non-assistance."

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

CAL-LEARN CHILD CARE:

CODE 8111 STATE-ONLY CAL-LEARN CHILD CARE

Effective with the June 1999 quarter, State-Only Cal-Learn Child Care for sanctioned Cal-Learn teen parents have been established to capture activities related to the provision of child care services for the sanctioned Cal-Learn cases and those Assistance Units that contain a sanctioned Cal-Learn teen parent who are eligible for services.

CODE 9091 CAL-LEARN CHILD CARE

The Cal-Learn Child Care program is for custodial teen parents, age 19 or younger, who have not obtained a high school diploma or the equivalent. PC 909 captures the costs of providing child care for those Cal-Learn Teen Parent participants who are receiving TANF assistance payments.

CODE 9121 NON-FEDERAL CAL-LEARN CHILD CARE

Non-Federal Cal-Learn Child Care is available to capture activities related to the provision of child care services for recent non-citizen entrants who remain eligible under the CalWORKs WTW Program as state-only cases.

OTHER CHILD CARE PROGRAMS/RESOURCES:

CODE 1601 CHILD CARE AND DEVELOPMENT PROGRAM – COUNTY ONLY

The Child Care and Development Program is a subsidy program for low-income working families administered by CDE with participating counties via a contract. The funds are available to reimburse the California Welfare Department for costs directly related to the provision of services set forth in each county's individual agreement with CDE.

CODE 9011 CHILD CARE HEALTH AND SAFETY SELF-CERTIFICATION

License-exempt child care providers must self-certify that they meet the health and safety requirements of the CCDF. The self-certification process is used to gather information from child care providers confirming that they meet the minimum health and safety standards. The CCDF health and safety requirements apply to all child care programs. Aunts, uncles, and grandparents of the child in care are exempt from these requirements.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

CODE 9021 CHILD CARE TRUSTLINE

The Trustline system is a registry of license-exempt child care providers who have had their backgrounds checked by the California Department of Justice to ensure they do not have disqualifying criminal convictions and/or records of substantiated child abuse. License-exempt child care providers are required to be Trustline registered in order to be eligible for payment (either directly or through reimbursement to the parent) if they care for the children of a CalWORKs eligible family. Providers who are the aunts, uncles, or grandparents of the child in care are exempt from the Trustline requirement

CODE 9061 CHILD CARE CAPACITY BUILDING PROGRAM

With the implementation of CalWORKs, it became necessary to expand the availability of child care statewide with the recruitment of additional licensed child care providers, and to provide quality improvement training for both licensed and license-exempt child care providers. The continuing focus of the Capacity Building Program is on recruitment, providing incentives for participants to become licensed, quality improvement, supportive efforts to improve communications with providers, and ongoing coordination.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent training, or in conference, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

5. NON-WELFARE FUNCTION
UPDATED: 09/05

GENERAL FUNCTION DEFINITION

Any activity related to a non-welfare program. Costs of non-welfare program activities may be identified to this function or as an Extraneous Cost on the CEC. If claimed to the non-welfare function, all associated overhead costs are allocated to county-only funding. If claimed as extraneous, County Welfare Departments (CWDs) must apply the appropriate indirect cost rate to these non-welfare costs.

TIME STUDY STAFF

Casework and support staff performing those activities in support of non-welfare programs administered and/or operated by the CWD must record time to non-welfare.

NON-WELFARE PROGRAMS:

Examples of non-welfare programs include, but are not limited to, Public Guardian and Veterans Affairs.

State established Non-welfare codes are as follows:

CODE 8051 NON-WELFARE PROGRAMS

This code is to be used for those non-welfare programs that benefit from county EDP operations/costs.

CODE 8061 NON-WELFARE PROGRAMS – NON-EDP

This code is to be used for those non-welfare programs that do not benefit from county EDP operations/costs.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent in training or in conference, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

6. STAFF DEVELOPMENT UPDATED: 09/07

The 45 CFR 1356.60(b) specifies (1) Federal matching funds for State and local training for foster care and adoption assistance under Title IV-E is available at the rate of 75 percent for the costs of: (i) Training personnel employed or preparing for employment by the State or local agency administering the plan, and (ii) Providing short-term training (including travel and per diem expenses) to current and prospective foster or adoptive parents and the members of the State-licensed or approved child care institutions providing care to foster and adopted children receiving Title IV-E assistance. (2) All training activities and costs funded under Title IV-E shall be included in the State agency's training plan for Title IV-B. (3) Short and long term training at educational institutions and in-service training may be provided in accordance with provisions of Section 235.63 through 235.66(a) of this title.

For purposes of 45 CFR 1356.60(b)(1)(ii), the State or local agency administering the plan is limited to State and County Welfare Department (CWD) and another public agency that has responsibility for placement and care and has entered into a Title IV-E Section 472(a)(2) agreement with the CWD to operate Title IV-E. The only agency who currently has this agreement is County Probation.

COSTS REIMBURSABLE AT 75 PERCENT FEDERAL FINANCIAL PARTICIPATION (FFP)

The federal regulations at 45 CFR 235.64 established the guidelines for training expenditures that are eligible for reimbursement at the enhanced rate of 75 percent. These costs include:

Salaries, fringe benefits, travel, and per diem for:

- Staff development personnel (including support staff) assigned full time to training functions; and
- Staff development personnel assigned part time to training functions to the extent the time is spent performing such functions.

For agency training sessions, FFP is available for:

- Salaries, fringe benefits, travel and per diem for employees in initial in-services training of at least one week;
- Travel and per diem for employees in agency training sessions away from the employee's work site, or in institutes, seminars, or workshops related to the job and sponsored by professional organizations;

Please Note: All Program Codes are subject to change pending federal approval.

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- Salaries, fringe benefits, travel and per diem for experts outside the agency engaged to develop or conduct special training programs; and
- Costs of space, postage, teaching supplies, purchase or development of teaching material and equipment, and costs of maintaining and operating the agency library as an essential resource to the agency's training program.

For training and education outside of the agency, FFP is available for:

- Salaries, fringe benefits, dependency allowance, travel, tuition, books and educational supplies for employees in full-time, long-term training programs (with no assigned agency duties);
- Salaries, fringe benefits, travel, tuition, books, and educational supplies for employees in full-time, short-term training programs of four or more consecutive work weeks;
- Travel, per diem, tuition, books, and educational supplies for employees in short-term training programs of less than four consecutive work weeks, or part-time training programs; and
- Employees in full-time, long-term training who make a commitment to work in the local agency for a period of time equal to the period of which financial assistance is granted.

For training and education for persons preparing for employment with the local agency, FFP is available for:

- Stipends, travel, tuition, books and educational supplies for persons preparing for employment with the State or local agency, as long as the following conditions are met:
 - The individual is selected by the local agency and accepted by the school;
 - The program is approved by the State;
 - The individual has a legally binding commitment to work for the local agency for a period of time at least equal to the period for which financial assistance is granted;
 - The local agency offers the individual a job within two months after completion of training;
 - The State evaluates the program;
 - The local agency keeps a record of the employment of persons trained which also specifies the reason for non-employment; and
 - Any recoupment of funds from trainees failing to fulfill their commitment shall be deducted from total training costs.

Please Note: All Program Codes are subject to change pending federal approval.

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In addition, FFP is available for:

- Payments to educational institutions to develop, expand, or improve training for agency personnel for salaries, fringe benefits, and travel for instructors, clerical assistance, teaching materials, and equipment; and
- Providing short-term training (including travel and per diem) to current and prospective foster or adoptive parents, and the members of the state-licensed or approved child care institution providing care to foster and adoptive children receiving Title IV-E assistance.

COSTS REIMBURSABLE AT 50 PERCENT FFP

The costs of training any other county staff are eligible only for the 50 percent Title IV-E administrative match rate provided that the staff is contracted by the CWD to perform a Title IV-E administrative function and training is necessary for such staff to perform the Title IV-E administrative function, e.g. multi-disciplinary teams.

COST NOT ELIGIBLE UNDER STAFF DEVELOPMENT AND TRAINING

The federal regulations do not allow the following costs to be claimed as staff development and training, but may be claimed under Title IV-E administrative costs:

- Salaries of supervisors (day-to-day supervision of staff is not a training activity); and
- Employment of students on a temporary basis, such as in the summertime.

COSTS NOT ELIGIBLE FOR TITLE IV-E

FFP is for administrative costs necessary for the proper and efficient administration of the Title IV-E State Plan. Therefore, county staff, which are not necessary for the administration of the Title IV-E foster care program, are not eligible for claiming Title IV-E for training. Training costs must be relevant to the operation of the Title IV-E foster care and adoption assistance programs. For example, training mandated reporters is not eligible for Title IV-E at any rate. Similarly, training for hotline workers, and emergency response workers such as investigating allegations of child abuse and neglect is not considered necessary for administering Title IV-E.

DISCOUNT RATE

It should be noted that all Title IV-E training costs will have a non-federal discount rate applied pursuant to California's countywide cost allocation plan. The discount rate is applied automatically on the CEC using each county's individual non-federal discount rate. Please ensure local procedures for claiming Title IV-E training costs are in compliance with federal regulations.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

GENERAL FUNCTION DEFINITION

Staff development personnel are required to complete a continuous time study. In addition, part-time staff must record time spent performing staff development activities on a continuous basis as well.

TIME STUDY STAFF

- Trainers, their first-line supervisors, and non-supervisory training coordinators time study to staff development all activities that are specified in the county's Annual Training Plan. For staff not assigned full-time, non-staff development time is recorded as casework or administrative activity in accordance with Support Staff Time Reporting Plan (SSTRP).
- Clerical staff, who are assigned to support the staff development unit, record this time to Staff Development Support on the DFA 7. For those staff that also provides support to non-staff development units, non-staff development support time is recorded in accordance with SSTRP and, as a result, their salaries and benefits are prorated between staff development costs and other applicable cost pools.
- Second-line staff development supervisors who are assigned to the staff development unit record their time to Staff Development Support on the DFA 7. If not assigned solely to staff development, non-staff development time is recorded in accordance with SSTRP, their salaries and benefits are prorated between Support Staff Costs and Staff Development Costs pools.
- Staff Development Trainees do not time study to staff development.
- Caseworkers attending induction training or full-time training of at least four consecutive weeks do not complete any time study.
- Caseworkers in continuing training record the time to the benefiting program as a casework activity; generic training is recorded as generic.
- In SSTRP counties, administrative and clerical staff record time for program or function-related training to the level approved in SSTRP on the Support Staff Time Report; generic training is recorded as generic.

TIME STUDY INSTRUCTIONS

Staff development activities include planning, needs assessment, course design, presenting training, monitoring and evaluation. Staff development activities are identified to three categories: function, specific to program, or generic. Identify activities to the category based on the following definitions:

- Function: The training activity relates to a function, but is not specific to one program within the function:

Please Note: All Program Codes are subject to change pending federal approval.

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- Social Services – General
 - CalWORKs – General
 - Other Public Welfare – General
 - Child Care – General
 - Non-welfare – General
 - Generic
-
- Program: The training activity relates to one or more specific programs that can be identified. For example, CalWORKs eligibility worker induction training covers both CalFresh and CalWORKs programs, the training activity is prorated between the two programs based on training time spent in each program area. Activities are recorded to programs using the appropriate four-digit code; refer to Program Code Description for each function to obtain the appropriate code.

 - Generic: The training activity does not relate to a particular function or program. Some examples of Generic training subjects are time management, supervising techniques, civil rights, first aid, and stress reduction.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

7. ELECTRONIC DATA PROCESSING (EDP)
 UPDATED: 03/01

TIME STUDY STAFF

County welfare department employees who are assigned to perform EDP activities on a temporary or permanent basis will record time as specified. Eligible EDP activities include: analysis, feasibility and system studies, system design, development, programming, implementation, and maintenance.

Electronic data processing staff and first-line EDP supervisors who perform these EDP activities will record time to developmental or maintenance and operations (i.e., M and O) category, as applicable. These staff must complete continuous time studies.

Other CWD staff who are temporarily assigned to perform EDP activities will record their EDP time to the developmental category only. Their non-EDP time will be recorded, as applicable, to those activities in accordance with Staff Support Time Reporting Plan (SSTRP). Both the EDP and non-EDP time must be recorded on a continuous basis in order to capture total hours worked for the day.

Administrative and clerical staff who are assigned to support the EDP unit record this time to EDP Support on the DFA 7. For the staff who also provide support to the non-EDP units, the non-EDP support time is recorded in accordance with the SSTRP, and as a result their salaries and benefits are prorated between EDP and other cost pools.

TIME STUDY INSTRUCTIONS

County welfare department staff are required to record their EDP activities to M & O or Developmental.

M and O:

Activities are recorded to the program, function, or SAWS project, if EDP activity benefits one specific program, function or one SAWS project. If the activity benefits more than one function, the activity is recorded to Generic. Record activities to these designators:

A. Social Services	B3. SAWS	E. Non-welfare
B1. CalWORKs	C. Other Public Welfare	F. Generic
B2. Central Data Base SAWS	D. Child Care	G. Direct-to-Program

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

DEVELOPMENTAL PROJECTS:

Activities or Purchase of Service benefiting developmental projects are recorded to project number, project title, and/or program code.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

8. SUPPORT STAFF TIME REPORTING INSTRUCTIONS UPDATED: 06/06

STAFF REQUIRED TO COMPLETE SUPPORT STAFF TIME REPORT (DFA 7)

The DFA 7 is completed by all county welfare department (CWD) support staff who perform department administrative support, program administrative support, and clerical support identified in the Support Staff Time Reporting Plan (SSTRP). In non-SSTRP counties, CWD support staff complete the DFA 7 if they perform: direct service delivery, electronic data processing (EDP) support, staff development support, non-welfare activities, or direct-to-program/functions.

SUPPORT STAFF SALARY POOLS

- General Administrative Support: Staff (includes both management/supervisory and clerical) who perform activities having department-wide benefit or who are not in direct support of casework staff.
- Program Administrative Support: Administrative staff who predominantly supports casework staff.
- Clerical Support: Clerical staff who are predominantly in direct support of casework staff.

BENEFITING LEVEL

- Generic: activities of unit staff typically have department wide benefit.
- EDP Support: staff who are organizationally assigned to support an EDP office on a full or part-time basis. The salary of individuals reporting time to EDP support will be reported on the DFA 325.1A, EDP Cost Detail Schedule.
- Staff Development Support: staff who are organizationally assigned to support a staff development office on a full- or part-time basis. The salary of individuals reporting time to staff development support will be reported on the DFA 325.1C, Staff Development Schedule.
- Non-welfare: staff who supports non-welfare activities.
- Function(s): activities of unit staff are identified to one or more of the functions individually.
- Multifunction: activities of unit staff are identified to combined functions. There are now 25 combinations of functions. Staff should write on their time studies the functions they support. Multifunction combinations are available each quarter on the CEC template.
- Direct Service Delivery (DSD): the DSD codes listed below are for use by staff who provide services to clients on a full- or part-time basis. The salary of individuals who perform DSD will be reported on the DFA 325.1B, Direct Cost Schedule.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

- Direct-to-Program/Functions: activities time studied to functions/programs by recording the applicable alphanumeric support staff codes that are listed below.

NON-WELFARE SUPPORT TIME

Support staff salaries, benefits and overhead costs (determined by the indirect cost rate) will be identified to the Direct Cost pool when there are no casework hours for the non-welfare program. Counties shall report non-welfare support costs, when there are casework hours, to the Non-welfare Function to allow for appropriate distribution of allocable costs.

COMPLETING THE DFA 7

- Check the appropriate box to indicate the worker's classification: General/Direct-to-Program/Function management/supervisory or clerical, EDP support, or staff development support. A worker may have more than one classification.
- If a worker is recording time to the program level, enter the program code from the appropriate function Program Code Descriptions and record on the generic DFA 7.
- Record travel and continuing training time to the program or function level approved in the SSTRP. Travel and training time having a department-wide benefit or cannot be identified to a program or function will be recorded as generic. For staff not included in a SSTRP, record this time to time study code used for all other customary activity.
 - Time Study Staff
 - Complete the DFA 7 on a daily basis throughout the month.
 - Check Time Study box.
- Time Certification Staff;
- Record nonallocable time daily; record total allocable time at the end of the month only;
- Check the Time Certification box.

At the end of each time study month, each first-line supervisor will attest to the accuracy of the time studies and certifications completed by employees in their units by signing the designated line.

TIME REPORTING INSTRUCTIONS FOR FIRST-LINE SUPERVISORS:

First-line supervisors may certify time spent supervising their unit if their staff certify. If their staff time study, they must prorate their supervisory time based on the allocable time reported by unit staff.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

TIME REPORTING FOR SECOND-LINE SUPERVISORS THROUGH DIRECTORS:

Second-line supervisors and above will time study/time certify as specified in the SSTRP. Please refer to General Time Study Instructions.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

9. DIRECT-TO-PROGRAM/FUNCTION SUPPORT STAFF CODES
UPDATED: 06/16

SOCIAL SERVICES FUNCTION

DTP	DTP/PC Title	PC
A1	IHSS	-----
A1	IHSS-PCSP/Non HR	103
A1	IHSS-PCSP/HR	-----
A1	IHSS-Non PCSP/Non HR	104
A2	CSBG	-----
A2	CSBG-HR	114
A2	CSBG	115
A3	Adoptions	-----
A3	Adoptions - Case Management	117
A3	Independent Adoptions	118
A4	SSI/SSP Out-of-Home Care	135
A5	RRP	-----
A5	RRP – CWS	140
A5	RRP – CSBG	141
A6	CWS	-----
A6	CWS – Eligibility Determination	143
A6	CWS – Health Related	144
A6	CWS – Training	145
A6	CWS – Services, Non-federal	146
A6	CWS – Court Related Activities	147
A6	CWS – Case Management	148
A6	EFC Eligibility Determination	837
A6	EFC Health Related	838
A6	EFC Training	839
A6	EFC Services Non-Federal	840
A6	EFC Court Related Activities	841
A6	EFC Case Management	842
A6	Child and Family Team – Federal	944
A7	Early Periodic Screening, Detection, and Treatment	150
A8	Foster Family Licensing	-----
A8	Foster Family Licensing	155
A9	Licensing – Day Care	157
A9	Child Care and Development Program	160
A11	FPP	-----
A11	FPP – HR	168

Please Note: All Program Codes are subject to change pending federal approval.

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DTP	DTP/PC Title	PC
A11	FPP – Services	175
A11	FPP Pre-Placement Prevention CM	177
A11	FPP – Case Management – Foster Care	179
A12	ILP	-----
A12	ILP – Case Management	182
A12	ILP – Services	184
A12	ILP – Nonrelative Non Fed – CM	745
A13	IHSS-Quality Assurance	003
A14	Emergency Assistance (EA) - CWS	-----
A14	EA – ER	513
A14	EA – FC Eligibility	223
A15	PSSF Support Services	516
A16	PSSF Adoption and Promotion	675
A17	Time Limited Family Reunification	676
A18	Edu and Trng Voucher	067
A19	CWS – Minor Parent Investigation	544
A20	CWS – MPS	556
A21	IHSS – CSBG	330
A22	AB 2129 – Foster Parent Recruitment	506
A23	FPSP – Family Preservation Services	515
A25	Adult Protective Services (APS)	-----
A25	APS – Emergency Response	569
A25	APS – Case Management	570
A25	APS – HR – Response	573
A25	APS – HR – Case Management	574
A28	STOP – Assessment/Case Plan	588
A31	Specialized Training for Adoptive Parents (STAP)	005
A44	IV-E Waiver Evaluation	016
A46	Kinship Supportive Services	582
A47	Federal Adoption and Guardianship Incentive Program	151
A49	SA/HIV Infant-Recruit	523
A50	Wraparound Services	165
A52	CWS Live Scan/CLETS Background Checks	359
A53	Relative/Nonrelative Home Approvals	007
A54	STEP – Eligibility	300
A56	CAPIT	167
A57	Kin-GAP Title IV-E Case Management	747
A57	Over 18 Kin-GAP IV-E Case Management	848
A57	Kin-GAP Title IV-E Eligibility	860
A58	CWSOIP/Cohort1	037

Please Note: All Program Codes are subject to change pending federal approval.

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DTP	DTP/PC Title	PC
A59	CWSOIP Nonfed SGF/Cohort 1	059
A61	Title IV-E Waiver	176
A63	CWS Basic Non-federal	077
A64	IHSS – Conlan v. Bonta PCSP	272
A66	Gomez v. Saenz hearings (clerical)	707
A67	Health Benefit Determination	716
A69	PL 110-351 IV-E Training – Foster Care	730
A69	PL 110-351 IV-E Training – Adoption	748
A70	IHSS Anti-Fraud Background Checks	739
A70	IHSS Anti-Fraud Initiative	743
A71	Resource Family Approval	888
A73	CSEC Protocol and Development	920
A73	Federal Preventing Sex Trafficking and Runaway Activities	928
A73	Fed. Prev. Sex Trafficking and Runaway Activities – Pre - Placement	951
A74	CWS Case Review	922
A76	SACWIS M&O	536
A77	FPRRS	---
A77	FPRRS - Federal	932
A77	FPRRS – Non-Federal	934
A77	FPRRS – FP Training Federal	935
A80	IHSS Non PCSP Plus Option Anti-Fraud	740
A80	IHSS PCSP/PLUS Option Anti-Fraud Plan	741
A82	Child and Family Team	
A82	Child and Family Team - Federal	944
A91	Non-Related Legal Guardian (NRLG) NMD	863
A91	NRLG Probate Court	864
A91	NRLG Juvenile Court	865
A92	NREFM Under 18	786
A92	NREFM NMD	787
A93	CWS- NS Support Staff	528

CALWORKS FUNCTION

DTP	DTP/PC Title	PC
B1	CaWORKs Eligibility	614
B1	Two Parent Families – State-Only	-----
B2	ESE Admin Fed	372, 374
B3	ESE NonAdmin Fed	376,378
B4	Recipient Child Care Training	686
B7	Child/Spousal Support Disregard	226

Please Note: All Program Codes are subject to change pending federal approval.

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DTP	DTP/PC Title	PC
B12	Two-Parent Recipient Child Care Training	683
B13	CalWORKs Overpayment Collection (SB 627)	278
B14	Cal-Learn Eligibility	630
B15	CalWORKs Transitional Services/Non-Federal	648
B16	Calworks Data Reporting	335
B19	Safety Net Employment Services Assistance	371
B20	CalWORKs Program Integrity	618
B21	Safety Net Employment Services Non-Assistance	370
B22	Initial Eligibility Determination for CalWORKs/-CalFresh/and Medi-Cal Programs	615
B23	Non-federal CalWORKs Eligibility	616
B24	CalWORKs IEVS	204
B25	CalWORKs Systematic Alien Verification for Entitlements (SAVE) Program	269
B26	Cal-Learn Case Management	617
B27	CalWORKs Transitional Services	631
B28	CalWORKs Jail Match (SB-1556)	610
B29	CalWORKs Fraud	301
B30	Non-federal CalWORKs Fraud - Welfare Fraud Investigators (WFI)	305
B31	Federal CalWORKs & CalFresh Fraud Investigators (WFI)	315
B32	Non-federal CalWORKs & CalFresh Fraud (WFI)	320
B33	Early Fraud Detection/Prevention - (EDP/P) –Federal CalWORKs Investigators (WFI)	340
B34	EFD/P – CalWORKs and CalFresh Investigators (WFI)	342
B35	Welfare To Work (WTW)	-----
B35	WTW Pre-Assessment	620
B35	WTW Assessment	624
B35	WTW Post-Assessment: Community Services	621
B35	WTW Post Assessment – Other	622
B35	WTW Post-Assessment-Vocational Education	623
B35	Non-federal WTW	451
B35	WTW Two-Parent Families: Pre Assessment	678
B35	WTW Two-Parent Families: Assessment	681
B35	WTW Two-Parent Families: Post-Assessment-Community Services	679
B35	WTW Two-Parent Families: Post Assessment – Other	682
B35	WTW Two-Parent Families: Post Assessment – Vocational Education	680
B36	Non-federal Cal-Learn	-----
B36	Non-federal Cal-Learn Eligibility	640
B36	Non-federal Cal-Learn Case Management	641
B41	State Only Cal-Learn Eligibility	026

Please Note: All Program Codes are subject to change pending federal approval.

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DTP	DTP/PC Title	PC
B43	CalWORKs Case Management Two-Parent Families State-Only	663
B44	Information and Referral	664
B45	Non-Federal CalWORKs Case Management – Recent Non- Citizens	665
B46	Workforce Investment Act (WIA)	-----
B46	WIA Dislocated Worker Program	820
B46	WIA Adult Program Activities	821
B46	WIA Youth Program Activities	822
B46	WIA Rapid Response Activities	823
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OTHER PUBLIC WELFARE FUNCTION

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D25	TANF Timed-Out Families-Unemployed	692
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Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

10. DIRECT SERVICE DELIVERY (DSD) CODES
UPDATED: 03/17

SOCIAL SERVICES FUNCTION

<u>PIN</u>	<u>TITLE</u>	<u>PROGRAM</u>
037060	DSD	CWSOIP/COHORT 1
059060	DSD	CWSOIP NONFED SGF/COHORT 1
077060	DSD	CWS Basic Non-federal
101060	DSD	IHSS-Welfare Staff Service Providers
102060	DSD	IHSS-Skill Professional Medical Personnel
103003	Transportation	IHSS-HR/Personal Care Services Program (PCSP)
103060	DSD	IHSS-HR/Personal Care Services Program (PCSP)
103103	Transportation	IHSS-HR-Eligibility/Redetermination
103260	DSD	IHSS-SIP PCSP/Plus Option
103360	DSD	IHSS-SIP-HR
104060	DSD	IHSS-Non-HR/Non-PCSP
104160	DSD	IHSS-SIP Non-HR/PCSP/ IPO
108060	DSD	IHSS-PCSP Welfare Staff Service Providers
111003	Transportation	Emancipated Youth Stipends
113060	DSD	CSBG-SPMP
114003	Transportation	CSBG-Health Related
115003	Transportation	CSBG
117003	Transportation	Adoptions - Case Management
138060	DSD	CWS-SPMP
140003	Transportation	Refugee Resettlement Program (RRP/ CWS
141003	Transportation	R.R.P. / CSBG Services
144060	DSD	CWS Health Related
144103	Transportation	Pre-Placement Program
144203	Transportation	Family Maintenance Program
144303	Transportation	Family Reunification Program
144403	Transportation	Permanent Placement Program
147103	Transportation	Pre-Placement Program
147203	Transportation	Family Maintenance Program
147303	Transportation	Family Reunification Program
147403	Transportation	Permanent Placement Program
148103	Transportation	Pre-Placement Program
148303	Transportation	Family Reunification Program
148403	Transportation	Permanent Placement Program
148203	Transportation	Family Maintenance Program
148503	Transportation	Notification of Relatives
151060	DSD	Fed Adoption and Guardianship Incentive Prog.
159060	DSD	FPP-SPMP

Please Note: All Program Codes are subject to change pending federal approval.

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<u>PIN</u>	<u>TITLE</u>	<u>PROGRAM</u>
167060	DSD	CAPIT
168003	Transportation	FPP-Health Related
175003	Transportation	FPP-Services/Non-federal
179003	Transportation	FPP-Case Management Foster Care
184003	Transportation	ILP-Services
184060	DSD	ILP-Services
515060	DSD	PSSF-Family Preservation Services
516060	DSD	PSSF-Family Support Services
569060	DSD	APS-Emergency Response
570003	Transportation	APS-Case Management
570060	DSD	APS-Case Management
571060	DSD	APS-SPMP-Response
572060	DSD	APS-SPMP-Case Management
573060	DSD	APS-HR-Response
574003	Transportation	APS-HR-Case Management
574060	DSD	APS-HR-Case Management
577003	Transportation	Monthly Visits/Group Homes/CWS
675160	DSD	PSSF-Adoption Promotion & Support
676160	DSD	PSSF-Time-Limited Family Reunification
588103	Transportation	STOP-Assessment/Case Plan
588160	DSD	STOP-Assessment/Case Plan
677060	DSD	PSSF Monthly Caseworker Visits
709060	DSD	State Mandates Federal
710060	DSD	State Mandates Non-Federal
713060	DSD	TCVAP Admin
713003	Transportation	TCVAP Admin
714060	DSD	TCVAP Services
713103	Transportation	TCVAP Admin
714003	Transportation	TCVAP Services
714160	DSD	TCVAP Services
707060	DSD	Gomez Grievance Hearings
716060	DSD	Health Benefit Determination
716160	DSD	Health Benefit Determination
746003	Transportation	ILP Nonrelative Nonfed-Services
746060	DSD	ILP Nonrelative Nonfed-Services
748060	DSD	PL 110-351 IV-E Training – Adoption

Please Note: All Program Codes are subject to change pending federal approval.

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CALWORKs FUNCTION

<u>PIN</u>	<u>TITLE</u>	<u>PROGRAM</u>
028003	Transportation	State Only Cal-Learn Support Services
109003	Transportation	WTW 2 Parent Family - General
308003	Transportation	Cash Assistance Program for Immigrants
432003	Transportation	Cal-Learn Support Services
451003	Transportation	Non-federal WTW
620060	DSD	WTW Pre-Assessment
621060	DSD	WTW Post-Assessment: COMM SVC
622060	DSD	WTW Post-Assessment: OTHER
623060	DSD	WTW Post-Assessment: VOC ED
624060	DSD	WTW Assessment
633003	Transportation	WTW General
649003	Transportation	Nonfed Cal-Learn Support Services
678060	DSD	WTW-2 Parent Family-PRE Assessment
679060	DSD	WTW 2 Parent Family-PST Assessment: COM SVS
680060	DSD	WTW 2 Parent Family-PST Assessment: VOC ED
681060	DSD	WTW 2 Parent Family-Assessment
682060	DSD	WTW 2 Parent Family-PST Assessment: OTHER
685060	DSD	CALWORKs Domestic Violence Services
687060	DSD	Hardship Employment Service Non Assistance
689003	Transportation	Hardship Employment Service Assistance
689060	DSD	Hardship Employment Service Assistance
895003	Transportation	CalWORKs Housing Support Federal

OTHER PUBLIC WELFARE PROGRAMS FUNCTION

<u>PIN</u>	<u>TITLE</u>	<u>PROGRAM</u>
215060	DSD	Medi-Cal
217060	DSD	CMSP/Non-RRP/CHEP
245003	Transportation	SPEC CIRCUM ALLOW PROG
308003	Transportation	Cash Assistant/Immigrants (CAPI)
468003	Transportation	CFET/Support Services
478003	Transportation	Refugee Employment Social Services
480003	Transportation	Refugee Targeted Assistance

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

11. GENERAL TIME STUDY INSTRUCTIONS
UPDATED: 03/09

GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

1. Complete the time study on a continuous basis throughout the day.
2. Round hours to the nearest quarter hour.
3. Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity that caused the overtime. If the county is unable to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.
4. Record travel time to the program with which it is associated.
5. Record docks, furlough, leave without pay, holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch and normal days off are not recorded.
6. Times spent on breaks are allocable hours and must be reported to the last activity that staff was performing prior to going on break.
7. Record time spent in continuing training to the associated program; if not identifiable to a program, record as generic.
8. Record quality control/quality assurance and program integrity activities to the associated program.
9. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as generic.
10. The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours as defined by the County Welfare Department (CWD).
11. Caseworkers, who perform administrative activities, whether full-time or part-time, will record these activities to generic.
12. First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activities on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2017 thru June 30, 2018

12. TYPE OF EXPENSE CODE DESCRIPTIONS
UPDATED: 06/18

As identified in the County Expense Claim: Guidelines and Procedures Manual, the Type of Expense (TOE) codes are an “activity or service provided, generally, directly to a recipient represented by a two-digit number used in conjunction with a program code.” Please note that not every TOE code is associated with every program code.

TOE Code	TOE Code Title	TOE Code Description
02	Emergency Shelter Care	Contract costs associated with emergency shelter care services. This TOE can be used to track emergency shelter care regardless of the duration of the services, including but not limited to: <ul style="list-style-type: none"> • Retainer fees paid to a home or homes for a specific number of beds for the purpose of providing emergency shelter during an emergency situation. • Payment for actual use of contracted emergency shelter care facilities.
03	Transportation – Unemployed	Costs associated with providing client transportation. <ul style="list-style-type: none"> • Transporting children to and from court proceedings, medical appointments or services, or parental/relative visitation. • Transportation costs for unemployed (assistance) eligible participants (i.e., lodging and mileage).
04	Health Related Non-Medical	Costs associated with providing health-related activities/services/classes. <ul style="list-style-type: none"> • Health insurance, medical emergencies, home health and safety management. • Also includes: nutrition, family planning, parenting skills, sexuality and sexual behavior, drug/alcohol/smoking use, prenatal drug/alcohol exposure, eating disorders, hygiene and personal care.

Please Note: All Program Codes are subject to change pending federal approval.

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TOE Code	TOE Code Title	TOE Code Description
05	Housing Assistance	Costs associated with providing housing assistance services for recipients, including but not limited to: <ul style="list-style-type: none"> • Monthly rent, rental or utility deposits, monthly utility charges and emergency assistance. • Food for Independent Living Program (ILP) youth recipients only.
06	Aftercare	Costs associated with providing aftercare support services, including but not limited to: <ul style="list-style-type: none"> • Education assistance and counseling job placement, and retention training, vocational training, crisis counseling, and legal assistance.
11	Emergency Hotline	Contracted costs associated with retaining an answering service to receive emergency calls 24 hours a day, seven days a week.
14	Medical Related	Costs associated with medical/mental/health examinations related to a program. <ul style="list-style-type: none"> • Medical examinations conducted for clients to determine if they should be exempt from participating in employment training programs, medical incapacity examinations. • Psychological evaluations for determination of eligibility for public assistance programs and any and/or all costs associated with providing client-focused psychological evaluations.
15	Incentive Payments	Costs associated with incentive payments made to ILP participants. These incentives are given based on the participant's successful completion of various elements of the ILP.
16	Ancillary-Education – Employed	Costs associated with the education for a program participant providing a professional aid (work boots, uniform). Also, educational activities that are directly related to employment, vocational education training, post-secondary education, adult education, General Education Development and English as a Second Language classes (e.g., books, fees, etc.) for employed eligible participants.

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TOE Code	TOE Code Title	TOE Code Description
18	Child Care Services – Unemployed	Costs associated with placing a child in the care of a contracted service provider for unemployed participants. <ul style="list-style-type: none"> • Services for children who are alcohol or drug exposed, or who test positive for human immunodeficiency virus (HIV), and who are placed in a specialized foster family home. • Registration fees related to placement in child care services.
21	Adoption Fees Collected	The collection of fees (an abatement) related to the Independent Adoption Program. This program collects revenues that are returned to the county for continued funding of the county adoption program.
24	Investigations	Contracted costs associated with County District Attorney staff performing fraud investigations, including but not limited to: <ul style="list-style-type: none"> • Welfare fraud investigation, preparing investigative and statistical reports (i.e., activities directly related to clarifying an allegation of fraud or contracted activities performed by the District Attorney’s Office).
25	Issuance	Salary and benefits of staff issuing EBT benefits, including but not limited to: <ul style="list-style-type: none"> • Costs associated with EBT issuance
26	Overtime/ Standby	Salary and benefits of staff who respond to the emergency services related to hotline calls.
27	Other County Only	Costs for other county only programs.
28	Work-Related Activities and Expenses - Employed	Costs for work uniforms, training, tools, and parental travel cost for under-aged, unemployed participants attending training, including but not limited to: <ul style="list-style-type: none"> • Work activities not reported as education or work subsidies. • Related services such as employment counseling, coaching, job development, information and referral, and outreach to business and nonprofit community groups.

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TOE Code	TOE Code Title	TOE Code Description
29	Other Supportive Services - Unemployed	Costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training, or for respite purposes. Do not include transportation, child care or other supports provided as a nonrecurring, short-term benefit (e.g., applicant job search).
30	CalFresh Third Party Consultant	Access to this TOE code for the reimbursement of third party consultant costs associated with the CalFresh Program is permitted, after notification and approval from CDSS, that all activities and deliverables adhere to Federal regulations and policy outlined in the All County Welfare Directors Letter dated May 9, 2016: <ul style="list-style-type: none"> • On the first day of the quarter prior to the effective quarter, contracts have been submitted to CDSS and Food and Nutrition Services for review of vendor deliverables. • The county will notify CDSS at least 10 days prior to trainings led by the vendor, including the date, time, and location.
31	Contracted Activities - Unemployed	Contracted activities (svcs/admin) performed in support of a program, including but not limited to: <ul style="list-style-type: none"> • Contracted recruitment activities, maintaining provider listings, referrals, providing payments to child care providers and participants, tracking, and reporting. • Conducting focus groups, public hearings, orientation meetings, etc. • Completion of on-going plan review, updates, annual reports, fiscal reports, and evaluations.
32	Contracted Activities – Employed	Contracted activities (svcs/admin) performed in support of a program for employed participants, including but not limited to: <ul style="list-style-type: none"> • Contracted recruitment activities, maintaining provider listings, referrals, providing payments to child care providers and participants, tracking, and reporting. • Conducting focus groups, public hearings, orientation meetings, etc. • Completion of on-going plan review, updates, annual reports, fiscal reports, and evaluations.

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TOE Code	TOE Code Title	TOE Code Description
38	Grants and Loans- Unemployed	Cost of grants and loans to California Work Opportunity and Responsibility to Kids (CalWORKs) eligible recipients receiving aid. Must be used for supportive services that are within the parameters established by Temporary Assistance for Needy Families (TANF) and CalWORKs and that comply with cost principles in Office of Management and Budget (OMB) A-87, OMB A-122, and OMB A-21.
39	Grants and Loans- Employed	Cost of grants and loans to CalWORKs eligible recipients not receiving aid. Must be used for supportive services that are within the parameters established by TANF and CalWORKs and that comply with cost principles in OMB A-87, OMB A-122, and OMB A-21.
41	Prosecution	Costs associated with prosecutions related to a program. <ul style="list-style-type: none"> • Fraud prosecution. • Contracted activities performed by the District Attorney's Office.
42	Recipient Share of Cost Collection	The revenues collected (an abatement) from income eligible recipients for their share of the costs of any services rendered.
47	Dependent Care	Costs associated with the reimbursement of dependent care (child care) for the CalFresh Employment and Training program participants.
48	Timed-Out Child Care Pmts/Cntr	Costs associated with the CalWORKs timed-out population.
50	Foster Parent Respite Care	Costs associated with the purchase of respite care services and for development and maintenance of a Specialized Care Incentives and Assistance Program respite care program.
52	County Counsel Cost – Adoptions	Costs associated with the termination of parental rights for children in foster care in order to free them for adoption.

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TOE Code	TOE Code Title	TOE Code Description
54	Nonrecurring Adoption Expenses	Costs associated with nonrecurring adoption expenses for children with special needs, including but not limited to: <ul style="list-style-type: none"> • Court costs. • Attorney fees and other expenses which are directly related to the legal adoption.
57	Separate Service Center	Costs associated with county established Separate Service Centers. <ul style="list-style-type: none"> • Space that is located separate and apart from the County Welfare Department (CWD) complex, supplies and required equipment.
59	Probation Expense	Costs associated with probation department administration and expenditures. <ul style="list-style-type: none"> • Administrative costs related to probation foster care training. • Probation costs associated with monthly visitation. • All statewide Title IV-A Consortium related costs.
60	Direct Service Delivery	Salaries and benefits of support staff transporting children to and from the following, including but not limited to: <ul style="list-style-type: none"> • Proceedings, adjudication, detention hearings. • Visitations, medical appointments or other service related appointments.
64	Non-Recurring Kin-GAP Expenses	Costs associated with obtaining legal guardianship of the child to the extent the total costs does not exceed \$2,000.
66	Personal Service: ESC-County Operated	Costs associated with the salaries and benefits of social work staff working in the shelter.
67	Operating Cost: ESC-County Operated	Costs associated with the salaries and benefits of non-social work staff and costs of running the shelter (space, utilities, supplies, furniture, etc.).

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TOE Code	TOE Code Title	TOE Code Description
68	Direct Costs - Unemployed	<p>A wide variety of program-related items and services, including but not limited to:</p> <ul style="list-style-type: none"> • Teaching and demonstrating homemakers. • Parenting training. • Non-mandated services costs. • “Campership” program costs. • Costs associated with the return of a runaway child. <p>(This TOE may be used to capture other direct costs associated with a specific program, only if there is no other TOE under that program to capture that cost.)</p>
69	Federal Pass Through	<p>Costs associated with funds which are passed through the County Welfare Departments (CWDs) to programs that maintain memorandum of understandings (MOUs) with the CWDs.</p>
70	Contractor Admin	<p>A contractor’s administrative activities include but are not limited to, those activities necessary for planning and coordination of the subsidized employment program, salary and benefit costs, as well as associated overhead costs (lease/rent, supplies, utilities, etc.).</p>
71	Contractor Non Admin	<p>A contractor’s non-administrative costs are all of the activities where a direct service or face-to-face interaction is provided associated with the subsidized employment program.</p>

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TOE Code	TOE Code Title	TOE Code Description
72	CalFresh Outreach Costs	<p>Costs associated with CalFresh outreach activities. Activities include:</p> <ul style="list-style-type: none"> • Hosting outreach exhibits/booths at community events; • Conducting outreach workshops with outreach partners/community organizations; • Placement of advertisements on radio, television, print or electronic media, including production and distribution of public service announcements; • Development of printed educational or informational materials for clients; • Use or customization of Food & Nutrition Service outreach materials for clients; • Training or train-the-trainer programs for CalFresh outreach partners and community organizations; • Translation of materials and bilingual accommodation to convey eligibility requirements and assist persons with limited English proficiency during the application process; and • Program access activities.
74	TANF Probation Services	Costs associated with probation camps, services, and foster care provided at probation camps and ranches under the TANF program.
75	TANF Probation Administration	Administrative, Electronic Data Processing (EDP) equipment or Maintenance and Operation costs associated with the TANF program.
76	Safety Organized Practice	Utilized to capture services expenses as they are directly tied to the Title IV-E Waiver Project key intervention, Safety Organized Practice and to capture new activities, new contracted service or delivered service that are purchased as a result of an identified need of the child, youth and/or family.
77	CalWORKs Diaper Supportive Service	The AB 480 (W&IC section 11323.2[a][2]) specifies the provision of thirty dollars (\$30) per month to assist with diaper costs for each child who is under 36 months of age in the care and control of the CalWORKs adult participating in an assigned WTW activity to accept or retain employment.

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TOE Code	TOE Code Title	TOE Code Description
82	Child Care Services – Employed	Costs associated with placing a child in the care of a contracted service provider for employed participants. <ul style="list-style-type: none"> • Services for children who are alcohol or drug exposed, or who test positive for HIV, and who are placed in a specialized foster family home. • Registration fees related to placement in child care services.
85	Foster Care Home Recruitment	Program costs associated with Foster Family Homes.
86	Interest-Recipient	Costs of interest paid to recipients as the result of the settlement of a lawsuit.
87	Emergency Assistance-Crisis Resolution	Services costs associated with the actions taken to immediately resolve family crisis situations identified by a social worker.
88	Operating Cost – Travel	Direct costs for the CWD. <ul style="list-style-type: none"> • Mileage allowance. • Parking fees. • Transportation fares. • Employee per diem expenses. • Purchase, rental or lease of cars. • Fuel. • Car maintenance and repair. • Garaging. • Car insurance. <p>*The county must have a Letter of Intent on file with the State Department of Social Services to use code.</p>
89	Operating Cost – Space (Non-CCAP)	Direct costs of space (Non-County Cost Allocation Plan [CCAP]). <p>*The county must have a Letter of Intent on file with the State Department of Social Services to use code.</p>

Please Note: All Program Codes are subject to change pending federal approval.

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TOE Code	TOE Code Title	TOE Code Description
90	Operating Cost– Other Operating	Direct costs of other operating costs. See Countywide Cost Allocation Plan for description. *The county must have a Letter of Intent on file with the State Department of Social Services to use code.
91	Operating Cost – POS (Non-CCAP)	Direct costs that were purchased rather than provided by the county. See Countywide Cost Allocation Plan for description. *The county must have a Letter of Intent on file with the State Department of Social Services to use code.
92	Casework OT/CTO Costs	Salaries and benefits paid to caseworkers performing activities in direct support of a program
93	Support Staff- OT/CTO Costs	Salaries and benefits paid to clerical and administrative support staff performing activities in direct support of a program.
94	Start Up/Nonrecurring Costs	Direct costs that are expected to be one-time costs at the onset of a program, including but not limited to: <ul style="list-style-type: none"> • Telephone installation. • Facility alterations. • Approved EDP equipment.
95	Maintenance Payments	Costs associated with assistance payments that are being reported through the county expense claim.
97	Transportation – Employed	Costs associated with providing client transportation. <ul style="list-style-type: none"> • Transporting children to and from court proceedings, medical appointments or services, or sibling visitation. • Transportation costs for employed (non-assistance) eligible participants (i.e., lodging and mileage).
98	Work Subsidy	Costs for payments to employers or third parties to help cover the costs of employee wages, benefits, supervision or training.
99	In-Home Supportive Services	Costs associated with providing professional assistance that can help a client remain safely in their home.

End OF Attachment C

Please Note: All Program Codes are subject to change pending federal approval.

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STANDARDS FOR RANDOM MOMENT TIME STUDY (RMTS)

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RANDOM MOMENT TIME STUDY

A. PURPOSE

The Random Moment Time Study (RMTS)

The RMTS is a tool which allows counties to account for the use of staff resources when claiming funds from the federal government under the Social Security Act to support social services and income maintenance programs. These programs require that activities performed and clients served conform to the laws which make the funds available. RMTS allows the county to characterize activity carried out by its services staff without keeping minute-by-minute records of activities during the day.

The RMTS approach, when combined with subsequent statistical analysis, satisfies public accountability requirements in an extremely efficient manner. However, the adequacy of the system in drawing down the federal funds which are available to finance programs is critically dependent on the willingness and ability of each staff person to accurately characterize the work he or she is performing at those times when activity recording is requested.

This is not always an easy task. The peculiarities of the definitions which describe what activities the federal government will fund do not always correspond well with the terms and concepts by which staff describe their work. Nor do the federal definitions necessarily coincide exactly with the categories and definitions which the state government may require for its own accounting purposes. Consequently, it is important that staff have a clear understanding of the concepts and definiteness used in the RMTS.

These instructions first lay out the general approach and procedures used in the RMTS. Then instructions are provided on how to characterize activity whenever activity recording is requested.

B. GENERAL APPROACH AND PROCEDURES

RMTS employs a Random Moment Observer System to record employee time. Periodically each included worker and first-line supervisor (excluding other supervisors and clerical and administrative staff) will be approached by a designated random moment observer who will ask the worker to characterize his/her activity at that moment according to the attached RMTS definitions, which the observer will have in hand.

The worker will indicate the code **(using the appropriate code listed in the Program Code Description Manual posted on the CDSS' webpage, also shown in Attachment C)** for the activity which most appropriately reflects the worker's actions at that moment. The observer will record the code on a summary sheet, and ask the worker to initial the code sheet indicating that his/her observation has been recorded for the designated

observation moment. **Once the time study is completed, supervisors review, validate and approve the accuracy of the employee's observation.**

If the worker was not available to the observer at the designated moment, e.g., if the worker is out of the office on business, or is on a break, the observer will leave the Random Moment Individual Worker Response Form (RMTS-3) on the worker's desk. The RMTS-3 indicates the date and time of the observation moment. Upon receipt of the RMTS-3 the worker recalls the activity being performed at the observation moment, enters the appropriate code on the RMTS-3, initials in the space provided, and returns the form to the observer.

Certain workers in remote locations or in small offices may be observed by telephone. Such workers are expected to keep a copy of the RMTS definitions near their telephone so that they may review them when they are called for an observation.

Workers and first-line supervisors included in a county's RMTS are all social services workers, all eligibility workers, employment workers, child care workers and fraud workers, as well as child support workers.

C. APPROACH TO CATEGORIZING ACTIVITY

Workers are instructed to select the code from the code list which most closely describes the activity in which the worker is engaged at the designated observation moment. Only one code per worker-observation may be selected.

- Social Services workers should use codes listed in the Social Services Function Program Code Description (PCD).
- Eligibility /child support/employment service workers should use codes listed in CalWORKs Function PCD.
- Public Assistance workers should use codes listed in the Other Public Welfare Function.
- Child Care services workers should use codes listed in the Child Care Function PCD.
- Non-Welfare workers should use codes listed in the Non-Welfare Function PCD.

D. SAMPLE OBSERVATION FORMS*

RMTS – 1 Random Moment Code Sheet

RMTS – 2 Observation Schedule

RMTS – 3 Individual Response Form

*Counties electing the RMTS methodology may design alternate forms for their use, provided that the minimum elements specified on these forms are included.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

TIME STUDY

RMTS -1

RANDOM MOMENT CODE SHEET

County: _____ Cluster#: _____

Observer: _____ Coordinator: _____

Observation I.D. # _____ Date: _____ Time: _____

	<u>WORKER'S NAME</u>	<u>CODE</u>	<u>INITIALS*</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

*Please note if observation was made by telephone (T) or via RMTS-3 form (RMTS-3)

Return this form to RMTS Coordinator identified above.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

TIME STUDY

RMTS-2 RANDOM MOMENT TIME STUDY OBSERVATION SCHEDULE

Month of: _____

County: _____

<u>OBSERVATION #</u>	<u>CLUSTER #</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
----------------------	------------------	------------	-------------	-------------

Do not reveal the time of observation to participants in advance.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

TIME STUDY

RMTS-3: RANDOM MOMENT INDIVIDUAL WORKER RESPONSE

(This section to be completed by observer.)

Worker Name: _____

County: _____

Cluster #: _____

Observer: _____

Observation Moment I.D. #: _____

Date: _____

Time: _____

(This section to be completed by worker.)

Code: _____

Initials: _____

RETURN FORM TO OBSERVER INDICATED ABOVE.

E. COUNTY COORDINATOR'S AND OBSERVER'S INSTRUCTIONS

I. INTRODUCTION

These instructions define the responsibilities of county coordinators and random moment observers in carrying out the Random Moment Time Study (RMTS). The RMTS is designed to assure the proper distribution of administrative costs among the various federal and state funding sources which support social services in California.

The RMTS employs a Random Moment Observer System to generate statistically valid distribution of worker time among various activities which are supported by federal and state funding sources. The percentages derived from the RMTS are then applied to the administrative expenditures of the counties to compute the reimbursement from the state and federal funding sources.

This system requires that each caseworker in California be observed one moment each quarter, and that the worker characterizes his or her activity at that moment according to the Program Code Descriptions (PCD). Coordinators and observers bear the responsibility for submitting lists of workers who will participate in this study and for assuring that observations are carried out at the appropriate moment.

II. PARTICIPANTS

All social services, eligibility, child support, employment services, and welfare fraud workers are participants in the time study, including first-line supervisors. Clerical and other administrative support staff and supervisors above first-line (unless they carry their own caseload) are not included as respondents.

III. GENERAL PROCEDURES

A. Grouping of Workers for Sampling Purposes:

The designated county RMTS coordinators will maintain a list of all workers who meet the definition of "participant" (above). This listing should be done using the Random Moment Worker Code Sheet, RMTS-1. Whenever a worker is added or deleted from a group, names should be added or removed from the RMTS-1 at the time of submittal.

On the RMTS-1, the workers should be listed alphabetically next to the numbers 1 through 20. If the county has more than 20 participants, the coordinator must create two or more groups or clusters, so that no cluster has more than 20 participants. Clusters should be of approximately equal size, with workers placed into them based on physical proximity in the office or offices. In general, clusters should be as large as possible, without exceeding 20 workers. Thus, a county with 24 participating workers would normally establish two clusters of 12 workers each. It is also

permissible in such a circumstance to establish three groups of eight workers, for example, if the workers were located in three different buildings. However, in most circumstances administrative simplicity will be served by minimizing the number of clusters.

Since several workers in a county may be stationed in a remote location and will have to be telephoned at their observation moment to obtain the observation, it would be desirable to apportion these workers among the county's clusters. This will distribute among all the county's observers the burden of making these telephone calls.

The coordinator in counties with more than one cluster should submit a separate RMTS-1 for each cluster formed. Each cluster should be numbered in the Cluster # _____ space beginning with the number one.

B. Generation of Random Moments:

The county RMTS coordinator uses a random selection technique or computer software to schedule the moment for each cluster and prepares the RMTS Observation Schedule, Form RMTS-2. The RMTS-2 indicates for each cluster in the county the day, date, and time that the observation is to occur. All workers in the same cluster have the same random moment assigned to them.

C. Preparedness for RMTS Observations:

The county coordinator must keep the observation moments secret. Each coordinator should have trained two to three staff in each office, usually clerical staff, to serve as random moment observers. The additional observers should also be aware of the scheduled observation moments. Each moment should be the assigned responsibility of either the coordinator or one of the observers. There should be backups assigned to serve as the observers should the other observers be absent on the day of the scheduled observation. Each county coordinator is responsible for establishing a backup system.

D. Updating of Worker Lists:

The day before the scheduled observation, the RMTS-1 (Random Moment Code Sheet) should be checked. Worker's names that have been listed on the RMTS-1 should be checked. The workers listed should be those currently in the employment of the CWD and in the cluster identified in the log. Workers who have left the CWD or moved to another cluster since the RMTS-1 was last revised should be left off this cluster list. Workers who have joined the CWD or another cluster should be added to the appropriate RMTS-1.

E. Conducting the Observation:

At the time of the observation moment the observer should be equipped with an RMTS-1 in which the top section has been filled out, a supply of RMTS-3s (the Random Moment Individual Worker Response forms), and at least one copy of the Program Code Descriptions for each function.

At the moment indicated, the observer attempts to locate each worker in the cluster being observed. (For workers in remote locations, the observer telephones each worker to obtain an observation.) When a worker is found, the observer indicates that a time study observation is due.

The worker indicates the appropriate program code to the observer, and then initials the RMTS-1 next to his or her name, indicating that the observation has been made and recorded. (The observer will do this for remotely located workers, and will note that the observation was made by phone.) The observer enters the code on the RMTS-1.

F. Alternative Observation Procedure:

If the worker is not available at the time of the observation, the observer fills out the observer portion of the Random Moment Individual Worker Responses Form (RMTS-3) and leaves it on the worker's desk. The worker is responsible for filling out the remainder of the form and returning it to the observer. However, if the observer does not receive the form, it is his or her responsibility to follow up with the worker to obtain the observation. Upon receipt of the RMTS-3, the observer enters the appropriate code on the RMTS-1. In this instance, the worker's initials are not required on the RMTS-1, and the observer should enter "RMTS-3" in the initial space.

For remotely located workers, the observer must call later if the worker is not available at the observation. When the worker is reached, the observer enters the appropriate code on the RMTS-1, and enters a "T" in the initial space.

G. Submitting Observations in Timely Fashion:

The completed observations are due to the county RMTS coordinator within three days after the observation moment. This includes only the RMTS-1 for the completed observation moment.

H. Workers on Leave:

If a worker is on leave at the moment of an observation and this is known to the observer, the observer may enter the nonallocable code without consulting the worker or seeking initials. On occasion an observation moment may fall on a day

when none of the workers is at work. The nonallocable code should be entered for all such workers.

I. Missed Observations:

If an observer for whatever reason fails to complete the observation of a cluster at the scheduled time, this fact should be communicated to the RMTS coordinator as soon as possible. A makeup observation may be requested.

F. RMTS SAMPLING PLAN

An estimate is desired of the proportion of time in a certain period that a class of workers is engaged in some defined activity. A Random Moment Time Study (RMTS) is an effective and efficient way of accomplishing this.

The random moment sampling procedure consists of selecting at random a series, say "n", times (or "moments") within the specified time frame, and at each of these moments observing the activity of a randomly selected worker. The number of times (say, "r") that the workers are observed to be engaged in the defined activity of interest is counted and that count divided by "n" is taken as an estimate of the proportion of time that the sampled class of workers were engaged in the defined activity during the specified period.

Properly conducted, the RMTS procedure will measure unbiasedly the proportion of time spent in activities of long or short duration, and which occur frequently, irregularly, or rarely in the period. The accuracy of the resulting proportion estimate, $p = r/n$, can be determined in advance by statistical theorems associated with the well-known binomial distribution.

In particular, suppose it is desired that the error in the proportion estimate be less than a given value, say "d", with at least 95 percent confidence. Then, letting "P" represent the true population proportion, the accuracy requirement may be written:

$$(1) \quad \text{Probability } (|p-P| < d) > .95$$

Under the binomial model the expected value of p is P, and the variance of the estimator p is $P(1-p)/n$. We omit discussion of the so-called finite population correction factor, which in our circumstance will have a negligible effect. Further, the values of n that we will be considering will be large enough that the normal approximation to the binomial distribution will be completely satisfactory. This permits us to immediately write:

$$(2) \quad \text{Pr } \{|p-P| < 1.96 \text{ SQRT } [P(1-P)/n]\} > .95,$$

and the desired result (1) is achieved by setting

$$(3) \quad d = 1.96 \text{ SQRT } [P(1-P)/n], \text{ or}$$

(4) $d^2 = 1.96^2 P(1-P)/n$,
and solving for n,

(5) $n = (1.96/d)^2 P(1-p)$.

Thus (5) above is the standard formula for the random sample size required to estimate a binomial parameter P with 95 percent confidence that the error in the estimate will be less than d. Let us relate this to three standards of precision that have been used in time allocation systems and accepted for federal audit purposes:

- (1) 95 percent confidence that the error in the proportion estimate is less than .02. In this case (5) becomes:

$$n = (1.96/.02)^2 P(1-P),$$

and it can be shown that the largest n is required when P is .5, in which case $n = 2400$.

- (2) 95 percent confidence that the error in the estimate is less than .01 when $P = .05$. In this case formula (5) gives an n of 1825.
- (3) An accuracy equivalent to a simple random moment sample of 1900 observations.

The three standards are roughly consistent, and it appears sufficient to set as a standard a precision equivalent to a 1900 point RMTS.

One RMTS design alternative is to sample the workers in clusters. This administrative convenience will lose little statistical efficiency as long as the activities of the workers within the clusters have little correlation. This would seem to be the case, but efficiency loss, if any, is an empirical question best measured when observation results are in and hence, can be determined.

The Sample Size

For federal claiming purposes, the total statewide sample size should be large enough to result in a net sample of at least 1900 points after allowing for loss due to moments falling on off-duty hours for the sampled worker and other missing observations. For example, a statewide sample of 2500 worker-observations would allow about 24 percent sample attrition and adjustment for cluster sampling. An adequate statewide sample, therefore, for federal claiming purposes only, would be about 2500 gross observations per quarter.

For sub-state and county allocation purposes, however, California is proposing to conduct time studies valid at the county level. Therefore, counties using the RMTS methodology will each need to conduct statistically valid samples, which will require a minimum of 2500 observations per quarter per county.

For several large counties in California, sampling 2500 observations per quarter would result in rather infrequent time study experience for individual workers and might thereby undercut the validity of the process. It is expected that a minimum of one observation experience per quarter will help assure consistency in the process.

Therefore, the sampling plan is for each county participating in the RMTS methodology to collect a minimum of 2500 worker observations per quarter, except that no participating county may collect less than one observation per worker per quarter on average.

This level of sampling at the county level will result in an extremely high precision and extremely low error in the statewide sample, far in excess of federal requirements.

Design Features

There are several considerations that go into the design of a random moment time study:

- The time period sampled should be as representative as possible of the period to which we wish to infer, preferably spanning the entire period. To represent a year's activity, it is better to sample the full year or at least months rather than days or weeks. It is also better to balance the sampling period across days of the week. This design quality may be moderated if we can assume that the pattern of staff activities does not vary greatly across the period.
- The daily time frame for sampling should be broad enough to cover the great majority of staff work hours, even if this means oversampling because staff will not be on duty for many sample moments.
- Sample moments should be balanced or random within the time frame.
- Staff members should be sampled in random order. A random permutation of staff (rather than simple random sampling) has a slight advantage in providing greater assurance of sample balance across staff.
- Some degree of observation (as opposed to full self-report) should be incorporated.
- The sample size must be inflated to allow for, say 30 percent off-duty or non-work activity, but every effort should be made to keep the number of erroneously missed observations to a minimum.

Sampling Mechanisms

The required random sample may be obtained in several ways. The most understandable perhaps is a simple physical model based on say, rolling a die, flipping a coin, or drawing a card. Another valid procedure relies upon linkage to a random number table. Finally, computer programs can do the job and save a great deal of clerical detail work.

Time Frame

The time study will be ongoing and will include all regular workdays of the year, excluding scheduled holidays. The daily time frame will be set by each county to correspond to its unique work patterns. A minimum of six core hours per day will be sampled for each workday.

Staff Roster

The clusters are defined by counties, first identifying groups of staff, usually co-located and numbering 6 to 20 individuals, who will be contained in a cluster of workers.

Sampling Procedure

A sample period consists of one quarter, and all minutes in the core work hours of each workday in the quarter constitute the random moment sample pool. Then one moment is randomly selected from this pool, and is assigned to a cluster number randomly selected from the cluster sample pool. These moment and cluster numbers are removed from their pools.

A second moment is selected and assigned to a remaining cluster number, then a third, and so forth, until all clusters have received an assigned moment.

Each moment/cluster pair is assigned an "observation identification number" for control purposes. The resulting moment/cluster/I.D. number triads are printed and distributed for timely conduct and reporting of the observations via form RMTS-1.

DFA 7

SUPPORT STAFF TIME REPORT

STATE OF CALIFORNIA - HEALTH CARE REFORM AGENCY

EMPLOYEE: _____ DATE: _____

EMPLOYER: _____ DATE: _____

TIME ACCOUNTED FOR THROUGHOUT THE DAY: TIME STUDY TIME CERTIFICATION

RECORDS/DOCUMENTS: FULL-TIME PART-TIME INTERMITTENT

FUNCTION: Social Services Child Public Assistance New Mothers COURSEWORK Child Care Grants

PROGRAM CODE	REPORTING LEVEL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	PROG. CODE
	Grant																																	
	ERP																																	
	Staff Development																																	
	Northridge																																	
	Child Services Delivery																																	
	ADJUDICABLE																																	
	NONADJUDICABLE																																	
	TOTAL																																	

EMPLOYEE: _____ DATE: _____

EMPLOYER: _____ DATE: _____

I hereby certify that this is a true and accurate report of my time and that the functions were performed as shown above.

I hereby certify the employer's time analysis certification record has been inspected and that, to the best of my knowledge and belief, this time record is true and correct and the activities were performed as shown above.

COUNTY TIME STUDY ON RANDOMLY SELECTED DAYS

Introduction

Counties may choose to time study on 22 randomly-selected workdays during the quarter rather than on every workday of the mid-month of the quarter.

Perceived advantages of the random-day approach are: (a) the randomly-selected days may be more representative of the whole quarter than the mid-month, (b) some workers may be less likely to delay completion of their time study until the end of the week or month, and (c) workers may perceive the three-month intermittent time study as less burdensome than the one-month daily time study.

Time Study Forms and Definitions

Counties electing this methodology use exactly the same program codes and definitions in their time study as counties use in the mid-month time study.

County Time Study Coordinator Role

It is the responsibility of the County Time Study Coordinator to determine which 22 work days of each quarter will be the time study days, to inform workers as to which days they should complete the time study forms, and to verify that the time studies are completed on the assigned days by all participating workers.

The Coordinator should maintain a record of the sample days for each quarter and the sampling method used to identify those days.

Sampling Methods

Either of two methods may be employed by County Time Study Coordinators to randomly select the time study days. Both methods select 22 days from the pool of all workdays in a calendar quarter, without bias toward any particular day.

A. SOFTWARE METHOD:

Counties may use a personal computer software application supplied by the State Department of Social Services to randomly select the time study days. This software application will allow the Coordinator to eliminate weekend days and holidays from the pool of all days to be sampled to obtain the sample workday pool. From this sample workday pool the software will randomly designate 22 days per quarter as the time study days.

B. RANDOM NUMBER TABLE METHOD:

Attached are two pages of a Random Number Table. This table contains the numbers 1 through 31 selected and ordered randomly. Coordinators should use this table (and only this table) in completing the following steps:

- Step 1: Have available the Random Number Table and a calendar for the period for which time study days are to be selected. Coordinators may make the random day selection every month, every quarter, or even less frequently, e.g., once a year for the entire year. The first month to be sampled should be the beginning of a calendar quarter.
- Step 2: Beginning in the upper left corner of the Random Number Table and proceeding toward the right without skipping number, cross-check each number against the first month to be sampled on the calendar to determine whether that number represents a workday (excluding weekend days and holidays). Record or mark each number which corresponds to a workday, until seven different workdays are identified for this first month of the time study sample. These seven days constitute the randomly selected time study days for that month.
- Step 3: Beginning with the last number on the table which was used, proceed to the next number and cross-check it against the next month to be sampled on the calendar. Proceed in this fashion until eight workdays are selected for this month. These eight days constitute the randomly selected time study days for this month.
- Step 4: For the next month to be sampled, proceed in similar fashion to identify seven randomly selected workdays, and for the following month, to identify eight randomly select workdays. With succeeding months, alternate between seven and eight workdays. This will assure the identification of 22 time study days per calendar quarter, with the sample evenly spread across all months.
- Step 5: Mark the spot on the Random Number Table where the selection process stopped for this period. When the process is employed subsequently, begin with the next number not previously used. Proceed throughout the Random Number Table to the end of page 3, then begin again on page 1. This table may be used indefinitely.

RANDOM NUMBER TABLE

21	10	22	6	13	19	23	16	9	19	28	26	11	21	5	28	26	12
29	13	1	16	24	22	27	30	19	27	22	25	8	23	31	16	24	13
15	7	16	24	5	8	16	18	13	29	15	1	14	28	13	23	1	8
21	24	20	29	2	22	30	2	24	17	21	14	9	9	30	14	3	22
6	4	11	30	25	4	27	31	11	29	18	29	17	16	14	24	1	14
26	25	20	8	18	3	13	11	16	27	16	31	2	8	20	29	13	27
19	30	30	5	21	25	23	11	1	10	18	27	10	30	5	22	9	29
28	16	13	25	29	20	16	13	21	28	17	28	22	21	18	29	12	14
31	16	17	6	22	25	28	25	9	3	29	1	18	12	26	13	23	16
30	31	4	17	19	11	19	24	5	8	14	24	26	12	25	27	10	4
16	27	11	27	1	10	12	25	11	5	18	5	23	30	12	13	5	8
11	31	6	23	14	5	17	12	19	21	17	1	27	15	12	2	19	2
21	28	3	13	13	18	30	16	9	21	14	25	13	14	2	17	24	5
30	8	26	7	8	8	6	5	23	12	17	5	21	31	25	11	10	16
28	28	18	2	23	11	23	7	20	20	1	5	25	20	28	7	19	15
26	3	15	6	6	22	28	15	29	24	25	15	29	6	23	16	22	17
1	29	2	14	17	19	15	31	24	13	24	6	9	30	5	5	4	10
20	30	12	13	7	26	2	21	23	25	2	12	24	7	7	22	17	30
21	11	27	5	15	24	9	2	14	5	22	13	26	29	28	22	23	4
8	27	31	29	27	28	19	16	9	14	22	3	8	18	12	6	28	10
1	14	24	10	29	13	1	12	11	11	27	10	20	18	12	15	5	5
3	28	20	15	13	11	14	23	27	11	14	29	23	16	26	16	11	7
31	24	20	27	10	20	26	3	17	10	23	24	14	1	22	24	31	31
26	21	25	30	17	19	1	17	15	5	26	31	17	21	7	8	21	28
31	21	25	10	22	21	17	1	31	23	28	21	7	2	7	2	11	1
22	30	25	31	29	10	24	1	4	4	17	17	11	15	23	15	9	19
8	27	19	3	12	9	10	9	31	1	13	8	15	14	31	16	2	1
3	2	4	15	17	1	21	26	19	18	4	17	22	22	16	6	28	5
14	29	29	1	6	11	3	17	26	2	11	27	30	17	13	17	15	18
2	12	5	27	8	16	23	15	23	13	9	7	19	31	7	24	7	16
4	23	21	31	5	10	2	26	2	14	9	6	1	26	19	9	25	18
23	28	15	31	11	16	13	31	1	21	20	12	28	8	19	19	3	5
7	29	8	8	31	21	3	25	8	5	27	27	5	10	31	31	19	23
30	20	13	7	1	30	9	9	4	27	31	5	25	8	28	19	9	21
16	18	3	1	13	16	15	10	9	30	6	3	15	5	22	22	13	4
22	7	19	7	24	22	10	24	11	21	26	10	16	2	9	15	29	7
9	16	3	31	29	1	6	28	30	1	13	27	8	31	6	20	1	19
18	12	13	12	4	29	18	26	3	9	3	27	16	19	16	17	24	2
19	29	8	26	4	31	13	12	14	7	7	24	12	20	20	21	8	14
9	13	16	6	27	17	20	8	13	31	10	16	7	4	13	31	23	30
30	26	31	19	5	7	7	7	26	28	7	8	29	13	16	29	8	20
6	20	9	30	23	28	3	26	16	22	12	4	15	22	7	14	10	27
24	19	26	12	14	3	26	3	18	4	19	8	19	23	2	8	2	17
27	1	14	4	27	5	1	23	9	12	29	9	29	23	7	16	8	7
24	10	24	20	31	4	10	12	2	11	20	22	6	20	23	20	2	13
14	18	13	27	8	22	16	5	22	17	27	26	23	15	8	9	24	17
21	17	26	26	28	12	30	20	31	25	1	28	7	5	26	25	21	23
8	27	28	16	11	28	7	23	12	25	26	9	26	14	5	24	13	1
16	18	16	27	31	31	27	6	1	3	14	5	9	31	27	22	16	27

RANDOM NUMBER TABLE

27	23	25	3	16	15	4	30	22	17	31	10	30	29	17	18	21	22
15	11	5	23	17	14	2	24	16	18	23	21	8	15	4	16	2	12
9	21	30	12	28	25	30	11	13	14	23	7	7	24	22	23	29	9
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22	23	19	14	4	13	21	1	13	23	17	9	7	28	16	8	30	31
31	11	9	25	31	4	28	19	26	4	20	10	10	6	8	13	17	10
10	14	8	19	25	11	22	7	18	21	1	12	22	15	8	31	9	24
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**COUNTY COST ALLOCATION PLAN (CCAP) MATRIX(S)
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**Time Study Codes
Fiscal Year 2017-2018
Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
003	IHSS QUALITY ASSURANCE	0031	SGF/TITLE XIX/CO	00/35/50/15	This program was established to ensure quality assurance and program integrity, including fraud detection and prevention in the provision of supportive services.	8
005	SPECIALIZED TRAINING FOR ADOPTIVE PARENTS STAP Recruitment STAP Training STAP Case Management	0051 0052 0053	TITLE IV-E/SGF/CO	50/35/00/15 75/17.5/00/7.5 50/35/00/15	Captures recruitment, training and casemanagement costs associated with the STAP program.	1, 8
007	RELATIVE/NON-RELATIVE HOME APPROVALS	0071	TITLE IV-E/SGF/CO	50/35/00/15 75/17.5/00/7.5	Includes costs associated with licensing Relative/Non-Relative Extended Family member homes for Foster Care Placements.	1, 8
016	IV-E WAIVER EVALUATION	0161	TITLE IV-E/SGF/CO	50/35/00/15	II	8
037	CWSOIP/SCTF/COHORT 1	0371	TITLE IV-E/SGF	50/50/00/00 75/25/00/00	Used to claim Title IV-E with SGF as match. Only certain administrative and/or training activities can be claimed to Title IV-E with this code.	1, 8
059	CWSOIP NONFED SGF/COHORT 1	0591	SGF	00/100/00/00	This can be used for activities or services that are not Title IV-E eligible in the county's approved plan.	8
067	EDU AND TRAINING VOUCHER	0671	CFCIP	100/00/00/00	To design and conduct education and training voucher programs for youth who age out of foster care.	
077	CWS BASIC NONFEDERAL	0771	State GF	00/70/00/30	Includes activities performed on behalf of non-federally Title IV-E eligible child, the child's family, or the child's foster family and non-federally eligible activities on behalf of federally and non-federally eligible children.	8
088	PEER REVIEW (PR)	0881	TITLE IV-E/SGF/CO	50/35/00/15	PR is to learn how to improve CWS and practices in CA both in the participating County and in other jurisdictions.	1,4, 8
102	IHSS-SKILL PROF MED PERS (SPMP)	1021	SGF/TITLE XIX/CO	00/17.5/75/7.5	Provides activities for welfare staff in meeting SPMP requirements	3,8

**Time Study Codes
Fiscal Year 2017-2018
Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
103	IHSS-PERS CARE SVC PROG (PCSP)/HR IHSS-HR-Eligibility/Redeterminations IHSS-(SIP)-Plus Option IHSS-SIP-HR IHSS-PCSP-Plus Option-CM IHSS PCSP/Health Related	1031 1032 1033 1034 1035	SGF/TITLE XIX/CO	00/35/50/15	Captures costs for PCSP and HR activities for the IHSS program, including Supported Individual Providers (SIP) and SPMP costs not eligible for enhanced Federal Financial Participation. Includes title changes for 1031-4 to allow counties to report activities related to the IHSS Plus Option. <u>See activity changes for 1034 (CFL 15/16-65, dtd 6/30/16)</u>	3,8
104	IHSS-Non-HR/Non-PCSP IHSS-SIPNon-HR/PCSP/Plus Option IHSS Non HR/PCSP/Plus Option	1041 1042	SGF/CO	00/70/00/30	Captures costs for Non PCSP activities ineligible for Title XIX funding. Includes title changes to reflect addition of IHSS Plus Option program. <u>See activity changes for 1042 (CFL 15/16-65, dtd 6/30/16)</u>	8
113	CSBG-SPMP	1131	SGF/TITLE XIX/CO	00/17.5/75/7.5	Includes time spent by SPMP staff who are not claiming these same activities through Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM) performing activities which require the expertise of a medical professional to help adult CSBG clients who are Medi-Cal eligible to gain access to services covered by the State Medi-Cal plan in order to reduce their risk of poor health outcome. These activities include program planning and policy development.	3, 8
114	CSBG-HEALTH RELATED CDBG-Health Related	1142	SGF/ TITLE XIX/CO	00/35/50/15	Includes time spent performing activities to help adult CSBG recipients, who are Medi-Cal eligible or potentially eligible, gain access to services to attain and/or maintain a favorable physical condition. Activities include, but are not limited to: Assisting Medi-Cal recipients in identifying and understanding their health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal; Facilitating the Medi-Cal eligibility application; Development, implementation and management of care plans for Medi-Cal eligible CSBG recipients for health-related needs covered by Medi-Cal; Outreach activities to Medi-Cal eligible or potentially eligible persons about available services and programs covered by Medi-Cal; Providing assistance to eligible recipients to access needed health services covered by the Medi-Cal state plan, including transporting and/or accompanying them to appointments, or arranging transportation; and Statistical reporting.	3, 8
115	COUNTY SERVICES BLOCK GRANT	1151	SGF/CO	00/70/00/30	Provides for activities not eligible under Title XIX funding for adult CSBG recipients.	8
117	ADOPTIONS-CASE MANAGEMENT	1171	ADOPTION ASST IV-E SGF	50/50/00/00 75/25/00/00	Include activities directed to a child in adoptive placement or activities immediately preceding an adoptive placement, such as a child adaptability assessment, adoptive applicant screening, home study, adoptions Assistance Program assessment, and adoption backlog.	1, 8

**Time Study Codes
Fiscal Year 2017-2018
Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
118	ADOPTIONS INDEPENDENT/NONFED	1181	SGF	00/100/00/00	Includes activities directed to a child in adoptive placement or activities involved in an adoptive placement, such as a child adoptability assessment, adoptive applicant screening and home study. This code is to be used for non-recurring adoption expenses for children who are not eligible for title IV-E non-recurring adoption expenses. However, in the event the child is determined to be a child with special needs, as defined in section 473(c) of the Act, and has been placed for adoption in accordance with applicable State and local laws, the child need not meet the categorical eligibility requirements as section 473(a)(2) and non-recurring costs can be claimed to PC 121.	8
135	SSI-SSP / OHC	1351	SGF	00/100/00/00	Includes determining and certifying the need for out-of-home care for an SSI/SSP applicant or recipient who resides in an unlicensed home. This activity must be initiated by Form SSP 22.	8
138	CWS-SPMP	1381	SGF/TITLE XIX/CO	00/17.5/75/7.5	Includes selected activities to help children who are Medi-Cal eligible, including children in foster care gain access to health related services in order to reduce their risk of poor health outcome.	3, 8
140	R.R.P. / CWS	1401	CO	00/00/00/100	Captures costs on arranging and providing the following services to eligible refugees in support of a CWS plan: Info and referral services, outreach services and social adjustment services (emergency, health related and home management)	
141	R.R.P. / CSBG SERVICES	1411	CO	00/00/00/100	Provides services for eligible refugees directed at goals other than Employability or CWS.	
143	CWS-ELIGIBILITY DETERMIN. Pre Placement Program Family Maintenance Program Family Reunification Program Permanent Placement Program	1431 1432 1433 1434	TITLE IV-E/SGF/CO	50/35/00/15	Includes activities related to preparing for determination of a child's eligibility for Foster Care, or Adoption Assistance Program.	8
144	CWS-HEALTH RELATED Emergency Response Program Family Maintenance Program Family Reunification Program Permanent Placement Program	1441 1442 1443 1444	SGF/TITLE XIX/CO	00/35/50/15	Any activity to help Medic-Cal eligible, Foster children, gain access to medical services.	3, 8
145	CWS-TRAINING	1456	TITLE IV-E/SGF/CO	75/17.5/00/7.5	Training activities for the CWS program	1, 8
146	CWS-SERVICES	1465	SGF/CO	00/0070/00/0030	Provides services such as counseling, homemaking instructions, and parenting training for the provision of CWS. Costs shift from PC 145,147and 148 based on federal/nonfederal foster care caseload. Code 146 does not incur any costs. All costs from this code are shifted to a IV-B funded code, then to State/County.	8

**Time Study Codes
Fiscal Year 2017-2018
Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
147	CWS-COURT RELATED ACTIVITIES Pre-Placement Program	1471	TITLE IV-E/SGF/CO	50/35/00/15	Any court-related activity directed to a child who is a candidate for foster care at imminent risk of removal or not in out of home-placement whose case record indicates that without case management or preventive services out of home care would be necessary. This code may also be used when a petition or the child's removal has been filed or when a court hearing has been held but the child has not yet been removed from his home. Candidates for foster care in this program are identified following the investigation of a report of abuse and neglect and a determination that the child is imminent risk of removal from the home and placement in foster care. Documentation for a candidate for foster care will be the petition for the child's removal from the home or a defined case plan that clearly indicates absent effective preventive services, foster care is the planned arrangement for the child.	8
147	Family Maintenance Program	1472	TITLE IV-E/SGF/CO	50/35/00/15	Any court-related activity directed to a child who is a candidate for foster care at imminent risk of removal or not in out of home-placement but whose case record indicates that without preventive services, out of home	8
147	Family Reunification Program	1473	TITLE IV-E/SGF/CO	50/35/00/15	Any court-related activity directed to a foster care child who is in out-of-home placement, but who is receiving family reunification services in order to be reunited with his or her parent.	8
147	Permanent Placement Program	1474	TITLE IV-E/SGF/CO	50/35/00/15	Any court-related activity directed to-foster care child-who remains in out-of-home placement.	8

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Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
148	CWS-CASE MANAGEMENT Pre-Placement Program Family Maintenance Program	1481 1482	TITLE IV-E/SGF/CO	50/35/00/15	Activities claimed to this code can only be performed on candidates for foster care who are at serious risk of removal from home as evidenced by the State agency either pursuing his/her removal from the home or making reasonable efforts to prevent such removal and (1) have a defined case plan which clearly indicates that, absent effective preventive services, foster care is the planned arrangement for th child, (2) an eligibility determination form which has been completed to establish the child's eligibility under title IV-E and includes evidence that the child is at serious risk of removal from home. (Evidence of AFDC eligibility in and of itself is insufficient to establish a child's candidacy for foster care.), or (3) evidence of court proceedings in relation to the removal of the child from the home, in the form of a petition to the court, a court order, or a transcript of the court proceedings.	1, 8
148	Family Reunification Program Permanent Placement Program	1483 1484	TITLE IV-E/SGF/CO	50/35/00/15 50/35/00/15	Includes activities directed to a specific child when the child is in out-of-home placement, including relative placements and emergency shelter care. Included is the development of the case plan, which indicates specific services necessary to meet the protective needs of the child; including credit checks (SB1521).	1, 8
148	Notification of Relatives	1485	TITLE IV-E/SGF/CO	50/35/00/15	Notification of Relatives (PL 10-351, Section 103) perform due diligence to identify, provide notice to adult relatives within 30 days of removal with exception of potentially abusive relatives.	1, 8

**Time Study Codes
Fiscal Year 2017-2018
Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
150	EPSDT	1501	100% Health Related Pass Through	00/00/100/00	Provides support activities, such as consultation, outreach, and follow-up, for EPSDT.	4
151	Federal Adoption and Guardianship Incentive Program	1511	Title IV-E	100/00/00/00	Captures costs when serving a child in a finalized adoptive or legal guardianship home.	
155	LICENSING / FOSTER FAMILY HOME	1551	TITLE IV-E/SGF	50/50/00/00 75/25/00/00	Provides for recruitment, study, certification, licensing, and approval of foster family homes for children.	1, 8
157	LICENSING / DAY CARE	1571	SGF	00/100/00/00	Provides for the provision of licensing requirements to facilitate the development of new family day care homes.	
159	FPP-SPMP	1591	TITLE XIX/SGF	00/25/75/00	Added to identify family preservation program HR activities for Medi-Cal eligible children when performed by SPMP.	3, 8
165	SB 163 WRAPAROUND SERVICES PILOT	1651	CO	00/00/00/100	Captures costs associated with pilot program to keep eligible children in or return them to permanent family settings.	
167	CAPIT	1671	SGF	00/100/00/00	Includes provision of services for child abuse and intervention.	8
168	FPP-HEALTH RELATED	1681	TITLE XIX/SGF/CO	00/35/50/15	Captures costs on time spent on activities to help children who are Medi-Cal eligible.	3, 8
175	FPP-SERVICES/NONFEDERAL	1751	SGF/CO	00/70/00/30	Captures Non-federally eligible costs of administering the State Family Preservation Program activities for children who are Medi-Cal Eligible and Foster Care children. Costs shift from PC 177 & 179 based on federal/nonfederal foster care caseload.	8
177	FPP-CASE MGT PREVENTIVE SVCS	1771	TITLE IV-E/SGF/CO	50/35/00/15 75/17.5/00/7.5 50/35/00/16	Captures costs for time spent on preventive pre-placement activities directed to a specific child when the child remains in the home.	1, 8
179	FPP-CASE MGT FOSTER CARE	1791	TITLE IV-E/SGF/CO	50/35/00/15 75/17.5/00/7.5 50/35/00/16	Includes activities directed to a specific child when the child remains in the home or out-of-home placement.	1, 8
182	ILP-CASE MANAGEMENT	1821	Chafee FC Indep Prog	100/00/00/00 80/20/00/00	Includes ILP case management activities for children: assessing need for ILP services, developing ILP service plan, and referring the child to services.	5, 8
184	ILP-SERVICES	1841	Chafee FC Indep Prog	100/00/00/00	Includes the provision of ILP services to children: independence counseling; providing training on occupational and college preparatory high school classes, financial aid and scholarships, the acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management; and other necessary services.	5, 8

**Time Study Codes
Fiscal Year 2017-2018
Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
223	EA-FC-ELIGIBILITY	2231	SGF/CO	00/85/00/15	Provides screening for prior EA episodes, approvals, denials, authorization actions, and issuance of notices.	8
272	IHSS CONLAN V. BONTA PCSP	2721	SGF/TITLEXIX/CO	00/35/50/15	Provides client referrals to State Dept. Health Services Beneficiary Service Center; assistance with questions or obtaining/completing Conlan claim forms; issuance of NOAs; verification forms; State hearings.	3
300	STEP ELIGIBILITY	3001	SGF/CO	00/70/00/30	Captures costs on time spent on emancipated foster youth including wards of the court who are eligible to receive support while participating in an educational or training program or any activity consistent with their transitional independent living plan up to 21 yrs of age.	8
330	IHSS (In-Home Supportive Services) IHSS Non-HR/PCSP/Plus Option Fraud	3301	SGF/CO	00/70/00/30	Includes fraud activities related to the IHSS Residual Program that are not eligible for Title XIX funding.	
359	CWS/LIVE SCAN/CLETS BACKGROUND CHECKS	3591	Title IV -EFC ADMIN/SGF	50/50/00/00	Provides for activities such as using Live Scan equipment to finger foster parent and searches on Child Abuse Index, FBI, and DOJ databases associated with background checks.	1, 8
504	AB 2129 FOSTER PARENT TRAINING	5041	TITLE IV-E/SGF		Provides specialized training for foster parents caring for child with special care need.	8
506	AB 2129 FOSTER PARENT RECRUIT	5061	TITLE IV-E/SGF	50/50/00/00 75/25/00/00	Captures costs for Foster Parent Recruitment activities.	8
513	EA-ER APPLICATION COMPLETION EA-ER Application Completion EA-ER Training EA-ER Referrals	5131 5132 5134	TANF/CO	85/00/00/15	Provides services and assistance for emergency related activities.	8
515	PSSF-FAMILY PRES SVCS	5151	TITLE IV-B PT II	100/00/00/00	Captures costs for time spent on activities of service programs for children and families designed to help children at risk or crisis; includes adoptive and extended families.	6, 8
516	PSSF-FAMILY SUPP SVCS	5161	TITLE IV-B PT II	100/00/00/00	Captures costs for time spent on activities of community based services to promote the safety and well being of children and families designed to increase the strength and stability of families.	6, 8
523	SA/HIV Infant-Recruit	5231	TITLE IV-E/SGF/CO	50/35/00/15	Includes time spent performing Foster Parent recruitment activities for the Options for Recovery Program.	8
528	CWS - New System Development and Implementation	5281	Title IV-E/ SGF	50/50/00/00	Captures staff time while participating in the development and implementation of the CWS- New System Project.	

**Time Study Codes
Fiscal Year 2017-2018
Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
533	SAN MATEO COUNTY - OPERATED FFA	5331	CO	00/00/00/100	Includes time spent by caseworkers and support staff on county-operated FFA activities. It is restricted to San Mateo County. This program code has been established to capture social worker time spent performing in-person investigation activities for teen pregnancy disincentive requirements. Investigation activities include: (1) completing an in-home investigation of a minor parent's allegation of risk of abuse/neglect, and returning the CA 25s to the eligibility worker indicating the results of the investigation; (2) completing an in-person assessment of the minor parent and his/her child(ren); (3) developing a safety plan that will include MPS for the minor parent and his/her child(ren); and (4) referral of minor parent to other available services.	
544	CWS MPI (AB 908)	5441	TANF/SGF/CO	50/35/00/15	Established to capture social worker time spent performing in-person investigation activities for teen pregnancy disincentive requirements.	8
556	CWS-MPS (AB 908)	5561	TANF/SGF/CO	50/35/00/15	Provides a home visiting model of supportive services to minor parents to assist in creating a healthy and safe environment.	8
569	APS-EMERGENCY RESPONSE	5691	SGF/CO	00/70/00/30	Includes time spent performing activities in response to emergency reports of abuse, neglect, or exploitation of adult CSBG clients who meet the criteria for APS.	8
570	APS-CASE MANAGEMENT	5701	SGF/CO	00/70/00/30	Includes time spent performing case management activities in non-emergency situations and continuing case management for cases where the emergency has ceased.	8
571	APS-SPMP-EMERGENCY RESPONSE	5711	SGF/TITLE XIX/CO	00/17.5/75/7.5	Includes time spent by SPMP performing activities in response to emergency reports of abuse, neglect, or exploitation of Medi-Cal and APS eligible adults.	3, 8
572	APS-SPMP-CASE MANAGEMENT	5721	SGF/TITLE XIX/CO	00/17.5/75/7.5	Includes time spent by SPMP performing case management activities in non-emergency situations for Medi-Cal eligible adults who meet the criteria for APS.	3, 8
573	APS-HR-RESPONSE	5731	SGF/TITLE XIX/CO	00/35/50/15	Includes time spent performing activities necessary to assist APS clients in gaining access to services covered by the State Medi-Cal plan in order to reduce risk of poor health outcomes in response to reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible adults who meet the eligibility criteria for APS.	3, 8
574	APS-HR-CASE MANAGEMENT	5741	SGF/TITLE XIX/CO	00/35/50/15	Includes time spent performing case management activities for non-emergency situations of Medi-Cal eligible adults who meet the criteria for APS.	3, 8

**Time Study Codes
Fiscal Year 2017-2018
Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
577	MO VISITS/GROUP HOMES/CWD	5771	TITLE IV-E/SGF	50/50/00/00	Captures costs for those activities performed by CWD social workers when providing monthly visits to all children placed in-group homes (in-and out-of-state); including allowable EDP activities (i.e. queries, inputs, record/document the child's progress; and to monitor the well being, safety and including the delivery arrangement of services for the child onto the Child Welfare Services Case Management System (CWS/CMS).	1, 8
582	KINSHIP SUPPORT SERVICES	5821	SGF	00/100/00/00	Captures costs on time spent on grant aid start-ups & expansion funds activities for local kinship support service programs; it provides community based family support services to kinship (relative caregivers and children placed in homes by the court or who are delinquency or dependency risks.	8
588	STOP-ASSESSMENT/CASE PLAN Stop-Assessment/Case Plan Stop Services	5881 5882	SGF/CO	00/70/00/30	Provides referrals for specific services necessary to promote a successful transition home and allows for continuity in service delivered; and allowable EDP costs.	8
675	PSSF-ADOPTION PROMOTION & SUPPORT	6751	TITLE IV-B PT II	100/00/00/00	Provides for pre- and post-adoptive services designed to expedite the adoption process and support adoptive families; including allowable EDP costs.	6, 8
676	PSSF-TIME-LIMITED FAMILY REUNITIFIC	6761	TITLE IV-B PT II	100/00/00/00	Provides activities to a child who is removed from the child's home and placed in a foster family home or a childcare institution.	6, 8
677	PSSF – MONTHLY CASEWORKER VISITS	6771	TITLE IV-B PT II	100/00/00/00	Includes time spent performing activities designed to support monthly caseworker visits to children in foster care to create positive outcomes for children. Includes activities to improve caseworker retention, recruitment, training, and ability to access the benefits of technology.	6, 8

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Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
707	GOMEZ v. SAENZ LAWSUIT SETTLEMENT	7071	SGF/CO	00/70/00/30	County welfare department (CWD) responsibilities include: Providing a notification and information regarding the process for requesting a grievance hearing to individuals currently on or about to be added to the Child Abuse Central Index (CACI). and - Track actual time spent in the implementation of the Gomez v. Saenz settlement by both clerical and social worker staff (including supervisors and managers). Implementing and carrying out the notification & grievance process actual activities may include, but are not limited to; staff development of clerical and social worker staff (including supervisors and managers); and aspects of the hearing process, such as obtaining the underlying case file, preparing testimony, and follow-up activities once the hearing is concluded. 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.	8
709	State Mandates	7091	TITLE IV-E/SGF/CO	50/50/00/00 75/25/00/00	Includes state mandated Title IV-E eligible 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 Title IV-E eligible youth in foster care. This code is only used for state mandates with no county share for Title IV eligible youth in foster care.	8
710	State Mandates (Non-Fed)	7101	SGF	00/100/00/00	Includes state mandated non-federally 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 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.	8

**Time Study Codes
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Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
716	Health Benefit Determination	7161	* SGF/TITLE XIX	00/50/50/00	Captures costs for activities performed by county welfare departments to make disenrollment determinations and to request timely disenrollment from a county organized health system for foster care children placed out-of-county. * Funding change from Title IV-E to Title XIX	8
730	Public Law 110-351 IV-E Training-Foster Care	7301	TITLE IV-E/SGF/CO	75/17.50/00/7.50	Includes costs for providing short-term training to current or prospective relative guardians, State-licensed or State-approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. The State-licensed or State-approved child welfare agencies include all entities and organizations, including county welfare departments that directly engage in the development and/or implementation of the case plan for current foster and children who receive TITLE IV-E assistance. The expanded list of allowable trainees agencies and/or individuals who are invited, contracted, or voluntarily participate in support of the child and family at the behest of a state-licensed or state-approved child welfare agency. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees. PL 110-351 Training FFP rate 5 yr. phase in period.	1,-7, 8
732	Increase Family Case Planning	7321	TITLE IV-E/SGF/CO	50/35/0/15 75/17.5/0/7.5	For activities associated with the Increase Family Case Planning Meetings to improve Child Welfare Outcomes that includes parents, extended family members, community service providers, and others in order to strengthen reunifications and decrease foster care reentries. Note: See PCD, Time Study for information re: dual admin and training functions.	1, 8
733	Increase Relative Search and Engagement (IRSAE)	7331	TITLE IV-E/SGF/CO	50/35/0/15 75/17.5/00/7.5	Counties are provided additional funding sources to increase family finding and engagement efforts statewide in compliance with the state's federal Program Improvement Plan. This would facilitate the location of relatives as a placement option for children who are not currently placed with relatives upon entry into foster care and establishing strong familial connections for youth non-relative placements approaching emancipation. Note: See PCD, Time Study for information re: dual admin and training functions.	1, 8
739	IHSS Anti-Fraud Background Checks	7391	SGF/Health	0/50/50/0	AB 19 requires CDSS implement measures to reduce and prevent fraud in the IHSS program. Specific activities include mandated criminal background checks, including fingerprinting, of all IHSS providers.	

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Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
740	IHSS-N-PCSP/Plus Anti-Fraud Plan	7401	CO	0/00/00/100	Includes all non-Title XIX eligible activities specified in a county's anti-fraud plan, approved by the appropriate County Board of Supervisors and CDSS. This includes implementation activities related to the provision of fraud prevention, detection, referral, investigation and program integrity, which must not be duplicated by other activities claimed to other IHSS codes.	8, 9
741	IHSS PCSP/Plus Anti-Fraud Plan	7411	00/00/50/50	00/00/50/50	This includes all Title XIX eligible activities specified in the county's anti-fraud plan approved by the appropriate County Board of Supervisors and CDSS. In addition, the implementation activities related to the provision of fraud prevention, detection, referral, investigation and program integrity, which must not be duplicated by other activities claimed to other IHSS codes.	3-8, 9
743	IHSS Anti-Fraud Initiative	7431	SGF/Health/CO	0/35/50/15	Includes activities performed by staff at county social services offices or its designee who are charged with the responsibility of monitoring the delivery of supportive services to detect, prevent and mitigate potential fraud, and investigate suspected cases to maximize the recovery of overpayments. Such activities may include but are not limited to the following: reviewing referred case files to ensure compliance with documentation requirements; reviewing provider timesheets; conducting targeted program integrity activities including targeted mailings and unannounced in-home monitoring; providing written and verbal feedback to county management; compiling and reporting data; meeting with State and other designated staff regarding anti-fraud issues; and performing duties related to the investigation of suspected fraud in the PCSP/Plus Option programs that are within the scope of the protocols established pursuant to Assembly Bill 19 of the Fourth Extraordinary Session (2009).	3
745	ILP NONFED-Case Management	7451	SGF	00/100/00/00	Include activities for non-federally eligible ILP populations (youth between ages 16 and 17 who were placed in NRLGs or KinGAP placements prior to age 16) funded ILP case management, which include assessing the child's need for ILP services, developing the ILP service plan, and referring the child to services.	8

**Time Study Codes
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Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
746	ILP NONFED-SERVICES	7461	SGF	00/100/00/00	Include activities for non-federally eligible ILP populations (youth between ages 16 and 17 who were placed in NRLGs or KinGAP prior to age 16) funded ILP services, which are independence counseling, providing training on occupational and college preparatory high school classes, financial aid and scholarships, acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management, and other necessary services.	8
747	KinGAP Title IV-E CASE MANAGEMENT	7471	TITLE IV-E/SGF	50/50/00/00 75/25/00/00	Captures costs for activities related to the participation of the federal KinGAP program through enactment of AB 12, Chapter 559, Statutes of 2010.	8
748	Public Law(PL) 110-351 IVE Training-Adoptions	7481	TITLE IVE/SGF/CO	70/21/00/09 75/17.5/00/7.5	Includes costs providing short-term training to current or prospective relative guardians, State-licensed or State-approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. The State-licensed or State-approved child welfare agencies include all entities and organizations, including county welfare departments that directly engage in the development and/or implementation of the case plan for current adoptive children who receive TITLE IV-E assistance. The expanded list of allowable trainees agencies and/or individuals who are invited, contracted, or voluntarily participate in support of the child and family at the behest of a state-licensed or state-approved child welfare agency. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees. PL 110-351 Training FFP rate 5 yr. phase in period.	1,7, 8
786	NREFM Under 18	7861	SGF	00/50/00/50	Tracks administrative costs for NREFM placements that are not eligible for federal funding.	8
787	NREFM NMD	7871	SGF	00/50/00/50	Tracks administrative costs pertaining to the extended foster care population (non-minor dependants, age 18 but under 21)	8
828	Peer Review Non-Title IV-E	8281	SGF/CO	00/70/00/30	PR is to learn how to improve CWS and practices in CA both in the participating County and in other jurisdictions.	4, 8
836	IHSS Provider Exclusions	8361	SGF/CO	00/70/00/30	Costs include reviewing and processing requests for waivers to provider exclusions for applicant providers who have been convicted of a two tier crime.	

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Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
837	EFC Eligibility Determination	8371	TITLE IV-E/SGF/FED CO	50/35/00/15	Includes activities related to preparing for determination of a child's eligibility for Foster Care (FC) or Adoption Assistance Program (AAP); not actual eligibility determination.	8
838	EFC Health Related	8381	TITLE IV-E/SGF/FED CO	00/35/50/15	Tracks administrative costs pertaining to AB 12 (Chapter 559, Statutes of 2010) Extended Foster Care non-minor dependents.	8
839	EFC Training	8391	TITLE IV-E/SGF/FED CO	75/17.5/00/7.5	This PC for CWS training, at the enhanced rate of 75 percent, is for people employed or preparing for employment in all classes of positions by the state or local agency administering the program. Training is limited to topics necessary for performing the following specific FC program administrative functions.	8
840	EFC SERVICES NONFEDERAL	8401	SGF/CO	00/70/00/30	The individual child's case plan shall be the basic guideline for the provision of CWS. Services include, but are not limited to, the following: • Providing counseling or other therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems, behaviors, or home conditions, as referenced. • Providing homemaking instruction, through discussion and example when parent/guardian functioning can be improved by teaching more effective child care skills and home maintenance. Manual of Policies and Procedures 31-002(t) (1). • Parenting training. * dual capabilities similar to PC 146; acting as a SUOC to capture non-federal costs associated with the Title IV-E non-federal discount rate, and as a claiming code for direct-charging non-federal (CFL 12/13-34).	8
841	EFC Court Related Activities	8411	SGF/FED Title IV-E/SGF/CO	50/35/00/15	Any court-related activity directed to foster care child who remains in out-of-home placement.	8
842	EFC Case Management EFC Supportive Transition	8421	SGF/FED Title IV-E/SGF/CO	50/35/00/15	Includes activities directed to a specific child when the child is in out-of-home placement, including relative placements and emergency shelter care. Included is the development of the case plan, which indicates specific services necessary to meet the protective needs of the child.	8
843	EFC GRO HM Monthly Visits CWD	8431	SGF/FED Title IV-E/SGF/CO	50/50/00/00	Tracks administrative costs pertaining to AB 12 (Chapter 559, Statutes of 2010) Extended Foster Care non-minor dependents.	8

**Time Study Codes
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Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
848	OVER 18 KIN-GAP IV-E CASE MANAGEMENT	8481	TITLE IV-E GAP/SGF/COUNTY	50/50/00/00 75/25/00/00	Captures costs for the following activities performed on behalf of Kin-GAP cases: Conducting reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.	8
863	Non-Related Legal Guardian NMD Non-Related Legal Guardian NMD	8631	SGF/CO	00/50/00/50	Captures costs for county caseworkers to direct charge for activities for non-related legal guardian youth appointed by the juvenile court participating in EFC.	8
864	Non-Related Legal Guardians Probate Court Non-Related Legal Guardians Probate Court	8641	SGF/CO	00/50/00/50	Captures costs for county caseworkers to direct charge for activities for non-related legal guardian youth appointed by the juvenile court participating in EFC.	8
865	NRLG Juvenile Court NRLG Juvenile Court	8651	SGF/CO	00/50/00/50	Captures costs for county caseworkers to direct charge for case management and eligibility activities for non-related legal guardian youth appointed by the juvenile court participating in EFC.	8
888	Resource Family Approval	8881	FED/SGF/CO Title IV-E/SGF/CO	50/50/00/00	Includes activities performed for a resource family applicant or an approved resource family.	
892	NMD Adoptions - Case Management	8921	FED/SGF Title IV-E/SGF/CO	50/50/00/00 75/25/00/00	Captures costs for activities such as advising and providing instruction on the process of obtaining NMDs historical and psychological background.	8
920	CSEC Protocol & Development	9201	FED/SGF Title IV-E/SGF/CO	50/50/00/00 75/25/00/00	Captures costs for those counties who are participating in the CSEC Program, staffs are able to report time spent on administrative activities related to the interagency protocol development of a multidisciplinary team to serve CSEC youth.	
922	CWS Case Review	92201	FED/SGF/CO Title IV-E/SGF/CO	50/25/00/25 75/12.50/00/12.50	Captures staff time on qualitative case review activities for cases receiving child welfare services. Case reviews include, but are not limited to, and extensive online review process and in-depth interviews with individuals involved in the case plan for each case selected for review.	
928	Federal Preventing Sex Trafficking and Runaway Activities	9281	FED/SGF/CO Title IV-E/SGF/CO	50/25/00/25 75/12.50/00/12.50	Captures staff time who are developing policies and procedures necessary to implement the required provisions for identifying and protecting children and youth at risk of sex trafficking. Allowable activities include those directed to a child, identified as a victim, or at risk of, commercial sexual exploitation. Activities are limited to Title IV-E administrative activities directly related to the Federal Sex Trafficking and Runaway Provisions.	

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Social Services Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
944	CFT - Federal	944	FED/SGF Title IV-E/SGF/CO	50/50/00/00 00/100/00/00	Captures County Welfare Department costs for Child and Family Teams.	
951	Federal Preventing Sex Trafficking and Runaway Activities - Pre-Placement	9511	FED/SGF/CO Title IV-E/SGF/CO	50/25/00/25 75/12.5/00/12.5	Captures costs for pre-placement administrative CCSEC activities.	

Descriptions used in this Matrix are not the official time study instructions. For the actual time study instructions provided to the counties, please refer to the program code descriptions provided in section 7 of the CCAP.

"Health" in the Sharing ratio column represents the California Department of Health **Care Services**

For costs that qualify for enhanced vs. non enhanced funding, see CFL 05/06-33 and 45 CFR 1356.60 and 45 CFR 235.63-235.66(a).

- 1) Federal/Nonfederal Persons Count: The ratios of Nonfederal children to foster care or adoptions assistance children are developed and applied to all eligible adoption assistance and foster care costs in order to equitably distribute Title IV-E federal funds on behalf of federally-eligible children; the non-federal share of costs are shifted to state only program codes (e.g., the non-federal portion of program code 117 shifts to state only program code 118)
- 2) Note: Counties have been provided instructions on how to claim training costs in the CEC. Counties input time studies to either the Time Study Summary-DFA55 or the Staff Development page (325.1c), which utilizes the Administrative or Enhanced rates respectively.
- 3) Costs to this TSC are a pass-thru to DHCS. This code is included in the CDSS CCAP to allow county social workers who perform eligible activities to time study.
- 4) Costs captured to code 088 are allocated to benefitting programs in accordance with the PR cost allocation methodology. (6564% of costs for FY 2017/18 are to be charged to PC 088 as they benefit IV-E programs.
The remaining 283536% is to be charged to code 828 to capture costs that do not benefit IV-E programs.)
- 5) Administrative costs of ILP are limited to 20% of the allocation. The costs of personnel providing ILP services are claimed to PC 184 and ILP administrative /case mgt. to PC 182.
Costs exceeding federal allocation are moved to state funds using SUOC 810. At closeout all shifts is adjusted subject to the appropriate 20% administrative costs & 80% for services.
- 6) Title IV-B: Consistent with current policy, counties can utilize all funds provided in the allocation without a match at the local level. CDSS will continue to meet the required 25% federal match by utilizing state and local expenditures in the State Family Preservation program. Note: In the current automated accounting system the is funded 100/00/00/00 due to this methodology.
- 87) This code is subject AB 118 (Realignment 2011). All State General Fund cost associated with this code will be paid using the local revenue fund.
- 98) Counties may continue to claim costs provided the counties have a fraud plan approved by the state.

**Time Study Codes
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CalWORKS Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
026	STATE ONLY Cal-Learn-ELIGIBILITY STATE ONLY Cal-Learn-ELIGIBILITY	0261	STATE GF	00/100/00/00	Captures costs associated with sanctioned Cal-Learn cases activities and those AUs that contain a sanctioned Cal-Learn teen parent. * See Program Code Descriptions for TSC activities.	
027	STATE ONLY Cal-Learn - CASE MANAGEMENT STATE ONLY Cal-Learn - CASE MANAGEMENT	0271	STATE GF	00/100/00/00	Includes time spent performing case management activities associated with Cal-Learn Program sanctioned cases.	
204	CALWORKS Income Eligibility Verification System (IEVS) CalWORKs IEVS	2041	TANF	100/00/00/00	Captures costs for CalWORKs case activities; reviewing/verifying income and certain AFDC eligibility earnings using IEVS, updated by Employment Development Department (EDD). *See Program Code Descriptions for TSC activities.	
226	CHILD/SPOUSAL SUPPORT DISREGARD Child/Spousal Support Disregard	2261	TANF	100/00/00/00	Captures cost for activities that includes preparing and authorizing payments, preparing any required notices, and responding to client inquiries about the disregard payment. (disregard means up to first \$50 of current support collection made on behalf of a current assistance case receiving CalWORKs aid). *See Program Code Descriptions for TSC activities.	
257	SUPPORTIVE SERVICES OUTREACH Supportive Services Outreach	2571	TANF	100/00/00/00	Capture costs associated with the expansion of existing county outreach efforts, development and implementation of new outreach strategies. *See Program Code Descriptions for TSC activities.	
263	U.S. RESIDENCY PROJ-CALWORKS U.S. Residency Project - CalWORKs	2631	TANF	100/00/00/00	For Imperial and San Diego Counties only - captures costs of eligibility activities, that includes interviewing applicants and recipients of public assistance to determine residency. *See Program Code Descriptions for TSC activities.	
269	CALWORKS SAVE PROGRAM CalWORKs Save Program	2691	TANF	100/00/00/00	Captures costs for activities using the Systems Alien Verification for Entitlements (SAVE) automated system to verify immigration status, citizenship; assists in establishing eligibility for federal benefit programs such as TANF, Food Stamps, and Medicaid. *See Program Code Descriptions for TSC activities.	
278	CALWORKS O/P COLLECT (SB 627) CalWORKs O/P Collect (SB 627)	2781	TANF	100/00/00/00	Captures costs of CalWORKs collection activities associated with reporting casework salaries and benefits, support costs, EDP and staff development costs. *See Program Code Descriptions for TSC activities.	

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CalWORKS Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
301	CALWORKS FRAUD CalWORKs Fraud	3011	TANF FS ADMIN FRAUD	100/00/00/00	Captures cost for fraud activities related to a federal CalWORKs case. <i>Note:</i> This code is reserved solely for WFI and their first-line supervisors who have peace officer status. *See Program Code Descriptions for TSC activities.	
305	NF CALWORKS FRAUD NF CalWORKs Fraud	3051	STATE GF	00/100/00/00	Captures cost for fraud activities related to a non-federal CalWORKs case. A case is defined as non-federal if at any time during the investigation period it was non-federally eligible. *See Program Code Descriptions for TSC activities.	
315	FED CALWORKS AND CF FRAUD Federal CalWORKs and CF Fraud	3151	TANF	100/00/00/00	Captures cost for activities related to a case receiving both federal CalWORKs and CalFresh. *See Program Code Descriptions for TSC activities.	* Costs are allocated 50% 50% FS before apply ratios.
320	NF CALWORKS AND CF FRAUD NF CalWORKs and CF-Fraud	3201	STATE GF	00/100/00/00	Captures costs that includes activities related to a case receiving both nonfederal CalWORKs and CalFresh (e.g., legal aliens ineligible under TANF guidelines but eligible for CalWORKs). *See Program Code Descriptions for TSC activities.	
335	CALWORKS DATA REPORTING CalWORKs Data Reporting	3351	TANF	100/00/00/00	Includes time spent performing data reporting activities based on federal data reporting requirements, including actual hours of participation. Allowable activities include identification of sample cases, review of case files (including automated systems) to obtain necessary monthly demographic and participation information for the Research and Data Enterprise Project (RADEP) for cases in the federal sample and participation information for Enterprise, Phase II Lite (E2Lite) for cases in the county-specific sample. Also includes activities associated with inputting information into RADEP or E2Lite data collection tools and reconciling the data to ensure accurate and consistent reporting.	
340	EFD/P-FED CALWORKS EFD/P-Fed CalWORKs	3401	TANF	100/00/00/00	Captures cost of federal CalWORKs cases activities; to detect and prevent welfare fraud before benefits are issued. *See Program Code Descriptions for TSC activities.	
342	EFD/P-CalWORKs and CF FS EFD/P-CalWORKs and CF FS	3421	TANF FS ADMIN FRAUD	100/00/00/00	Captures cost for EFD/P activities related to combined CalWORKs and CalFresh cases to detect and prevent welfare fraud before benefits are issued. *See Program Code Descriptions for TSC activities.	*Costs are allocated 50% TANF, 50% FS before applying sharing ratios

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PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
370	Emplymt Services Case Mgt. EMP NON-MOE	3701	STATE GF	00/100/00/00	Captures case mgt. & related WTW activities providing (eg determining exemptions, arranging for participant's entry into WTW component:performing needs assessment, etc) provided to employed safety net individuals	4
371	Emplymt Services Case Mgt. UNEMP NON-MOE	3711	STATE GF	00/100/00/00	Captures case mgt. & related WTW activities providing (eg determining exemptions, arranging for participant's entry into WTW component: performing needs assessment, etc) provided to unemployed safety net individuals.	4
372	ESE Administration Federal	3721	TANF	100/00/00/00	This code includes activities necessary for the proper administration of the ESE Program performed on behalf of the federally eligible population (i.e., general administration, which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, costs for the goods and services, contract costs, etc.) performed on behalf of the federally-eligible population.	
374	ESE Non-Administration Federal	3741	TANF	100/00/00/00	This code includes activities related to a county's direct costs for the federally-eligible participants of the ESE Program (i.e., salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities. Program services include, but are not limited to, program case management, providing information to clients, screening and assessments related to placement , development of employability plans, work site recruitment, payment of work subsidies , placement, etc.). It is not considered to be General administration and/or coordination of the ESE Program is not considered to be non-administration.	
376	ESE Administration Non-Federal	3761	STATE GF	00/100/00/00	This code includes activities necessary for the proper administration of the ESE Program performed on behalf of the non-federally eligible population (i.e., general administration, which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, costs for the goods and services, contract costs, etc.) performed on behalf of the non-federally-eligible population. These include, but are not limited to, activities related to a county's ESE Program, such as coordination and preparation of program plans and program oversight. The nonfederal population is only the recent non-citizen entrant population, where the individual has resided in the country for less than five years and is ineligible to receive Temporary Assistance to Needy Families (TANF) assistance and services.	

**Time Study Codes
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CalWORKS Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
378	ESE Non-Administration Non-Federal	3781	STATE GF	00/100/00/00	This code includes activities related to a county's direct costs for the non-federally-eligible participants of the ESE Program (i.e., salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities. Program services include, but are not limited to, program case management, providing information to clients, screening and assessments related to placement , development of employability plans, work site recruitment, payment of work subsidies , placement, etc.). It is not considered to be General administration and/or coordination of the ESE Program is not considered non-administration . These include, but are not limited to, activities related to a county's ESE Program, such as work site recruitment and development, placement and case management. The nonfederal population is only the recent non-citizen entrant population, where the individual has resided in the country for less than five years and is ineligible to receive TANF assistance and services.	
451	NONFEDERAL WTW Nonfederal WTW	4512	STATE GF	0/100/00/00	Capture costs for activities associated with WTW services, provided to nonfederal eligible, non-citizen entrant CalWORKs recipients. *See Program Code Descriptions for TSC activities.	
610	CALWORKS-JAIL MATCH (SB 1556) CalWORKs Jail Match (SB 1556)	6101	TANF	100/00/00/00	Captures costs for casework activities associated with CalWORKs/PAFS cases on Jail Match as required by SB 1556. *See Program Code Descriptions for TSC activities.	
614	CALWORKS ELIGIBILITY CalWORKs Eligibility	6141	TANF	83/17/00/00 50/50/00/00	Captures costs for CalWORKs Program specific activities associated with determining CalWORKs Program eligibility in accordance with mandated reporting intervals. *See Program Code Descriptions for TSC activities; includes AR/CO SAR cases per AB 6 and SB 1041, respectively.	1,2,3
615	INITIAL ELIG DET-CALWORKS/CalFresh /MC Initial EI Determ-CalWORKs/CalFresh /MC	6151	TANF	Various 100/00/00/00	Captures costs for initial eligibility determination intake and grant determination activities that are common to CalWORKs, CalFresh, and Medi-Cal Programs. *See Program Code Descriptions for TSC activities.	2
616	NONFEDERAL CALWORKS ELIG Nonfederal CalWORKs Eligibility	6161	STATE GF	00/100/00/00	Captures costs associated with eligibility determination of nonfederally-eligible CalWORKs recipients in accordance with mandated reporting intervals. *See Program Code Descriptions for TSC activities; includes AR/CO SAR cases per AB 6 and SB 104 respectively.	
617	Cal-Learn CASE MANAGEMENT Cal-Learn CASE MANAGEMENT	6171	TANF	100/00/00/00	Capture case mgt. costs associated with Cal Learn activities. *See Program Code Descriptions for TSC activities.	

**Time Study Codes
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PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
618	CALWORKS PROGRAM INTEGRITY CalWORKs Program Integrity	6181	TANF	100/00/00/00	Capture costs for non-WFI staff performing activities related to CalWORKs and Welfare-to-Work ADH/IPV cases and CalWORKs Early Detection/Prevention Program (ED/PP). *See Program Code Descriptions for TSC activities.	1
620	WTW PRE-ASSESSMENT WTW Pre-Assessment	6201	TANF	100/00/00/00	Captures WTW costs for activities incurred during the provision of services. *See Program Code Descriptions for TSC activities.	
621	WTW POST-ASSESSMENT: COMM SVC WTW Post-Assessment: Comm Svc WTW Post-Assessment: Community Service	6211	TANF	100/00/00/00	Capture costs associated with the provision of Community Service (activities) assignments for WTW Program participants. *See Program Code Descriptions for TSC activities.	
622	WTW POS-ASSESSMENT: OTHER WTW Post-Assessment: Other	6221	TANF	100/00/00/00	Captures all "other" post assessment phase costs aside from those for Vocational Education (Program 623) or Community Services-related (Program 621) activities associated with the WTW Program. *See Program Code Descriptions for TSC activities.	
623	WTW POST-ASSESSMENT: VOC ED WTW Post-Assessment: Voc Ed	6231	TANF	100/00/00/00	Capture costs associated with the WTW Program Post Assessment phase activities, specifically related to the provision of Vocational Education opportunities to CalWORKs recipients. *See Program Code Descriptions for TSC activities.	
624	WTW ASSESSMENT WTW Assessment	6241	TANF	100/00/00/00	Captures WTW costs for activities incurred during the provision of services. *See Program Code Descriptions for TSC activities.	
630	Cal-Learn ELIGIBILITY Cal-Learn Eligibility	6301	TANF	100/00/00/00	Captures costs that includes identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program. *See Program Code Descriptions for TSC activities.	
631	CALWORKS TRANSITIONAL SERVICES CalWORKs Transitional Services	6311	TANF	100/00/00/00	Captures costs that includes identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program. *See Program Code Descriptions for TSC activities.	
640	NONFED Cal-Learn ELIGIBILITY Nonfed Cal-Learn Eligibility	6401	STATE GF	00/100/00/00	Captures cost includes time spent performing program administration activities associated with the Cal-Learn Program on behalf of nonfederally-eligible CalWORKs recipients (e.g., legal aliens, though ineligible under Temporary Assistance for Needy Families [TANF] guidelines remain eligible for aid under CalWORKs). *See Program Code Descriptions for TSC activities.	

**Time Study Codes
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CalWORKS Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
641	NONFED Cal-Learn CASE MGMT Nonfed Cal-Learn Case Mgmt.	6411	STATE GF	00/100/00/00	Captures case management costs associated with the Cal-Learn Program. Specifically those costs incurred on behalf of nonfederally-eligible CalWORKs recipients. *See Program Code Descriptions for TSC activities.	
648	CALWORKS TRANSITIONAL SVC, NONFEDERAL CalWORKs Transitional Svc, Nonfederal	6481	STATE GF	00/100/00/00	Capture non federally eligible costs for the CalWORKs transitional services population. *See Program Code Descriptions for TSC activities.	
663	CALWORKS CASE MANAGEMENT CalWORKs Case Management	6631	TANF	100/00/00/00	Captures costs for performing case management activities for TANF/CalWORKs. *See Program Code Descriptions for TSC activities.	1, 2, 3
664	INFORMATION AND REFERRAL Information and Referral	6641	TANF	100/00/00/00	Capture those costs associated with contracted services for CalWORKs Information and Referral services based on the final TANF regulation. *See Program Code Descriptions for TSC activities.	
665	NF-CALWORKS CM-RECENT NON CITIZENS NF-CalWORKs CM-Recent Non Citizens	6651	STATE GF	00/100/00/00	Captures costs that includes time spent performing non federal case management activities for TANF/CalWORKs families. *See Program Code Descriptions for TSC activities.	
678	WTW-2PRT FAM-PRE ASSMNT WTW-2Prt Fam-Pre Assmnt	6781	TANF	100/00/00/00	Captures costs that includes WTW pre-assessment activities for State Only Two-Parent families. *See Program Code Descriptions for TSC activities.	
679	WTW-2PRT FAM-PST ASMT: COM SVS: WTW-2Prt Fam-Pst Asmt: Com Svs:	6791	TANF	100/00/00/00	Captures costs that includes WTW community service activities for State Only Two-Parent families. *See Program Code Descriptions for TSC activities.	
680	WTW-2PRT FAM-PST ASMNT: VOC ED: WTW-2Prt Fam-Pst Asmnt: Voc Ed:	6801	TANF	100/00/00/00	Captures costs that includes WTW vocational education activities for State Only Two-Parent families. *See Program Code Descriptions for TSC activities.	
681	WTW-2PRT FAM-ASSESSMENT WTW-2Prt Fam-Assessment	6811	TANF	100/00/00/00	Captures costs that includes WTW assessment activities for State Only Two-Parent families. *See Program Code Descriptions for TSC activities.	
682	WTW-2PRT FAM-PST ASMNT: OTHER WTW-2PRT FAM-PST ASMNT: OTHER	6821	TANF	100/00/00/00	Captures costs that includes WTW post-assessment activities for State Only Two-Parent families. *See Program Code Descriptions for TSC activities.	
683	2 PARENT RECIPIENT CHILD CARE TRG 2 Parent Recipient Child Care Trg	6831	TANF	100/00/00/00	Capture costs associated with Two Parent Recipient Child Care Training (State Only) activities. *See Program Code Descriptions for TSC activities.	

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CalWORKS Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
685	CALWORKS DOMESTIC VIOLENCE SERVICES CalWORKs Domestic Violence Services	6851	TANF	100/00/00/00	Captures costs associated with the provision of domestic violence services to CalWORKs recipients whose domestic violence problem prevents them from obtaining or retaining employment, or participating in other welfare to work activities. *See Program Code Descriptions for TSC activities.	
686	RECIPIENT CHILD CARE TRAINING Recipient Child Care Training	6861	TANF	100/00/00/00	Captures costs on necessary training and teaching of basic childcare and safety to CalWORKs recipients. *See Program Code Descriptions for TSC activities.	
687	TANF Timed-Out Employment Services Employed	6871	SGF	00/100/00/00	Reinstated time study code & funded with State MOE, to comply with OIG audit findings (9/2007). Use State MOE to pay for hardship cases activities on a prospective basis instead of using TANF funds.	
689	TANF Timed-Out Employment Services Unemployed	6891	SGF	00/100/00/00	Reinstated time study code & funded with State MOE, to comply with OIG audit findings (9/2007). Use State MOE to pay for hardship cases activities on a prospective basis instead of using TANF funds.	
712	COUNTY PEER REVIEWS COUNTY PEER REVIEWS	7121	TANF	00/00/00/100 No funding for 2010/11. 100/00/00/00	No funding for 2010/11. Activities for participating counties (up to five days per county site review) include: travel, staff interviews, case file reviews, facility visual observations and evaluations, development of county site visit summary reports, and ongoing technical assistance to counties. Counties will be reimbursed to backfill for any non-managerial/non-supervisory county staff associated with county site review visits, such as caseworkers or employment specialists.	
713	TCVAP Noncitizen Administrative TCVAP Noncitizen Administrative	7131	SGF	00/100/00/00	Established to allow counties to claim costs for administrative activities related to eligibility for noncitizen victims of human trafficking, domestic violence and other serious crimes pursuant to Senate Bill 1569. See PCD activity descriptions; includes mandated reporting intervals for AR/CO SARs cases per AB 6 and SB 1041.	5
714	TCVAP Noncitizen Services -TCVAP Noncitizen Services	7141	SGF	00/100/00/00	Established to allow counties to claim costs for activities related to the provision of services for noncitizen victims of human trafficking, domestic violence and other serious crimes pursuant to Senate Bill 1569. See PCD activity descriptions; includes mandated reporting intervals for AR/CO SARs cases per AB 6 and SB 1041..	5

**Time Study Codes
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CalWORKS Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
737	ARRA-2009 Earned EFC Admin	7374	TANF EFC	100/00/00/00	Includes activities necessary for the proper administration of the TANF EFC subsidized employment program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, cost for the goods and services, contract costs and all indirect or overhead costs, etc.). These include but are not limited to activities related to a county's subsidized employment program, such as, work site recruitment and development, placement, case management, and program oversight. Note: This time study code is available for counties who have earned their FFY 2009 EFC in order to meet the FFY 2010 base by quarter.	
820	WORKFORCE INVESTMENT ACT (WIA) DISLOCATED WORKER PROGRAM WIA Dislocated Worker Program	8201	CO	00/00/00/100	Captures costs for activities directed at the Dislocated Worker Program; workers who have lost jobs due to layoffs or other economic transitions and need assistance finding or preparing for new jobs at their local One Stop Centers.	
821	WIA ADULT PROGRAM ACTIVITIES WIA Adult Program Activities	8211	CO	00/00/00/100	Captures costs for activities directed towards employment and training services for adults and dislocated workers at One Stop Centers; to assist these eligible individuals (older than 18 years old), in finding and qualifying for meaningful employment; receive core, intensive, training and supportive services.	
822	WIA YOUTH PROGRAM ACTIVITIES WIA Youth Program Activities	8221	CO	00/00/00/100	Captures costs directed at activities that provide employment and training services for eligible youth (between 14 and 21 years old) in finding meaningful employment, with qualifying problems; low income, high school dropout, homeless, runaway or foster care child, pregnant or a parent, an offender and others with (e.g., learning & physical disabilities, substance abuse, and domestic violence).	
823	WIA RAPID RESPONSE ACTIVITIES WIA Rapid Response Activities	8231	CO	00/00/00/100	Captures costs of funding Rapid Response activities (employment & training) for employers and workers who lose their jobs as a result of company closings, mass layoffs, or disasters.	
824	WIA FORMULA GRANT ACTIVITIES WIA Formula Grant Activities	8241	CO	00/00/00/100	Captures costs for formula grant activities on funds allocated to local areas for eligible adults, youth, and dislocated workers to provide core, intensive and training services through the One-Stop delivery system.	
825	WIA RETENTION ACTIVITIES WIA Retention Activities	8251	CO	00/00/00/100	Captures costs for activities associated with providing job retention services for eligible adults, youth and dislocated workers through the One-Stop delivery system.	

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CalWORKS Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
826	WIA WTW 30%-70% ACTIVITIES WIA WTW 30%-70% Activities	8261	CO	00/00/00/100	Captures cost for activities associated with the development/obtaining and providing grants to fund employment services for adult/dislocated workers/youth, particularly to unemployed participants and disadvantaged youth under the WIA 1998.	
827	WIA OTHER ACTIVITIES WIA Other Activities	8271	CO	00/00/00/100	Captures costs providing other supportive activities (i.e., increase employment, job retention, state vocational rehabilitation services (including those with disabilities, informational and referral services) at one-stop centers.	
884	Family Stabilization Federal Case Management	8841	FED TANF	100/00/00/00	Captures the costs of the time spent providing Family Stabilization intensive case management to federally eligible WTW participants or potential WTW participants prior to signing a WTW plan. This includes, but is not limited to, identification of barriers that prevent the work-eligible adult from being successfully engaged in WTW activities.	
885	Family Stabilization Non-Federal Case Management	8851	SGF	00/100/00/00	Includes time spent providing Family Stabilization intensive case management to non-federally eligible WTW participants or potential WTW participants, prior to signing a WTW plan. This includes, but is not limited to, identification of barriers that prevent the work-eligible adult from successfully engaged in WTW activities; arranging for services to support the family in overcoming an identified situation or crisis that is destabilizing	
893	CalWORKs Housing Support Non-MOE	8931	SGF	00/100/00/00	This code includes time spent providing housing support services to families within the Safety Net, drug felon and fleeing felon population by assisting in finding and retaining safe, affordable and stable housing. NOTE: Beginning April 1, 2015, drug felons will be claimed under the other two CalWORKs Housing Support codes as appropriate and further information regarding this change will be released in future ACLs and CFLs. Fleeing felons will continue to be claimed to this code.	4

**Time Study Codes
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CalWORKS Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
894	CalWORKs Housing Support Non-Federal	8941	SGF	00/100/00/00	This code includes time spent providing housing support services to non-federally eligible CalWORKs families by assisting in finding and retaining safe, affordable and stable housing. The nonfederal population includes the recent non-citizen entrant population, an individual who has resided in the country for less than five years and is ineligible to receive Temporary Assistance for Needy Families (TANF) assistance and services. Under federal law, persons who legally enter the United States are ineligible for any means-tested public benefit for a period of five years, unless that person meets an exception based on his/her immigration status (i.e., this excludes refugees and asylees). This code also includes the TANF Timed-Out population, recipients who have reached their 60-month TANF time limit but are still eligible for CalWORKs.	
895	CalWORKs Housing Support Federal	8951	FED TANF	100/00/00/00	This code includes time spent providing housing support services to federally eligible CalWORKs families by assisting in finding and retaining safe, affordable and stable housing.	
926	Family Stabilization Non-MOE Case Management	9261	SGF	00/100/00/00	Includes time spent providing Family Stabilization intensive case management to non-MOE WTW participants. This includes but is not limited to; identification of barriers that prevent the workeligible adult from being successfully engaged in WTW activities; arranging for services to support the family in overcoming an identified situation or crisis that is destabilizing; time spent on providing additional outreach to clients who are in non-compliance or sanctioned.	4

Descriptions used in this Matrix are not the official time study instructions. For the actual time study instructions provided to the counties, please refer to the program code descriptions provided in section 7 of the CCAP.

"Health" in the Sharing ratio column represents the California Department of Health **Care Services**

Footnotes:

- 1) Public Assistance Food Stamps (PAFS) Caseload Shifts: Ratios applied to program codes 614 and 663; resultant costs are shared equally between program codes 614, 663, 343.
The same ratio is applied to PC 618-CalWORKs Program Integrity and is shared equally with PC 344-NACF Program Integrity.
- 2) The One-Third Initial Eligibility Shift: Common eligibility costs for CalWORKs, Food Stamps, and Medi-Cal are shared equally: one third each to program codes 615, 215 and 343.
- 3) Two Parent Caseload Shift: The Two-Parent Families ratios are applied to the total CalWORKs expenditures for eligibility and case management activities to distribute costs for Two-Parent Families cases.
Costs are shifted from program codes 614-CalWORKs Eligibility and program 663-CalWORKs Case Mgt. respectively to program code 065-Two Parent ~~State Only~~/CalWORKs Elig-Adm and program code 066-Two Parent Family ~~State Only~~/CalWORKs Case Mgmt Non-Adm.
- 4) Safety Net: For identifying eligibility costs, the ratio of safety net families to total CalWORKs cases, excluding Two Parent families, is developed for the prior SFY and applied to current CALWORKs eligibility ~~expenditures~~ expenditures (excluding Two Parent Family expenditures) as the state share of costs, ~~which represent the eligibility costs for the safety net cases.~~
- 5) This code is subject to AB 118 (Realignment 2011). All State General Fund costs associated with this code will be paid using the local revenue fund.

**Time Study Codes
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Other Public Welfare**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
030	State Only -KIN-GAP	0301	SGF	00/100/00/00	Captures costs for time spent on activities performed on behalf of federal eligible Kin-GAP cases; continuing Kin-GAP case maintenance.	8
031	KIN-GAP/NONFED ELIG KIN-GAP/NONFED ELIG	0311	SGF/CO	0/50/00/50	Includes the following activities performed on behalf of Kin-GAP cases: Conducting program eligibility determinations/redeterminations, and benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.	8
090	TANF-FI \ MAINT TWO-PARENT FAMILY TANF-FI \ Maint Two-Parent Fam	0901	CO	00/00/00/100	Captures TANF incentive costs of needy families so children may be cared for in their own homes or in homes of relatives. Does not cover costs of living with non-relatives.	
091	TANF-FI \ PROVIDE TO NEEDY FAMILY TANF-FI \ Provide to Needy Fam	0911	CO	00/00/00/100	Captures TANF incentive costs of needy families so children may be cared for in their own homes or in homes of relatives. Does not cover children of living with non-relatives.	
092	TANF-FI \ END DEP NEEDY PARENT TANF-FI \ End Dep Needy Parent	0921	CO	0/00/00/100	Captures TANF incentive costs associated with the provision of services which end dependence of needy parents on government benefits.	
093	TANF-FI \ PRVNT OUT-OF-WED PREG TANF-FI \ Prnt Out-of-Wed Preg	0931	CO	00/00/00/100	Captures TANF incentive costs associated which prevents and reduce incidents of unwanted pregnancies and establish numerical goals for preventing/reducing these incidents of these pregnancies. Not limited to needy families or individuals.	
094	TANF-FI \ MAINT TWO-PARENT FAM-ADMIN TANF-FI \ Maint Two-Parent Fam-Admin	0941	CO	00/00/00/100	Captures TANF incentive costs which encourage the formation and maintenance of two-parent families.	
095	TANF-FI \ PROVIDE TO NEEDY FAM-ADMIN TANF-FI \ Provide To Needy Family-Admin	0951	CO	00/00/00/100	Captures TANF incentive costs of needy families so children may be cared for in their own homes or in homes of relatives. Does not cover children of living with non-relatives.	
096	TANF-FI \ END DEP NEEDY PARENT-ADMIN TANF-FI \ End Dep Needy Parent-Admin	0961	CO	00/00/00/100	Captures TANF incentive costs associated with the provision of services which end dependence of needy parents on government benefits.	

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Other Public Welfare**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
097	TANF-FI \ PRVNT OUT-OF-WED PREG-ADMIN TANF-FI \ Prvnt Out-of-Wed Preg-Admin	0971	CO	00/00/00/100	Captures TANF incentive costs associated which prevents and reduce incidents of unwanted pregnancies and establish numerical goals for preventing/reducing these incidents of these pregnancies. Not limited to needy families or individuals.	
211	CalFresh Issuance CalFresh Issuance	2111	FEFES-ADMIN-/SGF/CO	50/35/00/15	Captures time spent on identifying administrative costs for calfresh issuance activities (i.e., delivery, storage/security, accountability) for certain eligible households. Issuance activities include all activities after the household is certified to receive calfresh benefits.	3
215	MEDI-CAL MEDI-CAL INTAKE CONTINUING	2151 2153	100% Health Related Pass Through	0/00/100/00	PC 2151 includes screening and referral of MNO applicants; accepting and processing initial applications, reapplications, and transfers-in; hearing activities; and preparing and/or presenting a case for hearing. This also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in completion of these forms as necessary, and processing voter registration forms for submission to the California Secretary of State. Activities and individuals must be federally eligible and in accordance with the Department of Health Care Services State Medicaid Plan. PC 2153 includes processing approved cases, including budget changes, address changes, redeterminations, discontinuances and rescinded discontinuances, income reporting, and hearings for either MNO or MI recipients. Also includes issuing temporary Medi-Cal cards to SSI/SSP recipients who did not receive their regular Medi-Cal card because of a failure of the SSA system, replacing lost or stolen Medi-Cal cards, and providing additional proof of eligibility labels for SSI/SSP recipients. Activities and individuals must be federally eligible and in accordance with the Department of Health Care Services State Medicaid Plan. These costs are reimburse via MOU with Dept. Health Care Services.	4, 7
217	COUNTY MEDICAL SERVICE NON RRP/CHEP County Medical Service Non RRP/CHEP	2171	HEALTH RELATED	0/00/100/00	Captures costs for time associated with doing eligibility determinations and case maintenance for County Medical Services Program for the following population: (1) Applicants or recipients identified as non-aided and non-linked who are not pregnant or who are not living in an Intermediate Care Facility/Skilled Nursing Facility (ICF/SNF). (2) Persons ineligible for services through RRP or Cuban/Haitian Entrant program. Note: Per CMSP Letter No. 05-05 issued June 28, 2005, the CMSP Governing Board voted to enter into a contract with Blue Cross to administer CMSP, beginning October 1, 2005. The DHCS CMSP Unit would be dissolved on June 30, 2005.	7

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PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
218	NACF -IEVS NACF -IEVS	2181	FEDFS-ADMIN-/SGF/CO	50/50/00/00	Captures costs for time spent associated with the Income and Eligibility Verification System (IEVS) to determine eligibility and identify overpayments in CalFresh; including reviewing/verifying gross earnings and employment reported by the recipient. See PCD for additional activities.	3
219	TANF PROBATION ELIGIBILITY TANF Probation Eligibility	2191	FEDFS-ADMIN-/SGF/CO	50/50/00/00	Capture costs for time spent associated with eligibility determination activities for TANF Probation recipients; ineligible if violated parole/probation.	
225	CHILD SUPPORT Child Support	2251	CO	0/00/00/100	Captures costs associated with activities related to processing support obligations collected by the District Attorney, performed when disbursing funds.	
230	ADOPTIONS ASSISTANCE IV-E Adoptions Assistance Program IV-E	2301	ADOPT ASST TRAINING/SGF ADOPT ASST IV-E/SGF	75/25/00/00 (Enhanced) 50/50/00/00	Captures costs for time associated with eligibility determinations and payment maintenance activities on AAP cases.	1, 2, 8
245	SPEC CIRCUM ALLOWANCE PROG Special Circumstances Allowance Prog	2451	CO	0/00/00/100	Captures administrative costs for time spent on activities providing nonrecurring cash grants for SSI/SSP recipients and CAPI recipients who have unanticipated need for good and services.	
268	SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) - NACF	2681	FEDFS-ADMIN-/SGF/CO	50/35/00/15	Captures costs for time spent associated with Satisfactory Immigration Status (SIS) verification activities for aliens applying for the NACF program; verification activities to establish alien SIS with Immigration and Nationalization Service.	3
271	SAVE-MEDI-CAL SAVE - Medi-Cal	2711	100% Health Related Pass Through	0/00/100/00	Captures costs for time spent associated with SIS verification activities for aliens applying for MNO and MI programs; and primary and/or secondary verification activities to establish alien SIS with the INS.	7
275	EFD/P-NACF EFD/P-NACF	2751	FEDFS-ADMIN-/SGF/CO	50/50/00/00	Captures costs for time spent associated with non-WFI staff performing NACF administrative hearing activities for IPV cases, and FS ED/PP activities.	3
308	CASH ASST/IMMIGRANTS(CAPI) Cash Assistance Program for Immigrants (CAPI)	3081	SGF	00/100/00/00	Includes time spent performing selected activities for CAPI applicants and recipients.	
310	NACF -FRAUD NACF Fraud	3101	FEDFS-ADMIN-/SGF/CO	50/35/00/15	Captures costs of time spent associated with fraud activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830 related to NAFS cases.	3
341	EFD/P-NACF (WFI) EFD/P - NACF (WFI)	3411	FEDFS-ADMIN-/SGF/CO	50/50/00/00	Captures costs for time spent on NACF case-related EFD/P activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830.	3
343	NACF ELIGIBILITY NACF Eligibility	3431	FEDFS-ADMIN-/SGF/CO	50/35/00/15	Captures costs on time spent associated with NACF Program intake and continuing activities. NACF activities performed on Indian Reservations should also be included here. See 7 CFR Section 271.2. See PCD for additional activities.	3, 4, 5

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Other Public Welfare**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
344	NACF PROGRAM INTEGRITY NACF-Program Integrity	3441	FEDFS-ADMIN-/SGF/CO	50/35/00/15	Captures costs on time spent associated with <u>non-WFI staff</u> performing NACF administrative hearing activities for IPV cases, and CalFresh ED/PP activities.	3, 4, 5
345	AFDC FOSTER CARE ELIGIBILITY AFDC Foster Care (FC) Eligibility	3451	FC IV-E TRNG/SGF/CO FEDFS-ADMIN-/SGF/CO	75/17.5/00/7.5 (Enhanced) 50/35/00/15	Includes the following activities performed on behalf of FC cases: conducting eligibility determinations and benefit payment functions; and various intake activities, such as screening, approvals, denials, and other dispositions of requests for aid, including restorations; budget computations and authorizing actions; referrals to other public assistance programs and services for potential eligibility.	2, 8
347	NACF QUALITY CONTROL NACF - Quality Control	3471	FEDFS-ADMIN-/SGF/CO	50/35/00/15	Captures cost for time spent associated with case reviews, desk audits, their-party verifications, home visits related to case reviews, and all other activities specifically related to Quality Control Review of CalFresh certification. See 7 CFR Section 271.2)	3
348	OCOP/GR NON-EDP OCOP/GR Non-EDP	3481	CO	0/00/00/100	Captures costs associated with the GR program and for individuals who are not eligible for services under other programs, this program code is to be used for those programs that do not benefit from county EDP operations/costs. Programs that do benefit from EDP should be claimed to CODE 3521, OCOP/GR.	
350	RRP-MEDICAL	3501	100% Health Related Pass Through	0/00/100/00	Includes RRP Medically Needy Only (MNO) refugees, refugee children less than 21 years of age, pregnant refugee women, refugees residing in an ICF/SNF	
351	Refugee Cash Assistance/Entrant Cash Assistance (RCA/ECA) Program RCA/ECA Program RCA/ECA Program	3511	REFUGEE-CMA	100/00/00/00	Includes eligibility determinations and grant maintenance activities for time eligible RCA/ECA recipients and for Unaccompanied Refugee/Entrant Minors. This also includes conducting cause determinations and conciliation for RCA clients.	
352	OCOP/GR Other County Only Program (OCOP)/General Relief (GR)	3521	CO	00/00/00/100	Captures costs associated with the GR program activities and for individuals ineligible for services under other programs. This program code is to be used for those programs that benefit from county EDP operations/costs. Programs that do not benefit from EDP should be claimed to CODE 3481, OCOP/GR Non-EDP.	
360	CF-SANCTION/REIVESTMENT PROJECT CF Sanction/Reinvestment Project	3601	CO	0/00/00/100	Captures costs of time spent associated with developing and implementing a food stamp reinvestment project aimed at reducing food stamp error rates.	
362	CalFresh Nutrition Education-Get Fresh	3621	FEDFS-ADMIN-/SGF/CO SNAP	100/00/00/00	Captures costs for activities that promote nutrition education and obesity prevention, local media outreach and program planning for evaluating neighborhood nutrition factors that will guide strategic and intensive nutrition education efforts with target neighborhood populations.	

**Time Study Codes
Fiscal Year 2017-2018
Other Public Welfare**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
456	Work Incentive Nutritional Supplement (WINS) Administration	4561	SGF	00/100/00/00	Captures costs for activities that include, but are not limited to, staff time dedicated towards the administration of the WINS program, such as, application intake for WINS-eligible Non-Assistance CalFresh (NACF) and Transitional CalFresh cases and to discuss the requirements of the WINS program and ongoing eligibility determination for work verification and documentation requirements of WINS participants.	9
464	OTHER-CFET Administrative Activities	4641	CFET E&T ENHANCED	100/00/00/00	Captures costs on time spent associated with casework activities re: employment and training services for the CFET participants, determining deferrals, arranging for supportive services payments, and conducting good cause/conciliation determinations.	
478	Refugee Employment Social Services	4781	CO	00/00/00/100	Includes all activities related to provision of employment and training services that are approved in the county's plan. These activities are provided to eligible refugees and funded by Refugee Employment Social Services.	
480	REFUGEE TARGETED ASSISTANCE-COUNTY Refugee Targeted Assistance - County	4801	CO	00/00/00/100	Captures costs associated with activities related to the provision of employment and training services that are approved in the county's plan. These activities are provided to eligible refugees and funded by Refugee Targeted Assistance.	
611	NACF JAIL MATCH (SB 1556) NACF Jail Match (SB 1556; Chapter 205, Statutes of 1996)	6111	FEDFS-ADMIN /SGF/CO SNAP	50/35/00/15	Captures costs on time spent associated with casework activities, reviewing and verifying NAFS-Jail Match cases required by SB 1556.	
785	Adoptions Eligibility for Non-Minor Dependents	7851	SGF/FED Title IV-E/SGF/CO	50/50/00/00 75/25/00/00	Captures eligibility costs for Adoptions	8
846	EFC AFDC-FC Eligibility	8461	TITLE IV-E FC/SGF/COUNTY	50/35/000/15 75/17.5/00/7.5	Captures costs for the following activities performed on behalf of FC cases: conducting eligibility determinations and benefit payment functions; various intake activities, such as screening, approvals, denials, and other dispositions of requests for aid, including restorations; budget computations and authorizing actions; referrals to other public assistance programs; inter-county transfers; and program status changes. The county transfer does require proper documents to be transferred to either sending or receiving county (i.e., payment and placement documents, FC3, FC 2, court orders, case plans). Also, the eligibility worker screens NMDs for proper forms/documents, approve/deny funding, qualify for other aid programs/benefits such as THPP + FC, Infant supplement.	8

**Time Study Codes
Fiscal Year 2017-2018
Other Public Welfare**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
847	OVER 18 KIN-GAP NON-FEDERALLY ELIGIBLE	8471	SGF	00/50/00/50	Captures costs for the following activities performed on behalf of Kinship Guardianship Assistance Payment (Kin-GAP) cases: Conducting program eligibility determinations/redeterminations, and benefit payment functions; reassessment activities; various intake activities such as screening, approvals and denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.	8
858	OVER 18 KINGAP TITLE IV-E ELIGIBILITY	8581	SGF/FED Title IV-E/SGF/CO	50/50/00/00 75/25/00/00	Allowable activities include conducting Title IV-E eligibility determinations and redeterminations for Over 18 KinGAP population.	8
860	KinGAP Title IV-E Eligibility	8601	Title IV-E FED/SGF-LRF/County	50/50/00/00 75/25/00/00	Allowable activities include; conducting Title IV-E eligibility and redeterminations.	8
887	Work Incentive Nutritional Supplement (WINS) CFAP and Two-Parent Administration	8871	SGF	0/100/00/00	Captures costs for activities, but are not limited to, staff time dedicated towards the administration of the WINS program, such as, application intake for WINS-eligible Non-Assistance California Food Assistance Program (CFAP) cases, including Transitional CFAP cases, WINS-eligible Non-Assistance CalFresh two-parent households, WINS-eligible Transitional CalFresh two-parent households, and to discuss the requirements of the WINS program and ongoing eligibility determination for work verification and <u>documentation requirements of WINS participants.</u>	9
927	WORK INCENTIVE NUTRITIONAL SUPPLEMENT (WINS)	9271	SGF	00/100/00/00	Includes time spent performing data reporting activities based on federal data reporting requirements, including actual hours of participation Allowable activities include identification of sample cases, review of case files (including automated systems) to obtain necessary demographic and participation information for federal sample cases in the Research and Development Enterprise Project (RADEP) data collection tool. It also includes activities associated with inputting information into the RADEP tool and reconciling the data to ensure accurate and consistent reporting.	

Descriptions used in this Matrix are not the official time study instructions. For the actual time study instructions provide to the counties, please refer to the program code descriptions provided in section 7 of the CCAP.

"Health" in the Sharing ratio column represents the California Department of Health **Care Services**

- 1) Fed/Nonfed Persons Count: The ratios of Nonfed children to foster care or adoptions assistance children are developed and applied to all eligible adoption assistance and foster care costs in order to equitably distribute Title IV-E federal funds on behalf of federally-eligible children. The non-federal share of costs are shifted to state only program codes (e.g., the non-federal portion of program code 117 shifts to state only program code 118).
- 2) Note: Counties have been provided instructions how to claim training costs in the CEC. Counties input time studies to either the Time Study Summary - DFA55 or the Staff Development page (325.1c), which utilizes the Administrative or Enhanced rates respectively.
- 3) California Food Assistance Program (CFAP): CFAP Ratios are applied to Food Stamp program codes to determine nonfederal share. The sum of those amounts are are shifted to program code 606-CFAP Families
- 4) The One-Third Initial Eligibility Shift: Common eligibility costs for CalWORKs, Food Stamps, and Medi-Cal are shared equally; one-third each to program codes 615, 215 and 343.
- 5) Public Assistance Food Stamps (PAFS) Caseload (CalWORKs and Food Stamp) Shifts: Ratios applied to program codes 614 and 663; resultant costs are shared equally between 614, 663, and 343.
- 6) This TSC is a 100% pass-thru code to DHCS. This code is included in the CDSS CCAP to allow county social workers who perform eligible activities to time study.
- 7) Activities and individuals must be federally eligible and in accordance with the Department of Health Care Services State Medicaid Plan.
- 8) This code is subject to AB 118 (Realignment 2011). All State General Fund costs associated with this codes will be paid using the local revenue fund.
- 9) Counties required to manually allocate and claim WINS CFAP

**Time Study Codes
Fiscal Year 2017-18
Child Care Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
036	2 PARENT FAMILIES (State Only) STAGE 1 - CHILD CARE 2 Parent Families (State Only) State 1 - Child Care	0361	STATE GF	00/100/00/00	Captures costs associated with the provision of child care services for Two-Parent families when both parents are simultaneously participating in an approved CalWORKs work activity. Includes EDP related costs for computer activities (See PCD, Time Study information)	
160	CHILD CARE/DEVELOPMENT PROGRAM Child Care and Development Program - County Only	1601	COUNTY GF	00/00/00/100	Captures costs associated with the Child Care and Development Program is a subsidy program for low-income working families administered by CDE with participating counties via a contract. The funds are available to reimburse the CWD for costs directly related to the provision of services set forth in each county's individual agreement with CDE.	
368	CHILD CARE CM EMPLOYED NON-MOE	3681	STATE GF	00/100/00/00	Case management and related activities provided to employed safety net families.	
369	CHILD CARE CM UNEMPLOYED NON-MOE	3691	STATE GF	00/100/00/00	Case management and related activities are the same as for Time Study Code 3681 except provided to unemployed Safety Net families.	
453	STAGE ONE CHILD CARE Stage One Child Care	4531	TANF	100/00/00/00	Captures costs on time spent associated with Stage One; to serve those individuals who are newly working or beginning participation in a work activity while receiving TANF assistance payments. Child care services are provided under Stage One until the county determines that the family's child care situation is stable and Stage Two slot is available. Please note that this program code is for all other families excluding two-parent families, non-federal, and those unable to transfer to Stage Two or Stage Three.	
688	TANF CHILD CARE FOR TIMED-OUT FAMILIES - EMPLOYED	6881	STATE GF	00/100/00/00	Captures expenditures provided to employed individuals who have exceeded their 60-month on TANF assistance as defined in 45 CFR 260.31	
692	TANF TIMED-OUT FAMILIES - UNEMPLOYED	6921	STATE GF	00/100/00/00	Captures expenditures provided to unemployed individuals who have exceeded their 60-month on TANF assistance as defined in 45 CFR 260.31	

**Time Study Codes
Fiscal Year 2017-18
Child Care Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
811	STATE ONLY Cal-Learn CHILD CARE State Only Cal-Learn Child Care	8111	STATE GF	00/100/00/00	Captures costs on time spent associated with Cal-Learn , implemented under federal waiver and as of April 1, 1999, that waiver expired. With the expiration of the federal waiver, sanctioned Cal-Learn teen parents, and those cases in which the Assistance Unit (AU) contains a sanctioned Cal-Learn teen parent, are now State Only cases.	
901	CHILD CARE HEALTH/SAFETY SELF-CERT CC Health/Safety Self-Cert	9011	TANF	100/00/00/00	Captures costs of time spent associated with license-exempt child care providers must self-certify that they meet the health and safety requirements of the CCDF. The self-certification process is used to gather information from child care providers confirming that they meet the minimum health and safety standards. The CCDF health and safety requirements apply to all child care programs.	
902	CHILD CARE TRUSTLINE Child Care Trustline	9021	TANF	100/00/00/00	Captures costs on time spent associated with the trustline system, a registry of license-exempt child care providers who have had their backgrounds checked by the California Department of Justice (DOJ) to ensure they do not have disqualifying criminal convictions and/or records of substantiated child abuse. License-exempt child care providers are required to be Trustline registered in order to be eligible for payment (either directly or through reimbursement to the parent) if they care for the children of a CalWORKs eligible family.	
903	STATE ONLY CHILD CARE State Only Child Care	9031	STATE GF	00/100/00/00	Caputes costs associated with activities (described in Code 4531) related to the provision of child care services for legal aliens that are employed or participating in an approved CalWORKs activity, who are ineligible under TANF guidelines but are being served under CalWORKs Welfare to Work Program as State-only cases.	
905	STAGE TWO CHILD CARE Stage Two Child Care	9051	COUNTY GF	00/00/00/100	Captures costs associated with Stage Two Child Care, funded through the California Department of Education (CDE) and serves those individuals who are working or participating in a work activity while on aid once it is determined that they are in a stable situation, and those transitioning off aid die to increased employment.	

**Time Study Codes
Fiscal Year 2017-18
Child Care Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
906	CC CAPACITY BUILDING PROG CC Capacity Building Prog	9061	TANF	100/00/00/00	Captures costs on time spent associated with the Child Care Capacity Building Program; established for actuating costs associated with child care capacity building for licensed and license exempt providers that best meet local child care needs.	
907	STAGE THREE CHILD CARE Stage Three Child Care	9071	TANF	400/00/00/100	Captures costs on time spent associated with APP providers to identify all Stage Three Child Care costs via the child care function on the CEC. The CDE is the responsible State agency for administering and reimbursing Stage Three Child Care. Stage Three is funded through the CCDF with State and local MOE requirements.	
909	Cal-Learn CHILD CARE Cal-Learn Child Care	9091	TANF	100/00/00/00	Captures costs on time spent associated with the Cal-Learn program for custodial teen parents under the age of 19 who have not obtained a high school diploma or the equivalent. PC 909 captures the costs of providing child care for those Cal-Learn participants who are receiving TANF assistance payments.	
912	NONFED Cal-Learn CHILD CARE Nonfed Cal-Learn Child Care	9121	STATE GF	00/100/00/00	Captures cost on time spent associated with Non-Federal Cal-Learn Child Care; available to capture activities related to the provision of child care services for recent non-citizen entrants who remain eligible under the CalWORKs Welfare to Work (WTW) Program as state-only cases.	

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"Health" in the Sharing ratio column represents the California Department of Health **Care Services**

**Time Study Codes
Fiscal Year 2017-18
Nonwelfare Function**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
805	NONWELFARE PROGRAMS Nonwelfare Programs	8051	COUNTY GF	00/00/00/100	This program code is to be used for those nonwelfare programs that benefit from county EDP operations/costs.	
806	NONWELFARE PROGRAMS-NON-EDP Nonwelfare Programs - Non-EDP	8061	COUNTY GF	00/00/00/100	This program code is to be used for those nonwelfare programs that do not benefit from county EDP operations/costs.	

**Time Study Codes
Fiscal Year 2017-18
Generic**

PC	PROGRAM NAME	TIME STUDY CODE	FUNDING SOURCE	SHARING RATIOS Fed/State/Health/Co	GENERAL DESCRIPTION (3)	ALLOCATION METHODOLOGY SEE FOOTNOTES
700	GENERIC Generic	7001	COUNTY GF	00/00/00/100	Captures costs associated with caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedure. This also includes time spent training or in conference or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.	

Descriptions used in this Matrix are not the official time study instructions. For the actual time study instructions provide to the counties, please refer to the program code descriptions provided in section 7 of the CCAP. "Health" in the Sharing ratio column represents the California Department of Health **Care Services**

**Non-Time Study Codes
Fiscal Year 2017-18**

PC	PC Title	Function	SUO Code	Direct Charge Code	Funding Source	Sharing Ratio: Fed/State/ Health /Co	Fed/ NonFed Disc Ratio, Shifting from PC	CFL #	DESCRIPTION OF NON-TSC	Footnotes:
001	ADOPTIONS OPPORT DEMO PROJECT	SS		X	Adoption Demo CO	88/00/00/12	-		Captures costs of providing support for demo projects to improve adoption practices to gather info on adoptions; and to provide training and technical assistance to improve adoption services, particularly for children with special needs.	
004	PROBATION PQCR	SS		X	TITLE IV-E SGF CO	50/35/00/15	-	05/06-26	PQCR is to learn how to improve CWS and practices in CA both in the participating Co and in other jurisdictions as well.	1
005	Specialized Training for Adoptive Parents	SS		X	TITLE IV-E/ SGF/ CO	75/17.5/00/.50		12/13-44	Capture direct costs.	1
006	STAP-RESPIRE CARE	SS		X	SGF CO	00/70/00/30	005	98/99-79 11/12-18 11/12- 39	Provides temporary relief for specially trained pre-adoptive/adoptive parents to enable them to improve/maintain parenting functions. Costs shift from PC 005 based on federal/nonfederal foster care caseload.	1
008	SUO-RELATIVE/NON-RELATIVE HOME APPVLS	SS	X		SGF	00/100/00/00	007		Costs shift from PC 007 based on federal/nonfederal foster care caseload.	1
023	IHSS ADVISORY COMMITTEE	SS		X	Title XIX SGF	00/53/47/00	-	00/01-48 11/12-18 11/12- 39	In accordance with Assembly Bill 1682, provides recommendations on modes of services to be used in the county for IHSS. This code is only to be used by Tuolumne and Alpine County.	
024	Shasta's Children's Prog Consortia - NF	SS	X		CO	00/00/00/100	126		Costs shift from PC 126 based on federal/nonfederal foster care caseload.	1
028	STATE ONLY Cal-Learn Support Svcs	CW		X	SGF	00/100/00/00	-	98/99-79	Captures costs for support services activities associated with the sanctioned Cal-Learn cases and those AUs that contain a sanctioned Cal-Learn teen parent.	
035	SPECIAL CIRCUM ALLOW PROG SERVICES	OPW		X	CO	00/00/00/100	-		Captures costs for provision of services (cash grant payment activities) for eligible recipients.	
039	SUO/CWSOIP/COHORT 1-NONFED	SS	X		SGF	00/100/00/00	037		Costs shift from PC 037 based on federal/nonfederal foster care caseload.	1
069	SAWS CF CO SHARE TOWARD MOE	OPW		X	CO	00/00/00/100	-	04/05-57	Captures costs that accumulates the county share of SAWS CF on a quarterly basis; the claimed amount is included in the adjustment to the county MOE.	
070	SUO-CalFresh Grant Reduction	OPW	X		CO	00/00/00/100			A shift (fixed amount each quarter) is transferred to county share.	
071	SUO-CFET-Support Services Fed	OPW	X		CO	00/00/00/100			A federal overmatch shift to county share.	
086	SUO-Merit Systems Contract CalFresh	SS	X		SGF	00/70/00/30			A shift from State to County share. Charges county share of contract.	
087	SUO A-87 Contract CalFresh	OPW	X		CO	00/00/00/100				
089	SUO-PEER QUALITY CASE REVIEW	SS	X		SGF	00/70/00/30	088		Costs shift from PC 088 based on federal/nonfederal foster care caseload.	1
098	EBT CF CO SHARE TOWARD MOE	OPW		X	CO GF	00/00/00/100	-	03/04-63	Capture county share of costs incurred at the maintenance & operations phase of the EBT project countable towards county's CalWORKs MOE, captured on a quarterly basis. Claimed amount included in adjustment made to county MOE via pc 321.	
100	SPECIAL CARE INCEN & ASSIST PROG	SS		X	SGF	00/100/00/00	-	93-94 25	Costs for the purchase of goods/services for direct benefit of AFDC-FC special needs children placed in foster family homes, home of relatives or nonrelated guardians. "Funds are limited to: Respite Care: This includes the purchase of respite care services and/or development and maintenance of a respite care program and Direct Costs: This includes the purchased of goods or services on a nonrecurring or as needed basis which are not allowable costs in California's Specialized Care System or are not available through other funding sources. Such items and services may include wheelchair ramps, apnea monitors, glasses, psychiatric visits, orthodontia and equipment and/or activities which will stimulate the child's physical and/or emotional growth."	1
101	IHSS - Welfare Staff Services Providers	SS		X	X	00/100/00/00	-	03/04-28	Established to capture costs for county homemakers providing authorized services to recipients that are not eligible for federal participation per SB 1036 (Chapter 45, Statutes 2012).	

Footnotes:

1) This code is subject to AB 118 (Realignment 2011). All State General Fund costs associated with this code will be paid using the local revenue fund (CFL 11/12-18).

Effective: 07/01/2017

**Non-Time Study Codes
Fiscal Year 2017-18**

PC	PC Title	Function	SUO Code	Direct Charge Code	Funding Source	Sharing Ratio: Fed/State/ Health /Co	Fed/ NonFed Disc Ratio, Shifting from PC	CFL #	DESCRIPTION OF NON-TSC	Footnotes:
106	EA-CO OP-ESC (1-30 DAYS)	SS		X	TANF CO	85/00/00/15	-	93/94-20	Established to allow counties to claim TANF funds for the costs of county-operated ESC and contracted ESC.	1
107	EA-CO OP-ESC (OVER 30)	SS		X	TANF CO	50/00/00/50	-	93/94-43	Established to claim the cost of county-operated emergency shelter care over 30 days.	1
108	IHSS WELF STAFF SVCS PROVS PCSP/Plus Option	SS		X	SGF/Health	00/44/56/00	-	94/95-32 12/13-26	Established to capture costs for county homemakers providing authorized services to PCSP/Plus Option recipients. SB 1036-- (Chapter 45, Statutes 2012).	
109	WTW-2 PRNT FAM-GENERAL	CW		X	TANF	100/00/00/00	-	99/00-55	Captures support staff costs associated with the WTW State Only Two-Parent Families-General activities.	
111	EMANCIPATED YOUTH STIPENDS	SS		X	SGF	00/100/00/00	-	00/01-46 10/11-48 11/12-18 11/12-39 13/14-04	Established to capture costs that assist non-minor dependents and emancipating foster youth with finding affordable housing, text books for college or vocational training, employment searches, emergency personal needs and bus vouchers.	1
112	EMANCIPATED YOUTH STIPENDS	SS	X		CO	00/00/00/100		10/11-48 11/12-18 11/12-39	Move overmatch costs to county share.	1
119	PUBLIC AGENCY IV-E PASS THROUGH	SS		X	TITLE IV-E CO	50/00/00/50	-	91/92-14 91/92-22	Captures pass-through funds to mental health. Funds come from IV-E probation pass-through line item.	
121	NONRECURRING ADOPTION EXP. REIMB. PROG	SS		X	Adoption IV-E CO	50/00/00/50	-	89/90-30	Captures reimbursement costs up to \$2,000 or such lower amount as set by the State for non-recurring adoption expenses of parents who adopt children with special needs.	
123	ADOPTIONS/FED DIRECT COSTS	SS		X	Adoption IV-E SGF	50/50/00/00	-	91/92-14 92/93-16 11/12- 18 11/12-39 12/13-26 12/13-44	Only contracts for allowable IV-E Adoption Assistance costs can be claimed using this code. This includes but not limited to transportation, background checks; recruitment activities, maintaining provider listings, referrals, tracking, and reporting; and conducting focus groups, public hearings, orientation meetings, etc, including the completion of on-going plan review, updates, annual reports, fiscal reports, and evaluations.	1
126	Shasta's Children's Programs Consortia	SS		X	TITLE IV-E SGF CO	50/35/00/15	-		Captures contracted costs the county claims for development and implementation of family centered practice and programs.	1
127	PROBATION IV-E CASE MGT	SS		X	TITLE IV-E CO	50/00/00/50	-	90/91-58 14/15-38	Captures costs for case mgt. activities of children in foster care; case assessment, development of case plans, monitoring case plan goals (compliance with court orders) referrals; used when the child is in out of home placement, including relative placements. Note: Reimbursement of Title IVE eligible activities based on MOU between CWD and Probation Office for wards placed in Foster Care.	1
128	PROBATION IV-E PREPLACEMENT	SS		X	TITLE IV-E CO	50/00/00/50	-	90/91-58	Captures costs for activities in preparation for placement, placement and referral costs before the child is placed in foster care; only for children actually placed in foster care and determined eligible under title IV-E. See "Note" for program code 127.	1
130	PROBATION IVE TRAINING	SS		X	TITLE IV-E CO	75/00/00/25	-	90/91-58	Captures costs when providing or participating in training related to Title IV-E/Probation Officer activities. See "Note" for program code 127.	
131	PROBATION V-ELICENSING	SS		X	TITLE IV-E CO	50/00/00/50	-	90/91-58	Captures eligible Title IV-E licensing activities performed by Probation Officers for Pass Through.	
132	PROBATION IV-E ADOPTIONS	SS		X	TITLE IV-E CO	50/00/00/50	-	90/91-58 14/15-38	Captures costs on activities directed to a child in adoptive placement; child adoptability, assessment, adoption screening and home study. See "Note" for program code 127.	
134	EA-CONTRACTED-ESC (1-30 DAYS)	SS		X	TANF CO	85/00/00/15	-	93/94-20	Established to allow counties to claim EA funds for the costs of county-operated ESC and contracted ESC.	1
136	EA-CONTRACTED ESC (OVER 30)	SS		X	TANF CO	50/00/00/50	-	93/94-43	Established to claim the cost of contracted emergency shelter care over 30 days.	1

Footnotes:

1) This code is subject to AB 118 (Realignment 2011). All State General Fund costs associated with this code will be paid using the local revenue fund (CFL 11/12-18).

Effective: 07/01/2017

**Non-Time Study Codes
Fiscal Year 2017-18**

PC	PC Title	Function	SUO Code	Direct Charge Code	Funding Source	Sharing Ratio: Fed/State/ Health /Co	Fed/ NonFed Disc Ratio, Shifting from PC	CFL #	DESCRIPTION OF NON-TSC	Footnotes:
137	SA/HIV INFANT-FOSTER PARENT TR	SS		X	TITLE IV-E SGF CO	75/17.5/00/7.5	-	93/94-13 11/12-18 11/12-39	Capturing the costs of providing short-term training to prospective and current foster parents for the Options for Recovery program. Allowable costs include travel, per diem, registration or tuition fees, books, and supplies.	1
144	CWS-HEALTH RELATED	SS		X	SGF/Health/Co	00/35/50/15			Any activity to help Medic-Cal eligible, Foster children, gain access to access to medical services. Direct Services Delivery - Transportation TOE code "60"	1
146	CWS NonFed	SS	X	X	SGF CO	00/70/00/30			Captures direct costs	1
156	FOSTER FAMILY LICENSING-NONFEDERAL	SS		X	SGF	00/100/00/00	155		Costs shift from PC 155 & 158 based on federal/nonfederal foster care caseload.	1
172	SA/HIV INFANT PROGRAM	SS		X	SGF CO	00/70/00/30	-	11/12-18 11/12-39	Captures costs for specially recruited and trained foster family individuals and respite care agencies to provide respite care for children who have medical problems related to drug or alcohol.	1
177	FPP Pre-Placement Prevention Case Mtg.	SS		X		50/35/00/15 75/17.5/00/.50		12/13-44	Captures direct costs	1
184	Independent Living Program (ILP) Services	SS		X	Federal	100/00/00/00			Includes provision of ILP services to children: independence counseling; providing training on occupational and college preparatory high school classes, financial aid and scholarships, acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management; and other necessary services; including administrative activities related to the implementation of NYTD surveys.	
190	OCOP/GR SOCIAL SERVICES (Over 30 Days)	SS		X	CO	00/00/00/100	-	91/92-14	Captures costs associated with the provision of social services to individuals or groups who are not linked to any program previously defined and/or the provision of social services to recipients of General Relief who do not qualify for services under other categories. Also includes the provision of non-CSBG services to refugees.	
195	SUO-SA/HIV INFANT-FPAR TRG NF	SS	X		SGF CO	00/70/00/30	137	11/12-18 11/12-39	Costs shift from PC 137 based on federal/nonfederal foster care caseload.	1
199	SUO-NLRG NMD	SS	X		CO	00/00/00/100		11/12-53	Transfer general fund share of costs to County.	
204	CalWORKs IEVS	CW		X	TANF	100/00/00/00		12/13-44	Captures direct costs	
218	NACF-IEVS	OPW		X	FS Admin/CO	50/50/00/00		12/13-44	Captures direct costs.	
233	CALWORKS-SUPP SERV:GRANTS AND LOANS	CW		X	TANF	100/00/00/00	-	99/00-08	Captures costs of supportive services; providing grants/loans for goods, services, and activities that will assist eligible clients to become self sufficient.	
257	Support Services Outreach	CW		X	TANF	100/00/00/00		13/14-58	Captures costs of supportive services for families, including earned income tax (EITC), health coverage for food and nutrition programs.	
236	CALWORKS LEADERS - LA only	CW		X	CO	00/00/00/100	-		Captures Los Angeles County's welfare data system costs for the automation data sharing of "mutual" participants in CalWORKs and the CWS/CMS (ISAWS) data system.	
284	SUO-NACF	OPW	X		CO	00/00/00/100			A state overmatch shift to county share.	
298	SUO-NACF SB90	OPW	X		CO	00/00/00/100			A shift from county to state share. (Quality Control program)	
303	SUO-CFET 50/50	OPW	X		CO	00/00/00/100			Shifts 50% of the County share of code 475 from County to Federal share.	

Footnotes:

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Effective: 07/01/2017

**Non-Time Study Codes
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PC	PC Title	Function	SUO Code	Direct Charge Code	Funding Source	Sharing Ratio: Fed/State/ Health /Co	Fed/ NonFed Disc Ratio, Shifting from PC	CFL #	DESCRIPTION OF NON-TSC	Footnotes:
304	SUO-CFET 50/50 OM	OPW	X		CO	00/00/00/100			Shifts Federal overmatch to County share.	
312	PA CalFresh FRAUD	CW		X	FS-Adm SGF CO	50/42.5/00/7.5	-	97/98-52	Captures costs for activities related to a case receiving both federal CalWORKs and CalFresh.	
321	SUO-CF County Share	OPW	X		CO	00/00/00/100			Shifts from Federal to County share. (MOE Calculation)	
339	SUO-CFET 3rd Party Reimbursement	OPW	X		CO	00/00/00/100			Shifts from Federal to County share. (ensures County don't exceed it's combined Federal allocations)	
343	NACF Eligibility	OPW		X	TANF SGF CO	50/35/00/15		16/17-23	Tracks costs separately for Leader (LRS) NACF eligibility.	
358	SUO-CWS BACKGROUND CHECK (NON-FEDERAL)	SS	X		SGF	00/100/00/00	359		Costs shift from PC 359 based on federal/nonfederal foster care caseload.	
363	SUO-CF NUTRITION EDUCATION GET FRESH	SS	X		CO	00/00/00/100	362	13/14-17	Participating county allocation excess costs shifts to County Share.	
364	CFET Third Party Match	CC		X	FED/CO	50/00/00/50		16/17-44	Captures costs for claiming third party reimbursements to the CFET 50 percent allocation.	
365	CWS/CMS Data Clean-up Title IV-E	SS		X	FED/SGF	50/50/00/00		17/18-27	Captures CWS/CMS clean-up activities including acquiring accurate information per ACL 17-60.	
373	SUO ESE OVERMATCH	SS	X		CO	00/00/00/100	378	13/14-22	Participating county allocation excess costs shifts to County Share.	
381	Emergency Child Care Bridge	SS		X	TILE IV-E/SGF	50/50/00/00 75/25/00/00		17/18-79	The PC 381 is to be used to claim contracted expenditures for the child care navigator and trauma-informed care training components of the Bridge Program.	
383	Sub Emp EFC/County - Admin	SS	X		CO	00/00/00/100	872		Code will 20% of total costs claimed to PC 872 (Sub emp EFC/County Admin) and funded with Co. funds or third party contributions.	
384	Subsidized Emp EFC/Co Adm	CW	X		CO	00/00/00/100			This code shifts 20% of total costs claimed to PC 872 and fund with county funds or 3rd party contributions.	
432	CAL-LEARN SUPPORT SERVICES	CW		X	TANF	100/00/00/00	-	93/94-43	Captures cost of providing support services; child care, transportation and ancillary related to school attendance; helps pregnant and parenting teenagers on welfare overcome barriers with getting high school diploma.	
451	NonFederal WTW	CW		X	SGF	00/100/00/00			Captures Direct costs for AB98 subsidized employment population.	
455	SOU-WINS	OPW	X		CO	00/00/00/100		13/14-34	Overmatch allocation costs shifts to County.	
468	CFET SUPP SVCS	OPW		X	F S Adm CO	50/00/00/50	-	92/93-29	Captures costs associated with support services activities that includes, but not limited to case work, transportation, dependent care, counseling services.	
475	SUO-CFET 100% O/M	OPW	X		CO	00/00/00/100			An overmatch shift from Federal to County share.	
477	SUO-CFET Support Services State	OPW	X		CO	00/00/00/100			Shifts Federal and/or State overmatch to County	
478	Refugee Employment Social Services	OPW		X	CO	00/00/00/100		12/13-26	Captures direct costs-transportation.	
480	Refugee Targeted Assistance	OPW		X	CO	00/00/00/100		12/13-26	Captures direct costs-transportation.	
493	SUO KINSHIP/FC EMERG FUNDS	SS	X		SGF	00/100/00/00	562	04/05-57 11/12-18 11/12-39	Costs shift from PC 562 based on federal/nonfederal foster care caseload.	1
505	AB 2129 FOSTER PARENT TRAIN-NF	SS		X	SGF CO	00/100/00/00	504	93/94-35 11/12-18 11/12-39	Costs shift from PCs 504 & 506 based on foster care caseload.	1
507	AB 2129 FOSTER PARENT RECRUIT-NF	SS		X	SGF	00/100/00/00	506	93/94-35 11/12-18 11/12-39	Costs shift from PC 506 based on foster care caseload.	1

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512	Pre-County Counsel OVM		X		CO	00/00/00/100	567/568	13/14-44 14/15-23	Shifts any costs exceeded by county to county only. Costs overmatch from PCs 567/568	1
520	EA-CRISIS RESOLUTION	SS		X	TANF CO	85/00/00/15	-	94/95-32	Capture the cost of EA-CR services purchased by the CWD for eligible EA families. Allowable costs may include counseling, in-home caretakers, respite care, therapeutic day services, teaching and demonstrating homemakers, parenting training, substance abuse testing, and transportation related to the above.	1
536	SACWIS-M&O	SS		X	TITLE IV-E SGF CO	50/35/00/15	-	96/97-23	Captures and funds M&O costs for CWS/CMS activities. The allocation of costs to all benefitting programs is based on the approved CWS/CMS allocation methodology included CCAP section 3: Intro 1, EDP Costs. For 06/07 all costs claimed to this code will be allocated using state level adjustment.	1
557	CWS/CMS STAFF DEVELOPMENT	SS		X	TITLE IV-E SGF CO	75/17.5/00/7.5	-		Captures federally eligible costs for activities of social workers/clerical staff development and for new hires, intermediate/advance training, management/supervisory training and database training. The allocation of costs to all benefitting programs is based on the approved CWS/CMS allocation methodology included CCAP section 3: Intro 1, EDP Costs. This code represents only the CWS/CMS share of the costs (78.49%). Other funding sources are direct charged their share of the costs based on this year's allocation percentages.	1
558	CWS/CMS STAFF DEVELOPMENT-NF	SS		X	SGF CO	00/70/00/30	557		Costs shift from PC 557 based on federal/nonfederal foster care caseload.	1
561	SUO-SA/HIV INFANT-RECRUIT NF	SS	X		SGF CO	00/70/00/30	523	11/12-18 11/12-39	Costs shift from PC 523 based on federal/nonfederal foster care caseload.	1
562	KINSHIP & FOSTER CARE EMERGENCY FUNDS	SS		X	TITLE IV-E SGF	50/50/00/00	-	00/01-29 11/12-18 11/12-39	This has been established to capture costs associated with children who are, or will be placed with relative caregivers. These services are provided to remove barriers to making the placement of foster children with relative caregivers and foster parent successful. Activities are limited to items such as beds, cribs, and smoke detectors that are needed in order to license or approve a foster family home.	1
563	SUO KINSHIP/ FOSTER CARE EMERGENCY FUND	SS	X		SGF	00/100/00/00	-	00/01-32 11/12-18 11/12-39	For claiming expenditures exceeding allocated funding from PC 562.	1
567	Pre-Adoptions County Counsel NF	SS		X	SGF	00/100/00/00	-	97/98-64 13/14-44	Captures costs tracking adoption county counsel activities; to capture costs associated with the termination of parental rights for children who are ineligible for Federal foster care or SSI.	1
568	Pre-Adoptions County Counsel Fed	SS		X	TITLE IV-E SGF	50/50/00/00	-	97/98-64 13/14-44 Child Welfare Policy Manual 8.1A, QA#2	Captures costs on time spent tracking adoption county counsel activities; to capture costs associated with the termination of parental rights for children who are eligible for Federal foster care or SSI. In accordance with Child Welfare Policy Manual 8.1A Q/A #2, because a child is in Foster Care (FC) at the time of the TPR and not free for adoption until after the TPR the cost of the TPR should be charged to title IV-E Foster Care and use the FC discount rate.	1
575	CWS-TRAINING ADMIN	SS		X	TITLE IV-E SGF CO	50/35/00/15	-	98/99-19 11/12-53	Identify and fund administrative costs related to staff training provided by both CWDs and through contract with Universities.	1
576	PROBATION IV-E TRAINING ADMIN	SS		X	TITLE IV-E CO	50/00/00/50	-	98/99-19	Established to capture administrative costs related to probation foster care training. Counties must ensure that invoices clearly distinguish training from administrative costs.	
577	Monthly Visits/Group Homes	SS		X	TITLE IV-E SGF	50/50/00/00	-		Captures Support Operating Costs.	1
579	MO VISITS/GROUP HOMES/ PROBATION	SS		X	TITLE IV-E SGF	50/50/00/00	-	98/99-52 11/12-18 11/12-39	Established to capture all probation costs associated with the monthly visits.	1
581	NF MO VISITS/GROUP HOMES PROBATION	SS		X	SGF	00/100/00/00	-	00/01-13 11/12-18 11/12-39	Captures nonfed probation costs after the non-federal discount rate is applied for activities associated with the monthly visits.	1

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584	SB 163 COUNTY ONLY	SS	X		CO	00/00/00/100	-		For shifting County salary and benefits costs from PC 565 so CWDs are not reimbursed twice for maintenance payments.	1
586	NF MO VISITS/GROUP HOMES/CWD	SS		X	SGF	00/100/00/00	577	98/99-52	Costs shift from PC 577 based on federal/nonfederal foster care caseload.	1
588	STOP Services	SS		X	SGF CO	00/70/00/30			Captures Support Operating Costs.	1
592	OCOP/GR NON-EDP	SS		x	CO	00/00/00/100	-	96/97-44	Captures costs used for those programs that benefit from county EDP operations/costs. For the GR program and for individuals who are not eligible for services under other programs.	
602	SAWS-LEADER MAINTENANCE AND OPERATION	CW		X	TANF	100/00/00/00	-	97/98-52	Captures costs associated with the maintenance and operation of the Los Angeles County's Legacy systems. With the implementation of the SAWS - LEADER system in the County, the cost of the existing Legacy system will be reduced.	
616	CALWRKS ELIG	CW		X	SGF	0/100/0/0		08/09-35	Captures nonfed costs associated with medical exams.	
625	CALWORKS MENTAL HEALTH SVCS	CW		X	SGF	00/100/00/00	-	99/00-55	Established to capture the costs for mental health treatment services provided to CalWORKs recipients.	
628	CALWORKS SUBS ABUSE TREAT	CW		X	SGF	00/100/00/00	-	99/00-55	Captures costs for substance abuse treatment services provided to CalWORKs recipients.	
633	WTW GENERAL	CW		X	TANF	100/00/00/00	-	97/98-52	Capture costs associated with WTW General Program phases (i.e., pre assessment, assessment, post-assessment, etc). Also, for AB98 subsidized employment wage/nonwage and contractor costs.	
649	NONFED CAL-LEARN SUPPORT SVCS	CW		X	SGF	00/100/00/00	-	98/99-19	Established for claiming support services direct costs associated with the Nonfederal Cal-Learn Program.	
664	INFORMATION AND REFERRAL	CW		X	TANF	100/00/00/00		08/09-35	Captures operating costs	
665	NONFED CALWRKS CM RECENT NONCITIZENS	CW		X	SGF	00/100/00/00		08/09-35	Captures operating costs	
666	STATEWIDE ADMIN CAP ADJUSTMENT	CW	X		CO	00/00/00/100	-		Identify those expenditures, to ensure it does not exceed the required 15 percent administrative cap on expenditures, such as eligibility determinations, administrative costs incurred by contractors, automation costs not related to tracking and monitoring of TANF requirements, and costs of fraud and abuse units.	
677	PSSF Monthly Caseworker Visits	SS		X	IVB	100/00/00/00		09/10-19	Captures allowable probation costs	1
684	PSSF Monthly Caseworker Visits	SS	X		IVB	100/00/00/00		09/10-19	Shifts overmatched costs to SUO 734	1
685	CALWRKS DOMESTIC VIOLENCE SRVCS	CW		X	TANF	100/00/00/00		08/09-35	Captures operating costs	
687	Hardship Emp Services Non-Asst.	CW		X	SGF	00/100/00/00		9/10-42	Captures direct costs associated with TANF hardship cases	
689	Hardship Emp Services Asst.	CW		X	SGF	00/100/00/00		9/10-42	Captures direct costs associated with TANF hardship cases	

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703	CWSOIP/Probation	SS		X	TITLE IV-E SGF	50/50/00/00	-	07/08-35 11/12-18 11/12-39	Captures CWSOIP probation costs for Title IV-E eligible activities. County Probation Agencies must ensure that only Title IV-E eligible costs for IV-E eligible children are submitted to the County Welfare Department for reimbursement.	1
704	CWSOIP/Probation Nonfed	SS			SGF	00/100/00/00	-	07/08-35 11/12-18 11/12-39	Captures CWSOIP probation costs for non-Title IV-E activities.	1
715	SUO TCVAP NONCITIZEN	CW	X		CO	00/00/00/100		07/08-55 11/12-18 11/12-39	To shift funding from 100% GF to 100% County when expenditures exceed the Noncitizen Trafficking Victims allocation.	
717	Health Benefit Determination	SS	X		SGF	00/100/00/00	716	08/09-35	Captures nonfederal costs.	1
718	Probation PQCR	SS	X		SGF/CO	00/70/00/30	004	08/09-47	Captures nonfederal costs.	1
730	PL 110-351 Training Foster Care	SS		X	TITLE IV-E SGF CO	75/17.5/00/.5		10/11-48	Captures costs for support operating, casework and support staff OT/CTO, and start up/nonrecurring.	1
731	PL 110-351 Training-FC	SS		X	SGF CO	00/70/00/30	730	09/10-19	Captures nonfederal costs.	1
732	Increase Fmly Case Planning	SS		X	TITLE IV-E SGF CO	50/35/0015		09/10-19	Captures staff, casework and OT/CTOand startup costs.	1
733	Increase Relative Search and Engagement	SS		X	TITLE IV-E SGF CO	50/35/0015		09/10-19	Captures staff, casework and OT/CTOand startup costs.	1
734	CWS Case Mgt.	SS	X		TITLE IV-E	50/35/00/15		09/10-19	Tracks costs shifted to SUO 684, and funded accordingly against the CWS allocation	1
738	ARRA 2009 Earned EFC-NonAdmin	SS		X	TANF	100/00/00/00		9/10-32	Captures costs for work related activities/expenses, contract services, and work subsidies.	
739	IHHS Anti-Fraud Background Checks	SS		X	SGF HEALTH	00/50/50/00		09/10-42	Captures costs for investigations, contract activities, prosecution, support operating, casework and support staff OT/CTO, and start up/nonrecurring.	
740	IHHS Non-PCSP/Plus Option Anti-Fraud	SS		X	CO	00/00/00/100		09/10-43 11/12-18 11/12-39 12/13-44	Captures costs for support operating, casework and support staff OT/CTO, and start up/nonrecurring.	
741	IHHS Non-PCSP/Plus Option Anti-Fraud	SS		X	HEALTH/ CO	00/00/50/50		09/10-43 11/12-18 11/12-39 12/13-44	Captures costs for investigations, contract activities, prosecution, support operating, casework and support staff OT/CTO, and start up/nonrecurring.	
743	IHHS Anti-Fraud Initiative	SS		X	SGF HEALTH CO	00/35/50/15		09/10-43	Captures costs for investigations, contract activities, prosecution, support operating, casework and support staff OT/CTO, and start up/nonrecurring.	
745	ILP Nonrelative Nonfed-CM	SS		X	SGF	00/100/00/00	810	10/11-48	Captures support operating costs..	1
747	KinGaP Title IVE Eligible	SS		X	TITLE IV-E SGF	50/50/00/00		10/11-64	Captures Direct costs.	1
748	PL 110-351 Training Adoption	SS		X	TITLE IV-E SGF CO	75/17.5/00/.5		10/11-48	Captures costs for support operating, casework and support staff OT/CTO, and start up/nonrecurring.	1
749	PL 110-351 Training Adoption	SS	X		CO	00/00/00/100		10/11-48	Overmatch amounts to County share.	1
778	V.L. v. Wagner Lawsuit	SS	X		SGF	00/100/00/00		9/10-66	Adjust costs charged to the counties back to the state share. Counties will not incur costs based on V.L. v. Wagner activities	
781	Third Party Subsidized Employment	CW		X	CO	00/00/00/100		10/11-65	Captures Directs costs to utilize county funds or third party contributions that are MOE countable.	
779	SUO-NACF Eligibility To DOD	OPW	X		CO	00/00/00/100				

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782	NonRecurring Federal Kin-GAP Expense	SS		X	KinGAP IVE/SGF	50/50/00/00	815	11/12-50	Captures costs to allow counties to direct charge.	1
784	SUO PSSF MOE	SS	X		CO	00/00/00/100		12/13-17	Shifts federal funds to county in the event that a county is unable to meet the match requirement at close out through PC 175; tracks non-federal match requirement.	
788	PROBATION NRLG	SS		X	SGF	00/50/00/50	612	12/13-17	Captures probation expenses associated with NRLGs	1
789	Probation NRLG NMD	SS		x	SGF	00/50/00/50	612	12/13-17	Captures probation espenses associated with NRLG NMDs	1
790	Probation NREFM Under 18	SS			SGF	00/50/00/50	612	12/13-17	Captures probation espenses associated with NREFM Under 18, pending approval of the home.	1
791	Probation NREFM NMD	SS			SGF	00/50/00/50	612	12/13-17	Captures probation espenses associated with NREFM NMD pending approval of the home.	1
792	IHSS MOE County Share Adjustment	SS			SGF	00/100/00/00		12/13-17	Shifts the county share of the IHSS administrative allocation to the state general fund.	
810	ILP NonRelative	SS	X		CO	00/00/00/100		10/11-48	Overmatch amounts to County share.	1
813	County Moe Excess	OPW	X		CO	00/00/00/100		10/11-57	Shifts the amount in excess of a county's MOE requirement out of the county's CalWORKs Single Allocation	
814	MOE excess of Administration	OPW	X		CO	00/00/00/100		10/11-57	Shifts the amount in excess of the county's MOE requirement in conjunction with SUO code 813 to the GF of the CalFresh Admin Allocation	
815	SUOC-KinGaP Title IVE Eligible	SS	X		CO	00/00/00/100		10/11-64 11/12-18 11/12-39	General fund share of costs transfers to County share.	1
818	EFC NonFed Grp Home Monthly Visits Probation	SS		X	State	00/100/00/00		12/13-44	Capture nonfed direct costs.	1
837	EFC NonFed Grp Home Monthly Visits Probation	SS		X	State	00/100/00/00		12/13-44	Capture nonfed direct costs.	1
838	EFC Health Related Services	SS		X	State/Health/Co	00/35/50/15		11/12-32E	Captures allowable health related activities for NMDs.	1
839	EFC Traininina	SS		X	Title IVE/State/Co	75/17.5/00/7.5		11/12-32E	Captures allowable training related activities for NMDs.	1
840	EFC Services/NonFederal	SS	X	X	State/Co	00/100/00/00		12/13-44	Capture nonfed direct costs and acts as SUOC.	1
841	EFC Court Related Activities	SS		X	TITLE IV-E/State/Co	50/35/00/15		11/12-32E	Captures allowable court related activities for NMDs.	1
842	EFC Case Management	SS		X	TITLE IV-E/State/Co	50/35/00/15		11/12-32E	Captures allowable case mgt. related activities for NMDs.	1
843	EFC Group Home Monthly Visits CWDs	SS		X	TITLE IV-E/State	50/50/00/00		11/12-32E	Captures allowable group home related activities for NMDs.	1
844	EFC MO VISIT/ GROUP HOME/PROBATION	SS		X	State/Co	50/50/00/00		11/12-32		1
845	EFC PUBLIC AGENCY IV-E PASS THROUGH (PROBATION)	SS		X	TITLE IV-E SGF	50/50/00/00		11/12-32E	Used to claim administrative costs related to allowable EFC group hom monthly visits (Probation) activities for NMDs.	1
846	EFC AFDC FC Eligibility	SS		X	TITLE IV-E/State/Co	50/35/00/15		11/12/32E	Used to claim administrative costs related to allowable eligibility activities for NMDs.	1

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847	EFC KinGAP Non Federally Eligible	SS		X	State/Co	00/50/00/50		11/12/32E	Captures costs for allowable KinGAP activities for NMDs.	1
848	EFC Kin-GAP IVE Eligible	SS		X	Title IVE/State	50/50/00/00		11/12/32E	Captures costs for allowable EFAC KinGAP Title IVE Eligible activities for NMDs.	1
851	EFC Probation IV-E Case Management	SS		X	TITLE IV-E CO	50/00/00/50		11/12/32E	Captures costs for allowable Probation case mgt. activities for NMDs.	1
852	EFC Probation IV-E Pre-Placement Prevention	SS		X	TITLE IV-E CO	50/00/00/50		11/12/32E	Captures costs related to allowable preplacement activities for NMDs.	1
854	EFC Probation IV-E Training	SS		X	TITLE IV-E CO	75/00/00/25		11/12/32E	Captures costs related to allowable probation activities for NMDs.	1
855	EFC Probation IV-E Training-Administration	SS		X	TITLE IV-E CO	50/00/00/50		11/12/32E	Captures costs related to allowable training activities for NMDs.	1
863	NonRelated Legal Guardian (NRLG) EFC	SS		X	CO	00/50/00/50			Captures direct charge costs.	1
864	NRLG Probate Costs	SS		X	CO	00/50/00/50			Captures direct charge costs.	1
865	NRLG Juvenile Court	SS		X	CO	00/50/00/50			Captures direct charge costs.	1
889	Probation - Resource Family Approval	SS		X	Title IVE/SGF	50/50/00/00			Captures direct charge costs.	
896	SUO CalWORKs Housing Support.	CC	X		SGF	00/00/00/100			Costs claimed in excess of the county's CalWORKs Housing Support allocation will be shifted to county-only	
897	RFA Probation Non-federal	SS		X	SGF	00/100/00/00		16/17-44	Captures nonfederal costs derived from the application of the discount rate to PC 889.	
898	RFA - NonFederal	SS	X		SGF	00/100/00/00		17/18-30	This code captures the non-federal costs derived from application of the Title IV-E non-federal discount rate to PC 888 (Resource Family Approval). It also captures the non-federal costs for RFA program activities performed under contract by CDSS on behalf of counties.	
901	CC Health/Safety Self-Cert	CC		X	FED	100/00/00/00		10/11-48	Capture costs for Stage One Child Care activities Child Care Health.	
902	Child Care Trustline	CC		X	FED	100/00/00/00		10/11-48	Capture costs for Stage One Child Care activities Child Care Trustline.	
917	Probation-IVE Waiver Evaluation	SS		X	Title IVE/CO	50/00/00/50		14/15-22	Captures costs for staff time participating in collection of IVE evaluation information.	
918	CSEC Youth Training Services NonFederal	SS		X	SGF	00/100/00/00		14/15-23	Captures costs for direct delivery services to commercially sexually exploited children and youth at risk of being trafficked.	
920	CSEC Youth Training Services Non-Federal - Waiver	SS		X	FED	100/00/00/00		14/15-23	Captures costs for direct delivery services to commercially sexually exploited children and youth at risk of being trafficked.	
921	Probation-Services/Non-Federal	SS		X	CO	00/00/00/100		14/15-22	Captures costs for direct costs for services to children, youth and families.	
924	CWS Post 2011 Realignment O/M	SS	X		CO	00/00/00/100		15/16-44	Utilize to shift expenditures that exceed the county's CWS Post 2011 Realignment allocation to "county only".	

Footnotes:

1) This code is subject to AB 118 (Realignment 2011). All State General Fund costs associated with this code will be paid using the local revenue fund (CFL 11/12-18).

Effective: 07/01/2017

**Non-Time Study Codes
Fiscal Year 2017-18**

PC	PC Title	Function	SUO Code	Direct Charge Code	Funding Source	Sharing Ratio: Fed/State/ Health /Co	Fed/ NonFed Disc Ratio, Shifting from PC	CFL #	DESCRIPTION OF NON-TSC	Footnotes:
927	WINS Data Reporting	OPW		X	SGF	00/100/00/00		14/15-74	Includes time spent performing data reporting activities based on federal data reporting requirements, including actual hours of participation.	
928	Federal Preventing Sex Trafficking and Runaway Activities	SS		X	FED/SGF/CO	50/25/00/25		15/16-41	Captures cost for developing policies and procedures necessary to implement the required provisions for identifying and protecting children and youth at risk of sex trafficking.	
929	Probation-Preventing Sex Trafficking and Runaway Activities-Federal	SS		X	Title IVE/CO	50/00/00/50		15/16-41 14/15-29	Captures costs for administrative activities associated with developing and implementing policies and procedures for identifying victims of commercial sexual exploitation and protocols for locating and responding to children who run away from foster care.	
933	SUO - CCR Probation Overmatch	SS	X		CO	00/00/00/100		15/16-65	Captures county probation overmatch for CCR activities.	
937	SUO-Reduce GF% for Post 2011 (A 03/16)	SS	X		SGF	00/100/00/00		15/16-32	Captures Post 2011 Realignment CWS programs.	
938	SUO-Move GF% to Post 2011 (A 03/16)	SS	X		SGF	00/100/00/00		15/16-32	Captures GF% cost to Post 2011 Realignment CWS programs.	
939	Probation FPRRS-Federal	SS		X	Title IVE/SGF	50/50/00/00		15/16-48 15/16-37	Captures cost on any augmented and/or new Title IV-E allowable FPRRS activities. Allowable activities should reflect those outlined in the County Probation Department's approved FPRRS plan.	
940	Probation FPRRS Staff Dev (A 03/16)	SS		X	Title IVE/SGF	75/25/00/00		15/16-48 15/16-37	Captures cost on time spent preparing for and providing short-term training to CPD staff. Activities must be included in the CPD's approved FPRRS plan.	
941	Probation FPRRS Non-Federal	SS		X	SGF	00/100/00/00		15/16-48 15/16-37	Captures the activities which ARE NOT Title IV-E eligible and non-federal discounted costs. Examples of non-federal costs would include respite care and peer-to-peer/foster parent mentoring.	
942	Probation FPRRS OVM (A 03/16)	SS	X		CO	00/00/00/100		15/16-48 15/16-37	Captures costs claimed in excess of the FPRRS allocation shift to State Use Only and funded 100 percent county.	
943	Probation-FPRRS Foster Parent Training - Federal	SS		X	FED/SGF	75/25/00/00		15/16-48 15/16-37	Captures time spent preparing for and providing short-term training to current and prospective foster parents. Activities must be included in the CPD's approved FPRRS plan (staff development enhanced training should not be claimed to this code).	
945	Probation CFT-Nonfederal	SS		X	Title IV-E/SGF/CO	50/50/00/00/50		16/17-22	Captures probation administrative costs spent on Child and Family Teams.	
947	Child and Family Team (CFT) - Probation Federal	ss		x	Title IV-E	50/50/00/00		16/17-22	Captures probation administrative costs spent on Child and Family Teams.	
952	Probation Federal Preventing sex Trafficking and Runaway Activities - Candidates	SS		X	Title IV-E/CO	50/00/00/50		16/17-44	Captures Probation administrative costs for CSEC candidates.	
955	Child and Family Team (CFT) Detention - Probation Non-Federal	ss		X	SGF	00/100/00/00		17/18-09	These CFT time study activities are performed by CPDs and must be associated with the convening of youth and family-centered CFT meetings for youth in detention to identify, assess, plan, and monitor support and services that are needed to achieve child and public safety, permanency and well-being.	
961	CalWORKs Educational Opportunity and Attainment (EOA) - Federal	CW		X	TANF	100/00/00/00		17/18-46	Captures incentives and stipends to federally eligible EOA clients.	
962	CalWORKs EOA - Non-Federal	CW		X	SGF	00/100/00/00		17/18-46	Captures incentives and stipends to non-federally eligible EOA clients.	
Footnotes: 1 - This code is subject to AB 118 (Realignment 2011). All State General Fund costs associated with this code will be paid using local revenue fund.										

Footnotes:

1) This code is subject to AB 118 (Realignment 2011). All State General Fund costs associated with this code will be paid using the local revenue fund (CFL 11/12-18).

Enhanced Funding for Administration of the Medi-Cal Program Cost Allocation Addendum

Background

Funding for enhanced federal financial participation (FFP) is allowed for certain Medi-Cal eligibility determination activities. DHCS is the state agency responsible for establishing and maintaining a cost control plan for allocating the appropriate funding level for enhanced Medi-Cal administrative activities related to county eligibility determination. The following Program Codes (PCs) are only for eligibility activities; eligibility workers and clerical staff in support of the eligibility workers claim to these codes. DHCS can identify expenditure data from specific reports entered into the County Expense Claim provided by CDSS to claim Title XIX funding: DFA 327.5 and DFA 327.3. DHCS uses the costs that are entered in from both these reports under the following PIN Codes: PCs 215 (Medi-Cal Intake), 271 (Save – Medi-Cal), and 350 (Refugee Resettlement Program – Medi -Cal). DHCS claims 75 percent of these expenditures less the following activities: Outreach and Marketing, Policy research and development, Staff development and training, Community-based application assistance, Program integrity, Eligibility verification and validation functions unrelated to the operation of electronic systems, Formal appeals of eligibility decisions, and Customer Service (related to beneficiary education, benefits, plan choice and enrollment, civil rights complaints, and appeals) which are claimed at the 50/50 split. The activities matched at 50% FFP are identified under the following PIN Codes:

- PCs 4061 (Medi-Cal Pre-Intake Customer Service Activities) and;
- PC 4071 (Medi-Cal Audits, Investigations, and Appeals Functions).

The enhanced 75 percent funding became available after the approved system changes became operational. These changes, which met federal requirements for the enhanced federal match, included changes to SAWS, as well as interfaces between CalHEERS, SAWS and MEDS. Ongoing receipt of enhanced federal funding is dependent upon continued CMS approval of:

- Current state practices for determining eligibility;
- Current practices to verify and claim expenditures; and
- Current compliance with MMIS rules.

MMIS rules:

- Allow a 75 percent federal match for eligibility systems maintenance and operations;
- Define the relationship in the context of eligibility determinations; and
- Have been expanded to include certain eligibility determination-related costs.

The costs include staff time spent on mechanized eligibility determination systems in the same manner they apply to all mechanized claims processing and information retrieval

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systems. Provided the requirements of this section are met, CMS deems the mechanized eligibility determination systems to be part of such retrieval systems.

DHCS submitted an Advance Planning Document (APD) to CMS which summarized a different process for identifying costs eligible for reimbursement at the enhanced rate. This APD was approved in September 2015.

Proposal for New Cost Allocation Methodology

In California, DHCS is the state agency responsible for establishing and maintaining a cost control plan for allocating the appropriate funding level for enhanced Medi-Cal administrative activities related to county eligibility determination. DHCS proposes to use audited expenditure data provided by CDSS to identify and claim enhanced FFP. CMS approved the past and current cost allocation methodology; which is administered through numerous human service programs at the county level. DHCS requests enhanced FFP for the following eligible Medi-Cal County Administrative activities:

- Intake - Application/data receipt;
- Acceptance - Edits, verification and resolution of inconsistencies;
- Eligibility Determination;
- Outputs - Issuance of eligibility notices to customer, file updates and transactions to partners, on-going case maintenance activities, including intake activities related to renewals, customer service, including call center activities, and out-stationed eligibility worker activities, related to eligibility determination; and
- Maintenance and Routine Updates - including routine system maintenance, security updates and other routine maintenance activities related to the Eligibility Determination System.

Reconciliation Process

DHCS identifies and claims enhanced FFP for Medi-Cal determination activities from county costs, which are accumulated into the cost pools, also known as program codes (PCs), in the County Expense Claim System. These pools are charged to specific PIN codes which specifically identify which costs are eligible at the enhanced rate. In addition, the DHCS will complete a reconciliation which will compare the county's allocation to the claimed expenditures of each fiscal year. This will enable DHCS to identify any variance between the allocations and the expenditures for each county and for the state as a whole. This reconciliation will occur 12-18 months after the end of a given state fiscal year following potential corrections, or amendments to the claims submitted by any county. This will also provide time for audits of the claimed expenditures to be conducted by CDSS, including amended claims submitted by any county. DHCS will review the results of the reconciliation to determine if expenditures and claimed amounts match up for the year. In the event the eligible expenditures are lower than the claimed amount of the allocation for any given quarter, the Department

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will complete a funding adjustment to claim at the previous 50/50 split and return the additional funds to CMS. In addition, in the event 75 percent of the expenditures exceed the allocation for that fiscal year, DHCS will only claim up to the allocation amount without exceeding it.

DHCS took the following steps to substantiate the eligible and ineligible costs for the enhanced funding:

- Identified staff development costs in the County Expense Claim;
- Surveyed the counties to determine what percentage of the overall Medi-Cal costs are attributed to program integrity;
- Gathered examples of organization charts for counties. California has 58 counties. Each organizational chart is different, but should follow a general format;
- Gathered examples of time study forms for counties. Each county uses a different format for time study; however, acceptable methodologies for time studying is defined and regulated in 2 CFR 200; and
- Calculated the historical and current eligibility worker staffing numbers for each county and California total;

DHCS also provided the following documentation to substantiate the process:

- Listed all federal programs performed, administered, or serviced by the organizational units;
- Provided descriptions of each federal;
- Provided the list of program code descriptions and job activities for each program code;
- Provided a copy of the SFY 2015-16 CAP; and provided financial data for SFY and FFY 2016-17, and 2017-18