

May 16, 2016

ERRATA

COUNTY FISCAL LETTER NO. 15/16-23E

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

SUBJECT: COUNTY WELFARE DEPARTMENT COUNTY EXPENSE CLAIM
TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE
DECEMBER 2015 QUARTER

REFERENCE: [COUNTY FISCAL LETTER NO. 15/16-23](#)

The purpose of this erratum is to provide counties with information regarding the Peer Review (PR) Methodology for Fiscal Year (FY) 2015-16, which was inadvertently omitted from [County Fiscal Letter \(CFL\) No. 15/16-23](#).

To meet federal Cost Allocation Plan requirements, costs related to PR require additional steps to manually allocate the costs to other benefitting programs as these activities benefit the foster care, child welfare and child abuse prevention programs. To do this, the California Department of Social Services (CDSS) calculates the ratios annually using statewide social worker time study hours from the programs which benefit from the PR. All programs funded by funding sources other than Title IV-E are combined and claimed to Program Code (PC) 828 which was previously funded 100 percent General Fund (GF), to simplify the budgeting and allocation of the PR program.

Counties must then follow the instructions outlined below to split the hours between the Title IV-E and Non-Title IV-E codes. The ratios are listed on the next page for FY 2015-16 and should be applied retroactively to the September 2015 quarter. Counties should utilize the September 2015 adjustment claim, due to CDSS July 1, 2016, to correctly report PR expenditures previously claimed for the September 2015 quarter. Adjustments should utilize the updated ratios as presented in the table on the next page. For more information on the PR allocation methodology, please refer to [CFL No. 11/12-21](#), dated October 6, 2011.

The following steps must be taken to correctly allocate PR costs.

- County social work staff report PR activities to Time Study Code (TSC) 0881-Peer Review.
- Multiply the total hours reported to TSC 0881 by the two ratios listed in the table below.
- Report the result to the appropriate TSCs (0881 for federally eligible hours and 8281 for non-federally eligible hours).
- Also use the same ratios to split any direct costs reported to PC 088 and 828 by multiplying the total direct costs by the two ratios listed in the table below. Report the results to the appropriate Program Identifier Numbers (PINs) for PC 088 and PC 828.

The funding for PC 088 and 828 are based on the realignment funding that was effective July 1, 2011, under Assembly Bill (AB) 118 (Chapter 40, Statutes of 2011) and AB 1-16 X1, which realigned the funding of Child Welfare Services (CWS). As outlined in this CFL, costs for these codes will be covered by county local revenue funds (LRF) using the State Use Only (SUO) overmatch codes. Therefore ledger number 008-CWS will be set to zero (0) and costs charged to PC 828 will be covered by the county LRF.

The methodology based on FY 2014-15 statewide allocation percentages and ratios are shown below:

PC	PROGRAM NAME	RATIO	PROGRAM
PC 008	Peer Review	0.6544	Title IV-E
PC 828	Peer Review Non-Title IV-E	0.3456	Non-Title IV-E

If counties have any questions regarding this CFL, please direct them to FISCAL.SYSTEMS@dss.ca.gov.

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO, Chief
Fiscal Systems and Accounting Branch

C: County Welfare Directors Association