



CDSS

WILL LIGHTBOURNE
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

June 30, 2016

COUNTY FISCAL LETTER NO. 15/16-65

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY PROBATION OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL COUNTY EBT PROJECT MANAGERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE SEPTEMBER 2016 QUARTER

This County Fiscal Letter (CFL) provides counties time study and claiming instructions for the July through September 2016 quarter, which includes information and reminders regarding the following functions/programs:

I	Social Services	Page
	A. Peer Review (Child Welfare Services) Methodology for Fiscal Year 2016-17	2
	B. Interagency Child Abuse and Neglect	3
	C. Non-Federal Independent Living Program	4
	D. Continuum of Care Reform	5
	E. Resource Family Approval	6
	F. In-Home Supportive Services Provider Exclusions	7
	G. Fair Labor Standards Act	8
II	CalWORKs	
	A. Trafficking and Crime Victim Assistance Program	9
	B. Expanded Subsidized Employment	11
	C. CalWORKs Domestic Violence Services	11
	D. CalWORKs Eligibility	12
III	Other Public Welfare	
IV	Child Care	
V	Non Welfare	
VI	General	
	A. County Cash Claiming-Reporting	12
	B. CDSS Policy Regarding Late County Expense Claim	13

	Submissions	
VI	General	
	C. Debarment and Suspension	13
	D. Federal Fund Monitoring Responsibilities	14

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) instructions for county use during the September 2016 claiming quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	06/16
CalWORKs	09/15
Other Public Welfare	12/15
Child Care	09/15
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	06/06
Direct-to-Program (DTP)/Function Support Staff Codes	09/16
Direct Service Delivery (DSD) Codes	09/14
General Time Study Instructions	03/09
Type Of Expense (TOE) Code	12/15

For the latest version of the PCD manual, please go to the following link:
<http://www.dss.cahwnet.gov/lettersnotices/PG959.htm>.

Please note that any changes to the PCDs and/or SSTR instructions may be shown in bold for addition of new language and strikeout for deletion of language.

I. Social Services

A. Peer Review (PR) Child Welfare Services (CWS) Methodology for Fiscal Year (FY) 2016-17

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) annually calculates the statewide allocation ratios annually using statewide social worker time study hours from the all programs which benefit from the PR. The methodology has been revised effective with the FY 2016-17 to utilize the June 2015 - March 2016 claiming quarters. To simplify the budgeting and allocation of the PR program, all programs funded by sources other than Title IV-E are combined and claimed to Program Code (PC) 828; this PC was previously funded 100 percent General Fund (GF) and is repurposed to capture any funds that are non-Title IV-E.

Counties must then follow the instructions outlined below to calculate the hours between the Title IV-E and Non-Title IV-E codes. The ratios listed are to be used for the FY 2016-17 and are effective with the September 2016. 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, (Chapter 13, Statutes of 2011), which realigned the funding of 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 2016-17 statewide allocation percentages and ratios are shown below:

PC	PROGRAM NAME	RATIO	PROGRAM
088	Peer Review	0.6506	Title IV-E
828	Peer Review Non-Title IV-E	0.3494	Non-Title IV-E

B. Interagency Child Abuse and Neglect (ICAN)

Per [All County Letter \(ACL\) No. 16-20](#), dated April 1, 2016, counties were able to opt-in to receive funding from the county-optional block grant. Counties will continue to time study ICAN cross reporting activities to the respective PCs 513 (EA-ER Referrals) and PC 544 (CWS Minor Parent Investigations [MPI]) effective the June 2016 quarter.

As outlined in [CFL No. 15/16-32](#), dated November 17, 2015, [CFL No. 15/16-44](#), dated February 5, 2016, and [CFL No. 15/16-49](#), dated April 19, 2016, the CDSS,

in collaboration with the California Welfare Director's Association (CWDA) and the Department of Finance, has developed a new FY 2015-16 Post 2011 Realignment CWS allocation. This allocation includes most Post 2011 Realignment CWS premises resulting from new legislation, regulations, executive orders, administrative directives, plans or waivers, including amendments to plans or waivers, and judicial and administrative proceedings (both federal and state), all of which have the overall effect of increasing costs borne by the child welfare agency. The ICAN cross reporting requirements for FY 2015-16, associated with the county optional program, are part of this new allocation.

For FY 2015-16 the CDSS will utilize SUO Code 937 (SUO – Reduce GF Percent For Post 2011 Realignment) to reduce the state portion of expenses for ICAN activities claimed to PC 544 (CWS Minor Parent Investigations) by 7.15 percent to account for county welfare departments maintaining all of the ICAN cross-reporting requirements as outlined in [ACL 16-20](#).

The SUO Code 938 (SUO - Move GF percent to Post 2011 Realignment) will shift these costs to Ledger 163 (CWS Post 2011 Realignment) to access the GF allocation. The sharing ratio for PC 513 (EA-ER Referrals) does not include a state share. Therefore, the county share of costs claimed to PC 513 was included in calculating the 7.15 percent shift. The GF allocation will be accessed via PC 544 only.

C. Non-Federal Independent Living Program (ILP)

The [ACL No. 11-09](#), dated January 19, 2011, informed counties that ILP expenditures for youth that entered into either a Non-Related Legal Guardianship (NRLG) or Kinship Guardianship Assistance Program (Kin-GAP) placement prior to age 16 should be claimed to state-only (non-federal) ILP claiming codes while those youth are between the ages of 16 and 17.

This policy was established pursuant to [SB 654](#) (Chapter 555, Statutes of 2010), which added [W&IC 10609.45](#), and [AB 12](#) (Chapter 559, Statutes of 2010), which added [W&IC section 11375](#). These sections allow eligible former dependent children of the juvenile court placed with either a nonrelated guardian whose guardianship was ordered on or after the child's eighth birthday or eligible state-funded relative placements under the Kin-GAP program to be eligible for ILP services.

Subsequently, [CFL No. 10/11-48](#), dated January 12, 2011, was issued and provided instructions for counties to report non-federal NRLG ILP expenditures to PC 745 (ILP Nonrelative Non-federal - Case Management) and PC 746 (ILP Nonrelative Non-federal - Services). The [CFL No. 10/11-48E](#), dated May 10, 2011, provided instructions for how to report costs for non-federal Kin-GAP youth. However, the existing PC titles and descriptions were not

changed to reference non-federal Kin-GAP youth.

Claiming Instructions

Effective with the September 2016 claiming quarter, the following PCs have been re-titled. The PCs (with title changes) and DTP Code are available to capture costs associated with all non-federally eligible ILP case management and program services costs. The sharing ratio for both PCs is 00/100/00/00 (Federal/State/Health/County). Due to 2011 Realignment, all state costs were realigned to the counties. Therefore, costs reported to these codes will be funded with Local Revenue Funds. For more information on 2011 Realignment, refer to [CFL No. 11/12-18](#).

Updated PC, TSC titles and PCDs for non-federally eligible Kin-GAP ILP youth expenditures are provided as follows:

CODE 7451 ILPNONRELATIVE NONFED-GMCASE MANAGEMENT

Includes ~~the same~~ activities for ~~federally funded~~ ILP case management; **for non-federally eligible ILP populations (youth between the ages of 16 and 17 who were placed in NRLGs or Kin-GAP placements prior to age 16)**. These **activities** which includes assessing the child's need for ILP services, developing the ILP service plan; and referring the child to services.

CODE 7461 ILPNONRELATIVE NONFEDSVCS SERVICES

Includes ~~the same~~ activities for ~~federally funded~~ ILP services; **for non-federally eligible ILP populations (youth between the ages of 16 and 17 who were placed in NRLGs or Kin-GAP placements prior to age 16)**. These activities include ~~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 referral to necessary services. ~~This new state-only program code was established pursuant to SB 654, Chapter 555, Statutes of 2010, which added WIC 10609.45; allowing eligible former dependent children of the juvenile court placed with a nonrelated guardian, whose guardianship was ordered on or after the child's eighth birthday to be eligible for ILP services. The sharing ratio is 00/100/00/00 (Federal/State/Health/County).~~

D. Continuum of Care Reform (CCR)

The CCR affects multiple programs and components of foster care and child welfare services. For budgeting reconciliation purposes, it is necessary to capture the new costs specific to CCR separately. The Foster Care Recruitment Retention and Support Program is a component of CCR and implemented in

July 2015 and a new ledger was created to track County Welfare Departments (CWD) and County Probation Department (CPD) costs separately. The current FPRRS ledgers will be re-purposed to capture all CCR costs for CWDs and CPDs. The ledger number 167 will be specific for CWD CCR costs. The ledger number 168 will be used for CPD CCR costs. The SUO 933 (SUO FPRRS Overmatch) which shifts CWD FPRRS overmatch to ledger 167 (CWD CCR) has been re-titled to SUO CWD CCR OVM. The SUO 942 (SUO FPRRS Overmatch) which shifts CPD FPRRS overmatch to ledger 168 (CPD CCR) has been re-titled to SUO CPD CCR OVM. Both SUOs 933 and 942 are funded at 100 percent county.

E. Resource Family Approval (RFA)

The 2016 Budget Act provides for allocations to both CWD and CPD for the implementation of the RFA program. As explained in [CFL No. 15/16-43](#), dated February 3, 2016, as of July 1, 2016, 14 counties are participating in the early implementation of the RFA program, which is scheduled to implement statewide beginning January 1, 2017. Early implementing counties will be allocated general fund GF for state Fiscal Year (FY) 2016-17, and the other counties will be allocated GF effective the statewide implementation date of January 1, 2017. More information on these allocations will be provided in a forthcoming letter.

Revisions have been made to the following program codes (PCs) as a result of this allocation and are effective July 1, 2016:

PC 888 – Resource Family Approval

The sharing ratio for PC 888 will be changed from 50/35/00/15 to 50/50/00/00 (Federal/State/Health/County), and the state share that was previously realigned to the Local Revenue Fund will draw down GF for the RFA program for CWDs. Costs claimed in excess of the RFA allocation will be shifted to via SUO 933 (CWD CCR OVM) and will be funded at 100 percent county.

PC 889 – Resource Family Approval Probation

The sharing ratio for PC 889 will be changed from 50/00/00/50 to 50/50/00/00 (Federal/State/Health/County), and the state share will draw down GF for the RFA program for CPDs. Costs claimed in excess of the FPRRS RFA allocation will be shifted via SUO 942 (CPD CCR OVM) and will be funded at 100 percent county.

RFA Staff Development

This section supersedes the instructions found in [CFL No. 15/16-43](#) under the section entitled “Training in the RFA Program for Both CWDs and CPDs.”

Effective July 1, 2016, all RFA-related training costs should be claimed through PC 145 (CWS-TRAINING) for CWDs or PC 130 (PROBATION IV-E/TRAINING) for CPDs.

Time Study Instructions

The instructions for TSC 8881 (RESOURCE FAMILY APPROVAL) are modified as follows:

CODE 8881 RESOURCE FAMILY APPROVAL (RFA)

The 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 training
- Written assessment
- 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, 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.

~~This code also includes training costs for staff development. Training activities also include preparing and providing training to prospective resource families and continued training after approval.~~

F. IHSS Provider Exclusions

The PC 836 (IHSS Provider Exclusions) was released in [CFL No. 11/12-19](#), dated September 16, 2011, however, it was inadvertently omitted from the PCDs. The TSC is added to the September 2016 PCDs and is included below for reference.

CODE 8361 - IHSS Provider Exclusions

Costs include 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.

G. Fair Labor Standards Act (FLSA)

In September 2013, the United States Department of Labor issued its Final Rule concerning domestic workers under the FLSA. The [ACL No. 16-01](#), dated January 7, 2016, and [ACL No.16-07](#), dated January 21, 2016, contains additional details. The regulations contained several significant changes impacting the IHSS program, including: (1) more clearly defining the tasks that comprise “companionship services”; and (2) limiting exemptions for companionship services and live-in domestic service employees to the individual, family or household using the services, and not third-party employers.

Effective with the September 2016 quarter, TSC 1034 and TSC 1042 have been revised to incorporate activities related to FLSA.

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 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.

II. CalWORKs

A. Trafficking and Crime Victims Assistance Program (TCVAP)

The TCVAP is a state-only program implemented by Senate Bill 1569 (Chapter 672, Statutes of 2006), which provides benefits and services to specified noncitizen victims of human trafficking, domestic violence and other serious crimes.

Previously, [CFL No. 12/13-05](#), dated August 16, 2012, instructed counties to claim costs for TCVAP child care payments to PC 713 (TCVAP Noncitizen – Administrative). Per [CFL No. 14/15-71](#), dated June 30, 2015, effective with the September 2015 quarter, the Type of Expense (TOE) code 18 (Child Care Services - Unemployed) was removed from PC 713 and was instead established for PC 714 (TCVAP Noncitizen – Services). This change aligned the child care service TOE with the appropriate PC for TCVAP services, rather than for TCVAP administration. Similarly, effective with the September 2016 quarter, TOE code 82 (Child Care Services – Employed) has been removed from PC 713 (Administrative) and is now available under PC 714 (Services).

Time Study Instructions

No changes.

Claiming Instructions

Counties may continue to claim administrative costs for TCVAP activities to PC 713 for costs associated with TCVAP Noncitizen Eligibility, TCVAP Noncitizen Program Integrity, TCVAP Noncitizen Case Management and TCVAP Noncitizen Information and Referral as directed in [CFL No. 12/13-05](#), dated August 16, 2012. However, costs for child care payments will now be claimed under PC 714 beginning with the September 2016 quarter.

As a reminder, counties may claim administrative costs for the TCVAP Program to PC 713 (TCVAP Noncitizen Administrative) and service costs to PC 714 (TCVAP Noncitizen Services). Both PCs are 100 percent General Fund with no county share of costs. Both the TCVAP allocation and augmentation for FY 2015-16 were released in [CFL No. 15/16-14](#), dated September 9, 2015 and [CFL No. 15/16-57](#), dated April 14, 2016. The allocation will continue to be released on an annual basis. Expenditures exceeding the state general fund allocation will be transferred to county-only via SUO Code 715 (TCVAP Noncitizen). It is recommended this letter be shared with TCVAP and CalWORKs Program Managers.

Listed below are PC 713 and PC 714, and the corresponding six-digit PINs for claiming TCVAP administrative and services expenditures.

PC	713	TCVAP Noncitizen Administrative
PIN	713003	Transportation Assistance
PIN	713014	Medical Exams
PIN	713031	Contracted Services
PIN	713032	Contracted Services Non-Assistance
PIN	713060	Direct Service Delivery
PIN	713068	Direct Cost
PIN	713088-91	Support Operating
PIN	713092	Casework OT/CTO Costs
PIN	713093	Support Staff OT/CTO Costs
PIN	713094	Start-Up/Nonrecurring Costs

PC	714	TCVAP Noncitizen Services
PIN	714003	Transportation Assistance
PIN	714014	Medical Exams
PIN	714016	Ancillary Education Non - Assistance
PIN	714018	Child Care Services - Unemployed

PC	714	TCVAP Noncitizen Services
PIN	714028	Work/Activities/Expense-Non-Assistance
PIN	714029	Other Support Services Assistance
PIN	714031	Contracted Services
PIN	714032	Contracted Services Non-Assistance
PIN	714060	Direct Service Delivery
PIN	714068	Direct Cost
PIN	714082	Child Care Services - Employed
PIN	714088-91	Support Operating
PIN	714092	Casework OT/CTO Costs
PIN	714093	Support Staff OT/CTO Costs
PIN	714094	Start-up/Nonrecurring Costs
PIN	714097	Transportation Non-Assistance
PIN	714098	Work Subsidy

B. Expanded Subsidized Employment (ESE)

Effective with September 2016 claiming quarter, a TOE code has been established under four ESE PC codes to allow CWDs to claim Casework Overtime (OT)/Compensated Time Off (CTO) costs. The PCs listed below now have TOE 92 (Casework OT/CTO) Costs available. The [CFL No. 13/14-22](#), dated September 30, 2013, contains additional claiming information for the ESE program.

PC	374	ESE Non-Administration Federal
PIN	374092	Casework OT/CTO Costs

PC	376	ESE Administration Non-Federal
PIN	376092	Casework OT/CTO Costs

PC	378	ESE Non-Administration Non-Federal
PIN	378092	Casework OT/CTO Costs

C. CalWORKs Domestic Violence Services

Effective with the September 2016 quarter, CWDs have access to claim Casework OT/CTO costs related to CalWORKs Domestic Violence Services. The PC 685 (CalWORKs Domestic Violence Services) now has TOE 92 (Casework OT/CTO) Costs available. The [CFL No. 00/01-29](#), dated September 25, 2000, and [CFL No. 08/09-35](#), dated December 24, 2008, contain additional claiming information for the CalWORKs Domestic Violence Services program.

PC	685	CalWORKs Domestic Violence Services
PIN	685092	Casework OT/CTO Costs

D. CalWORKs Eligibility

Effective with the September 2016 claiming quarter, the sharing ratio for PC 614 (CalWORKs Eligibility) is being updated to properly capture eligibility costs specific to the Safety Net, Fleeing Felon and Long-Term Sanction (LTS) populations in aid codes K1 and 3F. The previous sharing ratio for PC 614 of 87/13/00/00 (Federal/State/Health/County) was updated in [CFL No. 14/15-71](#), dated June 30, 2015. The existing 13 percent state share is attributable to eligibility costs for Safety Net, Fleeing Felons and LTS cases. The new sharing ratio for PC 614 is based on FY 2015-16 data calculated using a percent to total caseload for aid codes K1 and 3F. The new sharing ratio for PC 614 (CalWORKs Eligibility) is 83/17/00/00 (Federal/State/Health/County). The state share reflects the non-Maintenance of Effort (non-MOE) population of the PC. The sharing ratio for PC 614 will continue to be updated annually to reflect changes in caseloads.

III. Other Public Welfare

No Changes.

IV. Child Care

No changes.

V. Non Welfare

No changes.

VI. General

A. County Cash Claiming–Reporting

As a reminder, costs must be claimed in accordance with cash claiming requirements set forth in [CFL No. 06/07-06](#), dated July 13, 2006. In accordance with federal regulations at [45 CFR Part 95.13](#), the CEC is a cash based claim and costs should be reported for reimbursement according to the date the payment is made. The requirement to claim costs on a cash basis through the CEC does not remove a county's responsibility to comply with Generally Accepted Accounting Principles for county financial statements that are used for purposes other than CEC claiming.

Adjustment claims must be submitted in a timely manner to ensure that the two year limit for claiming federal funds is met. Adjustment claims should include corrections to the original quarter submission. They should not include corrections for any other quarters. Due dates for these claims are provided annually in advance within every March quarterly CFL. Furthermore, counties are to maintain supporting documentation for all claims.

B. CDSS Policy Regarding Late CEC Submissions

Due to recent policy enforcement by the federal Administration for Children and Families (ACF), CDSS needs to report CEC data within 45 days after the quarter ends ([TANF-ACF-PI-2014-02](#)). The ACF headquarters in Washington D.C. requires this information for nationwide budgeting and distribution of their federal funds. As a result, CDSS is unable to accept late CECs without jeopardizing federal funding for California.

As a result, any county requests for extensions must be received by CDSS at least two weeks before the due date and will need to be requested in writing from the County Welfare Director.

Requests for extension should be sent to:

California Department of Social Services
County Systems Section
Attn: Racquel Flanagan, Manager
744 P Street, MS 9-5-03
Sacramento, CA 95814

C. Debarment and Suspension

Pursuant to federal regulations, CWDs must be in good standing with the federal government to receive federal funds. To ensure that CWDs are not debarred or suspended from federal financial assistance programs by any federal department or agency, CDSS must verify the CWD is not listed on the federal Excluded Parties Listing System prior to issuance of any federal funds.

To ensure accuracy of the verification, CDSS requires submissions of the CWD's exact legal name of the entity and Employer Identification Number (EIN) or Tax Identification Number (TIN) as submitted to the Internal Revenue Service when applying for an EIN or a TIN. If a CWD is operating under multiple names or identification numbers, each name and identification number must be submitted.

As stated in the CFL 15/16-55, dated March 28, 2016 the information requested must be submitted via email by July 1, 2016, to CDSS at Fiscal.Systems@dss.ca.gov with "EIN or TIN for the County of (*insert county*

name)” in the subject line. Counties should review the federal fund monitoring responsibilities for counties outlined in [CFL No. 15/16-62](#), dated June 20, 2016.

D. Federal Fund Monitoring Responsibilities

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to [CFL No. 15/16-62](#) for a description of federal requirements and a [link](#) to the terms and conditions for each federal grant administered by the CDSS. Additionally, new terms and conditions will be posted to this [link](#) on an ongoing basis.

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

Sincerely,

Original Document Signed By:

SALENA CHOW, Chief
Fiscal Forecasting and Policy Branch