NOVEMBER 18, 2016

COUNTY FISCAL LETTER NO. 16/17-20

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

SUBJECT: FOSTER PARENT RECRUITMENT, RETENTION AND SUPPORT
        FUNDING OPPORTUNITY CHILD CARE

REFERENCE: ALL COUNTY LETTER NO. 15-76, DATED OCTOBER 8, 2015;
            ALL COUNTY LETTER NO. 16-52, DATED JULY 14, 2016;
            ALL COUNTY LETTER NO. 16-52E, DATED NOVEMBER 16, 2016;
            ALL COUNTY LETTER NO. 15-88, DATED NOVEMBER 20, 2015;
            COUNTY FISCAL LETTER NO. 15/16-37E, DATED FEBRUARY 19, 2016;
            COUNTY FISCAL LETTER NO. 15/16-37, DATED DECEMBER 30, 2015;
            SOCIAL SECURITY ACT SECTION 475(4)(A);
            TITLE 42 UNITED STATES CODE SECTION 675;
            45 CODE OF FEDERAL REGULATIONS 1355.20
            CHILD WELFARE POLICY MANUAL, SECTION 8.3B.1,
            QUESTION 3
            ASSEMBLY BILL 403 (CHAPTER 773, STATUTES OF 2015);
            WELFARE AND INSTITUTIONS CODE SECTIONS 16003.5
            AND 11460;
            CALIFORNIA CODE OF REGULATIONS, TITLE 22, DIVISION 12,
            SECTION 1101152(c)(3)

The purpose of this County Fiscal Letter (CFL) is to provide claiming instructions for
counties choosing to provide child care as part of their approved Foster Parent
Recruitment, Retention and Support (FPRRS) plan (see All County Letter
A separate allocation award letter will be sent to those counties who received approval of their plan and opt to provide child care. While the amount allocated is General Fund (GF), some of these funds may be used as a match for Title IV-E funding for child care. These funds are to be used to supplement, not supplant, existing funding.

**Background**

The Welfare and Institutions Code (W&IC) section 16003.5 enacted by Assembly Bill (AB) 403 (Chapter 773, Statutes of 2015) provided authority and funding to the counties for recruiting, retaining and supporting foster caregivers. The state budget included funding for child care as an allowable activity for licensed foster parents, approved resource families and relative caregivers.

As stated in ACL No. 16-52, the counties must identify an amount from their FPRRS General Fund allocation that will be used specifically for child care and notify the California Department of Social Services (CDSS). The GF amount identified for child care will be subtracted from the county’s FPRRS amount and provided in a separate allocation.

**Allowable Child Care Costs**

As outlined in Social Security Act Section 475(4)(A), Title 42 United States Code (USC) Section 675 and W&IC section 11460(b) and California Code of Regulations, Title 22, Division 12, section 101152(c)(3), allowable costs for foster care programs include payments for the cost of (and providing) food, clothing, shelter, daily supervision, school supplies, personal incidentals for a child, liability insurance with respect to a child, reasonable travel to the child’s home for visitation and reasonable travel for the child to remain in the school in which the child is enrolled at the time of placement.

Child care is an allowable federal cost as it is considered to fall under the term “daily supervision”. However, costs are not reimbursable while children are in school. Child care costs are federally reimbursable under Title IV-E under certain conditions. Per federal regulations at 45 Code of Federal Regulations 1355.20, “[d]aily supervision’ for which foster care maintenance payments may be made includes: licensed child care, when work responsibilities preclude foster parents from being at home when the child for whom they have care and responsibility in foster care is not in school.”

The Child Welfare Policy Manual, Section 8.3B.1, Question 3 further clarifies that in order for the state to claim Title IV-E reimbursement, child care services for children in foster care must be rendered by a provider that is licensed, certified, or has some other formal status under state or local regulations.

Per ACL No. 16-52E, the following conditions must be met if a county that subsidizes child care costs using FPRRS funds intends to claim Title IV-E reimbursement for those costs:
Child care is reimbursable only when all caregivers in the home are working
(i.e., in a two-parent household, both parents must work).

Child care is not reimbursable during times when the child is in school.

Child care is only reimbursable during the parents’ work hours, or when the
parent is attending activities (such as court hearings, trainings or case planning
meetings) that are related to foster care and are beyond the scope of “ordinary
parental duties.”

Child care is not reimbursable for circumstances or activities which fall under
“ordinary parental duties,” such as a caregiver’s illness or school meetings. See
the Child Welfare Policy Manual, Section 8.3B.1, Question 3, for more examples
of activities which are or are not considered “ordinary parental duties.”

Child care is only reimbursable when provided by a licensed child care provider.
License-exempt child care is not reimbursable.

Respite care is not eligible for Title IV-E reimbursement because this is
considered a Title IV-B reimbursable child welfare activity.

Child care costs for federally eligible children are eligible for a Title IV-E match and
non-federal children are funded entirely with GF.

Child care should not be interchanged with respite care. Respite care is defined in
42 USC, section 629(a)(1)(D) as “care of children to provide temporary relief for
parents and other caregivers (including foster parents).” Per Manual of Policies and
Procedures 31-002(6), “Respite care services are offered as part of a case plan to allow
a temporary respite of parental duties, so that a parent(s)/guardian(s) or foster parent(s)
is able to fulfill other responsibilities necessary to improve or maintain the parenting
function. Respite care services do not exceed 72 hours per session. These services
are not provided for the purpose of routine, on-going child day care.” Respite care as an
administrative cost is eligible under Title IV-B and Title XX, but is not a Title IV-E eligible
activity. For claiming instructions regarding respite care, refer to CFL No. 15/16-37.

For more information on eligibility requirements and guidelines that counties need to
meet in order to subsidize child care costs using FPRRS funds to claim Title IV-E
reimbursements, refer to ACL No. 16-52E.

**Claiming Instructions**

Beginning July 1, 2016, counties will claim FPRRS child care assistance costs on the
County Assistance 800 (CA 800) claim form titled “Summary Report of Assistance
Expenditures Foster Parent Recruitment, Retention Support (FPRRS) Child Care
Federal and Nonfederal Temporary Claim (CA 800 FPRRS TEMP)” (Attachment 1A) to
the appropriate Aid Code as follows:

- Title IV-E eligible foster care cases (Aid Code 42)
- Title IV-E ineligible foster care cases (Aid Code 40)
- Emergency Assistance (5K).
Child care for Approved Relative Caregiver (ARC) cases will be claimed on the “CA 800 ARC Claim” (Attachment 2A) using the appropriate aid code. The ARC child care will be funded with 100 percent GF from the FPRRS allocation.

Corresponding instructions are also included as Attachment 1B and 2B, titled “Instructions for Form CA 800 FPRRS Summary Report of Assistance Expenditures Foster Parent Recruitment, Retention Support (FPRRS) Child Care Federal and Nonfederal Temporary Claim” and “Instructions for Form CA 800 ARC Summary Report of Assistance Expenditures Approved Relative Caregiver (ARC).”

For questions regarding the FPRRS program, contact the Foster Caregiver Policy and Support Unit at (916) 651-7465 or by email at kinship.care@dss.ca.gov. Questions regarding the fiscal information in this letter should be directed to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

SALENA CHOW, Chief
Fiscal Forecasting and Policy Branch

Attachments
## SUMMARY REPORT OF ASSISTANCE EXPENDITURES

**FOSTER PARENT RECRUITMENT, RETENTION AND SUPPORT (FPRRS)**

**CHILD CARE**

**FEDERAL AND NONFEDERAL**

**TEMPORARY CLAIM**

<table>
<thead>
<tr>
<th>Aid Code</th>
<th>Foster Care (FC)</th>
<th>Emergency Assistance (EA)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>42</td>
<td>40</td>
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**SUMMARY REPORT OF ASSISTANCE EXPENDITURES**

<table>
<thead>
<tr>
<th>Summary by Funding</th>
<th>Federal</th>
<th>State</th>
<th>County</th>
<th>Total</th>
</tr>
</thead>
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<tr>
<td>2 FC (Federal) Aid Code 42</td>
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<td>3 FC (Non-federal) Aid Code 40</td>
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<td>5 Total</td>
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</table>

**COUNTY WELFARE DIRECTOR’S CERTIFICATION**

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

**COUNTY AUDITOR’S CERTIFICATION**

I hereby certify under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Section 1090 to 1096, inclusive, of the Government Code; that the amounts claimed herein are in accordance with authorizations for the above-referenced public assistance programs made by the county; that said amounts correctly reflect Federal, State and County shares in the aid payments claimed and that warrants therefore have been issued, according to law and the rules and regulations of the California Department of Social Services.

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Last Modified: 09/20/2016
INSTRUCTIONS FOR FORM CA 800 FPRRS TEMP
SUMMARY REPORT OF ASSISTANCE EXPENDITURES
FOSTER PARENT RECRUITMENT, RETENTION AND SUPPORT (FPRRS)
CHILD CARE
FEDERAL AND NONFEDERAL
TEMPORARY CLAIM

GENERAL INFORMATION
1. This form is pre-programmed to round all amounts to the nearest dollar.
2. Enter county name, month and year of claim in space provided.
3. Enter name and telephone number of county staff person to be contacted if there are any questions regarding the claim.
4. Line 1: Enter the FPRRS child care expenditures for the appropriate aid code.

Summary by Funding
5. Line 2 through 5: These lines will calculate automatically at the appropriate funding ratios.
## SUMMARY REPORT OF ASSISTANCE EXPENDITURES

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)**

**APPROVED RELATIVE CAREGIVER (ARC)**

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<tr>
<th>Aid Code</th>
<th>CalWORKs Federal</th>
<th>CalWORKs State</th>
<th>CalWORKs State (Non-Minor Dependents)</th>
<th>ARC Only</th>
<th>ARC Only (Non-Minor Dependents)</th>
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### SUMMARY BY FUNDING

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<th>State/County 2011*</th>
<th>Fed/State/County 2011**</th>
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<th>ABSS MAP Increase (State)**</th>
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* As it relates to CalWORKs Maintenance of Effort (MOE) and the Realignment Family Support subaccounts
** As it relates to Child Poverty Supplemental subaccount

Last Modified: 10/11/2016
INSTRUCTIONS FOR FORM CA 800 ARC
SUMMARY REPORT OF ASSISTANCE EXPENDITURES
APPROVED RELATIVE CAREGIVER (ARC)

General Information
1. Enter county name, and month and year of claim in space provided.
2. Enter name and telephone number of county staff person to be contacted if there are any questions regarding the claim.
3. This form is pre-programmed to round all amounts to the nearest dollar.

Current Month
For each column:
4. Lines 1 through 5: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each payroll. Retroactive ARC payments should be detailed on Line 4 and an Assistant Unit (AU) Count should not be included on Line 13. Only current month adjustments should be entered on Line 5.
5. Line 6: Subtotal of Lines 1 through 5. This amount will calculate automatically.

Prior Month
For each column:
6. Line 7: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each contra-roll.
7. Line 8: Enter the total of all cash recovered in this month for aid paid in a prior month. This includes cash abatements or repayments of overpayments received during this report month and must be a negative number. Do not add a number to the Assistance Units line (Line 13) when including cash abatements or repayments of overpayments received on this line.
8. Line 9: Enter the total of all prior month negative adjustments which decrease money amounts that were claimed in a prior month summary report.
9. Line 10: Enter the amounts shown on the separate listing for prior month positive adjustments which were or should have been claimed on a prior month Summary Report.
10. Line 11: Subtotal of Lines 7 through 10. This amount will calculate automatically.

Foster Parent Recruitment, Retention and Services (FPRRS) Child Care
11. Line 12: Enter the FPRRS child care expenditures for the appropriate aid code.

Total Aid Payments, Current + Prior Months
12. Line 13: Total Aid Payments, current and prior months. This amount will calculate automatically.

Assistance Unit
13. Line 14: Enter the Assistance Unit(s). This must be an unduplicated count that represents only the number of AUs that received a full aid payment or a partial (pro-rated) payment during the month. Retroactive months should not be included in Line 13. There should only be one AU count for a case during the claiming month.

CalWORKs Portion
14. Line 15: Enter the total CalWORKs Portion of the amount listed on Line 1 for all payments made under the aid codes 2S, 2T, and 2U. This includes the CalWORKs portion of all pro-rated payments and the CalWORKs portion attributable to the AU counts in Line 13.
**ARC Portion**
15. Line 16: Total ARC share. This amount will calculate automatically.

**Summary by Funding**
15. Lines 16 through 28: This form will calculate the ARC, state/county 2011, federal/state/county 2011, county and AB85 MAP increase shares automatically by aid code.