

## DEPARTMENT OF BENEFIT PAYMENTS

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April 5, 1977

ALL-COUNTY LETTER NO. 77-18 (FIN-MGMT)

TO: All-County Welfare Directors  
Welfare Fiscal Supervisors  
County Auditors  
Administrative Services Officers

SUBJECT: County Welfare Administrative Expense Claim

REFERENCE:

This is to provide time study and claiming instructions for the April-June, 1977 quarter. Included are time study instructions for Out-of-Home Care Social Services and fair hearing processes for the AFDC, Food Stamp, and Medi-Cal programs. Information is also provided on adjustments to the July-September, 1976 transitional quarter claim. Eligibility time study forms have been updated to identify fair hearings. In addition, other administrative expense claim forms have been revised to reflect other claiming modifications as contained in the attached instructions. Revised forms will be forwarded under separate cover.

The following Administrative Expense Claim forms are to be used to complete the June, 1976/77 quarter claim.

<u>Form</u>	<u>Revision Date</u>
DFA 47	4/77
DFA 46	4/77
DFA 43	4/77
DFA 49	7/75
DFA 323	4/77
DFA 327.1	6/76
DFA 327.2	7/76
DFA 327.3	12/76
DFA 327.4	7/76
DFA 327.5	10/75
DFA 327.6	6/76
DFA 327.7	7/76
DFA 327.7a	8/76 (optional form)
DFA 327.8	7/75
DFA 327.9	7/76
DFA 403	7/76
DFA 419	7/76

DFA 394	10/75 (to be completed each quarter and retained in county files)
DFA 396	10/75
DFA 325.1	6/76
DFA 325.1A	6/76
DFA 325.2	7/75
DFA 325.2A	12/76
DFA 325.3	10/75

#### Transitional Quarter Claims

As stated in All-County Information Notice i-4-77, the transitional quarter (July - September, 1976/77) is to be treated as a separate fiscal year for claiming and funding purposes. Thus, any supplemental or adjusted claims for this period must be submitted on the September, 1976/77 quarter format.

#### Appeals/Fair Hearing Time Study Instructions

In order to provide more accurate data for cost control purposes, the DFA 43, Eligibility Worker Time Study; and the DFA 323, Eligibility Worker Time Study Summary, have been modified to separately identify time spent by county appeals workers for the AFDC, Medi-Cal, and Nonassistance Food Stamp Programs. Appeal worker activities to be recorded to the Appeals/Fair Hearings lines for these programs include the following activities, subsequent to a filing for fair hearing: Prehearing contact with claimant; attempt to resolve difficulty; explanation of fair hearing procedures and rights; preparation of county position statement; activities involved in the hearing; and posthearing contact with DBP when requesting a rehearing.

#### Out-of-Home Care (OHC)

As stated in All-County Information Notice l-9-77, procedures for certifying Nonmedical Out-of-Home Care (OHC) have been revised effective April 1, 1977. Under the new process, county activities are now limited to (1) providing SSA District Offices with current information necessary to determine whether a facility is licensed, and (2) assessment of need and certification for persons who reside in unlicensed facilities. Claiming procedures are as follows:

1. Direct salaries and benefits of staff providing the Social Security Administration (SSA) district offices with current information on the license status of a facility is chargeable to the OHC Program. These costs are to be included on the DFA 325.2, Group III B1, identified to the OHC Program. Please label these costs "OHC License Information". Only that portion of the salary attributed to the requirement of providing this information to the SSA district offices is fundable. Do not include activities currently performed for other state or county programs. Documentation must be maintained to support the amount of salary chargeable to this program.

2. Time spent by social service workers in assessing and certifying the need of persons residing in unlicensed homes is to be recorded on the DFA 46, Line G, SSI-SSP Out-of-Home Care. This activity must be initiated by the Social Security Administration via the Form SSP 22.

DFA 47 Social Services Time Study

As stated in All-County Letter No. 144, Footnote 1 on the DFA 47, Social Services Time Study Summary, has been corrected to indicate that total licensing hours are to be carried forward to Line C of the DFA 323.

Should you have any questions, please contact Laura Williams or Ernie Van Sant at (916) 445-7046.

  
R.E. Reisch  
Deputy Director

cc: CWDA