

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 322-6333



June 26, 1984

ALL-COUNTY LETTER NO. 84-64

TO: ALL COUNTY WELFARE DIRECTORS
ALL DISTRICT ATTORNEYS

SUBJECT: CONFIDENTIALITY OF WELFARE RECORDS

REFERENCE:

This letter is to clarify the confidentiality requirements for child welfare services as mentioned in All-County Letter No. 84-53, dated May 2, 1984, which stated that it is allowable to release certain information on applicant/recipients who are deceased or subject to a warrant of arrest for a felony.

Federal statutes and regulations governing child welfare services programs under Title IV-B and IV-E prohibit the sharing of confidential client information, including names and addresses of applicant/recipients. As federal law supercedes the mandates of SB 480 (Chapter 905, Statutes of 1983), counties are still constrained not to release this information. Therefore, there are no regulation changes planned for child welfare services programs in this regard.

If you have any questions regarding this requirement please contact Karen Sharp, Family and Children's Services Policy Bureau, at (916) 322-6333.

A handwritten signature in cursive script, appearing to read "Loren D. Suter".

LOREN D. SUTER
Deputy Director
Adult and Family Services Division

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 445-7046



June 26, 1984

ALL-COUNTY LETTER NO. 84-63

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITORS
ALL COUNTY ADMINISTRATIVE SERVICE OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide claiming instructions for the April-June 1984 quarter. Included are instructions related to Other County Social Services, Claim Summary Sheet - DFA 419 and Collection of Fees for Voluntary Family Reunification Services.

The following forms are to be used for the April-June 1984 quarter claim. Forms denoted as revisions will be forwarded to the counties separately.

<u>FORM</u>	<u>REVISION DATE</u>	<u>FORM</u>	<u>REVISION DATE</u>
DFA 325.1	7/82	DFA 327.7	7/83
DFA 325.1A	7/81	DFA 327.7A	10/83
DFA 325.2	7/83	DFA 327.8	10/83
DFA 325.3	6/84*	DFA 327.8A	7/83
DFA 325.4	7/83	DFA 327.8B	7/83
DFA 325.4A	7/83	DFA 327.8C	7/83
DFA 325.4B	10/83	DFA 327.8D	7/83
DFA 327.1	10/83	DFA 403	7/82
DFA 327.2	10/83	DFA 50	11/82
DFA 327.3	1/83	DFA 419	1/83
DFA 327.4	10/83	DFA 43	1/83
DFA 327.5	7/83	DFA 46	1/84
DFA 327.6	10/83	DFA 47	10/83
		DFA 323	7/83
		DFA 856	4/82

*Indicates revisions this quarter.

DFA 325.3 - IDENTIFICATION OF SOCIAL SERVICES DIRECT COSTS

Effective with the April-June 1984 quarter, program identification for social services direct costs is to be shown on the DFA 325.3 as follows:

- IHSS is to be identified in the "Program" column.
- EA-ANEC is to be identified in the "Program" column.
- OCSS is to be identified by use of the codes below:
 - C1 - Emergency Response
 - C2 - Family Maintenance
 - C3 - Family Reunification and Permanent Placement
 - C4 - Information and Referral
 - C5 - Out-of-Home Care and Protective Services for Adults
 - C6 - Optional Services

NOTE: All items coded "C" are to be combined and carried forward to the Other County Social Services Program line on the DFA 327.1.

- All other Social Services programs are to be identified in the "Program" column.

DFA 419 - TIME STUDY FLUCTUATIONS

Effective with the April-June 1984 quarter any significant time study fluctuations (15 percent or more) should be explained on the Claim Summary Sheet, DFA 419. The back of the form should be used for your explanation. Section 25-820.6, of the Fiscal Handbook, requires that significant claiming fluctuations be identified and explained.

Identification of Fees Collected for Voluntary Family Reunification Services

The Department of Social Services (DSS) Regulation Section 30-310.112 states in part that: "If the family is not qualified for such aid, voluntary family reunification services may be utilized, provided that the county seek reimbursement from the parent or guardian on a statewide sliding scale according to income." Refer to DSS Handbook Section 30-364.76 for the sliding fee scale. These fees should be reflected as an abatement against the OCSS program on the DFA 325.3 Group III A.2, Other Operating Costs. The fees are to be separately identified as "Voluntary Family Reunification Fees" on the DFA 325.3 and coded C3.

Claiming Form Changes

DFA 325.3 - Identification of Direct Costs - Social Services Codes for Other County Social Services have again been added.

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS (8) 485-7046.



ROBERT T. SERTICH
Deputy Director
Administration

cc: CWDA