

DEPARTMENT OF SOCIAL SERVICES

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



June 10, 1985

ALL-COUNTY LETTER NO. 85-63

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

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide claiming instructions for the April-June 1985 quarter. Included are instructions related to Child/Spousal Support Disregard, Non-Mandated Child Welfare Services, Clothing Allowance, Staff Development - Public Institutions, and Peace Officer Services Training. Also included are directions for the listing of direct costs on the DFA 325.3 and information regarding Form DFA 327.7.

The following forms are to be used for the April-June 1985 quarter claim.

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	7/82	DFA 327.7A	1/85
DFA 325.1A	7/81	DFA 327.8	1/85
DFA 325.2	7/83	DFA 327.8A	3/85
DFA 325.3	7/84	DFA 327.8B	3/85
DFA 325.4	7/84	DFA 327.8C	3/85
DFA 325.4A	1/85	DFA 327.8D	3/85
DFA 325.4B	1/85	DFA 403	7/82
DFA 327.1	1/85	DFA 50	3/85*
DFA 327.2	1/85	DFA 419	1/83
DFA 327.3	1/83	DFA 43	1/85
DFA 327.4	7/84	DFA 46	11/84
DFA 327.5	7/83	DFA 47	1/85
DFA 327.6	1/85	DFA 323	1/85
DFA 327.7	1/85	DFA 856	4/82

*Indicates revision this quarter.

Child/Spousal Support Disregard (C/SSD)

This is to provide clarification regarding claiming for C/SSD expenditures.

Title IV-A Administrative Costs

Please refer to All-County Letter (ACL) 85-01 for information regarding allowable activities and time study requirements. As indicated in this ACL, clerical staff in support of disregard activities must be reported in Group II, Allocable Support. Only clerical staff engaged in full-time eligibility functions associated with disregard activities may time study.

Time and costs associated with IV-A disregard activities are to be identified separately on the DFA 323, Eligibility and Nonservices Time Study Summary; the DFA 325.2, Eligibility and Nonservices, Group III, B, 3, (if purchased from a public or private agency); and the DFA 327.2, Eligibility and Nonservices Program Distribution. The costs are then to be carried forward to the DFA 327.7, Eligibility and Nonservices Fund Distribution Report, and included in line A, AFDC-FG/U in order to receive IV-A reimbursement.

When computing the DFA 327.7A, Eligibility and Nonservices Federal Funding Modification Worksheet, the costs are to be entered in Part II, Title IV-A Revised Federal Share, line B, as a direct cost to the AFDC-FG/U Program.

Title IV-D Administrative Costs

Counties are reminded that the administrative costs associated with determining which assistance units are entitled to a disregard payment are considered a normal distribution activity under the IV-D Program. These costs must be claimed under existing IV-D administrative reimbursement procedures.

Non-Mandated Child Welfare Services

This is to remind counties of the approval requirements outlined in All-County Letters 83-121 and 84-128 for the claiming of non-mandated services. The child welfare services (CWS) that are mandated to be available by specific program are addressed in Divisions 30-120, 30-220, 30-320 and 30-420.

When a county satisfies the requirement of having available all mandated CWS services by specific program, the county may provide any of those services within the four CWS programs without prior State Department of Social Services (SDSS) approval.

For funding of any service activity not mandated by regulations, the county is required to obtain prior approval from SDSS.

Clothing Allowance

This is to remind counties that the cost of clothing allowances is not allowable as a direct charge to the Emergency Assistance Program or to the county's Child Welfare Services Block Grant. These costs are to be reported to the Other County Only Program (OCOP) on the DFA 325.3, Group III, A, 2, Operating Costs.

Staff Development - Public Institutions

This is to provide clarification regarding the claiming of training costs associated with contracting with public educational institutions.

Counties receiving Title IV-A eligibility staff training through a contract with a public educational institution, are to claim the related costs in accordance with the instructions contained in All-County Information Notice I-60-82. Title IV-A training is defined as benefiting either the AFDC Program and its designated staff, or induction training of new employees. These expenditures are to be claimed on the DFA 325.2 and DFA 325.4 as an AFDC-FG/U program cost.

If the contract provides for other than Title IV-A training, the costs associated with that training are to be separately identified and charged to the benefiting function or program on the DFA 325.2 and DFA 325.4. Training which is not function/program specific (e.g., supervisory skills, stress management, writing skills, etc.) is to be charged to Generic Staff Development.

Peace Officer Services Training (P.O.S.T.)

This is to provide claiming instructions relative to CWD investigative staff attending P.O.S.T. training.

Travel, per diem and registration fees associated with investigative staff attending P.O.S.T. training for five or more consecutive days may be claimed as a staff development cost on the DFA 325.2. Since this training benefits the income maintenance function, costs are to be claimed to the Eligibility General category on the DFA 325.4 and allocated to program based on the Eligibility Time Study Summary (DFA 323). The salaries and benefits are to be reported as Welfare Fraud casework costs on the DFA 325.1.

For investigative staff attending P.O.S.T. training for less than five consecutive days, only the registration is allowable as a staff development cost. In this instance, per diem, travel, and salaries and benefits are to be treated as normal administrative costs.

Form DFA 327.7 (Rev. 1/85)

The DFA 327.7, which was printed with incorrect instructions on the back, has been reprinted. A supply of the corrected forms is available from the DSS Warehouse. Please destroy the original supply of DFA 327.7 forms with a revision date of January 1985.

Reporting of Direct Costs on the DFA 325.3

Counties have previously listed costs at random when reporting direct costs for Social Services on the DFA 325.3, Group III, A, 1, 2 and 3. It will expedite the data entry of administrative expenditures if these costs are arranged in the order in which programs appear on the DFA 327.1. In addition, a subtotal should be provided where more than one cost is listed for a specific program. Please refer to the attached example (Attachment I) for clarification.

Form Revision

The Staff Development Time Study (DFA 50) was revised in March 1985. Lines J and K in the Social Services Program section were relabeled so the programs listed on the time study would correspond to those shown on the Administrative Expense Claim. Line J, which is labeled Child Welfare Services - Title IV-E, includes Family Reunification and Permanent Placement, whether Federal or Nonfederal. Line K - Child Welfare Services - Non-Title IV-E and County Services Block Grant includes Emergency Response, Family Maintenance and all of the County Services Block Grant programs.

Any questions regarding this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046.

Sincerely,



ROBERT T. SERTICH
Deputy Director
Administration

Attachment

cc: CWDA

Effective July 1984

COUNTY

SAMPLE

QUARTER ENDING

June 30, 1985

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SPECIFIC IDENTIFICATION OF DIRECT COSTS - SOCIAL SERVICES - GROUP III-A

GROUP III DIRECT COSTS

A. SOCIAL SERVICES

1. PERSONAL SERVICES

	PROGRAM	CODES	COST
a Emergency Shelter	EA-ANEC		30,452
b Emergency Shelter	CWS	C1	47,362
c Standby and Overtime	CWS	C1	18,358
d Subtotal			65,720
e SAU SW Staff	WIN		42,500
f SAU Clerical Staff	WIN		7,443
g Subtotal			49,943
TOTAL			\$ 146,115

2. OPERATING COSTS

a Emergency Shelter - Co Home	EA-ANEC		\$ 275,820
b Emergency Shelter - Co Home	CWS	C1	26,311
c Emergency Shelter - Co Home	CWS	C3	263,198
d Emergency Shelter - Individual Agreements	CWS	C3	22,199
e Subtotal			311,708
f Psychological Exams	Adoptions		58
g Child Care	WIN		1,237
h Child Care - Refugee	TAP		16,295
i			
j			
k			
l			
m			
n			
o			
TOTAL			\$ 605,118

3. PURCHASE OF SERVICES

a Upjohn Health Care (99-C-19 FY 84/85)	IHSS		\$ 585,359
b Counseling (99-C-21 FY 84/85)	CWS	C1	2,555
c Family Worker Program (99-C-22 FY 84/85)	CWS	C2	1,333
d Subtotal			3,888
e Family Services	TAP		43,777
f LAO Family Community	TAP		95,399
g Vietnamese Service Center	TAP		13,333
h Subtotal			152,509
i			
j			
TOTAL			\$ 741,756

GRAND TOTAL \$ 1,492,989

NOTE: All Other County Social Services shall be coded based on the following codes:

- C1 - Emergency Response
- C2 - Family Maintenance
- C3 - Family Reunification
- C4 - Permanent Placement
- C5 - Information and Referral
- C6 - Out-of-Home Care and Protective Services for Adults
- C7 - Optional Services