



CDSS

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April 19, 2010

COUNTY FISCAL LETTER (CFL) 09/10-61

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY AUDITOR CONTROLLERS  
COUNTY PROBATION OFFICERS

SUBJECT: PRELIMINARY CLAIMING INSTRUCTIONS FOR THE  
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)  
EMERGENCY CONTINGENCY FUND (ECF): NON-RECURRENT  
SHORT-TERM BENEFITS (NSTB)

REFERENCES: 45 Code of Federal Regulations (CFR) 263.0(b) and 263.13;  
COUNTY FISCAL INFORMATION NOTICE (CFIN)  
NO. CN-09-1044, dated March 4, 2010

The California Department of Social Services (CDSS) received federal Administration of Children and Families (ACF) approval of its TANF ECF application for NSTB on April 7, 2010. The application requested funds for the first, second, and fourth quarters of Federal Fiscal Year (FFY) 2009 and the first two quarters of FFY 2010. This CFL provides County Welfare Departments with preliminary time study and claiming instructions that will allow counties to track expenditures and activities eligible for reimbursement using the TANF ECF for NSTB funds. An All County Letter (ACL) with TANF ECF NSTB program implementation instructions will be released under separate cover.

A revised template for the March 2010 quarter County Expense Claim (CEC) will be released shortly, containing codes available for claiming base year expenditures, and codes for claiming expenditures above the base.

**American Recovery and Reinvestment Act (ARRA) of 2009**

On February 17, 2009, President Obama signed the ARRA of 2009, establishing the ECF for state TANF programs, (i.e. the California Work Opportunity and Responsibility to Kids [CalWORKs] program). ARRA provides new funding to California for Basic Assistance, Subsidized Employment programs, and/or NSTB, under certain conditions. Through the TANF ECF, California may be reimbursed for 80 percent of expenditures in

FFYs 2009 and 2010 that exceed the state's expenditures in the determined base year (either FFY 2007 or FFY 2008). For NSTB, counties may fund the 20 percent, which is not reimbursed, through TANF ECF, using county/public third-party contributions, Single Allocation, or Fraud Incentive funds.

### **Base Year Expenditures**

For the NSTB program, FFY 2009 and FFY 2010 expenditures will be compared to FFY 2007 expenditures on a quarter-by-quarter basis. NSTB expenditure categories include: diversion, housing, utilities, food, one-time vouchers, employment support, and family services.

The NSTB base is separated into two bases, the diversion base and the non-diversion (or other NSTB) base:

The diversion base consists of diversion expenditures by counties on the County Assistance Claim (CA 800) in FFY 2007. County-specific quarterly breakdowns of the state's base expenditures for diversion will be provided in a subsequent CFL. Claiming for diversion has not changed under TANF ECF, and counties must continue to claim diversion expenditures on the CA 800.

The other NSTB base consists of all categories of expenditures other than diversion, i.e., housing, utilities, food, one-time vouchers, employment support, and family services. This base is only for those counties who had expenditures in FFY 2007, using county/public third-party contributed funds, Single Allocation funds, and state funds. ***Please note that CDSS is in the process of clarifying with ACF that Child Welfare Services (CWS) and Promoting Safe & Stable Families (PSSF) funds are eligible sources of funds for determining the base for TANF ECF.***

Since CDSS does not have historical expenditure data for the non-diversion portion of the NSTB program, the county-specific quarterly breakdowns of those base expenditures will be comprised of a snapshot of data input by counties into the County Welfare Directors Association (CWDA) TANF ECF database, as of April 21, 2010. It is important that counties ensure that actual expenditures for FFY 2007 and March 2010 quarter projections are entered accurately into the CWDA database by April 21, 2010. This snapshot of data will also be used to provide counties with the NSTB base-level requirements, as well as determining the March 2010 quarter advances. Counties will have subsequent opportunities to update the future base projections, adjust for actual expenditures, or add new NSTB categories to their programs. Deadlines for inputting this additional information will be given via a subsequent CFL.

Each county must ensure their individual county base level is met in order to be eligible to earn TANF ECF. Also, to ensure that the statewide base is met for NSTB

expenditures, CDSS, CWDA, and county representatives will work collaboratively to develop a reconciliation process. **Counties will receive information of the process once it's finalized, in a subsequent CFL.**

### **Claiming Instructions**

Effective with the March 2010 quarter, the following Program Code (PC) and Program Identifier Number (PIN) Codes were established to capture NSTB costs and any additional administrative costs, other than diversion, associated with NSTB.

Existing federal regulations regarding administrative costs and the associated 15 percent cap on administrative activities are contained in 45 Code of Federal Regulations (CFR) 260.0(b) and 45 CFR 263.13. In addition, administrative costs must be reported separately from non-administrative costs. In order to comply with federal regulations, counties must identify their administrative and non-administrative costs and claim them accordingly.

### **Claiming Expenditures for the Base**

The following PCs will only be available for those counties who had expenditures in the base year of FFY 2007. Counties who contributed to the FFY 2007 base will have their proportionate share funded, by quarter, as described below for expenditures in FFY 2009 and FFY 2010.

#### **Base Year Claiming for Diversion Expenditures**

Counties will continue to claim all diversion expenditures on the County Assistance Claim (CA 800). The diversion program has not changed under TANF ECF.

#### **Base Year Codes for Other NSTB Expenditures: Remaining Diversion**

The following PC is not for actual diversion. As stated above, diversion will continue to be claimed on CA 800 and has not changed under TANF ECF. This PC is only available for Los Angeles County in the event statewide diversion expenditures in FFY 2009 and FFY 2010 do not meet the FFY 2007 statewide base for diversion. Therefore, Los Angeles County will claim to this PC for the difference between eligible diversion expenditures claimed on the CA 800 in FFY 2009 and FFY 2010, compared to the base year FFY 2007 eligible diversion expenditures.

PC	772	NSTB BASE-Remaining Div
PIN	772008	Non-Recurrent Short-Term Benefits

To prevent delay of including PC 772 in the March 2010 quarter claim, costs in PC 772 are currently scheduled to be funded at 100/00/00/00 (Federal/State/Health/County) pending the determination of the funding ratio of the federal and state share.

Base Year Codes for Other NSTB Expenditures: County/Public Third Party Contributed Funds

The following PCs will only be available for those counties who had NSTB expenditures, other than diversion, in the base year using County/Public Third Party Contributed funds. Counties will claim to these PCs for their proportionate share of the base funded at 100 percent county for FFY 2009 and FFY 2010 expenditures.

PC	751	NSTB Base County-Admin
PIN	751008	Non-Recurrent Short-Term Benefits
PC	752	NSTB Base County-NonAdmin
PIN	752008	Non-Recurrent Short-Term Benefits

Costs in PC 751 and PC 752 will be funded at 00/00/00/100 (Federal/State/Health/County).

Base Year Codes for Other NSTB Expenditures: Single Allocation-Federally Eligible Population

The following PCs will only be available for those counties who had NSTB expenditures, other than diversion, in the base year using Single Allocation funds for federally eligible recipients. Counties will claim to these PCs for their proportionate share of the base funded at 100 percent federal for FFY 2009 and FFY 2010 expenditures.

PC	774	NSTB Base Fed Single-Admin
PIN	774008	Non-Recurrent Short-Term Benefits
PC	775	NSTB Base Fed Single-NonAdmin
PIN	775008	Non-Recurrent Short-Term Benefits

Costs in PC 774 and 775 will be funded at 100/00/00/00 (Federal/State/Health/County).

Base Year Codes for Other NSTB Expenditures: Single Allocation-Non-Federally Eligible Population

The following PCs will only be available for those counties who had NSTB expenditures, other than diversion, in the base year using Single Allocation funds for recipients who are not federally eligible under CalWORKs. Counties will claim to these PCs for their proportionate share of the base funded at 100 percent state for FFY 2009 and FFY 2010 expenditures.

To clarify, the non-federal population is only the recent non-citizen entrant population, where the individual has resided in the country for less than five years, and is not eligible to receive TANF assistance and services. Under federal law, persons who legally entered the United States are ineligible for any means-tested public benefit for a period of five years; unless that person meets an exception based on their immigration status (i.e. this excludes refugees and asylees). Thus, counties may earn TANF ECF by providing services to this population; however, services provided to this population cannot be funded with TANF dollars, including TANF ECF. Services to this population must be funded solely with state or county/public third party funds (See CFIN No. CN-09-1044, dated March 4, 2010, and program implementation ACL for further clarification). Therefore, this code will be funded 100 percent GF and tracked against the county's Single Allocation in Ledger # 076.

PC	776	NSTB Base NonFed Single-Admin
PIN	776008	Non-Recurrent Short-Term Benefits
PC	777	NSTB Base NonFed Sing-NonAdmn
PIN	777008	Non-Recurrent Short-Term Benefits

Costs in PC 776 and 777 will be funded at 00/100/00/00  
(Federal/State/Health/County).

***Please note that CDSS is in the process of clarifying with ACF that CWS and PSSF funds are eligible sources of funds for determining the base for TANF ECF. However, pending federal approval, counties should utilize a "C" code in order to track these costs temporarily until clarification is received. Upon receipt of federal approval counties will have the ability to adjust claims to shift costs to CWS and/or PSSF base codes during the adjustment quarter process.***

Claiming Non-Base Year and Above the Base Year Expenditures

The following PCs should be used by counties who do not have a base obligation as well as those counties who have additional expenditures above the base. Counties may

cover the 20 percent with county funds, public third-party contributions, Single Allocation funds, or Fraud Incentive funds as described below.

Fund with County Funds/Documented Public Third-Party Contributions

If counties choose to fund the 20 percent with county funds or documented public third-party contributions, counties will claim 100 percent of their NSTB and other administrative costs associated with NSTB to PC 753 (Admin) or PC 754 (Non-Admin). Assembly Bill (AB) 4 x 4 (Chapter 4, Statutes of the Fourth Extraordinary Session of 2009-10) expanded the population eligible to receive services provided under TANF ECF to include needy families. As a result, counties, who choose to fund services to this population with TANF ECF may claim to PC 753 (Admin) or PC 754 (NonAdmin) and must continue to fund the 20 percent using county or other public third-party funds. Through the use of a State Use Only (SUO) Code, the CEC will shift 20 percent of the costs claimed to PC 753 to SUO Code 755, and PC 754 to SUO Code 756.

PC	753	NSTB ECF/ County-Admin
PIN	753008	Non-Recurrent Short-Term Benefits
PC	754	NSTB ECF/ County- Non-Admin
PIN	754008	Non-Recurrent Short-Term Benefits

Costs in PC 753 and PC 754 will be funded at 100/00/00/00 (Federal/State/Health/County). Costs moved to SUO Code 755 and SUO Code 756 will be funded at 00/00/00/100 (Federal/State/Health/County).

Fund with Single Allocation – Federally Eligible Population

If counties choose to fund the 20 percent with their Single Allocation, and the recipient is federally eligible under CalWORKs (see CFIN No. CN-09-1044, dated March 4, 2010 and program implementation ACL for further clarification), counties will claim 100 percent of their NSTB, and other administrative costs associated with NSTB, to PC 757 (Admin) or PC 758 (Non-Admin). The CEC will shift 20 percent of the costs claimed to PC 757 to SUO Code 759 and PC 758 to SUO Code 760. SUO 759 and SUO 760 will be included in Ledger #076 and tracked against the county's Single Allocation.

PC	757	NSTB ECF/ Single-Admin
PIN	757008	Non-Recurrent Short-Term Benefits
PC	758	NSTB ECF/ Single- Non-Admin
PIN	758008	Non-Recurrent Short-Term Benefits

Costs in PC 757 and PC 758 will be funded at 100/00/00/00 (Federal/State/Health/County). Costs moved to SUO Code 759 and SUO Code 760 will be funded at 100/00/00/00 (Federal/State/Health/County).

Fund with Single Allocation – Non-Federal Population

If a recipient is not federally eligible under CalWORKs, counties will claim 100 percent of their NSTB and other administrative costs associated with NSTB to PC 763 (Admin) or PC 764 (Non-Admin).

To clarify, the non-federal population is only the recent non-citizen entrant population, where the individual has resided in the country for less than five years, and is not eligible to receive TANF assistance and services. Under federal law, persons who legally entered the United States are ineligible for any means-tested public benefit for a period of five years; unless that person meets an exception based on their immigration status (i.e. this excludes refugees and asylees). Thus, counties may earn TANF ECF by providing services to this population; however, services provided to this population cannot be funded with TANF dollars, including TANF ECF. Services to this population must be funded solely with state or county/public third party funds (See CFIN No. CN-09-1044, dated March 4, 2010, and program implementation ACL for further clarification). Therefore, this code will be funded 100 percent GF and tracked against the county's Single Allocation in Ledger # 076.

PC	763	Non-Fed NSTB ECF/ Single-Admin
PIN	763008	Non-Recurrent Short-Term Benefits
PC	764	Non-Fed NSTB ECF/ Single-Non-Admin
PIN	764008	Non-Recurrent Short-Term Benefits

Costs in PC 763 and 764 will be funded at 00/100/00/00 (Federal/State/Health/County).

Fund with Fraud Incentives

If counties choose to fund the 20 percent with their Fraud Incentives, counties will claim 100 percent of their NSTB and other administrative costs associated with recipients who are federally eligible for NSTB services to PC 761 (Admin) or PC 762 (Non-Admin). To use county Fraud Incentives, counties must manually enter the amount, equivalent to 20 percent of the total expenditures claimed, on the DFA 335 Fraud Incentives page. The claim will not balance and cannot be submitted to CDSS if you utilize PC 761 or PC 762 without inputting 20 percent of the total expenditures on the DFA 335.

PC	761	NSTB ECF/ Fraud Inc- Admin
PIN	761008	Non-Recurrent Short-Term Benefits
PC	762	NSTB ECF/ Fraud Inc- Non-Admin
PIN	762008	Non-Recurrent Short-Term Benefits

Costs in PC 761 and 762 will be funded at 100/00/00/00 (Federal/State/Health/County). Costs reported on the DFA 335 will be funded at 100/00/00/00 (Federal/State/Health/County) and tracked against the county's Fraud Incentives allocation. If the county does not have a sufficient Fraud Incentive allocation balance to cover the 20 percent, the county will be contacted and will need to move 100 percent of the costs claimed to PC 761 or PC 762 to one of the other TANF ECF codes. It is in the best interest of the county to ensure they have an available balance of Fraud Incentives to prevent delays in auditing the CECs.

**Time Study Instructions**

Effective with the March 2010 quarter, counties may time study their time associated with NSTB TANF ECF activities to any of the following time study codes (TSC):

TSC	7511	NSTB Base County-Admin
TSC	7521	NSTB Base County-NonAdmin
TSC	"C" code	To temporarily track base costs associated with CWS and/or PSSF
TSC	7721	NSTB Base-Remaining Div
TSC	7731	NSTB Base Fed Single-Admin
TSC	7741	NSTB Base Fed Single-NonAdmin
TSC	7751	NSTB Base NonFed Single-Admin
TSC	7761	NSTB Base NonFed Sing-NonAdmn
TSC	7531	NSTB ECF/ County- Admin
TSC	7541	NSTB ECF/ County- NonAdmin
TSC	7571	NSTB ECF/ Single-Admin
TSC	7581	NSTB ECF/ Single-NonAdmin
TSC	7631	NonFed NSTB ECF/Single- Admin
TSC	7641	NonFed NSTB ECF/Single- NonAdmin
TSC	7611	NSTB ECF/ Fraud Inc - Admin
TSC	7621	NSTB ECF/ Fraud Inc - NonAdmin

These TSCs include, but are not limited to, activities related to a county's NSTB program, such as evaluating families in jeopardy of being evicted or required to



relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, or collecting data elements for reporting requirements (See Attachment I, Program Code Descriptions).

Support staff performing direct-to-program activities associated with the NSTB program will be time studied to the below codes:

B82	ARRA NSTB - Admin
B83	ARRA NSTB - Non-Admin

These support staff activities will be handled as a "cluster" program. This code will work in a similar manner as CWS "clusters" (A6) where the costs will be spread to the specific ECF Program Codes based on the Caseworker time input on the DFA 55.

### **Advances, Reconciliation, and Reimbursement**

As previously stated, advances for TANF ECF NSTB will be determined based upon the March 2010 quarter projections entered in the CWDA TANF ECF database as of April 21, 2010. Therefore it is critical that these projections are as accurate as possible.

Advances will be reconciled when the corresponding quarterly CEC is received and audited. Any offsets, positive or negative, will be adjusted in the next quarter's advance. As actual expenditures become available, advances will be based on those actual expenditures. Therefore, counties should ensure that expenditures are claimed on their original quarter CEC. The current process for advancing and payment of diversion expenditures will remain the same.

If you have any questions regarding this CFL, please direct them to the Fiscal Systems Bureau electronic mailbox at [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

### ***Original Document Signed By:***

FRAN MUELLER  
Deputy Director  
Administration Division

Attachment

**Attachment I**  
**TANF ECF NON-RECURRENT SHORT-TERM BENEFITS (NSTB)**  
**TIME STUDY CODE DESCRIPTIONS**

**CODE 7721 NON-RECURRENT SHORT-TERM BENEFITS (NSTB) BASE- REMAINING DIVERSION**

This code is only available for Los Angeles County in the event statewide diversion expenditures in FFY 2009 and FFY 2010 do not meet the FFY 2007 statewide base for diversion. Therefore, Los Angeles County will utilize this code for the difference between eligible diversion expenditures claimed on the County Assistance Claim (CA 800) in FFY 2009 and FFY 2010, compared to the base year FFY 2007 eligible diversion expenditures.

**Note: This time study code is not for actual diversion. Diversion will continue to be claimed on the CA 800 and has not changed under TANF ECF.**

**CODE 7511 NSTB BASE COUNTY/DOCUMENTED PUBLIC THIRD PARTY CONTRIBUTIONS - ADMIN**

This code includes activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions for monitoring programs and projects, cost for the goods and services, contract costs, and all indirect or overhead costs, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties who had NSTB costs, and administrative costs associated with NSTBs, in base year FFY 2007 using County/Documented Public Third Party Contributed funds. Counties will utilize this code for their proportionate share of the base funded at 100 percent county for FFY 2009 and FFY 2010 expenditures**

**CODE 7521 NSTB BASE COUNTY/DOCUMENTED PUBLIC THIRD PARTY CONTRIBUTIONS - NON-ADMIN**

This code includes activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities; program case management, providing information to clients, screening and assessments, etc.). It is not considered to be general administration, and/or coordination of the NSTB program.

These activities include, but are not limited to, evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, working on County Plan Amendments, or collecting data elements for reporting requirements.

**Note: This time study code is for counties who had NSTB costs, and administrative costs associated with NSTBs, in base year FFY 2007 using County/Documented Public Third Party Contributed funds. Counties will utilize this code for their proportionate share of the base funded at 100 percent county for FFY 2009 and FFY 2010 expenditures.**

**Attachment I**  
**TANF ECF NON-RECURRENT SHORT-TERM BENEFITS (NSTB)**  
**TIME STUDY CODE DESCRIPTIONS**

**CODE 7741 NSTB BASE SINGLE ALLOCATION-FEDERALLY ELIGIBLE POPULATION-ADMIN**

This code includes activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions for monitoring programs and projects, cost for the goods and services, contract costs, and all indirect or overhead costs, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties who had NSTB costs, and administrative costs associated with NSTBs, in base year FFY 2007 using Single Allocation funds for recipients who are federally eligible under CalWORKs. Counties will utilize this code for their proportionate share of the base funded at 100 percent federal for FFY 2009 and FFY 2010 expenditures.**

**CODE 7751 NSTB BASE SINGLE ALLOCATION-FEDERALLY ELIGIBLE POPULATION - NON-ADMIN**

This code includes activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, cost for the goods and services, contract costs and all indirect or overhead costs, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties who had NSTB costs, and administrative costs associated with NSTBs, in base year FFY 2007 using Single Allocation funds for recipients who are federally eligible under CalWORKs. Counties will utilize this code for their proportionate share of the base funded at 100 percent federal for FFY 2009 and FFY 2010 expenditures.**

**CODE 7761 NSTB BASE SINGLE ALLOCATION-NONFEDERAL POPULATION - ADMIN**

This code includes activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions for monitoring programs and projects, cost for the goods and services, contract costs, and all indirect or overhead costs, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties who had NSTB costs, and administrative costs associated with NSTBs, in base year FFY 2007 using Single Allocation funds for**

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**TANF ECF NON-RECURRENT SHORT-TERM BENEFITS (NSTB)**  
**TIME STUDY CODE DESCRIPTIONS**

recipients who are not federally eligible under CalWORKs. Counties will utilize this code for their proportionate share of the base funded at 100 percent state for FFY 2009 and FFY 2010 expenditures.

**CODE 7771 NSTB BASE SINGLE ALLOCATION-NONFEDERAL POPULATION - NON-ADMIN**

This code includes activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, cost for the goods and services, contract costs and all indirect or overhead costs, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties who had NSTB costs, and administrative costs associated with NSTBs, in base year FFY 2007 using Single Allocation funds for recipients who are not federally eligible under CalWORKs. Counties will utilize this code for their proportionate share of the base funded at 100 percent state for FFY 2009 and FFY 2010 expenditures.**

**CODE 7531 NSTB ECF COUNTY/DOCUMENTED PUBLIC THIRD PARTY CONTRIBUTIONS - ADMIN**

This code includes activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, cost for the goods and services, contract costs and all indirect or overhead costs, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties claiming 100 percent of their NSTBs, and administrative costs associated with NSTBs, who wish to fund 20 percent with county funds or documented public third-party contributions. This includes the expanded population to Needy Families, specifically for services provided under TANF ECF.**

**These codes should be used by counties who do not have a base obligation and those counties who have additional expenditures above their base.**

**CODE 7541 NSTB ECF- COUNTY/DOCUMENTED PUBLIC THIRD PARTY CONTRIBUTIONS - NON-ADMIN**

This code includes activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities; program case management, providing information to clients,

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screening and assessments, etc.). It is not considered to be general administration and/or coordination of the NSTB program.

These activities include, but are not limited to, evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, working on County Plan Amendments, or collecting data elements for reporting requirements.

**Note: This time study code is for counties claiming 100 percent of their NSTB costs, and administrative costs associated with NSTBs, who wish to fund 20 percent with county funds or documented public third party contributions. This includes the expanded population to needy families specifically for services provided under TANF ECF.**

**These codes should be used by counties who do not have a base obligation and those counties who have additional expenditures above their base.**

**CODE 7571 NSTB ECF/ SINGLE ALLOCATION - ADMIN**

This code includes activities necessary for the proper administration of the TANF ECF non-recurrent short term benefits program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, cost for the goods and services, contract costs and all indirect or overhead costs, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties claiming 100 percent of their NSTB costs, and other administrative costs associated with NSTB, whose recipients are federally eligible under CalWORKs and wish to fund 20 percent with their Single Allocation.**

**CODE 7581 NSTB ECF/ SINGLE ALLOCATION - NON-ADMIN**

This code includes activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities; program case management, providing information to clients, screening and assessments, etc.). It is not considered to be general administration and/or coordination of the NSTB program.

These activities include, but are not limited to, evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, working on County Plan Amendments, or collecting data elements for reporting requirements.

**Attachment I**  
**TANF ECF NON-RECURRENT SHORT-TERM BENEFITS (NSTB)**  
**TIME STUDY CODE DESCRIPTIONS**

**Note: This time study code is for counties claiming 100 percent of their NSTB costs, and other administrative costs associated with NSTBs, whose recipients are federally eligible under CalWORKs and wish to fund 20 percent with their Single Allocation.**

**CODE 7611 NSTB ECF/ FRAUD INC - ADMIN**

This code includes activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, cost for the goods and services, contract costs and all indirect or overhead costs, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

**Note: This time study code is for counties claiming 100 percent of their NSTB costs, and other administrative costs, associated with NSTB, whose recipients are federally eligible under CalWORKs and wish to fund 20 percent with their fraud incentives.**

**CODE 7621 NSTB ECF/ FRAUD INC - NON-ADMIN**

This code includes activities related to a county's direct administration costs for the NSTB (e.g. salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities; program case management, providing information to clients, screening and assessments, etc.). It is not considered to be general administration and/or coordination of the NSTB program.

These activities include, but are not limited to, evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, working on County Plan Amendments, or collecting data elements for reporting requirements.

**Note: This time study code is for counties claiming 100 percent of their NSTB benefits costs, and other administrative costs associated with NSTBs, whose recipients are federally eligible under CalWORKs and wish to fund 20 percent with their fraud incentives.**

**CODE 7631 NON-FED NSTB ECF/ SINGLE ALLOCATION - ADMIN**

This code includes activities necessary for the proper administration of the TANF ECF NSTB program (e.g. general administration which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, cost for the goods and services, contract costs and all indirect or overhead costs, etc.).

These activities include, but are not limited to, coordination of the program, preparation of program plans, budgets and schedules, monitoring of projects, procurement activities, outreach activities, and services related to accounting.

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**Note: This time study code is available for counties who will claim 100 percent of their NSTB costs, and administrative costs associated with NSTB, whose recipients are not federally eligible under TANF.**

**CODE 7641 NON-FED NSTB ECF/ SINGLE ALLOCATION - NON-ADMIN**

This code includes activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities; program case management, providing information to clients, screening and assessments, etc.). It is not considered to be general administration and/or coordination of the NSTB program.

These activities include, but are not limited to, evaluating families in jeopardy of being evicted or required to relocate, financial determination for a possible eligible needy family, addressing a family's specific crisis or episode of need, assessing families engaged in family reunification services, working on County Plan Amendments, or collecting data elements for reporting requirements.

**Note: This time study code is available for counties who will claim 100 percent of their NSTB costs, and administrative costs associated with NSTBs, whose recipients are not federally eligible under TANF.**