



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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April 29, 2010

ERRATA

COUNTY FISCAL LETTER (CFL) NO. 09/10-61E

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: COUNTY FISCAL LETTER (CFL) NO. 09/10-61, DATED  
APRIL 19, 2010; 45 Code of Federal Regulations (CFR) 263.0(b)

The purpose of this Errata is to clarify that the following four program codes (PC): PC 774, 775, 776, and 777 were incorrectly listed in CFL No. 09/10-61. The table below illustrates the old and the new PC numbers. Please note that the new PC numbers are the codes that the counties should utilize for claiming their respective costs. Revised PC descriptions are also attached that reflect the PC number changes. The changes made to the following PC numbers and their respective descriptions were discussed during the question and answer session with the counties dated April 22, 2010.

	Old	New	PC Title
PC	774	773	NSTB Base Fed Single-Admin
PIN	774008	773008	Non-Recurrent Short-Term Benefits
PC	775	774	NSTB Base Fed Single-NonAdmin
PIN	775008	774008	Non-Recurrent Short-Term Benefits
PC	776	775	NSTB Base NonFed Single-Admin
PIN	776008	775008	Non-Recurrent Short-Term Benefits
PC	777	776	NSTB Base NonFed Sing-NonAdmn
PIN	777008	776008	Non-Recurrent Short-Term Benefits

Below is the description of Type of Expense code 08 which was also omitted from CFL 09/10-61. This code intended to capture all costs associated with TANF ECF NSTB and is defined as follows:

<b>08</b>	<b>TANF ECF NSTB</b>	Costs associated with TANF ECF NSTB must: <ul style="list-style-type: none"><li>• Be designed to deal with a specific crisis situation or episode of need; and</li><li>• Not be intended to meet recurrent or ongoing needs; and</li><li>• Not extend beyond four months (i.e., Diversion, Housing, Utilities, Food, One-Time Vouchers, Employment Support, and Family Services)</li></ul>
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The CDSS has also received questions and requests to clarify the administrative and non-administrative activities. The CFR located at 45 CFR 263.0(b) outlines what costs are considered administration versus non-administration. Furthermore, administrative activities can also be defined as those activities that do not provide direct services to clients, but provide oversight of county programs. Whereas, non-administrative activities are those that do provide direct services to clients. For example, if a county contract is for direct program services, and the contract includes overhead (administration) costs for the provider, because the county is paying an agreed upon rate to cover the cost associated with the delivery of the service, that contract would be considered non-administrative. More information will be provided in an upcoming CFL that will transmit county claiming questions and answers.

If you have any questions regarding this Errata, please direct them to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

FRAN MUELLER  
Deputy Director  
Administration Division

Attachments

**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 Federal Fiscal Year (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 Temporary Assistance to Needy Families (TANF) Emergency Contingency Fund (ECF).**

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

This code is for county staff 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, 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, 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 is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, 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, or collecting data elements for reporting requirements.

**Note: This time study code is for counties who had NSTB costs, 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.**

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**CODE 7731 NSTB BASE SINGLE ALLOCATION-FEDERALLY ELIGIBLE POPULATION-ADMIN**

This code is for county staff 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, 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, in base year FFY 2007 using Single Allocation funds for recipients who are federally eligible under the California Work Opportunity and Responsibility to Kids (CalWORKs) program. 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 7741 NSTB BASE SINGLE ALLOCATION-FEDERALLY ELIGIBLE POPULATION -NON-ADMIN**

This code is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, 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, or collecting data elements for reporting requirements.

**Note: This time study code is for counties who had NSTB costs, 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-NONFEDERAL POPULATION-ADMIN**

This code is for county staff 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, 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, in base year FFY 2007 using Single Allocation funds for recipients who are not federally eligible under**

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

This code is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, 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, or collecting data elements for reporting requirements.

**Note: This time study code is for counties who had NSTB costs, 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 is for county staff 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, 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, 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 is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, 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

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family's specific crisis or episode of need, assessing families engaged in family reunification services, or collecting data elements for reporting requirements.

**Note: This time study code is for counties claiming 100 percent of their NSTB costs, 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 is for county staff 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, 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 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 is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, 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, or collecting data elements for reporting requirements.

**Note: This time study code is for counties claiming 100 percent of their NSTB costs 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 is for county staff 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, etc.).

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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 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 is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, 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, or collecting data elements for reporting requirements.

**Note: This time study code is for counties claiming 100 percent of their NSTB benefits costs 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 for monitoring programs and projects, 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 available for counties who will claim 100 percent of their NSTB costs whose recipients are not federally eligible under TANF.**

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

This code is for county staff activities related to a county's direct administration costs for the NSTB program (e.g. salaries and benefit costs for staff providing program services, 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, 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 whose recipients are not federally eligible under TANF.**