



STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

May 2, 2011

COUNTY FISCAL LETTER (CFL) NO. 10/11-64

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

SUBJECT: COUNTY EXPENSE CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS, AND ASSISTANCE CLAIMING INSTRUCTIONS FOR THE NEW KINSHIP GUARDIANSHIP ASSISTANCE PAYMENT (KIN-GAP) PROGRAM

REFERENCE: ASSEMBLY BILL (AB) 12 (CHAPTER 559, STATUTES OF 2010); ALL COUNTY LETTER (ACL) 11-15 DATED JANUARY 31, 2011; CFL NO. 10/11-61 DATED MARCH 28, 2011; FEDERAL ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES - CHILDREN'S BUREAU - PROGRAM INSTRUCTION (ACYF-CB-PI) 10-01 AND 10-11

This CFL provides counties CEC time study and claiming instructions, and corrected assistance claiming instructions for the new Kin-GAP program administrative activities and assistance payment pursuant to AB 12. The federal Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law 110-351) allows states the option to fund the Kin-GAP program through the Title IV-E option of the Social Security Act for relatives who assume legal guardianship of foster youth. The State of California has opted to participate in the federal Kin-GAP program through the enactment of AB 12 (Chapter 559, Statutes of 2010). In addition, AB 12 revised the current state-only Kin-GAP program.

The new and revised program codes (PCs), time study codes (TSCs), program identifier numbers (PINs), and program code descriptions provided in this CFL are effective with the January – March 2011 quarter. This CFL supersedes previous claiming instructions provided in CFL No. 99/00-43, CFL No. 99/00-45, CFL No. 00/01-05, and CFL No. 01/02-52. The administrative allocation for these activities was detailed in CFL No. 10/11-61.

Please refer to ACL 11-15 for program implementation instructions and policy information. However, ACL 11-15 provided inaccurate assistance claiming instructions. ACL 11-15 incorrectly stated that Kin-GAP cases with a Permanently Residing Under Color of Law (PRUCOL) immigration status will be coded to aid code 4G, and that all new Kin-GAP cases that are not federally eligible will be coded to 4G. This information is incorrect and should be disregarded.

A correction to ACL 11-15 is forthcoming. Accurate descriptions of the aid codes and claiming instructions are addressed below in Section II, Assistance Claim Instructions.

I. COUNTY EXPENSE CLAIM INSTRUCTIONS

A. PC 747 Kin-GAP Title IV-E Eligible

Claiming Instructions

Effective with the March 2011 quarter, PC 747 and its associated PINs are available for claiming administrative costs related to allowable Kin-GAP Title IV-E activities. The sharing ratio for PC 747 costs shall be 50/50/00/00 (Federal/State/Health/County), and will be tracked against the administrative allocation of the federally-funded Kin-GAP program detailed in CFL No. 10/11-61.

PC	PIN	Kin-GAP Title IV-E Eligible
747	747092	Casework OT/CTO Costs
	747093	Support Staff OT/CTO Costs
	747088-91	Support Operating

Support staff activities directly related to PC 747 shall be claimed to the Direct-to-Program Support Staff Code A57. Expenditures exceeding the General Fund allocation will be shifted to county-only funding via State Use Only (SUO) Code 815 as referenced in CFL No. 10/11-61.

Time Study Instructions

Effective with the March 2011 quarter, TSC 7471 will be available to capture social work activities related to the implementation of the federal Kin-GAP program (refer to Attachment I).

B. PC 031 Kin-GAP Non-Federally Eligible

The TSC 0311 description is amended to clarify that it is intended for Kin-GAP administrative activities related to the new non-federal Kin-GAP program. The PC and TSC titles are also revised to reflect the non-federal Kin-GAP program (refer to Attachment I).

C. PC 030 Enhanced Kin-GAP/Federally Eligible

No changes will be made to PC 030 until all existing cases claimed to PC 030 have been converted at their annual redetermination, at which point PC 030 shall be deleted. Please refer to ACL 11-15, page 10, for instructions on the conversion process.

II. ASSISTANCE CLAIM INSTRUCTIONS

In accordance with the January 1, 2011 implementation of AB 12, revisions have been made to existing Kin-GAP aid codes 4F and 4G. Additionally, a new aid code, 4T, was added to capture federally-eligible Kin-GAP expenditures funded with federal Title IV-E.

A. Aid Code 4F – Kin-GAP Non-Title IV-E Eligible/Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE) Countable

- Aid code 4F captures Kin-GAP cases that are not Title IV-E eligible, but are TANF MOE countable.
- The sharing ratio for aid code 4F is 00/79/00/21 (Federal/State/Health/County).
- Beginning January 1, 2011, new and existing Kin-GAP cases that are not Title IV-E eligible shall be coded to aid code 4F, with the exception of non-Title IV-E eligible Kin-GAP cases which are extended beyond age 18 due to a disability.
- Aid code 4F also includes new and existing Kin-GAP cases that are not Title IV-E eligible due to a PRUCOL immigration status.

B. Aid Code 4G – Kin-GAP Non-Title IV-E Eligible/Non-TANF MOE Countable

- Aid code 4G captures Kin-GAP cases that are not Title IV-E eligible and are not TANF MOE countable.
- The sharing ratio for aid code 4G is 00/79/00/21 (Federal/State/Health/County).

- Beginning January 1, 2011, this aid code shall be used for all non-Title IV-E Kin-GAP cases that have been extended beyond age 18 due to a disability.

C. New Aid Code 4T – Kin-GAP Title IV-E Eligible

- Aid code 4T captures Kin-GAP Title IV-E eligible cases.
- The sharing ratio for aid code 4T is 50/39.5/00/10.5 (Federal/State/Health/County). This ratio does not reflect the American Recovery and Reinvestment Act (ARRA) phase down rates.
- The sharing ratio for the Supplemental Clothing Allowance is 50/50/00/00 (Federal/State/Health/County). This ratio does not reflect the ARRA phase down rates.
- Effective January 1, 2011, all new Kin-GAP cases determined Title IV-E eligible shall be coded to 4T.
- Effective January 1, 2011, all existing Kin-GAP cases that are determined Title IV-E eligible at their annual redetermination shall be coded to 4T.

III. CLAIM FORMS

A supplemental claim form has been developed for counties to claim assistance costs for new Kin-GAP aid code 4T cases. A copy of the supplemental 4T claim form is attached (Attachment II). The claim and instructions for the supplemental 4T claim form will be available on the California Department of Social Services Automated Assistance Claims Extranet. Counties should continue to use the existing CA800 FED and CA 800S NonFED CalWORKS claims to claim aid codes 4F and 4G until a consolidated Kin-GAP claim is available in May 2011.

IV. OVERPAYMENTS

Consistent with the federal Improper Payments Act of 2002, AB 12 made the new state and federally funded Kin-GAP programs subject to the same overpayment recoupment and remittance rules as the federal Aid to Families with Dependent Children – Foster Care and Adoption Assistance Program, pursuant to Welfare and Institutions Code section 11466.24 and Eligibility and Assistance Standards Manual sections 45-304 through 45-306. Overpayments to cases funded with Title IV-E Kin-GAP (aid code 4T) shall be processed according to the federal Improper Payments Act

and related state law. Additional instructions for overpayments in the federal Kin-GAP program will be forthcoming.

Counties with questions regarding CEC time study and claiming instructions should e-mail fiscal.systems@dss.ca.gov.

Counties with questions regarding assistance claiming instructions should e-mail assistance.claims@dss.ca.gov.

Sincerely,

Original Document Signed By:

FRAN MUELLER
Deputy Director
Administration Division

Attachments

CODE 7471 KIN-GAP TITLE IV-E ELIGIBLE

Includes the following activities performed on behalf of Kin-GAP cases: Conducting program eligibility determinations/redeterminations, Title IV-E determinations/redeterminations and benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.

CODE 0311 KIN-GAP/NONFEDERALLY ELIGIBLE

Includes the following activities performed on behalf of Kin-GAP cases: Conducting **program** eligibility determinations/**redeterminations**, and benefit payment functions; **reassessment activities**; various intake activities such as screening, approvals, denials; **written agreement activities**; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/**interstate** transfers; and program status changes.

**SUMMARY REPORT OF ASSISTANCE EXPENDITURES
Kin-GAP FEDERAL**

County	Date (Month/Year)
Claim Contact	Telephone

		Kin-GAP FED
Aid Code		4T
1	Main Payroll	
2	Current Month Supplemental Payroll	
3	Current Month Cancellation Contra Roll	
4	Prior Month Supplemental Payroll	
5	Current Month Adjustment	
6	Subtotal (Lines 1 - 5)	-
7	Prior Month Cancellation Contra Roll	
8	Recoveries of Aid	
9	Prior Month Negative Adjustment	
10	Subtotal (Lines 7 - 9)	-
11	Prior Month Positive Adjustment	
12	TOTAL AID PAYMENTS, Current + Prior Months (Lines 6+10+11)	-
13	Supplemental Clothing Allowance	
14	Number of Children Non-Recurring Payments	
15	Persons Count	

SUMMARY BY FUNDING		Federal	Federal (ARRA)	State	State (ARRA)	County	County (ARRA)	Total
16	Kin-GAP	-	-	-	-	-	-	-
17	Supplemental Clothing Allowance	-	-	-	-	-	-	-
18	Total	-	-	-	-	-	-	-

COUNTY WELFARE DIRECTOR'S CERTIFICATION

I hereby certify, under penalty of perjury, that I am the official responsible for the administration of the public welfare programs in said county; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts of the aid payments, aid repayments, and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the California Department of Social Services.

Signature of County Welfare Director	Date
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COUNTY AUDITOR'S CERTIFICATION

I hereby certify under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Section 1090 to 1096, inclusive, of the Government Code; that the amounts claimed herein are in accordance with authorizations for the above-referenced public assistance programs made by the county; that said amounts correctly reflect Federal, State and County shares in the aid payments claimed and that warrants therefore have been issued, according to law and the rules and regulations of the California Department of Social Services.

Signature of County Auditor	Date
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