



CDSS

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DIRECTOR

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

December 31, 2013

COUNTY FISCAL LETTER (CFL) NO. 13/14-29

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY PROBATION OFFICERS
ALL TITLE IV-E TRIBES

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE MARCH 2014 QUARTER

This CFL provides counties time study and claiming instructions for the January through March 2014 quarter including information and reminders regarding the following functions/programs:

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
I	Social Services				
	A. Group Home Monthly Visits (GHMV) - Probation	No	No	Yes	4
II	California Work Opportunity and Responsibility to Kids (CalWORKs)				
	A. Renaming CalWORKs Codes	No	No	Yes	4
	B. CalWORKs Safety Net, Drug Felon and Fleeing Felon Aid Code Implementation Delay	No	No	Yes	5
	C. Expanded Subsidized Employment (ESE)	Yes	Yes	Yes	5

	Administrative Claiming D. Family Stabilization (FS) Program	No	No	Yes	8
III	Other Public Welfare A. Delete Program Code (PC) 214 - Food Stamp On-Line Issuance System (FSOLIS) B. Affordable Care Act (ACA) C. Work Incentive Nutritional Supplement (WINS)	No	No	Yes	8
	B. Affordable Care Act (ACA)	Yes	No	Yes	8
	C. Work Incentive Nutritional Supplement (WINS)	No	No	Yes	8
IV	Child Care A. Delete PC 900 - Unable to Transfer to Stage Two B. Temporary Assistance to Needy Families (TANF) Timed-Out Child Care Services	No	No	Yes	8
	B. Temporary Assistance to Needy Families (TANF) Timed-Out Child Care Services	Yes	Yes	Yes	9
V	Non-Welfare No changes	No	No	No	10
VI	General A. Correction to Statewide Automated Child Welfare Information System (SACWIS) Percentages for Fiscal Year (FY) 2013-14 B. California Department of Social Services (CDSS) Policy Regarding Late CEC Submissions	No	No	Yes	10
	B. California Department of Social Services (CDSS) Policy Regarding Late CEC Submissions	No	No	Yes	11

C. County Cash Claiming - Reporting	No	No	Yes	11
D. CEC Due Dates for FY 2014-15	No	No	Yes	11
E. CEC Adjustment Quarter Due Dates in FY 2014-15	No	No	Yes	12
F. Submission of the Countywide Cost Allocation Plan (CCAP) A-87 Budget Units and Cover Letter for FY 2013-14	No	No	Yes	12
G. Direct Charge Methodology	No	No	Yes	12
H. Federal Fund Monitoring Responsibilities	No	No	Yes	13
I. Donation of Surplus Property	No	No	Yes	13

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) instructions for county use during the January through March 2014 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	03/14
CalWORKs	03/14
Other Public Welfare	03/14
Child Care	03/14
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing	03/01
SSTR Instructions	06/06
Direct-to-Program (DTP)/Function Support Staff Codes	03/14
Direct Service Delivery (i.e., DSD) Codes	03/14
General Time Study Instructions	03/09

For the latest version of the PCD manual, please go to the following link:
<http://www.dss.cahwnet.gov/lettersnotices/PG959.htm>.

Please note that any changes to the PCDs and/or SSTR instructions may be shown in an underlined, highlighted, bolded or strikeout format.

I. Social Services

A. GHMV – Probation

The [CFL 12/13-44](#), dated June 28, 2013, established PC 818 – Extended Foster Care Non-Federal Group Home Monthly Visits (EFC NF GHMV) Probation. Inadvertently, the non-federal costs associated with PC 818 have been tracked against ledger number 008 – Child Welfare Services. The costs for PC 818 should be tracked against ledger number 105 – GHMV Probation. Since no costs were claimed to PC 818 in the March or June 2012 quarters, effective with the September 2012 quarter, the costs associated with PC 818 will be tracked against ledger number 105 – GHMV Probation. Corrections will be made by the CDSS for the impacted quarters.

II. CalWORKs

A. Renaming CalWORKs Codes

The [CFL 12/13-33](#), dated May 17, 2013, and [CFL 12/T13-33E](#), dated October 31, 2013, changed the titles of the Type of Expense (TOE) codes to match the CalWORKs reporting requirements' use of the terms “employed” and “unemployed.” Effective with the March 2014 quarter, CDSS is changing the titles for PCs 687 - Hardship Employment Services Non-Assistance and 689 - Hardship Employment Services Assistance as follows:

Code	Old Title	New Title
687	Hardship Employment Services Non-Assistance	Hardship Employment Services Employed
689	Hardship Employment Services Assistance	Hardship Employment Services Unemployed

Additionally, the DTP support staff codes B58 - Hardship Employment Services Non-Assistance and B60 - Hardship Employment Services Assistance associated with these PCs will be changed as follows:

Code	Old Title	New Title
B58	Hardship Employment Services Non-Assistance	Hardship Employment Services Employed
B60	Hardship Employment Services Assistance	Hardship Employment Services Unemployed

B. CalWORKs Safety Net, Drug Felon and Fleeing Felon Aid Code Implementation Delay

The [CFL 13/14-21](#), dated September 30, 2013, provided claiming instructions for a new solely state-funded program for the CalWORKs Safety Net, Drug Felon and Fleeing Felon cases. Counties were instructed to begin using new aid codes and associated new PCs for these cases no later than January 1, 2014; consortia programming delays may force some counties to continue using the old PCs and aid codes until March 31, 2014. Therefore, statewide implementation of this new program will be staggered. Counties should begin claiming costs to this solely state-funded program as soon as the new aid codes become available in consortia systems. The PCs for this new program should only be utilized in conjunction with the new aid codes. The new aid codes and new PCs should not be used to retroactively claim costs to this new program.

The [CFL 13/14-21](#) stated that the existing Safety Net PCs 053-056 and associated Time Study Codes (TSCs) would be deactivated effective with the March 2014 claiming quarter. To accommodate a delay in statewide implementation, these codes are now scheduled for deactivation with the June 2014 quarter.

C. ESE Administrative Claiming

The [CFL 13/14-22](#), dated September 30, 2013, provided claiming instructions for the implementation of the CalWORKs ESE Program, which is a component of the 24-Month Early Engagement Redesign strategies being implemented as a result of Assembly Bill (AB) 74 (Chapter 21, Statutes of 2013) and described in detail in All County Letter [13-81](#), dated September 30, 2013.

New PCs and TSCs have been established to allow counties to claim costs related to the ESE Program on the CEC. Although the PCs and Program Identifying Numbers (PINs) were effective with the September 2013 quarter, TSCs and DTP codes were not effective until the December 2013 quarter due to the timing of the claiming instructions. Please note that counties cannot recreate time studies retroactively for the September 2013 quarter.

Time Study Instructions:

CODE 3721 – ESE Administration Federal

Includes activities necessary for the proper administration of the ESE Program (i.e., general administration, which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, costs for goods and services, contract costs, etc.) performed on behalf of the federally-eligible population.

CODE 3741 – ESE Non-Administration Federal

Includes activities related to a county's direct costs for the federally-eligible participants of the ESE Program (i.e., salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities. Program services include, but are not limited to, program case management, providing information to clients, screening and assessments, development of employability plans, work site recruitment, placement, etc.). It is not considered to be general administration and/or coordination of the ESE Program.

CODE 3761 – ESE Administration Non-Federal

Includes activities necessary for the proper administration of the ESE Program (i.e., general administration, which includes salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, costs for goods and services, contract costs, etc.) performed on behalf of the non-federally-eligible population. These include, but are not limited to, activities related to a county's ESE Program, such as coordination and preparation of program plans and program oversight.

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 ineligible 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 his/her immigration status (i.e., this excludes refugees and asylees).

CODE 3781 – ESE Non-Administration Non-Federal

Includes activities related to a county's direct costs for the non-federally-eligible participants of the ESE Program (i.e., salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities. Program services include, but are not limited to, program case management, providing information to clients, screening and assessments, development of employability plans, work site recruitment, placement, etc.). It is not considered to be general administration and/or coordination of the ESE Program. These include, but are not limited to, activities related to a county's ESE Program, such as work site recruitment and development, placement and case management.

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 ineligible 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 his/her immigration status (i.e., this excludes refugees and asylees).

Claiming Instructions:

PC	372	ESE Admin Fed
TSC	3721	ESE Administration Federal
PIN	372070	Contractor Admin
	372088-91*	Support/Operating
	372094	Startup/Non-recurring Costs
	372098	Work Subsidy
DTP	B2	ESE Federal
Costs will be funded at 100/00/00/00 (Federal/State/Health/County).		

PC	374	ESE Non-Admin Fed
TSC	3741	ESE Non-Administration Federal
PIN	374071	Contractor Non-Admin
	374088-91*	Support/Operating
	374094	Startup/Non-recurring Costs
	374098	Work Subsidy
DTP	B2	ESE Federal
Costs will be funded at 100/00/00/00 (Federal/State/Health/County).		

PC	376	ESE Admin Non-Fed
TSC	3761	ESE Administration Non-Federal
PIN	376070	Contractor Admin
	376088-91*	Support/Operating
	376094	Startup/Non-recurring Costs
	376098	Work Subsidy
DTP	B3	ESE Non-Federal
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

PC	378	ESE Non-Admin Non-Fed
TSC	3781	ESE Non-Administration Non-Federal
PIN	378071	Contractor Non-Admin
	378088-91*	Support/Operating
	378094	Startup/Non-recurring Costs
	378098	Work Subsidy
DTP	B3	ESE Non-Federal
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

** The County must have a Letter of Intent on file with CDSS to use Support/ Operating PIN Codes (88-91).*

D. FS Program

CFL 13/14-35 will provide information on this program effective with the March 2014 quarter.

III. Other Public Welfare

A. Delete PC 214 - FSOLIS

Effective with the March 2014 quarter, PC 214 will be deleted. This code was originally created to capture expenditures related to the use of the FSOLIS but is no longer in use since the statewide implementation of the Electronic Benefit Transfer (i.e., EBT) system.

B. ACA

In [CFL 12/13-44E](#), dated September 10, 2013, counties were instructed to direct charge operational and staffing costs related to implementation of the ACA to PC 215 - Medi-Cal using PIN 215094 for startup/nonrecurring costs. Counties should claim the appropriate ACA operating costs to the existing TOE codes available under PC 215.

At this time, claiming for intake and eligibility activities remains unchanged. For cases applying to Medi-Cal only, counties should use the existing TSC 2151 - Medi-Cal Intake to time study their pre-enrollment activities. For intake and eligibility determinations for individuals applying for multiple programs, such as Medi-Cal, CalWORKs and CalFresh, staff should continue to time study to the appropriate PC (e.g., PC 6151 – Initial Eligibility Determinations for CalWORKs, CalFresh and Medi-Cal).

C. WINS Program

[CFL 13/14-34](#) provides coding information for this program, effective with the March 2014 quarter.

IV. Child Care

A. Delete PC 900 – Unable to Transfer to Stage Two

In coordination with the County Welfare Director's Association (CWDA) and a longstanding workgroup to align county claiming procedures for Child Care supportive services, a decision was made to delete PC 900 - Unable to Transfer to Stage Two as of the March 2014 Quarter. Caseload data for this population is captured on the Child Care Monthly

Report - CalWORKs Families (CW 115) and the Child Care Monthly Report – Two-Parent Families (CW 115A). Use of PC 900 to separately track expenditures for this population is no longer required. Counties shall claim expenditures for these cases under the appropriate Stage One PC for their case type (e.g., PCs 036, 053, 054, 453, etc.).

B. TANF Timed-Out Child Care Services

The CDSS has determined that in order to properly identify and properly fund expenditures for TANF Timed-Out CalWORKs recipients, PC 688 – Timed-Out Child Care Non-Assistance and PC 692 – Timed-Out Child Care Assistance originally established in [CFL 02/03-34](#), dated November 13, 2002, should be reinstated effective with the March 2014 quarter. Additionally, the titles of the reinstated PCs will be updated to align with the TSC title and also to match the CalWORKs reporting requirements for use of the terms “employed” and “unemployed.”

Time Study Instructions:

CODE 6881 - Child Care for Timed-Out Families – Employed

Case management and related activities provided to employed timed-out families include, but are not limited to, determining exemptions; arranging for the participant's entry into the Welfare to Work (WTW) component; referring clients to Tribal TANF for securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Actions; coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; review and verifying of self-certification forms; maintaining records for parental complaints; and referral and verification activities in conjunction with local resource and referral agencies for families who select a license-exempt child care provider under CalWORKs.

CODE 6921 - Child Care for Timed-Out Families – Unemployed

Case management and related activities provided to unemployed timed-out families include, but are not limited to: determining exemptions; arranging for the participant's entry into the WTW component; referring clients to Tribal TANF for securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Actions; coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; review and verifying of

self-certification forms; maintaining records for parental complaints; and referral and verification activities in conjunction with local resource and referral agencies for families who select a license-exempt child care provider under CalWORKs.

Claiming Instructions:

PC	688	Child Care for Timed-Out Families – Employed
TSC	6881	Child Care for Timed-Out Families – Employed
PIN	688032	Contracted Activities-Employed
	688082	Child Care Services-Employed
	688088-91*	Support Operating
	688092	Casework OT/CTO Costs
	688093	Support Staff-OT/CTO Costs
	688094	Start Up/Nonrecurring Costs
DTP	D26	Child Care for Timed-Out Families – Employed
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

PC	692	Child Care for Timed-Out Families – Unemployed
TSC	6921	Child Care for Timed-Out Families – Unemployed
PIN	692018	Child Care Services-Unemployed
	692031	Contracted Activities-Unemployed
	692088-91*	Support Operating
DTP	D25	Child Care for Timed-Out Families – Unemployed
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

* The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).

V. Non-Welfare

No changes.

VI. General

A. Correction to SACWIS Percentages for FY 2013-14

In [CFL 13/14-04](#), dated October 1, 2013, the percentages in the table in Section VI.A “EDP Methodology Changes, CWS/Case Management System (CMS) Statewide Automated Child Welfare Information System

(SACWIS) and Non-CWS/CMS (Non SACWIS)” inadvertently added up to only 0.9999 percent instead of 1.000. The percent for PC 150 should have shown as 0.0001. The changes have already been made in the Child Welfare Services CWS/CMS Advance Planning Document (i.e., APD) templates used by counties.

B. CDSS Policy Regarding Late CEC Submissions

Due to recent policy enforcement by the federal Administration of Children and Families (ACF), CDSS needs to report CEC data within 45 days after the quarter ends. The ACF Washington D.C. Headquarters requires this information for nationwide budgeting and distribution of their federal funds. As a result, CDSS is unable to accept late CECs without jeopardizing this funding for California. This information was previously shared at the CWDA’s Fiscal Committee meeting. Therefore, any county requests for extensions must be received by CDSS at least 2 weeks before the due date and will need to be requested in writing from their County Welfare Director. Requests for extension should be sent to:

California Department of Social Services
Fiscal Systems Bureau, Attn: Bureau Chief
744 P Street, MS 9-4-71
Sacramento CA 95814

C. County Cash Claiming – Reporting

As a reminder, costs must be claimed in accordance with cash claiming requirements set forth in [CFL 06/07-06](#), dated July 13, 2006. Adjustment claims must be submitted in a timely manner to ensure the two-year limit for claiming federal funds is met. Due dates for these claims are provided in advance within quarterly CFLs. Furthermore, counties are to maintain supporting documentation for all claim adjustments.

D. CEC Due Dates for FY 2014-15

The original CEC is due to CDSS on the first working day 30 days after the end of the quarter. The following are the due dates for FY 2014-15 original claims:

<u>Original CEC</u>	<u>Final Filing Date</u>
September 2014	October 31, 2014
December 2014	January 31, 2015
March 2015	May 1, 2015
June 2015	July 31, 2015

E. CEC Adjustment Quarter Due Dates in FY 2014-15

Adjustment CECs and the DFA 325.5 (Expenditure Certification for the County Welfare Director CEC) must be received at CDSS by the first working day nine months after the end of the original claiming quarter. The following are the due dates for FY 2013-14 adjustment quarter claims:

<u>Adjustment CEC</u>	<u>Final Filing Date</u>
September 2013	July 1, 2014
December 2013	October 1, 2014
March 2014	January 2, 2015
June 2014	April 1, 2015

F. Submission of the CCAP A-87 Budget Units and Cover Letter for FY 2014-15

The CCAP A-87 must be submitted to and approved by the State Controller's Office County Cost Plan Section on an annual basis. All counties are required to submit the CCAP (A-87 Plan) Budget Units and Cover Letter before the September 2014 Quarter CEC is due on October 31, 2014 to:

California Department of Social Services
Administrative Claims Unit
744 P Street, MS 9-5-01
Sacramento CA 95814

The cover letter must identify the budget units as provided in the Supplemental Information Checklist (Exhibit 1303) and include the total budgeted amounts from the summary report of the approved plan (CCAP A-87). Please refer to [CFL 97/98-26](#), dated October 15, 1997, [CFL 00/01-111](#), dated June 26, 2001, and [CFL 02/03-68](#), dated June 13, 2003, for additional information.

G. Direct Charge Methodology

The [CFL 00/01-78](#), dated May 21, 2001, informed counties of the discontinuance of the Direct Charge Methodology Detail Certification Form, DFA 327.9. The DFA 327.9 was replaced by a Letter of Intent to Direct Charge. The [CFL 04/05-34](#), dated January 6, 2005, informed counties that as of July 1, 2005, CDSS no longer recognizes the DFA 327.9 and the only acceptable method of notifying CDSS of counties' intent to direct charge support operating costs is through a Letter of Intent to Direct Charge submitted and addressed to:

California Department of Social Services
County Systems Section
744 P Street, MS 9-5-01
Sacramento CA 95814

Please refer to [CFL 00/01-78](#), dated May 21, 2001, for the required contents and a sample of the letter. All state and federal laws/regulations/guidelines with respect to claiming direct costs still apply. The CDSS is requiring all counties to submit a new Letter of Intent by June 16, 2014 in order to direct charge for FY 2014-15. A new Letter of Intent is required annually.

H. Federal Fund Monitoring Responsibilities

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to [CFL 12/13-37](#), dated June 28, 2013, for a description of federal requirements and a [link](#) to the terms and conditions of each current federal grant administered by CDSS. Additionally, new terms and conditions will be posted to this [link](#) on an ongoing basis.

I. Donation of Surplus Property

The County Board of Supervisors has the authority under Government Code Section 25372 to donate any real or personal property that the board declares to be surplus to a school or community college district, a county children and families commission or an organization exempt from taxation pursuant to specified provisions of federal law (26 United States Code Section 501[c][3]). AB 1998 (Chapter 245, Statutes of 2012) allows CWDs to donate surplus computer equipment directly to persons receiving public benefits under the CalFresh, CalWORKs, County Relief, General Relief, General Assistance or Medi-Cal programs. The property may be donated only as specified and directed by the CWD's Board of Supervisors.

Equipment acquired with federal funds is subject to specific property management standards contained in 45 Code of Federal Regulations, Parts 74.34 and 74.35 – Property Standards for Equipment and Supplies. Equipment donations submitted by CWDs shall be both declared as surplus and also be allowable for donation under these cited regulations, without restrictions from the conditions in which the property was obtained.

If counties have any questions regarding this CFL, please direct them to the Fiscal Systems Bureau at fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO
Chief
Fiscal Systems and Accounting Branch

c: CWDA