

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



March 28, 2002

COUNTY FISCAL LETTER (CFL) No. 01/02 - 55

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

SUBJECT: FUNDING AND CLAIMING INSTRUCTIONS FOR  
RELATIVE/NONRELATIVE EXTENDED FAMILY MEMBER HOME  
APPROVAL PROCESS

REFERENCE: ALL COUNTY LETTER (ACL) No. 01-85

The purpose of this CFL is to provide claiming and time study instructions for the Relative/Nonrelative Extended Family Member Home Approval process.

**BACKGROUND**

Assembly Bill (AB) 2773, Chapter 1056, Statutes of 1998 revised State law to be in compliance with the Federal Adoptions and Safe Families Act (ASFA) of 1997. In January 2000, the Department of Health and Human Services (DHHS) issued its final federal regulations with policy interpretations that included licensing and approval requirements for relative and nonrelative extended family member homes. AB 1695, Chapter 653, Statutes of 2001 clarifies the State's compliance with ASFA, ensuring continuous Federal Title IV-E funding. ACL No. 01-85, dated December 14, 2001, provides program instructions as well as the interim standards that counties will follow until final regulations are transmitted.

AB 1695 broadens and outlines the licensing and approval procedures of foster family homes to include relative or nonrelative extended family member homes as foster care placements. The Statute amended Welfare and Institutions (W & I) Code, Section 309 to require County Welfare Departments (CWDs) to conduct an assessment before the child is placed with a relative or nonrelative extended family member.

AB 1695 also permits background checks, using the California Law Enforcement Telecommunication System (CLETS), to access the criminal record history of any nonrelative extended family member. The bill also requires that parents disclose to the court in both the detention and disposition hearings, the names and locations of all

maternal and paternal relatives of the child in order to expedite the case planning process.

Regulations contained in the Manual of Policies and Procedures, Divisions 31 and 45, will be amended to clarify that the same core safety standards apply to the licensing and approval of all foster family homes.

## **FISCAL CLAIMING PROCESS**

### *Claiming Instructions*

Effective with the June 2002 quarter, the following Program Codes (PC), Time Study Codes (TSC), Program Identifier Numbers (PINS) and Direct To Program (DTP) Codes have been established to capture the costs associated with the program activities related to the relative and nonrelative extended family member foster home approval process:

### **CODES**

PC	007	Relative/Nonrelative Home Approvals
TSC	0071	Relative/Nonrelative Home Approvals
Direct Cost PINS	007092	OT/CTO Costs
Direct Cost PINS	007093	Support Staff OT/CTO Costs
Direct Cost PINS	007094	Startup/Nonrecurring Costs
Direct to Program	A 10	Relative/Nonrelative Home Approvals

The funding ratio is 50/50 (Federal/State General Fund) with no county share of costs.

### *Time Study Instructions*

The CWD Social Workers or Licensing Workers will report time spent performing relative and nonrelative extended family member home approval activities to TSC 0071, Relative/Non Relative Home Approvals. Allowable activities include:

- Assessing the caregivers suitability;
- Performing criminal records checks;
- Checking for prior child abuse/neglect allegations; and
- Completing an in-home safety inspection.

The County Financial Analysis Bureau (CFAB) will make adjustments to the Child Welfare Services (CWS) allocation at the year-end close-out process for any costs charged to the Relative/Non-Relative Home Approvals, PC 007, for the current FY 2001/02. In Budget Year (BY) 2002/03 funds will be allocated as part of the CWS Basic Allocation.

For funding and claiming questions, please contact your FPB County Analyst or call (916) 657-3440. For allocation questions please contact the CFAB at (916) 657-3806.

Sincerely,

**Original CFL Signed By Marge Dillard  
On March 28,2002**

MARGE DILLARD, Chief  
Fiscal Systems and Accounting Branch

c: CWDA