

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



November 13, 2002

COUNTY FISCAL LETTER (CFL) NO. 02/03-34

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

SUBJECT: COUNTY EXPENSE CLAIM (CEC) INSTRUCTIONS REGARDING SUPPORT SERVICES FOR CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) RECIPIENTS WHO REACH THE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) PROGRAM 60-MONTH TIME LIMIT

REFERENCES: All-County Letter Nos. (ACL) No. 01-66, dated September 18, 2001, and 02-44, dated June 24, 2002, and CFL No. 01/02-31, dated September 27, 2001

This letter provides CEC codes and claiming instructions for services provided to CalWORKs recipients who have reached the TANF 60-month time limit on assistance. These instructions and codes are consistent with funding shifts made for the June 2002 quarter and information shared at the October 2002 California Welfare Directors Association Fiscal Committee meeting.

CalWORKs was implemented on January 1, 1998, 13 months after the State began issuing TANF assistance on December 1, 1996. Because of the difference in implementation dates, recipients who began receiving TANF assistance prior to January 1, 1998 may continue to receive State-funded assistance until they reach their 60-month time limit on CalWORKs. In most cases, recipients who had been on aid 60 consecutive months since December 1996, began reaching their TANF time limits on December 1, 2001. Please refer to ACL No. 01-66 for information on eligibility determinations and CFL No. 01/02-31 for assistance claiming instructions.

TANF timed-out individuals will continue to receive CalWORKs Welfare-To-Work (WTW) services until they reach the CalWORKs 60-month time limit (please refer to ACL No. 02-44 for additional information). The only difference is a change in funding from TANF to State General Fund for cash aid and services provided to families that include a head of household whose TANF time limit has expired.

For CEC reporting purposes, the following Program Codes (PCs) and direct cost Program Identifier Numbers (PINs) have been established effective with the December 2002 quarter.

- 1. PC 687 Timed-Out Employment Services - Non-Assistance** captures WTW activities provided to employed timed-out individuals. Unlike the normal coding structure for WTW activities, expenditures reported to this code reflect consolidated costs for all WTW components: WTW General, WTW Pre-Assessment, WTW Post-Assessment, WTW Post Assessment: Other, WTW Post Assessment: Vocational Education, WTW

Assessment, and CalWORKs Transitional services. Funding for PC 687 is 100 percent State Maintenance of Effort (MOE).

2. **PC 688 Timed-Out Child Care - Non-Assistance** captures child care expenditures, including expenditures for "Cal-Learn Child Care" and "Unable to Transfer Stage I Child Care to Stage II", provided to employed individuals who have exceeded 60-month on assistance. Funding for PC 688 is 100 percent State MOE.
3. **PC 689 Timed-Out Employment Services - Assistance** captures WTW services provided to unemployed timed-out individuals that are defined as assistance in 45 Code of Federal Regulations (CFR) 260. As with PC 687, activities reported to this code reflect consolidated expenditures for all WTW components: WTW General, WTW Pre-Assessment, WTW Post-Assessment-Community Service, WTW Post Assessment-Other, WTW Post Assessment-Vocational Education, WTW Assessment, and CalWORKs Transitional Services. Funding for PC 689 is 100 percent State MOE.
4. **PC 692 Timed-Out Child Care - Assistance** captures child care payments, including "Cal-Learn Child Care" and "Unable to Transfer Stage I Child Care to Stage II", provided to unemployed timed-out individuals that are assistance as defined in 45 CFR 260.31. Funding for PC 692 is 100 percent State MOE.

Time study and claiming instructions are as follows

687 Timed-Out - Employment Services - Non-Assistance

Time Study Instructions:

6871 Includes case management and related WTW activities (e.g., determining exemptions, arranging for the participant's entry into the WTW component; performing needs assessment, etc.) provided to ***employed timed-out individuals***. For additional activities, please refer to the Program Code Descriptions for WTW caseworker activities and the following time study codes:

6201	WTW Pre-Assessment
6211	WTW Post-Assessment: Community Service
6221	WTW Post-Assessment: Other
6231	Post-Assessment: Vocational Education
6231	WTW Assessment

Direct-to-Program support staff should report their time to Code B-58.

Claiming Instructions:

The following PINs have been established to capture the associated direct costs:

687016 Ancillary-Education (Non-Assistance) costs related to educational activities (excluding tuition) that are directly related to employment; vocational education training; post-secondary education; adult education; General Education Diploma; and English-as-a-Second Language classes (e.g., books, etc.) for employed timed-out individuals.

- 687028 Ancillary-Work Activities/Expenses (Non-Assistance) costs for work-related expenses such as work clothes and equipment for timed-out individuals.
- 687032 Contracted Services (Non-Assistance).
- 687097 Transportation (Non-Assistance) benefits (such as bus tokens, car payments, auto insurance reimbursement, and county-provided van services) provided to employed families and provided as a nonrecurrent, short-term benefit (e.g., during applicant job search or to a recently employed family during a temporary period of unemployment).

688 Child Care for Timed-Out Families - Non-Assistance

Time Study Instructions:

- 6881 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 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.

Direct-to-Program support staff should report their time to Code B-59.

Claiming Instructions:

The following PINs have been established to capture the associated direct costs:

- 688032 Contracted Services (Non-Assistance).
- 688082 Child Care Services, Payments (Non-Assistance) for timed-out individuals.

689 Employment Services for Timed Out Families - Assistance

Time Study Instructions:

- 6891 Case management and related activities are the same as for Time Study Code 6871 except provided to **unemployed** timed-out families.

Direct-to-Program support staff should report their time to Code B-60.

Claiming Instructions:

The following PINs have been established to capture the associated direct costs:

- 689003 Transportation, **including contracted services**, for unemployed timed-out individuals.
- 689031 Contracted Services (**excluding transportation**).
- 689029 Other Supportive Services costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, child care or other services provided as a nonrecurring short-term benefit.

692 Child Care for Timed Out Families - Assistance

Time Study Instructions:

- 6921 Case management and related activities are the same as for Time Study Code 6881 except provided to **unemployed** timed-out families.

Direct-to-Program support staff should report their time to Code B-61.

Claiming Instructions:

The following PIN has been established to capture the associated direct cost:

- 692048 Contracted Services - Child Care Services (includes both child care payments and contracted child care services) for unemployed timed-out individuals.

If you have any questions regarding the information or instructions provided in this CFL, please contact your Fiscal Policy Bureau county analyst at (916) 657-3440.

Sincerely,

*Original Document Signed by
Marge Dillard on November 13, 2002*

MARGE DILLARD, Chief
Fiscal Systems and Accounting Branch

c: CWDA