

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



January 12, 2004

COUNTY FISCAL LETTER (CFL) No. 03/04-34

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

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM
 (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE MARCH
 2004 QUARTER

This CFL provides time study and claiming instructions for the January through March 2004 quarter and includes information/reminders on the following programs:

	Function/Program	Time Study Instructions	Claiming Instructions	General Information	Page Number
I	Social Services				
	A. Refugee Resettlement Program/ Unaccompanied Minor	Yes	Yes	No	2
	B. Public Agency IV-E Pass Through	No	Yes	No	3
	C. Title IV-E Training	No	No	Yes	3
	D. Title XX CWS Allocation	No	No	Yes	3
	E. County Questions	No	No	Yes	4
II	CalWORKs				
	A. State Only Cal-Learn Support Services	No	Yes	No	4
	B. Welfare to Work Two-Parent Family – General	No	Yes	No	4
	C. Cal-Learn Support Services	No	Yes	No	5
	D. Non-federal Welfare to Work	No	Yes	No	5
	E. Welfare to Work General	No	Yes	No	5
	F. Non-federal Cal-Learn Support Services	No	Yes	No	5
III	Other Public Welfare	No	No	No	6
IV	Child Care	No	No	No	6
V	Non-Welfare	No	No	No	6
VI	General				
	A. Type of Expense (TOE) Code Definitions	No	No	Yes	6
	B. Full Time Equivalent	No	No	Yes	6

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for use during the January through March 2004 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	03/04
CalWORKs	06/03
Other Public Welfare	12/03
Child Care	06/03
Non-Welfare	03/01
Staff Development	03/01
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	12/01
Direct-to-Program/Function Support Staff Codes	12/03
General Time Study Instructions	12/02

Please note that any changes to PCDs and/or Support Staff Time Reporting Instructions are shown in an underline and strikeout format reflecting each quarterly update.

I. SOCIAL SERVICES

A. Refugee Resettlement Program/Unaccompanied Minor (RRP/UM)

After reviewing the Program Codes (PCs), it was determined that the following codes have no costs associated with them and are no longer applicable.

Time Study Instructions:

Retroactive to the December 2003 quarter the following Time Study Code (TSC) has been deleted:

Time Study Code	1421	Refugee Resettlement Program/ Unaccompanied Minor
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Claiming Instructions:

Retroactive to the December 2003 quarter, the following codes have been deleted:

Program Code	142	Refugee Resettlement Program/ Unaccompanied Minor
Program Identifier Numbers (PINs)	142092 142093 142094	Casework OT/CTO Costs Support Staff-OT/CTO Costs Start Up/Nonrecurring Costs

B. Public Agency IV-E Pass Through

Claiming Instructions:

Retro-active to December 2003, the following six-digit PIN has been deleted:

PIN	119007	Public Agency IV-E Pass Through
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Please use PIN 119069 instead. Refer to CFL No. 03/04-35 for activities that can be claimed to the updated type of expense code (TOE).

C. Title IV-E Training

General Instructions:

Title 45 Code of Federal Regulation (CFR) Section 1356.60, was revised to include a broader description of who can be trained using Title IV-E funds. This section now states the following: “Federal financial participation is available at the rate of seventy-five percent (75%) in the costs of:.....Providing short-term training (including travel and per diem expenses) to current or prospective foster or adoptive parents and the members of the state licensed or approved child care institutions providing care to foster and adopted children receiving Title IV-E assistance.”

The term “members of the state licensed or approved child care institutions providing care to foster and adopted children receiving Title IV-E assistance” encompasses group home and foster family agency (FFA) staff. Therefore, counties now have the option of utilizing Title IV-E funds at the enhanced 75 percent rate to train group home and FFA staff.

Costs for training group home and FFA staff shall be claimed to Program Code 145, CWS Training on the Staff Development page of the County Expense Claim (CEC) under Purchase of Services Direct Cost of Trainees. Counties must follow the State and Federal training regulations and guidelines outlined in 45 CFR 235.63 and Manual of Policies and Procedures Division 14.

No new SGF will be allocated for training group home and FFA staff. Each county’s normal CWS Basic Allocation will be used to provide the match to pull down Title IV-E funds. Costs will be funded at the enhanced rate of 75/17.5/7.5 (Federal/State/County) and each county’s non-federal discount rate will be applied.

D. Title XX CWS Allocation

General Instructions:

As stated in CFL 03/04-26, \$37 million of Title XX funds were allocated to the counties in lieu of State General Funds.

In order to insure that counties claim CWS Basic expenditures funded with Title XX, PC 171 SUO CWS – Title XX to Ledgers and PC 173 SUO CWS Title XX have been established. Program Code 171 credits the state share of expenditures in CWS basic and PC 173 charges these expenditures against counties' Title XX allocation. One-Half of the County's Title XX allocation will be used in the September 2003 quarter and one-half will be used in the June 2004 quarter to avoid the appearance of matching Title IV-B funds.

E. County Questions

Due to staff reductions, the department has established the following e-mail address to address all county fiscal related questions (CEC, allocations, fiscal policy).

fiscal.systems@dss.ca.gov

All messages will be reviewed daily and forwarded to the appropriate staff to respond to. Please allow a turn around time of up to five days.

II. CalWORKs

Counties are asked to please update their TOE Code list to reflect the following changes.

A. State Only Cal-Learn Support Services

Claiming Instructions:

Retroactive to the December 2003 quarter, the following six-digit PIN has been deleted:

PIN	028034	Incapacity Exam Non-Assistance
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Please use PIN 028014 – Incapacity Exam instead. Refer to CFL 03/04-35 for activities that can be claimed to the updated TOE.

B. Welfare to Work Two-Parent Family – General

Claiming Instructions:

Retroactive to the December 2003 quarter, the following six-digit PIN has been deleted:

PIN	109034	Incapacity Exam, Non-Assistance
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Please use PIN 109014 – Incapacity Exam instead. Refer to CFL 03/04-35 for activities that can be claimed to the updated TOE.

C. Cal-Learn Support Services

Claiming Instructions:

Retroactive to the December 2003 quarter, the following six-digit PIN has been deleted:

PIN	432034	Incapacity Exam, Non-Assistance
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Please use PIN 432014 – Incapacity Exam instead. Refer to CFL 03/04-35 for activities that can be claimed to the updated TOE.

D. Non-federal Welfare to Work

Claiming Instructions:

Retroactive to the December 2003 quarter, the following six-digit PIN has been deleted:

PIN	451034	Incapacity Exam, Non-Assistance
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Please use PIN 451014 – Incapacity Exam instead. Refer to CFL 03/04-35 for activities that can be claimed to the updated TOE.

E. Welfare to Work General

Claiming Instructions:

Retroactive to the December 2003 quarter, the following six-digit PIN has been deleted:

PIN	633034	Incapacity Exam, Non-Assistance
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Please use PIN 633014 – Incapacity Exam instead. Refer to CFL 03/04-35 for activities that can be claimed to the updated TOE.

F. Non-federal Cal-Learn Support Services

Claiming Instructions:

Retroactive to the December 2003 quarter, the following six-digit PIN has been deleted:

PIN	649034	Incapacity Exam, Non-Assistance
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Please use PIN 649014 – Incapacity Exam instead. Refer to CFL 03/04-35 for activities that can be claimed to the updated TOE.

III. Other Public Welfare

No changes.

IV. Child Care

No changes.

V. Non-Welfare

No changes.

VI. General

A. Type of Expense (TOE) Code Definitions

In CFL 03/04-35 dated December 4, 2003, TOE 14, Medical Related should be titled Incapacity Exam. Please note the correct title on your copy of the TOE definitions.

B. Full Time Equivalent (FTEs)

Due to county questions regarding computation of FTEs, the following is provided:

An FTE is a composite of man-hours that equates to one full time employee. Each filled full-time position is considered as 100 percent time worked and receives one FTE position count. Otherwise, an FTE is a composite of man-hours that equates to one full time employee.

All County Information Notice I-13-77 and All County Letter 77-40 define a part-time employee as one whose total hours (allocable and non-allocable) are less than one full-time equivalent position.

Casework Full-Time Equivalent for part-time staff are calculated as follows:

1. Divide the total paid hours for the part-time employees by the total hours in the time study month (**exclude any over-time hours from the calculation**). The resulting percentage represents the full-time equivalent of the employee.
2. Total the percentages of all part-time employees to obtain the total full-time equivalent for the salary pool.

EXAMPLE:

There are a total of 176 working hours (8 hours x 22 days in the month) in this particular time study month.

Janice works 4 hours every day.

- Two hours of social services casework = an FTE percentage of .25 (2 hours/day x 22 days ÷ 176 = .25) for social services casework.
- Two hours of eligibility determination casework = an FTE percentage of .25 (2 hours/day x 22 days ÷ 176 = .25) for eligibility determination casework.

John works 6 hours every day.

- Two hours of eligibility determination casework = an FTE percentage of .25 (2 hours/day x 22 days ÷ 176 = .25) for eligibility determination casework.
- Two hours of employment services = an FTE percentage of .25 for employment services casework.
- Two hours of welfare fraud casework = an FTE percentage of .25 for welfare fraud casework.

Paul works 4 hours three days a week.

- Twelve hours of social services casework = an FTE percentage of .27 (4 hours/day x 3 days/week x 4 weeks/month ÷ 176 = .27).

The total FTE's would be .52 for the social services cost pool, .25 for the employment services cost pool, .50 for the eligibility determination cost pool and .25 for the welfare fraud cost pool. Total FTE's for the time study month is 1.52 (.52 + .25 + .50 + .27 = 1.52).

	<u>Soc Ser</u>	<u>Emp Ser</u>	<u>Elig Det</u>	<u>Fraud</u>
Janice	.25		.25	
John		.25	.25	.25
Paul	<u>.27</u>			
Total FTE's by cost pool	.52	<u>.25</u>	<u>.50</u>	<u>.25</u>
Total casework FTE's = (.52 + .25 + .50 + .25) = 1.52				

For part-time support staff who time study, follow the instructions above.

The FTE's for part-time support staff who time certify are calculated as follows:

1. Use the same month that is used for time studying casework and support staff. This is the "counting" month of the quarter.
2. Determine the percentage of time worked and/or pay received (**exclude any over-time hours from the calculation**).
3. Total the percentages of all part-time employees to obtain the total full-time equivalent for the salary pool.

EXAMPLE (Based on time worked):

Alice worked 10 days during the counting month and the position was vacant for the remainder of the time. There are 22 working days in the counting month.

- All of her hours were spent on eligibility. Alice's percentage is 45% (10 days worked ÷ 22 days in the counting month = .45).

Eric works 6 hours every day.

- Three hours on social services.
- Three hours on employment services.
- His total percentage for the position is 75% (6 hours a day ÷ 8 hour full-time day = .75).
- He would have a percentage of .375 for social services and .375 for employment services (.75 ÷ 2).

Mary worked 50 hours during the counting month. There are 176 hours in the counting month.

- She spent 20 hours on social services.
- She spent 30 hours on eligibility and non-services.
- Her total percentage for the position is 28% (50 hours during the month ÷ 176 total hours in the counting month = .28).
- Mary's percentage for social services would be 11% (20 hours during month ÷ 176 total hours in the counting month = .11).
- Mary's percentage for eligibility and non-services would be 17% (30 hours during month ÷ 176 total hours in the counting month = .17).

	<u>Soc Ser</u>	<u>Emp Ser</u>	<u>Elig Det</u>	<u>Fraud</u>
Alice			.45	
Eric	.38	.37		
Mary	.11			
Total FTE's by cost pool	<u>.49</u>	<u>.37</u>	<u>.17</u>	
Total Support Staff FTE's = (.49 + .37 + .62) = 1.48			<u>.62</u>	

EXAMPLE (Based on pay received):

The FTE's for the part-time support staff in the above example may be calculated using the percentage of pay received during the counting month of the quarter. Alice's position is budgeted for \$3500/mo., Eric's position is budgeted for \$2700/mo., and Mary's position is budgeted for \$2200/mo. Alice received wages of \$1550, Eric received wages of \$1975, and Mary received wages of \$650. Alice's FTE percentage would be .44 (\$1550 in wages received ÷ \$3500 wages for position = .44), Eric's percentage would be .73 (\$1975 in wages received ÷ \$2700 wages for position = .73), and Mary's percentage would be .29 (\$650 ÷ \$2200 wages for position = .29). The total FTE's would be 1.48 (.44 + .73 + .29 = 1.48). The FTE percentages would then be distributed the same as in the example above, based on hours worked.

Because FTE's are used in the budget and allocation processes it is important to calculate them accurately and report them correctly.

Should you have any questions regarding this CFL, please e-mail your questions to the Fiscal Systems Bureau at: fiscal.systems@dss.ca.gov

Sincerely,

MARGE DILLARD, Chief
Fiscal Systems and Accounting Branch

Enclosures

c: CWDA

SECTION I
SOCIAL SERVICES FUNCTION
PROGRAM CODE DESCRIPTION
03/04

GENERAL FUNCTION DEFINITION

Any activity related to achieving or maintaining economic self growth to prevent, reduce, or eliminate dependency; preventing or remedying neglect, abuse, or exploitation of children and adults; preserving, rehabilitating or reuniting families; preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and providing services to individuals in institutions.

TIME STUDY STAFF

Staff performing the activities listed below is required to record time to the Social Services programs. Staff who is not listed must obtain prior authorization from CDSS to record casework time to Social Services programs.

- A. Caseworkers performing social services activities specified in the program descriptions below;
- B. Staff performing adoptions and appeals activities; and
- C. First-line supervisors of the staff listed in A and B above.

The criteria to be considered Skilled Professional Medical Personnel (SPMP) are as follows:

- Must have completed a two-year or longer program leading to an academic degree or certificate in a medically related profession;
- Must possess a medical license or certificate issued by a recognized national or state medical licensure or certifying organization or a degree in a medical field issued by a college or university certified by a professional medical organization (e.g., registered nurse);
- Must be in a position that requires their professional medical knowledge and skills as evidenced by position descriptions, job announcements, or job classifications; and
- Must be CWD or other county agency staff contracted to perform allowable activities.

The services rendered by a SPMP must be to a Medi-Cal eligible individual in order to be reimbursed at the enhanced 75% federal financial participation level.

NOTE: "Caseworkers" are CWD staff who perform activities that benefit public assistance recipients. Caseworker activities may include any of the following: 1) case management; 2) the determination of eligibility for grants and services; 3) grant maintenance; 4) needs assessment; 5) arranging for and providing employment training services or social services; and 6) welfare fraud investigations. See Manual of Policies and Procedures (MPP) Section 25-810.4 entitled "Nonallocable Activities."

ADOPTIONS:

CODE 1171 ADOPTIONS – CASE MANAGEMENT

Includes activities directed to a child in adoptive placement or activities immediately preceding an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, home study, Adoptions Assistance Program assessment, and adoption backlog. Use for activities generally supportive of the county's adoption program. (See CWS Case Management examples.)

CODE 1181 ADOPTIONS - INDEPENDENT

Includes activities directed to a child in adoptive placement or activities involved in an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study.

CODE 1251 ADOPTIONS - TRAINING

Training activities include the following for all elements of the Adoptions Program:

- Preparing for or providing training to CWD staff;
- Participating in continuing training received after induction training;
- Participating in short-term training provided by outside agencies;
- Participating in training conferences; and
- Providing training to current or prospective adoptive parents or to adoption agency staff.

ADULT PROTECTIVE SERVICES (APS):

CODE 5691 APS - RESPONSE

Includes time spent performing activities in response to all reports or referrals alleging abuse, neglect, or exploitation of elder or dependent adult clients who meet APS criteria. Public Guardians (PG), who are employees of the CWD, may time study to this code only if the PG is responsible for performing APS activities or for activities that would normally be the responsibility of APS workers. APS clients are defined as only elder or dependent adults who are unable to protect their own interests; harmed or threatened with harm; caused physical or mental injury due to action or inaction of another person or as a result of ignorance, illiteracy, incompetence, mental limitation, substance abuse or poor health, lacking in adequate food, shelter, or clothing; exploited for their income and resources; or deprived of entitlements due them. Allowable response activities may include, but are not limited to:

Immediate in-person face-to-face response for purposes of providing immediate intake or intervention to new reports of immediate life-threatening circumstances or imminent danger to an elder or dependent adult or to crisis in existing cases;

- Implementing and operating a 24-hour APS response program;
- Evaluating and investigating reports of abuse, neglect, or exploitation, including reports on the 24-hour hotline.
- Investigation activities include, but are not limited to:
 - A systematic inquiry to determine the validity of a report of elder or dependent adult abuse;
 - Gathering of information to develop an intervention plan to address any condition that places the elder or dependent adult at risk;
 - Interviews with the elder or dependent adult and with other persons including other members of the family or household, service providers or other members of the multidisciplinary team.
- Determining client risk for response by screening in-coming calls, and when necessary, through face-to-face meetings or during home visits;
- Determining response needs;
- Providing social work activities designed to remedy or prevent situations of abuse, neglect, or exploitation;
- Arranging for the provision of food, housing, medical, counseling, emergency shelter, and in-home temporary services, as needed;

- Providing crisis intervention;
- Assisting clients voluntarily into shelter in response to emergencies;
- Gathering documentation of abuse for law enforcement agencies during an investigation, as requested;
- Documenting client activities in the case file;
- Locating a friend or relative to act as a collateral contact or a support system;
- Processing court petitions and declarations for Conservatorship; and
- Preparing written reports and assessments.

CODE 5701 APS - CASE MANAGEMENT

Includes time spent performing case management activities during the period following the initial investigation and response to reports involving abuse, neglect, or exploitation of elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691). Public Guardians (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or is responsible for activities that would normally be the responsibility of APS workers. Allowable activities are those necessary to bring about changes in the lives of victims and to provide a safety net to enable victims to protect themselves in the future.

Case management activities are those performed after the initial response and investigation of reports of abuse. Such activities may include, but are not limited to:

- Further investigation of alleged abuse after the case has been established and subsequent reporting of protection issues including, but not limited to, social, medical, environmental, physical, emotional, socio-economic, or developmental issues;
- Investigation activities including, but not limited to:
 - A systematic inquiry to determine the validity of a report of elder or dependent adult abuse;
 - Gathering of information to develop an intervention plan to address any condition that places the elder or dependent adult at risk;
 - Interviews with the elder or dependent adult and with other persons including other members of the family or household, service providers or other members of the multidisciplinary team.

- Assessing the client's concerns and needs as well as concerns and needs of other members of the family and household as it pertains to the report, occurrence, prevention, or remediation of adult abuse or neglect;
- Identification of the client's strengths, problems, and limitations;
- Establishing and updating a service plan to alleviate identified problems and coordinating with other agencies that may include:
 - Identification of problems to be alleviated;
 - Time-limited objectives based on problems and strengths identified in the assessment;
 - The services to be provided and activities to meet service plan objectives and goals;
 - Description of how the client will be stabilized and linked with community services;
 - Provisions for monitoring, follow-up, and reassessment to determine effectiveness of the service plan;
 - Brokering case management services with peripheral agencies;
 - Money management;
 - Voluntary placement;
 - Removal of client from their home;
 - Family issues, including stress, conflict, management, and care-giving issues; and
 - Conservatorship in-home services needs.
- Providing counseling for clients and significant others to alleviate identified problems and to implement the service plan, including negotiating, mediating, and participating in problem solving;
- Training for law enforcement, banking officials, etc.;
- Arranging for food, housing, medical, and counseling services, as needed;
- Conducting Conservatorship investigations when appropriate, and preparing petitions for Conservatorship and;
- Providing 24-hour shelter, respite care for providers, in-home temporary services for clients whose caregivers have left the home or been arrested.

CODE 5711 APS - SPMP RESPONSE

Includes time spent by SPMP staff performing eligible administrative activities in response to all reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible elder or dependent adults who meet eligibility criteria for APS (see definition in Code 5691). Activities may only be claimed, at the level of SPMP, if the worker performing the activity meets the requirements to be an

SPMP. Activities are limited to those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes as specified in the California Department of Health Services' (DHS) MAA Guides and Examples. Allowable response activities by SPMP staff include those program planning and policy development activities to include:

- Liaison on medical aspects of the program with providers of services and other agencies that provide medical care;
- Furnish expert medical opinions;
- Participating in medical review;
- Assessing, through case management activities, the necessity for the adequacy of medical care and services;
- Developing an interagency referral and tracking system to expedite access to Medi-Cal services;
- Develop and review policies and procedures for coordinating medical services for geriatric patients; and
- Consult with medical providers on Medi-Cal policies and procedures to ensure clients receive the Medi-Cal services for which they are eligible.

CODE 5721 APS - SPMP CASE MANAGEMENT

Includes selected activities to help eligible elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691), and who are Medi-Cal eligible, to gain access to health related services in order to reduce their risk of poor health outcome. These activities include, but are not limited to, development, implementation and management of health related service plans; referrals to other agencies and programs for assessment, evaluation or treatment of health related needs; interagency coordination and liaison with providers to health-related services to improve the service delivery system, and in-depth informing and anticipatory guidance about causes, prevention, and remediation of health related needs; completing, updating, and disseminating any paperwork necessary to completion of these activities; and receiving or providing health related training.

- *NOTE:* If a person not qualifying as SPMP performs these activities record the time to Program 570. SPMP performing non-enhanced health related activities also record this time to Program 570.
 - Time-limited objectives based on problems and strengths identified in the assessment;
 - The services to be provided and activities to be performed in order to meet service plan objectives and goals;

- Description of how the client will be stabilized and linked with community services;
- Provisions for monitoring, follow-up, and reassessment to determine effectiveness of the service plan;
- Voluntary removal of clients from their home;
- Family issues, including stress, conflict, management, and care-giving issues;
- Conservatorship needs.
- Providing counseling for clients and significant others to alleviate identified problems and to implement the health service plan, including negotiating, mediating, and participating in problem solving;
- Stabilizing and linking with community services for treatment of health related needs, and
- Arranging for food, housing, medical, and counseling services, as needed.

CODE 5731 APS – HR RESPONSE

Includes time spent performing activities necessary to assist APS clients in gaining access health-related services in order to reduce risk or poor health outcomes in response to reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible adults who meet the eligibility criteria for APS (see definition in Code 5691). Public Guardian's (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or for activities which would normally be the responsibility of APS workers. Allowable activities are limited to those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes. Allowable health-related response activities include, but are not limited to:

- Immediate in-person face-to-face response for purposes of providing immediate intake or intervention to new reports of immediate life-threatening circumstances or imminent danger to an elder or dependent adult or to crisis in existing cases where activities address the client's health needs;
- Evaluating the need for a health-related service plan;
- Evaluating and investigating reports of abuse, neglect, or exploitation, including reports on the 24-hour hotline where activities address the client's health needs. Health-related activities include, but are not limited to:
 - Gathering of information to develop an intervention plan to address any condition that places the elder or dependent adult at risk of a poor health outcome;
- Determining immediate health needs;

- Providing health related services to remedy or prevent situations of abuse, neglect, or exploitation;
- Arranging for the provision of food, housing, medical, counseling, emergency shelter, and in-home temporary services, to reduce the risk of poor health outcomes, such as;
 - Providing crisis intervention;
 - Assisting clients into voluntary shelter in response to health-related emergencies;
 - Locating a friend or relative to act as a collateral contact or a support system for health-related needs; and
 - Preparing written health-related reports and assessments.

CODE 5741 APS – HR CASE MANAGEMENT

Includes time spent performing health-related case management activities during the period following initial investigation and response to reports involving abuse, neglect, or exploitation of Medi-Cal eligible elder or dependent adult clients who meet the criteria for APS (definition in Code 5691). Public Guardian's (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or is responsible for activities that would normally be the responsibility of APS workers. Allowable activities are those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes, to provide a safety net to enable victims to protect themselves in the future and bring about changes in the lives of victims.

Health-related case management activities are those performed after the initial response and investigation of reports of abuse. Such health-related activities may include, but are not limited to:

- Further investigation of alleged abuse after case has been established, and subsequent reporting of health-related issues, including, but not limited to, social, medical, environmental, physical, emotional, socio-economic, and developmental issues;
- Gathering of information to develop an intervention plan to address any health-related condition that places the elder or dependent adult at risk of a poor health outcome;
- Assessing client's health-related needs, and the concerns and needs of other members of the family and household as it pertains to the health-related case management report;
- Analyzing health problems and strengths of the client, family, household;
- Establishing and updating a health-related service plan to alleviate identified problems, coordinating with other agencies that may include:

- Identification of health problems to be alleviated;
- Time-limited objectives based on health problems and strengths identified in the assessment;
- The health-related services to be provided and activities to be performed in order to meet health-related service plan objectives and goals;
- Description of how the client will be stabilized and linked with community services;
- Provisions for monitoring, follow-up, and reassessment to determine effectiveness of the health-related service plan;
- Voluntary removal of clients from their at-risk environment or home;
- Family issues, including stress, conflict, management, and health-related care-giving issues;
- Conservatorship needs.
- Providing counseling for clients and significant others to alleviate identified health-related problems and to implement the health-related service plan, including negotiating, mediating, and participating in problem solving;
- Stabilizing and linking with community services for treatment of health-related needs, and
- Arranging for food, housing, medical, and counseling services, to alleviate poor health outcomes as needed.

CHILD WELFARE SERVICES (CWS):

CASE MANAGEMENT

Case Management means a service-funded activity performed by a social worker that includes assessing the child's/family needs, developing the case plan, monitoring progress in achieving case plan objectives, and ensuring that all services specified in the case plan are provided. MPP 31-002(c)(1).

CASE PLAN

Case Plan means a written document that is developed based upon an assessment of the circumstances which required child welfare services intervention and that the social worker identifies a case plan goal, objectives to be achieved, specific services to be provided, and case management activities to be performed. MPP 31-002(c)(2).

PUBLIC LAW #96-272

Public Law #96-272 requires developing a case or services plan for a child including an initial plan and a comprehensive reunification plan. Additional reference: Public Law #101-239.

COUNSELING

Counseling means assisting the child and his/her family to analyze and better understand the situation; select methods of problem-solving; identifying goals; and exploring alternative behavior. MPP 31-002(16).

CODE 1101 Non-EA-ER Referrals

Includes time spent on Non-EA-ER Referral cases that do not meet the EA criteria (i.e., more than one episode in a 12-month period). Receiving emergency referrals, confirming whether the referral is a Child Welfare Services (CWS) referral, completing ER protocol and investigating the emergency allegations, including collateral contacts. This includes time spent closing cases in which allegations are unfounded. For cases in which allegations are founded, it includes investigation activities, reporting to the Department of Justice, and notifying the parents regarding temporary custody of the child.

NOTE: CWDs should query the Assistance to Children in Emergency (ACE) system for prior EA episodes to determine when a child is an EA case or not. Workers should use TSC 1101 at the point in time when it becomes known that the case is not EA eligible.

CODE 1381 CWS - SPMP

Includes selected activities to help children who are Medi-Cal eligible, including children in foster care and Seriously Emotionally Disabled children, to gain access to health related services in order to reduce their risk of poor health outcome. These activities include, but are not limited to, development, implementation and management of health related service plans; referrals to other agencies and programs for assessment, evaluation or treatment of health related needs; interagency coordination and liaison with providers to health-related services to improve the service delivery system, and in-depth informing and anticipatory guidance about causes, prevention, and remediation of health related needs; completing, updating, and disseminating any paperwork necessary to completion of these activities; and receiving or providing health related training.

NOTE: If a person not qualifying as *SPMP performs these activities* record the time to Program 144. SPMP performing non-enhanced health related activities also record this time to Program 144.

CODE 1501 EARLY, PERIODIC, SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT)

Includes support activities for EPSDT, such as consultation, outreach, and follow-up, when performed by an EPSDT unit under contract to the local Child Health and Disability Prevention Agency. This does not include information and referral activities performed by eligibility workers.

CWS - PREPARATION FOR ELIGIBILITY DETERMINATION:

CODE 1431 CWS - EMERGENCY RESPONSE SERVICES

CODE 1432 CWS - FAMILY MAINTENANCE SERVICES

CODE 1433 CWS - FAMILY REUNIFICATION SERVICES

CODE 1434 CWS - PERMANENT PLACEMENT

Includes activities related to preparing for determination of a child's eligibility for the Foster Care or Adoption Assistance Program; not actual eligibility determination. For example:

- Gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support;
- Filling out and processing necessary forms;
- Providing information to determine eligibility for other financial benefits such as SSI, VA, or Black Lung;
- Querying systems, records, and other staff for current AFDC status;
- Making court recommendations for support, requesting such court action and completing court orders;
- Preparing and participating in program audits; and
- Travel time associated with any of the above activities.

CWS - HR FOR MEDI-CAL ELIGIBLE CHILDREN:

CODE 1441 CWS - EMERGENCY RESPONSE PROGRAM

CODE 1442 CWS - FAMILY MAINTENANCE PROGRAM

CODE 1443 CWS - FAMILY REUNIFICATION PROGRAM

CODE 1444 CWS - PERMANENT PLACEMENT PROGRAM

Any activity to help children who are Medi-Cal eligible, including all foster and SED children, gain access to medical services and/or to attain or maintain a favorable physical or mental health condition by assisting them in identifying and understanding their health needs or securing and utilizing treatment and health maintenance

services. Such activities include, but are not limited to, performing, assisting the eligibility worker in, or assisting the parent of the child applying for determination or documentation of Medi-Cal eligibility for children; development, implementation and management of health plans; referrals to other agencies and programs for health needs; statistical reporting; outreach activities to Medi-Cal eligible or potential eligibles about available services and programs; and liaison activities with medical providers.

CODE 1456 CWS - TRAINING

Training activities include the following for all elements of the CWS program:

- Preparing for or providing training to staff;
- Participating in continuing training received after at least five consecutive days of induction training;
- Participating in training conferences or short-term training provided by outside agencies of less than four weeks;
- Providing training to current or prospective foster parents and to staff of foster family agencies; and
- Travel time associated with any of the above activities.

CODE 1465 CWS - SERVICES / NON-FEDERAL

The individual child's case plan shall be the basic guideline for the provision of child welfare services. Services include, but are not limited to, the following:

- Providing counseling or other therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems, behaviors, or home conditions, as referenced;
- Providing homemaking instruction, through discussion and example when parent/guardian functioning can be improved by teaching more effective child care skills and home maintenance. MPP 31-002(t)(1);
- Parenting training.

CWS - COURT-RELATED ACTIVITIES:

CODE 1471 CWS - EMERGENCY RESPONSE SERVICES

CODE 1472 CWS - FAMILY MAINTENANCE SERVICES

CODE 1473 CWS - FAMILY REUNIFICATION SERVICES

CODE 1474 CWS - PERMANENT PLACEMENT SERVICES

Any court-related activity directed to the placement of a child:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity; and
- Travel time associated with the above activities.

CWS - CASE MANAGEMENT:

CODE 1481 CWS - EMERGENCY RESPONSE SERVICES

CODE 1482 CWS - FAMILY MAINTENANCE SERVICES

CODE 1483 CWS - FAMILY REUNIFICATION SERVICES

CODE 1484 CWS - PERMANENT PLACEMENT SERVICES

Includes activities directed to a specific child when the child remains in the home or in out-of-home placement, including relative placements and emergency shelter care. Included is the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. Activities include, but are not limited to, the following:

- Assessing child's/family's needs and developing a case plan as indicated in regulations;
- Arranging for provision of services and referrals for other services, when necessary;
- Arranging for pre-placement visits;
- Working with foster parents to prepare them to receive a child;
- Monitoring progress in meeting case plan objectives and updating the case plan;
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative reviews;
- Recruitment activities, developing and distributing resource material, consulting and coordinating with service providers and community based organizations;
- Activities that are directed towards enhancing, expanding or supporting the county's program of preventive services or out-of-home care;

- Do not include court document preparation or petition filing - these are Code 147 (CWS-Court Related Activities).
- Visits for non-group home foster care placements (i.e., relatives and foster family homes). See TSC 5771 for visits related to children in group home placements; and
- Travel time associated with any of the above activities.

CODE 0071 RELATIVE/NONRELATIVE HOME APPROVAL PROCESS

Includes time spent assessing the relative/nonrelative caregivers suitability, performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to relative concerns and other tasks related to the relative grievance procedure process.

CODE 1701 CWS - EMERGENCY HOTLINE RESPONSE

Includes time spent performing initial activities in response to and investigation of all reports or referrals alleging abuse, neglect or exploitation of children. Allowable Emergency Hotline Response activities include, but are not limited to:

- Operating a 24-hour emergency hotline response program;
- Evaluating and investigating telephone reports of abuse, neglect or exploitation, including reports on the 24-hour hotline;
- Determining client risk for emergency response by screening incoming calls;
- Determining whether a reported situation is an emergency or non-emergency within required timeframes;
- Determining emergency response needs;
- Providing crisis intervention;
- Referring clients to appropriate emergency response service agencies;
- Gathering documentation of abuse for law enforcement agencies;
- Documenting and completing all required forms; and
- Preparing written reports and assessments.

CODE 3591 CWS – LIVE SCAN/CLETS BACKGROUND CHECKS

Includes activities associated with conducting CWS Live Scan/CLETS Background Checks, using Live Scan equipment to

fingerprint foster parents and conducting searches through the Child Abuse Index, Federal Bureau of Investigation and California Department of Justice databases when processing background checks for criminal records of relative foster parents.

NOTE: Caseworkers performing activities associated with processing background checks when licensing non-relative foster parents should report their time to TSC 1551 (Licensing/Foster Family Home).

CODE 5231 CWS - OPTIONS FOR RECOVERY RECRUITMENT

Includes time spent performing Foster Parent recruitment activities for the Options for Recovery Program.

CODE 5441 CWS - MINOR PARENT INVESTIGATIONS (MPI) AB 908 (CHAPTER 307, STATUTES OF 1995)

This code has been established to capture social worker time spent performing in-person investigation activities for teen pregnancy disincentive requirements. Investigation activities include:

- Completing an in-home investigation of a minor parent's allegation of risk of abuse/neglect and returning the CA 25s to the eligibility worker indicating the results of the investigation;
- Completing an in-person assessment of the minor parent and his/her child(ren);
- Developing a safety plan that will include MPS for the minor parent and his/her child(ren); and
- Referrals of minor parent to other available services.

CODE 5561 CWS - MPS (AB 908)

Supportive services provided to parents and their child(ren) to assist them in creating a healthy and safe environment. MPS activities include: Provision of in-home based services, in-home visits, on-going assessments of the minor parent and his/her child(ren), and referrals to appropriate community services.

COMMUNITY CARE LICENSING (CCL):

CODE 1551 FOSTER FAMILY LICENSING

Includes recruitment, study, certification, licensing, and approval of foster family homes for children; re-certification, renewal, suspension, revocation, and complaint investigation actions

affecting licensing; public information on out-of-home care programs and supporting participation of the public in such care; licensing information/data system activities; and travel related to any of these activities.

CODE 1571 DAY CARE LICENSING

Includes the provision of licensing requirements to facilitate the development of new family day care homes; evaluation and verification of the application, including the required on-site evaluation; renewal applications and site visit, if required; follow-up on complaints and deficiencies; and maintenance of a list of licensed family day care homes. Additional activities include:

- Review facility records prior to visits;
- Contact local resource and referral agencies for information about the facility;
- Review staff and child records on site;
- Interview children regarding facility conditions;
- Interview staff regarding qualifications and training;
- Provide licensees with copies of licensing regulations and inform licensees about changes in licensing law and regulations since the last on-site visit;
- Provide information about new community resources.

CODE 1581 FOSTER FAMILY LICENSING - TRAINING

Includes the following training activities for the Foster Family Licensing Program:

- Preparing and providing training to prospective foster parents on foster family home licensing requirements;
- Participating in continuing training received after induction training;
- Participating in short term training provided by outside agencies; and
- Participating in training conferences.

COUNTY SERVICES BLOCK GRANT (CSBG):

CODE 1131 CSBG - SPMP

Includes time spent by SPMP performing activities to help adult CSBG clients who are Medi-Cal eligible to gain access to health-related services in order to reduce their risk of poor health outcome.

These activities include program planning and policy development activities as outlined in DHS' MAA Guides and Examples (see code 5711).

CODE 1142 CSBG - HR

Includes time spent performing activities to help adult CSBG recipients, who are Medi-Cal eligible, to gain access to medical services and attain and/or maintain a favorable physical or mental health condition by assisting the recipient in identifying and understanding their health needs.

This includes performing or assisting the eligibility worker in determination or documentation of the recipient's Medi-Cal eligibility; development, implementation and management of health plans; outreach activities to Medi-Cal eligible or potentially eligible persons about available services and programs; providing assistance to eligible recipients to access needed health related services; and statistical reporting.

CODE 1151 CSBG

Includes time spent performing activities not eligible for Title XIX funding for adult CSBG recipients. This includes out-of-home care for adults and optional services funded under CSBG.

EMERGENCY ASSISTANCE (EA):

CODE 2231 EMERGENCY ASSISTANCE (EA) - FOSTER CARE (FC)-
ELIGIBILITY

This program was previously entitled "Emergency Assistance (EA) Child Welfare Services (CWS) Eligibility". Includes eligibility determinations, screening for prior EA episodes, approvals, denials, authorization actions, and issuance of notices.

CODE 5131 EMERGENCY ASSISTANCE (EA) - ER APPLICATION
COMPLETION

Includes time spent completing the EA-ER application. Time spent obtaining the parent's signature on the EA application may be included.

CODE 5132 EMERGENCY ASSISTANCE (EA) - ER TRAINING

Includes time spent preparing for and providing EA-ER training for staff.

CODE 5134 EMERGENCY ASSISTANCE - ER REFERRALS

Includes time spent receiving emergency referrals, assessing whether the referral is a child welfare services referral, completing the ER protocol, and investigating emergency allegations, including collateral contacts. This includes time spent closing those cases in which allegations are unfounded. For those cases that the allegations are not unfounded, it includes time spent in investigation activities, reporting to the California Department of Justice and noticing the parents regarding the temporary custody of the child.

FAMILY PRESERVATION PROGRAM (FPP):

CODE 1591 FAMILY PRESERVATION PROGRAM - SPMP

Refer to Code 1381, CWS-SPMP, for description of activities.

NOTE: SPMP performing non-enhanced activities use Code 1681.

CODE 1681 FAMILY PRESERVATION PROGRAM - HR

Refer to Code 144 (CWS-Health Related) for Medi-Cal eligible children and description of activities.

CODE 1741 FAMILY PRESERVATION PROGRAM - TRAINING

Refer to Code 145 (CWS-Training) for description of activities.

CODE 1751 FAMILY PRESERVATION PROGRAM - SERVICES/NONFEDERAL

Refer to Code 146 (CWS-Services) for description of activities.

CODE 1771 FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT: PREVENTIVE SERVICES

Refer to Code 148 (CWS-Case Management) for description of activities.

CODE 1791 FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT:
FOSTER CARE

Refer to Program 148 (CWS-Case Management) for description of activities.

PROMOTING SAFE AND STABLE FAMILIES (PSSF):

CODE 5151 PSSF - FAMILY PRESERVATION SERVICES

Activities include, but are not limited to, services designed to help families alleviate crises that might lead to out-of-home placement of children; services that maintain safety of children in their home; services that support families preparing to reunite or to adopt a child; information and referral services.

CODE 5161 PSSF - FAMILY SUPPORT SERVICES

Family support activities include, but are not limited to, home visitation, parent education, information and referral services, family counseling services, respite care for parents and other caregivers, early development of children to assess the needs of children, literacy services, and health education for children and parents.

CODE 6751 PSSF - ADOPTION PROMOTION AND SUPPORT

Includes pre-and post-adoptive services designed to expedite the adoption process and support adoptive families; identifying prospective adoptive parents; assuring a foster care permanency option or, with older adolescents preparing for independent living; and preparing an adoption plan assessment on child.

CODE 6761 PSSF - TIME LIMITED FAMILY REUNIFICATION

Includes activities that are provided to a child who is removed from the child's home and placed in a foster family home or a childcare institution. These services are also for the parents or primary caregiver of such a child, in order to facilitate reunification of the child safely and appropriately, but only during the 15-month period that begins on the date that the child is considered to have entered foster care.

Services include individual, group and family counseling; inpatient, residential or outpatient substance abuse treatment services; mental health services; assistance to address domestic violence; temporary child care and therapeutic services for families, including

crisis nurseries; and transportation to and from any of the above services.

FOSTER CARE (FC):

CODE 5041 AB 2129 (CHAPTER 1089, STATUTES OF 1993) FOSTER PARENT TRAINING

Includes time spent preparing for and providing short-term training to current and prospective foster parents.

CODE 5061 AB 2129 FOSTER PARENT RECRUITMENT

Includes time spent performing foster parent recruitment activities for the AB 2129 Foster Parent Training and Recruitment Program, and travel associated with recruitment activities.

CODE 5771 MONTHLY VISITS FOR GROUP HOME PLACEMENTS

Includes those activities performed by CWD social workers when providing monthly visits to all children placed in-group homes (in- and out-of-state).

FOSTER FAMILY AUDIT (FFA):

CODE 5331 COUNTY-OPERATED FFA

Includes time spent by caseworkers and support staff on county-operated FFA activities. It is restricted to San Mateo County.

IN-HOME SUPPORTIVE SERVICES (IHSS):

CODE 1021 IHSS - SPMP

Includes the following activities for welfare staff meeting SPMP requirements:

- 1) A physician completing the certification that an IHSS recipient needs personal care services.
- 2) A registered/public health nurse reviewing the case, reviewing services authorized by the social worker as outlined in the needs assessment, reviewing the certification of medical necessity for consistency with authorized services, providing consultation on the recipient's service needs, monitoring the recipient's condition and effectiveness of the client's Personal Care Services Program (PCSP) services, providing expert

medical opinions related to the treatment plan, and liaison activity with service providers and other agencies that provide medical care on the medical aspects of PCSP.

- 3) Performing selected activities to help IHSS recipients who are Medi-Cal eligible to gain access to Health Related (HR) services in order to reduce their risk of poor health outcome. These activities include, but are not limited to, the development, implementation and management of HR service plans; referrals to other agencies and programs for assessment, evaluation, or treatment of HR needs; interagency coordination and liaison with providers of HR services to improve the service delivery system; and informing and anticipatory guidance about the causes, and prevention and remediation of HR needs.

IHSS – PCSP/HR:

Program 103 captures costs for PCSP and HR activities for the IHSS program, including Supported Individual Providers (SIP) and SPMP costs not eligible for enhanced Federal Financial Participation. Related time study codes are as follows:

CODE 1031 IHSS - HR

Includes explaining, arranging for, and authorizing IHSS services when such activities are HR and provided to Medi-Cal eligible IHSS recipients; computation of any share of cost; development, implementation, and management of plans of treatment; outreach activities to inform IHSS Medi-Cal eligible recipients of available services and programs; providing assistance to eligible recipients to access needed HR services; and statistical reporting. This code applies to all HR activities on non-PCSP cases.

CODE 1032 IHSS - SUPPORTED INDIVIDUAL PROVIDERS (SIP) PCSP

Includes time spent assisting IHSS-PCSP recipients in selecting individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and actual transporting or accompaniment of the recipient to services related to personal care.

Coordinating outreach and recruitment of potential individual providers; establishing and maintaining a list of potential providers that recipients can choose from, and conducting orientation for recipients and individual providers on the IHSS program.

CODE 1033 IHSS - SIP HR

Includes time spent assisting IHSS-Non PCSP who are HR and Medi-Cal eligible recipients in selecting an individual provider(s); assisting and training the recipient in supervision of their individual provider(s); and the actual transporting or accompaniment of the recipient to services.

CODE 1034 IHSS - PCSP

Includes development, implementation, and management of the plan of treatment; referrals to other agencies and programs; determining third-party insurance coverage; referring IHSS-PCSP recipients to potential individual providers to assist them in selecting a provider; transporting or accompanying recipients to obtain services related to personal care; obtaining a doctor's certificate; making eligibility determinations and redeterminations for IHSS-PCSP; statistical reporting; voter registration activities; and processing provider grievances.

CODE 1041 IHSS - SIP NON HR/NON PCSP

Includes time spent assisting IHSS Program recipients not eligible for federal Medi-Cal funding, including non-PCSP recipients, in selecting an individual provider(s); assisting and training the recipient in supervision of their individual provider(s); and actual transporting or accompaniment of the recipient to services.

CODE 1042 IHSS - NON HR/NON PCSP

Includes IHSS activities not eligible for Title XIX funding. These activities are related to non-HR activities on non-PCSP cases. This includes time spent explaining IHSS program benefits to applicants/recipients; explaining employee and employer responsibilities; assessing service needs; development, implementation, and management of treatment plans; implementation activities for any IHSS court case; processing a claim form and calculating benefits related to a court case ruling; data input of claims; preparing reports; participation in case reviews and audits; voter registration activities, appeals, case dictation, and statistical reporting.

CODE 3301 IHSS - IN HOME SUPPORTIVE SERVICES

Includes fraud activities related to IHSS performed by Welfare Fraud Investigators and their first-line supervisors who have peace officer status under Penal Code Section 830.

INDEPENDENT LIVING PROGRAM (ILP):

CODE 1821 ILP - CASE MANAGEMENT

Includes ILP case management activities for children: assessing need for ILP services, developing ILP service plan, and referring the child to services.

CODE 1841 ILP - SERVICES

Includes provision of ILP services to children: Independence counseling; providing training on occupational and college preparatory high school classes, financial aid and scholarships, acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management; and other necessary services.

SUPPORTIVE TRANSITIONAL EMANCIPATION PROGRAM (STEP)

CODE 3001 STEP-ELIGIBILITY

Allowable activities include: conducting eligibility determinations; benefit payment functions; Medi-Cal Program functions; and various intake activities such as screening, approvals, denials, and other dispositions of requests for aid, including restorations, budget computations, and authorizing actions.

CODE 3311 STEP TRANSITIONAL INDEPENDENT LIVING PLAN (TILP)

Allowable TILP activities include: developing the TILP assessment, developing an education/training plan, and referring youth to services.

OFFICE OF CHILD ABUSE PREVENTION (OCAP):

CODE 1671 CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT)

Includes provision of services for child abuse and intervention.

REFUGEE RESETTLEMENT PROGRAM (RRP):

CODE 1401 RRP - CWS

Includes time spent arranging for and providing the following services to eligible refugees in support of a CWS plan:

- Information and referral services.
- Outreach services, including activities designed to familiarize refugees with available services, explain the purpose of these services, and to facilitate access to these services.

Social adjustment services include:

1. Emergency services as follows: assessment and short term counseling to persons or families in a perceived crisis, referral to appropriate resources, and making arrangements for necessary services.
2. Health-related services as follows: information, referral to appropriate resources, assistance in scheduling appointments and obtaining services, and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
3. Home management services as follows: formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
 - Day care for children.
 - Transportation.
 - Translation and interpretation services.
 - Case management services.

CODE 1411 RRP - CSBG

Includes same activities specified for Code 1400 except activities identified to Code 1410 must be provided to eligible refugees in support of a service plan directed at goals other than Employability or CWS.

~~CODE 1421 RRP - UNACCOMPANIED MINORS~~

~~Includes provision of CWS to unaccompanied Refugee and Cuban Haitian entrant minors.~~

SPECIALIZED TRAINING FOR ADOPTIVE PARENTS (STAP):

CODE 0051 STAP - RECRUITMENT

Includes time spent performing STAP recruitment activities that are performed in order to find and develop required resources that either do not exist, or do not exist in sufficient quantity to meet the needs of the population being served. This includes travel time associated with recruitment activities.

CODE 0052 STAP - TRAINING

Includes time spent preparing for and providing training to recruit adoptive parents to care for eligible children.

CODE 0053 STAP - CASE MANAGEMENT

Includes activities directed to a child in adoptive placement or activities immediately preceding an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study. This includes activities associated with the arrangement for non-medical support services including respite care for specially trained prospective adoptive parents and relative caretakers and activities generally supportive of the county's adoption program (see CWS case management activities in the PCDs).

SUPPLEMENTAL SECURITY INCOME/STATE SUPPLEMENTAL PAYMENT (SSI/SSP):

CODE 1351 SSI/SSP - OUT OF HOME CARE

Includes determining and certifying the need for out-of-home care for an SSI/SSP applicant or recipient who resides in an unlicensed home. This activity must be initiated by Form SSP 22.

SUPPORTIVE AND THERAPEUTIC OPTIONS PROGRAM (STOP):

CODE 5881 STOP - CASE MANAGEMENT

Activities are directed at developing a case plan, which indicates specific services necessary to promote a successful transition home and allows for continuity in service delivery. Activities include but are not limited to, the following:

- Identifying and developing specific services needed by children and their families;
- Developing a strength-based assessment;
- Linking families with community-based services and local service providers, along with teaching families how to access needed services;
- Coordinating with service providers and community based organizations;
- Activities that are directed towards enhancing, expanding or supporting STOP; and
- Travel time associated with any of the above activities.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent training or in conference or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

SECTION II
CalWORKs FUNCTION
PROGRAM CODE DESCRIPTIONS
06/03

GENERAL FUNCTION DEFINITION

Any activity related to the CalWORKs Program.

TIME STUDY STAFF

- A. Workers performing CalWORKs eligibility determinations and grant maintenance activities; as well as referrals for services (such as mental health, substance abuse and domestic violence);
- B. Staff providing employment training services, including case management and needs assessment as well as referrals for services (such as mental health, substance abuse and domestic violence);
- C. Appeals Workers;
- D. County Performance Sample Data Collection Staff;
- E. Welfare Fraud Staff (i.e., Welfare Fraud Investigators [WFI] and their first-line supervisors) whom have peace officer status under Penal Code Section 830. Investigative staff who do not have peace officer status--a requirement necessary for reporting time to the same Fraud codes used by WFI- -should report time to applicable program codes that do not indicate that they are restricted to WFI staff.)
- F. Clerical and administrative staff performing CalWORKs activities on a full-time basis (e.g., case budget computations and Child Support disregard);
- G. Caseworkers, clerical and administrative staff performing fiscal or case budget activities associated with Title IV-D Child Support collections; and
- H. First-line supervisors of the staff listed in A-G, above.

CalWORKs:

Includes information and referral, eligibility determinations and grant maintenance functions for the CalWORKs Program; Medi-Cal and Food Stamp functions for linked cash grant CalWORKs cases; Welfare to Work (WTW) activities; voter registration activities; Income and Eligibility Verification System (IEVS) functions including inquiries, matches, fraud referrals, and follow-up; preparing and/or presenting a case for hearing; and modified Quality Control

Information System (QCIS) activities for the CalWORKs. This category also includes Integrated Earnings Clearance/Fraud Detection System (IFD) functions including earning clearance reviews; IFD fraud referrals; IFD overpayment computations, and related contacts; and CalWORKs zero grants. Identify all time to one of the following:

CODE 2041 CalWORKs - IEVS

Includes reviewing and verifying that a discrepancy identified by the Integrated Earnings Clearance/Fraud Detection System (IFD) Wage Match and New Hire Match (NHM) exists between the gross earnings and employment reported by the recipient to the county, and by the employer to Employment Development Department (EDD); contacting recipients and employers to verify if earnings were unreported or underreported by the recipient and determining if an overpayment/overissuance was made; reviewing and verifying whether recipients received duplicate aid as indicated by the IFD Wage Match; contacting recipients, financial institutions, or any persons/agencies to verify existence and ownership of assets identified by the Franchise Tax Board Asset Match System, and determining if the recipient was ineligible for aid; determining whether an overpayment/overissuance was made and the amount of overpayment/overissuance if total ineligibility exists; and preparing associated Notice of Action and IEVS Response Document and IEVS Management Report (DPA 482). (NOTE: NHM information must be processed by dedicated IEVS staff who time study in accordance with CDSS time study instructions. As in the case with the wage match, we recommend that any resulting overpayments and grant reduction collections be initiated by dedicated IEVS or Collections staff, and time studied to Code 2781 (CalWORKs Overpayment Collections).

CODE 2261 CHILD/SPOUSAL SUPPORT DISREGARD

TSC 2261 (Child/Spousal Support Disregard) inadvertently dropped off in the December 1999 quarter. It includes preparing and authorizing payments, preparing any required notices, and responding to client inquiries about the disregard payment.

CODE 2571 SUPPORTIVE SERVICES OUTREACH

Includes time spend performing activities to expand existing outreach efforts and to develop and implement new outreach strategies. This may include media spots, posters, employment fairs, and providing information on availability of income support

including Earned Income Tax Credit (EITC), health coverage, and food and nutrition programs.

CODE 2691 CalWORKs SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS – (SAVE) PROGRAM

Primary and/or secondary verification activities to establish alien Satisfactory Immigration Status (SIS) with Immigration and Nationalization Service (INS) including: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

CODE 2781 CalWORKs OVERPAYMENT COLLECTIONS (SB 627)

Includes the following CalWORKs collection activities:

1. Discovery and computation of overpayment, and notification of recipients (excluding IEVS matches);
2. Establishment of overpayment record and initiation of grant reduction or cash collection (for all overpayments including those discovered by IEVS);
3. Recording and accounting of collections;
4. Referral of closed cases for cash collection;
5. Re-establishment of grant reduction on reopened cases; and
6. Reporting of collection activity.

CODE 6101 CalWORKs - JAIL MATCH (SB 1556)

CalWORKs and PAFS cases - Jail Match casework activities required by SB 1556: includes reviewing and verifying that a recipient identified by the Jail Match System is, or has been, incarcerated; contacting recipients and jail facilities to verify whereabouts and exact dates of incarceration; determining if the recipient was eligible for aid and whether an overpayment/overissuance was made and the amount of the overpayment/overissuance if ineligibility exists for the recipient or case.

CODE 6141 CalWORKs ELIGIBILITY

Includes eligibility determinations in the CalWORKs Program to process Monthly Eligibility Report, and annual re-investigations.

Activities included are review application, review required forms and verifications, fingerprint imaging, request for information, home and office visits, completion of Notice of Actions, sanctions, computer data input, and activities in support of non-Administrative Disqualification Hearings (ADH)/non-Intentional Program Violations (IPV) cases.

Public Assistance Food Stamps (PAFS) and Two-Parent Family activities are time studied here, but the PAFS shift and Two-Parent Family caseload shift are applied to this program code. Activities that can be specifically identified to Medi-Cal, Non-Assistance Food Stamp Program, and Non-Federal Legal Aliens are captured under other program codes.

CODE 6151 INITIAL ELIGIBILITY DETERMINATION FOR CalWORKs, FOOD STAMP, AND MEDI-CAL PROGRAMS

Includes initial eligibility determination intake and grant determination activities that are common to CalWORKs, Food Stamp, and Medi-Cal Programs. Included activities are review of SAWS 1, application, review required forms and verifications, request for information, early fraud referral, home and office visits, computer data input, fingerprint imaging, and completion of Notice of Actions.

This code is intended for new applicants or returning recipients requiring a full intake due to a break in aid. It is intended for applicants whose eligibility for these three programs is unknown (or uncertain) pending eligibility determination.

If the applicant indicates that they are applying for CalWORKs only (i.e., no food stamps or Medi-cal assistance) use Code 6141.

CODE 6161 NONFEDERAL CalWORKs ELIGIBILITY-LEGAL NON CITIZENS

Includes eligibility determinations including initial determinations, review of Monthly Eligibility Reports, and Annual Re-Investigations performed on behalf of nonfederal CalWORKs participants (e.g., legal aliens ineligible under TANF guidelines, but eligible for CalWORKs). Allowable activities include review of SAWS 1, application, required forms and verifications, request for information, early fraud referral, home and office visits, computer data input, fingerprint imaging, and completion of Notice of Actions.

CODE 6181 CalWORKs PROGRAM INTEGRITY

This code is for non-WFI staff performing activities related to CalWORKs and Welfare-to-Work ADH/IPV cases, and CalWORKs Early Detection/Prevention Program (ED/PP). ED/PP activities with CalWORKs cases may include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports.

CODE 6631 CalWORKs CASE MANAGEMENT

Includes time spent performing case management activities. Allowable activities include grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families, and data collection conducted by County Performance Sample staff through the modified QCIS.

CODE 6641 INFORMATION AND REFERRAL

Includes providing applicant with information regarding programs and services available within the California Department of Social Services. Includes referrals to community agencies. Activities include explaining support services for employed persons, diversion program, childcare program, Welfare-to-Work Supportive Services, Cal-Learn program, Food Stamp Program, voter registration, etc.

CODE 6651 NONFEDERAL CalWORKs CASE MANAGEMENT - LEGAL ALIENS

Includes time spent performing case management activities. Allowable activities include grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families, and data collection conducted by County Performance Sample staff through modified QCIS.

CAL-LEARN PROGRAM:

CODE 0261 STATE-ONLY CAL-LEARN – ELIGIBILITY

Includes time spent performing administrative activities associated with Cal-Learn program sanctioned cases. Allowable activities include identifying Cal-Learn sanctioned cases; providing a teen parent with information; preparing informational notices and Notices of Action (NOAs); processing supportive services payments;

making grant determinations; authorization and processing of sanctions. This also includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CODE 0271 STATE-ONLY CAL-LEARN – CASE MANAGEMENT

Includes time spent performing case management activities associated with Cal-Learn Program sanctioned cases. Allowable activities include providing assistance to a teen parent to obtain educational, social and health services, scheduling and providing orientations to teen parents for the Cal-Learn Program; counseling; developing case plans; identifying need for, arranging, and authorizing supportive services; coordinating the child care plan with the educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustment to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions.

CODE 6171 CAL-LEARN CASE MANAGEMENT

Includes providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the Cal-Learn Program; counseling; developing case plans; identifying the need for, arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making changes to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions.

This code does not include activities that can be specifically identified to Child Welfare Services-Minor Parent Investigations.

CODE 6301 CAL-LEARN ELIGIBILITY

Includes identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program; preparing informational notices and Notices of Action; processing supportive services payments; making grant determinations; authorization and processing of sanctions and bonuses. This includes time spent determining deferral and exemption status; determining good cause; approving sanction/bonus recommendations; and preparation for hearings.

CODE 6401 NONFEDERAL CAL-LEARN ELIGIBILITY - LEGAL ALIENS

Includes time spent performing program administrative activities associated with the Cal-Learn Program on behalf of nonfederally-eligible CalWORKs recipients (e.g., legal aliens though ineligible under Temporary Assistance for Needy Families [TANF] guidelines remain eligible for aid under CalWORKs). Allowable activities include identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; authorization and processing of sanctions and bonuses. This includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CODE 6411 NONFEDERAL CAL-LEARN CASE MANAGEMENT - LEGAL ALIENS

Includes time spent performing case management activities associated with the Cal-Learn Program on behalf of nonfederal eligible CalWORKs recipients. Allowable activities include providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the Cal-Learn Program; counseling; developing case plans; identifying need for arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustments to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions. Deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CalWORKs FRAUD ACTIVITIES:

Includes any activity performed by WFIs related to the investigation and prosecution of fraud when a person, on behalf of himself or herself, has knowingly with the intent to deceive or defraud made a false statement or representation to obtain aid, to obtain a continuance or increase of aid, or to avoid reduction or denial of aid.

WFIs are required to record time for investigative activities to the codes specified below. Investigators and their first-line supervisors are required to have peace officer status under California Penal Code Section 830 in order to record time to

fraud programs. Investigative staff who do not have peace officer status must record time spent on investigative activity as casework time, identified to the applicable program.

CODE 3011 CalWORKs FRAUD

Includes fraud activities related to a federal CalWORKs case. A case is defined as federal if at any time during the investigation period it was federally eligible.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3051 NONFEDERAL CalWORKs FRAUD

Includes fraud activities related to a nonfederal CalWORKs case, including Two-Parent program participants. A case is defined as nonfederal if during the entire investigation period it was non-federally eligible (e.g., legal aliens ineligible under TANF guidelines, but eligible for CalWORKs).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3151 FEDERAL CalWORKs AND FOOD STAMP FRAUD

Includes activities related to a case receiving both federal CalWORKs and Food Stamps. When investigation ceases on one of the program components of the case, activities are reported solely to the remaining component (i.e., either CalWORKs fraud or Food Stamp fraud).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3201 NONFEDERAL CalWORKs and FOOD STAMP FRAUD

Includes activities related to a case receiving both nonfederal CalWORKs and Food Stamps (e.g., legal aliens ineligible under TANF guidelines, but eligible for CalWORKs). When investigation ceases on one program component of the case, activities are reported solely to the remaining component (i.e., either non-federal CalWORKs fraud or nonfederal Food Stamp fraud).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3401 EARLY FRAUD DETECTION/PREVENTION (EFD/P) - FEDERAL CalWORKs

Activities with federal CalWORKs cases include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for prosecuting authority, maintaining complete reports of fraud investigative activities, and completing statistical reports.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3421 EFD/P - CalWORKs and FOOD STAMPS

Includes EFD/P activities related to combined CalWORKs and Food Stamp cases.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3921 FRAUD - CalWORKs AFIRM - LA COUNTY

For Los Angeles County only - includes identifying match situations, investigating referrals from eligibility staff, validating fingerprint matches, referring cases to the District Attorney when necessary, determining if half matches are full matches, referral of full match cases to eligibility staff, and statistical reporting.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3931 FRAUD - PAFS AFIRM - LA COUNTY

For Los Angeles County only - activities on a Public Assistance Food Stamp (PAFS) case (i.e., combined CalWORKs and Food Stamp) includes identifying match situations, investigating referrals from eligibility staff, validating fingerprint matches, referring cases to the District Attorney when necessary, determining if half matches are full matches, referral of full match cases to eligibility staff, and statistical reporting.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3941 FRAUD - CalWORKs AFIRM - EVALUATION

For Los Angeles County only - casework activities to be included for this code are the same as described for Code 3921 (Fraud - CalWORKs AFIRM – LA County).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

WELFARE TO WORK (WTW) CASEWORKER ACTIVITIES:

Effective with the March 1998 quarter, Greater Avenues to Independence (GAIN) Placement and Development Services activities formerly captured separately under Code 4052 (GAIN-Placement and Development Services), have been re-classified as "general" WTW caseworker activities listed below. These activities include: soliciting and developing employment and training slots for the Work Experience component; negotiating employment and training contracts; and performing on-site programmatic monitoring of contracts, including contractor compliance in meeting the participant's employment goal and resolution of participation problems.

General WTW caseworker activities include: determining exemptions; arranging for the participant's entry into the WTW component; referring clients to the tribal TANF program; assessing the need for, and arranging of supportive services, other than child care; calculating supportive service overpayments (OP); completing OP Notices of Actions; coordinating OP grant adjustments with CalWORKs caseworker; tracking and monitoring participant activities; securing and referring participants to job interviews; arranging for or providing-employment or training-related counseling; completing subsequent WTW plans; coordinating grant-based OJT with the CalWORKs caseworker; conducting good cause and compliance determinations; determining the need for, and coordinating, sanction activities with the CalWORKs caseworker; preparing, for and presenting, information at hearings; providing client services, and referrals to mental health/substance abuse services.

WTW caseworker activities listed within each WTW Code listed below are in addition to the general WTW caseworker activities listed above. PLEASE IDENTIFY ALL CASEWORKER ACTIVITIES TO THE FOLLOWING WTW PROGRAM COMPONENTS ACCORDING TO PROGRAM PARTICIPANT ASSIGNMENT.

CODE 4512 NONFEDERAL WTW

Includes activities for all WTW components performed on behalf of a nonfederal participant (e.g., legal aliens ineligible under TANF guidelines but eligible for CalWORKs).

CODE 6201 WTW PRE-ASSESSMENT

Includes providing a CalWORKs applicant/recipient with WTW Program appraisal orientation to the WTW program and available supportive services; advising the client of his/her rights and responsibilities; conducting activities associated with the Welfare Opportunity Tax Credit (WOTC) Program; administering the basic skills screening tests; developing and documenting the preliminary employment goal; completing General and Initial Activity Agreement; referring participant to the initial assignment or WTW Assessment; and activities prior to and after assessment related to one-week job readiness workshop and activities related to supervised or unsupervised job search. This includes Job Club Case Management (CM) and Program Operations, Supervised Job Search CM and Program Operations, and Other Job Search Services CM activities.

CODE 6211 WTW POST-ASSESSMENT: COMMUNITY SERVICE

Includes any activities performed relating to the provision of community service assignments to WTW program participants who are participating in Community Service activities prior to reaching the 18 or 24 month time limit as well as those who have reached their time limit (18th month or 24th month, as applicable) and have not found unsubsidized employment sufficient to meet required minimum hours of participation.

CODE 6221 WTW POST-ASSESSMENT: OTHER

Includes any WTW post-assessment activities other than those related to either Vocational Education or Community Service WTW components.

CODE 6231 WTW POST-ASSESSMENT: VOCATIONAL EDUCATION

Includes job-specific training in a classroom or on-site setting and other college training, including post secondary education and self-initiated programs.

CODE 6241 WTW ASSESSMENT

Includes activities related to participant's entry into the component; amended WTW plans; third party assessment; vocational assessment; evaluation of participant's education and employment history and need for supportive services; evaluation and completion of the participant's WTW plan; and reappraisals.

CODE 6311 CalWORKs TRANSITIONAL SERVICES

For counties that have provisions for transitional services in their county plans. This includes transitional services case management activities.

CODE 6481 CalWORKs TRANSITIONAL SERVICES, NONFEDERAL

For counties that have provisions for transitional services to legal aliens and Two-Parent Families (e.g., legal alien's ineligible under TANF guidelines, but eligible for CalWORKs) in their county plans. This includes transitional services case management activities.

CODE 6781 WTW -STATE ONLY TWO-PARENT FAMILIES: PRE ASSESSMENT

Includes WTW pre-assessment activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6201 (WTW Pre-Assessment).

CODE 6791 WTW STATE ONLY TWO-PARENT FAMILIES: COMMUNITY SERVICE

Includes WTW community service activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6211 (WTW Community Service).

CODE 6801 WTW STATE ONLY TWO-PARENT FAMILIES: VOCATIONAL EDUCATION

Includes WTW vocational education activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6231 (WTW Vocational Education).

CODE 6811 WTW STATE ONLY TWO-PARENT FAMILIES: ASSESSMENT

Includes WTW assessment activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6241 (WTW Assessment).

CODE 6821 WTW STATE ONLY TWO-PARENT FAMILIES: POST-ASSESSMENT OTHER

Includes WTW post-assessment activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6221 (WTW Post-Assessment: Other).

CODE 6831 TWO-PARENT FAMILIES: CHILD CARE TRAINING - STATE ONLY

This project will focus on necessary training and teaching of basic childcare and safety to CalWORKs Two-Parent families. Expected outcome is the ability for these families to serve as in-home license exempt, in-home licensed or center-based childcare providers.

CODE 6851 CalWORKs DOMESTIC VIOLENCE SERVICES

Includes time spent by county staff in direct provision of domestic violence services. These services may include, but are not limited to: community domestic violence services; individual counseling of the participant and children; group counseling; parenting skills training; independent living skills training.

CODE 6861 RECIPIENT CHILD CARE TRAINING

This project will focus on necessary training and teaching of basic childcare and safety to CalWORKs recipients. Expected outcome is the ability for these recipients to serve as in-home license exempt, in-home licensed or center-based childcare providers.

CODE 6871 TIMED-OUT-EMPLOYMENT SERVICES-NON-ASSISTANCE

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
6241	WTW Assessment

CODE 6891 TIMED-OUT-EMPLOYMENT SERVICES-ASSISTANCE

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

FEDERAL WtW PROGRAM:

CODE 6421 FEDERAL WtW GRANT PROGRAM – MATCHING FUNDS

Includes activities related to provision or arrangement of specific allowable activities under the Federal WtW Grant Program to target populations of the hardest to employ recipients of CalWORKs. Pursuant to H.R. 3424 some non-custodial parents may be included; along with young adults between 18 and 25 years of age who received foster care as a minor, and custodial parents with income below the 100 percent poverty level. (These individuals do not have to be recipients of assistance to be eligible).

Includes referring program participants to community service and work experience assignments; activities related to job creation through public or private sector employment wage subsidies and on-the job training; contract-related activities involving public or private providers of readiness, placement and post-employment services; providing job vouchers for placement readiness and post-employment services; and providing job retention or supportive services provided that such services are not otherwise available.

DEMONSTRATION PROJECTS:

CODE 0401 CHILD SUPPORT ASSURANCE (CSA) DEMO PROJECT

Includes activities associated with CSA for counties that are selected by the California Department of Social Services to participate in the demonstration project. Code previously listed incorrectly as TIME STUDY CODE 6521.

CODE 2631 U.S. RESIDENCY PROJECT – CalWORKs

For Imperial and San Diego Counties only - includes interviewing applicants and recipients of public assistance to determine residency; reviewing documents for authenticity, completeness, and accuracy; determining case status; data collection for project evaluation; and referral of sampled cases for fraud investigation follow-up.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. Also includes time spent training or in conference or staff meetings when

the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

SECTION III
OTHER PUBLIC WELFARE FUNCTION
PROGRAM CODE DESCRIPTION
12/03

GENERAL FUNCTION DEFINITION

Includes activities associated with the eligibility determination process performed on behalf of public assistance applicants (other than CalWORKs) and case management activities for continuing cases.

TIME STUDY STAFF

- A. Staff performing activities listed below should record time to appropriate Other Public Welfare codes.
- B. Workers performing public assistance eligibility determinations and associated case management activities, including Food Stamp certification workers; as well as referrals for services (such as mental health, substance abuse and domestic violence);
- C. Quality Control/Quality Assurance Staff;
- D. Caseworkers who generally perform program activities associated with another function (e.g., CalWORKs, Social Services, etc.) and perform Other Public Welfare Function activities;
- E. Clerical and administrative staff performing Other Public Welfare Programs Function activities on a full-time basis;
- F. Welfare Fraud Staff (i.e., Welfare Fraud Investigators [WFI] and their first-line supervisors) who have peace officer status under Penal Code Section 830. Investigative staff who do not have peace officer status--a requirement necessary for reporting time to the same fraud codes used by WFI--should report time to applicable program codes that do not indicate that they are restricted to WFI staff.);
- G. Caseworkers, clerical, and administrative staff performing fiscal or case budget activities associated with Title IV-D Child Support collections; and
- H. First-line supervisors of staff listed in A – F above.

CODE 0301 Kin-GAP PROGRAM ELIGIBILITY FEDERAL PROGRAM

Includes the following activities performed on behalf of Kin-GAP cases: conducting eligibility determinations and benefit payment functions; various intake activities such as screening, approvals, denials; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty transfers; and program status changes. Code 0301 also includes activities performed for continuing Kin-GAP case maintenance.

CODE 0311 Kin-GAP PROGRAM ELIGIBILITY NONFEDERAL PROGRAM

Includes the following activities performed on behalf of Nonfederal Kin-GAP cases: conducting eligibility determinations and benefit payment functions; and various intake activities, such as screening, approvals, denials, and other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty transfers; and program status changes. Code 0311 also includes activities performed for continuing Kin-GAP case maintenance.

CODE 2111 FOOD STAMP ISSUANCE

Issuance activities include all activities after the household is certified, excluding completion of FNS-46, FNS-250, and FNS-259 reports. Issuance activities include, but are not limited to, preparation and issuance of an authorization document or list, such as Authorization to Participate; completion of direct access records, such as Record-for-Issuance file or Household Issuance Record card; providing replacement authorization documents; and EDP developmental or maintenance and operations activities for on-line issuance systems.

CODE 2171 COUNTY MEDICAL SERVICES PROGRAM - NON-REFUGEE RESETTLEMENT PROGRAM (RRP)/CHEP

Includes eligibility determinations and case maintenance for County Medical Services Program for the following population:

- Applicants or recipients identified as non-aided and non-linked who are not pregnant or who are not living in an Intermediate Care Facility/Skilled Nursing Facility (ICF/SNF).
- Persons ineligible for services through RRP or Cuban/Haitian Entrant program.

CODE 2191 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) - PROBATION ELIGIBILITY

Includes eligibility determinations, screening for prior TANF probation episodes, approvals, denials, authorization actions, and issuance of notices.

CODE 2251 CHILD SUPPORT

Includes activities related to processing support obligations collected by the District Attorney, recoupment and pass-on calculations, and activities performed when disbursing funds to appropriate parties.

CODE 2301 ADOPTION ASSISTANCE PROGRAM (AAP)

Includes eligibility determinations and payment maintenance activities on AAP cases.

CODE 2451 SPECIAL CIRCUMSTANCES PROGRAM – Admin

Includes time spent determining eligibility, assessing and verifying need for special circumstances, informing applicants of program requirements/ benefits, maintaining case files, performing benefit computations, and preparing authorization actions for eligible SSI/SSP recipients.

CODE 3601 FOOD STAMP SANCTION/REINVESTMENT PROJECT

Includes activities associated with developing and implementing a food stamp reinvestment project aimed at reducing food stamp error rates. Staff should only use this code to report time spent on activities that benefit the food stamp program.

FOOD STAMP EMPLOYMENT AND TRAINING (FSET) ABLE BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) – WORKFARE AND EDUCATION TRAINING:

Program codes 306 and 307 capture costs that serve ABAWD in Workfare/Training activities. ABAWDs are Non-Assistance Food Stamps (NAFS) recipients over the age of 17 and under the age of 50, who in order to remain eligible for food stamps must meet the ABAWD work requirement. Related time study codes are as follows:

CODE 3061 FSET ABAWDs – WORKFARE

Includes time associated with offering/filling slots and all other caseworker activities associated with ABAWD participation in qualifying workfare slots. This includes assessment, placement, and case management activities to place and keep ABAWDs in workfare slots. A qualifying workfare slot is an allowable FSET activity that is used to meet ABAWD work requirement.

CODE 3071 FSET ABAWDs – EDUCATION/TRAINING

Includes time associated with offering/filling slots and all other caseworker activities associated with ABAWD participation in qualifying education/training slots. This includes assessment, placement, and case management activities to place and keep ABAWDs in educational or training slots. A qualifying education and training slot is an allowable FSET activity that is used to meet ABAWD work requirement.

CODE 3081 CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)

Includes time spent performing selected activities for CAPI applicants and recipients. Activities include, but are not limited to, accepting /screening applications, including applications for SSI; determining/redetermining eligibility; performing grant calculations and grant maintenance functions; informing applicants of program requirements; preparing notice of actions; making fraud referrals; and preparing reports.

CODE 3451 AFDC FOSTER CARE (FC) ELIGIBILITY

Includes the following activities performed on behalf of FC cases: conducting eligibility determinations and benefit payment functions; Medi-Cal program functions and various intake activities, such as screening, approvals, denials, and other dispositions of requests for aid, including restorations; budget computations and authorizing actions; Early Periodic Screening Detection Treatment (EPSDT) and child support referrals; home visits; intercounty transfers; and program status changes. Code 3451 also includes activities performed for continuing case maintenance.

CODE 3481 OCOP/GR Non-EDP

For activities associated with the GR program and for individuals who are not eligible for services under other programs. This code

is to be used for those programs that do not benefit from county EDP operations/costs. Programs that do benefit from EDP should be claimed to Code 3521 (OCOP/GR).

CODE 3501 RRP MEDICAL

Includes RRP Medically Needy Only (MNO) refugees, refugee children less than 21 years of age, pregnant refugee women, refugees residing in an ICF/SNF, and eligible non-aided Medically Indigent (MI) adult refugees. This includes eligible adult refugees who are non-aided, non-linked, not pregnant, and not living in an ICF/SNF.

CODE 3511 REFUGEE CASH ASSISTANCE/ENTRANT CASH ASSISTANCE PROGRAM (RCA/ECA)

Includes eligibility determinations and grant maintenance activities for time eligible RCA/ECA recipients and for Unaccompanied Refugee/Entrant Minors. This also includes conducting cause determinations and conciliation for RCA clients.

CODE 3521 OTHER COUNTY ONLY PROGRAM (OCOP)/GENERAL RELIEF (GR)

For the GR program and for individuals who are not eligible for services under other programs. This includes the following activities: eligibility determinations (including fingerprint imaging) and grant maintenance functions; fraud activities related to OCOP or GR programs; providing employment training services to GR recipients and other individuals who are not eligible for services under other employment programs; providing Welfare to Work (WTW) and social services to GR and RCA recipients. This also includes provision of non-CSBG services to refugees. This code is to be used for those programs that benefit from county EDP operations/costs. Programs that do not benefit from EDP should be claimed to Code 3481 (OCOP/GR Non-EDP).

CODE 3891 CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI) SUPPLEMENTAL SECURITY INCOME (SSI)/NATURALIZATION CASE MANAGEMENT AND REFERRAL

Includes time spent assisting CAPI clients in completing SSI appeal forms and referring clients to a panel of attorneys to provide representation at appeal hearings; assisting CAPI clients in collecting medical and psychological records, scheduling medical/psychiatric appointments, arranging for transportation to

medical appointments if the client has a disability determination or appeal hearing pending with the Social Security Administration (SSA) on a disability hearing; submitting completed forms to SSA and the State Disability Determination Office; acting as liaison with SSA and State Disability Determination Office to ensure that all SSI-related requirements are met for SSI approval; and assisting the CAPI client in obtaining citizenship by making referrals to Immigration and Naturalization Service, assisting in completion of documents, making referrals to citizenship courses, and assisting in the SSA appeal process of a citizenship issue.

OTHER FSET ACTIVITIES:

Program Code 464 captures costs for the employment and training activities for Non-Assistance Food Stamp (NAFS) applicants and recipients who meet Federal Nutrition Services requirements for food stamp eligibility.

CODE 4641 OTHER FSET ACTIVITIES

This reporting code includes staff time associated with: 1) conducting assessment, placement, and case management activities for FSET program participants who are non-ABAWDs or ABAWDs in non-qualifying activities: 2) determining deferrals; 3) arranging for supportive services payments; 4) conducting good cause determinations; and 5) placing FSET participants into nonmedical alcohol and other drug rehabilitation services. Alcohol and other drug rehabilitation services can only be offered in combination with qualifying work activities and cannot exceed 25% of an ABAWD's total work activities. Non-qualifying activities for ABAWDs include stand-alone job search and stand-alone job club.

CODE 4781 REFUGEE EMPLOYMENT SOCIAL SERVICES

Includes all activities related to provision of employment and training services that are approved in the county's plan. These activities are provided to eligible refugees and funded by Refugee Employment Social Services.

CODE 4801 REFUGEE TARGETED ASSISTANCE

Includes all activities related to the provision of employment and training services that are approved in the county's plan. These activities are provided to eligible refugees and funded by Refugee Targeted Assistance.

NONASSISTANCE FOOD STAMP (NAFS):

The following codes currently assigned to the NAFS Program were established to capture caseworker hours associated with performing specific activities previously identified as those that benefit NAFS, or pure FS cases only. As indicated by the program title, NAFS cases are FS cases that include individuals whom, aside from receiving FS benefits, are not currently receiving a cash grant through the CalWORKs (previously AFDC program). NAFS cases may also include Refugee, GR, Cuban/Haitian Entrant, or MI members.

In contrast, with the exception of Code 2110 (Food Stamp Issuance), caseworker hours performed on behalf of Public Assistance Food Stamp (PAFS) cases (i.e., cases that receive both CalWORKs and FS), as opposed to NAFS cases, should be reported to the appropriate CalWORKs time study code located in the CalWORKs Function PCDs. Code 2110 (Food Stamp Issuance) is an exception because food stamp issuance activities are by definition food stamp costs; therefore, there is no need to distinguish between PAFS and NAFS cases. In addition to the various activities listed below for each individual NAFS time study code, allowable NAFS activities also include: Income and Eligibility Verification System (IEVS) related functions (e.g., inquiries, matches, fraud referrals, Integrated Earnings Clearance/Fraud Detection System (IFD) overpayment computations and related follow-up contacts), fingerprint imaging, hearing preparation and/or presentation, and FS Quality Control (QC) activities.

CODE 2181 NAFS-IEVS

Includes reviewing and verifying that a discrepancy identified by the IFD Wage Match and New Hire Match (NHM) exists between gross earnings and employment reported by the recipient to the county, and by the employer to EDD; contacting recipients and employers to verify if earnings were unreported or underreported by the recipient; determining if an overpayment/overissuance was made; reviewing and verifying whether recipients received duplicate aid as indicated by the IFD Wage Match; contacting recipients, financial institutions, or any persons/agencies to verify existence and ownership of assets identified by the Franchise Tax Board Asset Match System; determining if the recipient was ineligible for aid; determining whether an overpayment/overissuance was made and the amount of overpayment/overissuance if total ineligibility exists; and preparing the associated Notice of Action and IEVS Response Document and IEVS Management Report (DPA 482). (NOTE: NHM information must be processed by dedicated IEVS staff who time study in accordance with CDSS time study instructions. As in the case with the wage match, we recommend that any resulting overpayments and grant reduction collections be initiated by

dedicated IEVS or Collections staff, and time studied to Code 2780 (CalWORKs Overpayment Collections [SB 627]).

CODE 2341 FRAUD-NAFS AFIRM - LOS ANGELES (LA) COUNTY

For LA County only - includes referral of cases to fraud investigations, documenting applicant/recipient explanations, and preparing notices of actions.

CODE 2621 U.S. RESIDENCY PROJECT-NAFS

For Imperial and San Diego Counties only - includes interviewing applicants and recipients of public assistance to determine residency; reviewing documents for authenticity, completeness and accuracy; determining case status; gathering data for project evaluation; and referral of sampled cases for fraud investigations.

CODE 2681 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM - NAFS

Satisfactory Immigration Status (SIS) verification activities for aliens applying for the NAFS program. Primary and/or secondary verification activities to establish alien SIS with Immigration and Nationalization Service (INS) including: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

CODE 2751 EARLY FRAUD DETECTION/PREVENTION PROGRAM (EFD/P) NAFS

For counties that have an approved plan for 100% federal and state funding. Activities listed for ED/PP in Code 3441 (NAFS Program Integrity) apply to this program.

CODE 3101 NAFS FRAUD

Includes fraud activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830 related to NAFS cases. Do not report time spent on investigative activities to Code 3100 for cases receiving both CalWORKs and FS benefits.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3341 FRAUD-NAFS AFIRM - LA COUNTY

For LA County only - includes activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830. Allowable activities include: identifying match situations, investigating referrals received from eligibility workers, validating fingerprint matches, referring cases to the District Attorney when necessary, determining if half matches are full matches, referral of full match cases to eligibility staff, and statistical reporting activities.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3411 EFD/P - NAFS (WFI)

Includes NAFS case-related EFD/P activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830. Allowable activities include conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for prosecuting authority, maintaining complete records of investigative activities, and completing statistical reports.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3431 NAFS ELIGIBILITY

Includes NAFS Program intake activities such as: fingerprint imaging and certification or denial of benefits on behalf of new applicants; recertification following a break in receiving benefits; verification of income, mandatory deductions, and other asset-related issues; activities in support of non-Administrative Disqualification Hearings/non-Intentional Program Violation (IPV) cases; budget computation, quality assurance, supervisory review activities; and Work Opportunity Tax Credit (WOTC) Program-related activities. This also includes continuing NAFS activities, such as: performing budget recomputations, program eligibility termination, making Employment Development Department (EDD) referrals, authorizing actions, intercounty transfers, program loss computations and adjustments, fraud or collection referrals, home visits, expedited service, recertification with no break in benefits,

authorization for benefit issuance, budget computations for recertifications, quality assurance or supervisorial review activities, and WOTC Program activities. This also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in completion of these forms as necessary, and processing voter registration forms for submission to the Secretary of State. NAFS activities performed on Indian Reservations should also be included here.

CODE 3441 NAFS PROGRAM INTEGRITY

This code is intended for use by non-WFI staff performing NAFS administrative hearing activities for IPV cases and FS ED/PP activities. ED/PP activities may include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports.

CODE 3471 NAFS - QUALITY CONTROL

Includes case reviews, desk audits, third-party verifications, home visits related to case reviews, and all other activities specifically related to Quality Control Review of Food Stamp certification. Do not include time spent performing quality assurance, supervisory reviews or other activities that are not an integral part of the required Quality Control Review.

CODE 6111 NAFS - JAIL MATCH - SB 1556 (Chapter 205, Statutes of 1996)

NAFS cases Jail Match casework activities required by SB 1556 includes reviewing and verifying that a recipient identified by the Jail Match System is, or has been, incarcerated; contacting recipients and jail facilities to verify whereabouts and exact dates of incarceration; determining if recipient was eligible for aid and whether an overpayment/overissuance was made, and the amount of the overpayment/overissuance if ineligibility exists for the recipient or case.

MEDI-CAL:

Includes activities performed on behalf of MNO and MI Medi-Cal Program applicants and recipients. MNO activities are defined as those performed on behalf of applicants/recipients that are linked to an aid program and are not currently receiving aid in the form of a cash grant. MI activities are defined as those performed on behalf of nonaided, nonlinked, applicants and recipients

provided that they are either: children under 21 years of age, pregnant, or persons residing in an ICF/SNF.

CODE 2151 MEDI-CAL – INTAKE

Includes screening and referral of MNO applicants; accepting and processing initial applications, reapplications, and transfers-in; hearing activities; and preparing and/or presenting a case for hearing. This also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in completion of these forms as necessary, and processing voter registration forms for submission to the California Secretary of State.

CODE 2153 MEDI-CAL – CONTINUING

Includes processing approved cases, including budget changes, address changes, redeterminations, discontinuances and rescinded discontinuances, income reporting, and hearings for either MNO or MI recipients. Also includes issuing temporary Medi-Cal cards to SSI/SSP recipients who did not receive their regular Medi-Cal card because of a failure of the SSA system, replacing lost or stolen Medi-Cal cards, and providing additional proof of eligibility labels for SSI/SSP recipients.

CODE 2711 SAVE – MEDI-CAL

SIS verification activities for aliens applying for MNO and MI programs. Primary and/or secondary verification activities to establish alien SIS with the INS include: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

TANF FISCAL INCENTIVES:

Welfare and Institutions Code Section 10544.1 established performance incentives to counties to move CalWORKs recipients into employment. Counties may use TANF federal incentive funds for expanded services and benefits that directly lead (or can be expected to lead to) the accomplishment of one of the four purposes of the TANF program.

The following Time Study Codes have been established to capture costs for federal reporting purposes, activities consistent with benefits, or services provided under TANF. These codes will only be used for reporting federal fiscal

incentives. Counties may no longer report fiscal incentive expenditures to extraneous; all expenditures must be reported under existing and new program codes. Both state and federal fiscal incentive expenditures will continue to be reported on the addendum page.

The listing of potential activities below is by no means exhaustive, but serves to illustrate a few possibilities that counties may consider when designing their programs.

TANF FISCAL INCENTIVES – PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES:

Activities consistent with the first purpose of TANF are those that provide assistance to needy families so children may be cared for in their own homes or in the homes of relatives. It does not cover children living with non-relatives. Benefits or services may include funding of home repairs or food banks to provide groceries to needy families. Benefits provided under this purpose are not limited to those within the definition of “assistance.”

CODE 0911 TANF FISCAL INCENTIVES–PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES-NON-ADMIN

Includes time spent providing program service information to clients, screening and assessments, case management, data collection, and supportive services.

CODE 0951 TANF FISCAL INCENTIVES–PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES-ADMIN

Includes time spent performing general administrative activities including, but not limited to, coordination of the program, preparation of program plans, budgets and schedules, and program eligibility determinations.

TANF FISCAL INCENTIVES-PROGRAMS THAT END DEPENDENCE OF NEEDY PARENTS:

Activities consistent with the second purpose of TANF are those that end the dependence of needy parents on government benefits by promoting one of three objectives: 1) job preparation; 2) work; and 3) marriage. Activities would include time spent helping any needy parent, including a noncustodial parent or a working parent, by providing employment, job preparation, or training services. Potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits, childcare services, and employment services designed to increase the noncustodial parent’s ability to pay child support. Activities that promote any one of the three objectives (i.e., job

preparation, work, and marriage) would be consistent with this purpose.

CODE 0921 TANF FISCAL INCENTIVES-PROGRAMS THAT END
DEPENDENCE OF NEEDY PARENTS-NON-ADMIN

Includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

CODE 0961 TANF FISCAL INCENTIVES-PROGRAMS THAT END
DEPENDENCE OF NEEDY PARENTS-ADMIN

Includes time spent performing general administrative activities including, but not limited to, coordination of the program, preparation of program plans, budgets and schedules, and program eligibility determinations.

**TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR REDUCE
OUT-OF-WEDLOCK PREGNANCIES:**

Activities consistent with the third purpose of TANF are those that prevent and reduce incidence of out-of-wedlock pregnancies, and establish annual numerical goals for preventing and reducing incidence of these pregnancies. Neither this purpose nor the following purpose is limited to needy families or individuals. Potential activities that are reasonably calculated to accomplish this purpose include abstinence programs, visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session. Counties may also fund a media campaign for the general population on abstinence or preventing out-of-wedlock childbearing.

CODE 0931 TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR
REDUCE OUT-OF-WEDLOCK PREGNANCIES – NON-ADMIN.

Includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

CODE 0971 TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR
REDUCE OUT-OF-WEDLOCK PREGNANCIES – ADMIN.

Includes time spent performing general administrative activities including but not limited to coordination of the program, preparation of program plans, budgets and schedules, and program eligibility determinations.

TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES:

Activities consistent with the fourth purpose of TANF are those that encourage the formation and maintenance of two-parent families. This includes parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and visitation; job placement and training services for noncustodial parents; initiatives to promote responsible fatherhood and increase capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services.

CODE 0901 TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES-NON-ADMIN.

Includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

CODE 0941 TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES - ADMIN.

Includes time spent performing general administrative activities including, but not limited to, coordination of the program, preparation of program plans, budgets and schedules and program eligibility determinations.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent in training, or in conference, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

SECTION IV
CHILD CARE FUNCTION
PROGRAM CODE DESCRIPTIONS
06/03

GENERAL FUNCTION DEFINITION

Any activity related to a child care program, including providing supportive services to CalWORKs applicants/recipients and other eligible participants who are employed or participating in an approved CalWORKs work activity to help enable them to obtain employment.

TIME STUDY STAFF

- A. Staff providing child care program, training services, referrals, including case management and needs assessment;
- B. Appeals Workers; and
- C. First-line supervisors of A and B above.

CHILD CARE:

Includes 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 (NOAs); coordinating overpayment grant adjustments with caseworker; fraud referrals; coordinating or consulting with other child care delivery systems, and review and verifying of self-certifications forms. Also included is maintaining records for parental complaints; and referral and verification activities in conjunction with local Resource and Referral agency for families who select a license exempt child care provider under CalWORKs.

CHILD CARE STAGES:

CODE 0361 TWO PARENT FAMILIES (STATE ONLY) STAGE ONE-CHILD CARE

Includes broad-based activities by CWDs related to two-parent families who are simultaneously employed or participating in an approved CalWORKs work activity. Activities include initiating and securing child care slots for use by CalWORKs or Tribal Jobs participants within the existing universe of child care providers; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child

care payments and registration fees; and coordinating or consulting with other child care delivery systems; benefit computations; over and under payments and adjustments; outreach; and preparing for and providing presentations to community groups and organizations; verifying hours, and coordinating overpayment grant adjustments with a caseworker. With implementation of AB 1542, counties will no longer be required to calculate childcare payments and registration fees within the 75th percentile Regional Market Rate ceiling. Counties will be required to calculate up to the maximum payment rate for all actual CalWORKs child care at 1.5 times the standard deviation above the mean market rate (EC Section 8357[a]).

CODE 4531 STAGE ONE CHILD CARE

Includes broad-based activities by CWDs related to initiating and securing child care slots for use by CalWORKs or Tribal Jobs participants who are employed or participating in an approved CalWORKs work activity; program notifications; benefit computations; over and under payments and adjustments; outreach; and preparing for and providing presentations to community groups and organizations; arranging child care purchase of service contracts; matching participant needs to available services and verifying hours; authorizing / calculating child care payments and registration fees; and coordinating or consulting with other child care delivery systems; overpayment NOAs, and coordinating overpayment grant adjustments with the CalWORKs caseworker. With implementation of AB 1542, counties will no longer be required to calculate childcare payments and registration fees within the 75th percentile Regional Market Rate (RMR) ceiling. Counties will be required to calculate up to the maximum payment rate for all actual CalWORKs child care at 1.5 times the standard deviation above the mean market rate (EC Section 8357[a]).

CODE 9001 UNABLE TO TRANSFER STAGE ONE TO TWO

Includes activities with the Stage One participant's who remain in Stage One because they cannot move to Stage Two or Stage Three childcare and continue to be served by the CWD. Specific activities performed by the CWD includes initiating and securing child care slots for participants who are employed or participating in an approved CalWORKs activity; child care payment activities; program notification, recertifications, benefit computations, authorization actions, over/under payment computations and adjustments, issuance of notices, fraud referrals, hearings,

outreach, and preparing for and providing presentations to community groups and organizations.

CODE 9031 NONFEDERAL CHILD CARE

Includes activities (described in Code 4531) related to the provision of child care services for legal aliens that are employed or participating in an approved CalWORKs activity who are ineligible under TANF guidelines, but are being served under CalWORKs Welfare to Work Program as State-only cases. This population is defined as individuals that meet federal requirements of a qualified alien, but enter the U.S. on or after 8/22/96 or meet eligibility requirement of an alien described in CDSS EAS 42-431 (7/1/89).

CODE 9051 STAGE TWO CHILD CARE

For CWDs that are Stage Two Alternative Payment Program (APP) providers, this optional code will permit CWDs to capture and track all Stage Two Child Care-related activities for participants who are employed or participating in an approved CalWORKs work activity. Effective January 1, 1998, the California Department of Education (CDE) is the responsible State agency administering Stage Two-Child Care. Samples of Stage Two child care activities performed in cooperation with CDE requirements include: payments; program notifications; benefit computations; over/under payment computations and adjustments; outreach; preparing for and providing presentations to community groups and organizations and verifying hours.

CODE 9071 STAGE THREE CHILD CARE

For CWDs that are Stage Three APP providers, this optional code will permit CWDs to capture and track all Stage Three Child Care related activities for participants who are employed. Effective January 1, 1998, CDE is the responsible State agency administering Stage Three Child Care. Samples of Stage Three child care activities performed, in cooperation with CDE requirements, include: child care usage and actual costs; determining/calculating the amount of child care payments; authorizing payments; verifying hours of employment; providing the recipient with rights and responsibilities information; and statistical reporting.

CAL-LEARN CHILD CARE:

CODE 8111 STATE-ONLY CAL-LEARN CHILD CARE

Includes activities on behalf of sanctioned Cal-Learn participant's who are employed or participating in an approved activity by matching needs to available child care services; authorizing/calculating child care payments and registration fees; coordinating or consulting with other child care delivery systems. Also includes completing overpayment NOAs and coordinating overpayment grant adjustments with the CalWORKs caseworker. However, with implementation of AB 1542 counties will no longer be required to calculate childcare payment and registration fees within the 75th percentile RMR ceiling. Effective January 1, 1998, counties will be reimbursed up to the maximum payment rate for all actual CalWORKs child care at 1.5 times the standard deviation above the mean market rate.

CODE 9091 CAL-LEARN CHILD CARE

Activities include matching participants who are employed or participating in an approved CalWORKs activity to available childcare services; authorizing/calculating childcare payments and registration fees; coordinating or consulting with other child care delivery systems. Also includes calculating childcare overpayments, completing overpayment NOAs, and coordinating overpayment grant adjustments with the CalWORKs caseworker. However, with implementation of AB 1542 counties will no longer be required to calculate childcare payment and registration fees within the 75th percentile RMR ceiling. Effective January 1, 1998, counties will be reimbursed up to the maximum payment rate for all actual CalWORKs child care at 1.5 times the standard deviation above the mean market rate.

CODE 9121 NONFEDERAL CAL-LEARN CHILD CARE

The State continues to provide aid to recent non-citizen entrants who are non-federally eligible for assistance, but are employed or participating in an approved CalWORKs activity. This population is defined as individuals that meet federal requirements of a qualified alien, but enter the U.S. on or after August 22, 1996 or meet eligibility requirement of an alien described in CDSS EAS 42-431 (7/1/89). Includes activities on behalf of a non-federally eligible participant's needs to available services, authorizing/calculating childcare payment and registration fees, coordinating or consulting

with other childcare delivery systems. This also includes calculating childcare overpayment, completing overpayment NOAs, and coordinating overpayment grant adjustment with CalWORKs caseworker. However, with the implementation of AB 1542, counties will no longer be required to calculate childcare payment and registration fees within the 75th percentile RMR ceiling.

OTHER CHILD CARE PROGRAMS/RESOURCES:

CODE 1601 CHILD CARE AND DEVELOPMENT PROGRAM – COUNTY ONLY

Includes eligibility determination, service arrangement, and associated case management for childcare provided under the standard agreement between the county and the California Department of Education.

CODE 6881 CHILD CARE FOR TIMED-OUT FAMILIES-NON-ASSISTANCE

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.

CODE 6921 CHILD CARE FOR TIMED-OUT FAMILIES-ASSISTANCE

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

CODE 9011 CHILD CARE HEALTH AND SAFETY SELF-CERTIFICATION

Includes the following self-certification activities to gather information from childcare providers serving families that receive child care under CalWORKs and Cal-Learn Programs:

1. Providing an information notice and self-certification form to all families currently using and/or planning to begin using license-exempt providers.
2. Reviewing and verifying self-certification forms.
3. Completing pertinent forms and NOAs.
4. Maintaining records of parental complaints and making this information available to the public upon request.
5. Informing exempt providers of the parents' complaints and their right to submit rebuttal.

CODE 9021 CHILD CARE TRUSTLINE

Includes the following Trustline registration activities required for families who select a license exempt child care provider under CalWORKs Stage One Childcare and Cal-Learn Programs:

1. Advising applicants/recipients who choose license exempt child care of the Trustline Program, requirements, and participant responsibilities;
2. Distributing Trustline brochures, applications, and fingerprint cards;
3. Referral and verification activities in conjunction with local Resource and Referral agency, child care provider, and the California Department of Justice; and
4. Completion of pertinent forms and NOAs.

CODE 9061 CHILD CARE CAPACITY BUILDING PROGRAM

Includes activities associated with Child Care Capacity Building Program, including all activities associated with capacity building for both licensed and license-exempt providers that best meet local child care needs.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent training, or in conference, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

SECTION V
NONWELFARE FUNCTION
PROGRAM CODE DESCRIPTION
03/01

GENERAL FUNCTION DEFINITION

Any activity related to a nonwelfare program. Costs of nonwelfare program activities may be identified to this function or as an Extraneous Cost on the CEC. If claimed to the nonwelfare function, all associated overhead costs are allocated to county-only funding. If claimed as extraneous, County Welfare Departments (CWDs) must apply the appropriate indirect cost rate to these nonwelfare costs.

TIME STUDY STAFF

Casework and support staff performing those activities in support of nonwelfare programs administered and/or operated by the CWD must record time to nonwelfare.

NONWELFARE PROGRAMS:

Examples of nonwelfare programs include, but are not limited to, Public Guardian and Veterans Affairs.

State established Nonwelfare codes are as follows:

CODE 8051 NONWELFARE PROGRAMS

This code is to be used for those nonwelfare programs that benefit from county EDP operations/costs.

CODE 8061 NONWELFARE PROGRAMS – NON-EDP

This code is to be used for those nonwelfare programs that do not benefit from county EDP operations/costs.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent in training, or in conference, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

SECTION VI
STAFF DEVELOPMENT
PROGRAM CODE DESCRIPTION
03/01

GENERAL FUNCTION DEFINITION

Staff development personnel are required to complete a continuous time study. In addition, part-time staff must record time spent performing staff development activities on a continuous basis as well.

TIME STUDY STAFF

- A. Trainers, their first-line supervisors, and non-supervisory training coordinators time study to staff development all activities that are specified in the county's Annual Training Plan. For staff not assigned full-time, non-staff development time is recorded as casework or administrative activity in accordance with Support Staff Time Reporting Plan (SSTRP).
- B. Clerical staff, who are assigned to support the staff development unit, record this time to Staff Development Support on the DFA 7. For those staff who also provide support to non-staff development units, non-staff development support time is recorded in accordance with SSTRP and, as a result, their salaries and benefits are prorated between Staff Development Costs and other applicable cost pools.
- C. Second-line staff development supervisors who are assigned to the staff development unit record their time to Staff Development Support on the DFA 7. If not assigned solely to staff development, non-staff development time is recorded in accordance with SSTRP, their salaries and benefits are prorated between Support Staff Costs and Staff Development Costs pools.
- D. Staff Development Trainees do not time study to staff development.
 - 1. Caseworkers attending induction training or full-time training of at least four consecutive weeks do not complete any time study.
 - 2. Caseworkers in continuing training record the time to the benefiting program as a casework activity; generic training is recorded as generic.
 - 3. In SSTRP counties, administrative and clerical staff record time for program or function-related training to the level approved in SSTRP on the Support Staff Time Report; generic training is recorded as generic.

TIME STUDY INSTRUCTIONS

Staff development activities include planning, needs assessment, course design, presenting training, monitoring and evaluation. Staff development activities are identified to three categories: function, specific program, or generic. Identify activities to the category based on the following definitions:

- A. Function: The training activity relates to a function, but is not specific to one program within the function:
1. Social Services-General
 2. CalWORKs – General
 3. Other Public Welfare - General
 4. Child Care - General
 5. Nonwelfare - General
 6. Generic
- B. Program: The training activity relates to one or more specific programs that can be identified. For example, CalWORKs eligibility worker induction training covers both Food Stamp and CalWORKs programs, the training activity is prorated between the two programs based on training time spent in each program area. Activities are recorded to programs using the appropriate four-digit code; refer to Program Code Description for each function to obtain the appropriate code.
- C. Generic: The training activity does not relate to a particular function or program. Some examples of Generic training subjects are time management, supervising techniques, civil rights, first aid, and stress reduction.

SECTION VII
 ELECTRONIC DATA PROCESSING (EDP)
 PROGRAM CODE DESCRIPTION
 03/01

TIME STUDY STAFF

County welfare department employees who are assigned to perform EDP activities on a temporary or permanent basis will record time as specified. Eligible EDP activities include: analysis, feasibility and system studies, system design, development, programming, implementation, and maintenance.

Electronic data processing staff and first-line EDP supervisors who perform these EDP activities will record time to developmental or maintenance and operations (i.e., M and O) category, as applicable. These staff must complete continuous time studies.

Other CWD staff who are temporarily assigned to perform EDP activities will record their EDP time to the developmental category only. Their non-EDP time will be recorded, as applicable, to those activities in accordance with Staff Support Time Reporting Plan (SSTRP). Both the EDP and non-EDP time must be recorded on a continuous basis in order to capture total hours worked for the day.

Administrative and clerical staff who are assigned to support the EDP unit record this time to EDP Support on the DFA 7. For those staff who also provide support to the non-EDP units, the non-EDP support time is recorded in accordance with the SSTRP, and as a result their salaries and benefits are prorated between EDP and other cost pools.

TIME STUDY INSTRUCTIONS

County welfare department staff are required to record their EDP activities as M and O or developmental.

M and O:

Activities are recorded to the program, function, or SAWS project, if EDP activity benefits one specific program, function or one SAWS project. If the activity benefits more than one function, the activity is recorded to Generic. Record activities to these designators:

A. Social Services	B3. SAWS	E. Nonwelfare
B1. CalWORKs	C. Other Public Welfare	F. Generic
B2. Central Data Base SAWS	D. Child Care	G. Direct-to-Program

Developmental Projects:

Activities or Purchase of Service benefiting developmental projects are recorded to project number, project title, and/or program code.

SECTION VIII
SUPPORT STAFF
TIME REPORT INSTRUCTIONS
12/01

STAFF REQUIRED TO COMPLETE SUPPORT STAFF TIME REPORT (DFA 7)

The DFA 7 is completed by all county welfare department (CWD) support staff who perform department administrative support, program administrative support, and clerical support identified in the Support Staff Time Reporting Plan (SSTRP). In non-SSTRP counties, CWD support staff complete the DFA 7 if they perform: direct service delivery, electronic data processing (EDP) support, staff development support, nonwelfare activities, or direct-to-program/functions.

SUPPORT STAFF SALARY POOLS

- A. General Administrative Support: Staff (includes both management/ supervisory and clerical) who perform activities having department-wide benefit or who are not in direct support of casework staff.
- B. Program Administrative Support: Administrative staff who predominantly supports casework staff.
- C. Clerical Support: Clerical staff who are predominantly in direct support of casework staff.

BENEFITING LEVEL

- A. Generic: Activities of unit staff typically have department wide benefit.
- B. EDP Support: Staff who are organizationally assigned to support an EDP office on a full- or part-time basis. The salary of individuals reporting time to EDP support will be reported on the DFA 325.1A, EDP Cost Detail Schedule.
- C. Staff Development Support: Staff who are organizationally assigned to support a staff development office on a full- or part-time basis. The salary of individuals reporting time to staff development support will be reported on the DFA 325.1C, Staff Development Schedule.
- D. Nonwelfare: Staff who supports nonwelfare activities.
- E. Function(s): Activities of unit staff are identified to one or more of the functions individually.

- F. Multifunction: Activities of unit staff are identified to combined functions. There are now 25 combinations of functions. Staff should write on their time studies the functions they support. Multifunction combinations are available each quarter on the CEC template.
- G. Direct Service Delivery (DSD): The DSD codes listed below are for use by staff who provide services to clients on a full- or part-time basis. The salary of individuals who perform DSD will be reported on the DFA 325.1B, Direct Cost Schedule.
- H. Direct-to-Program/Functions: Activities time studied to functions/programs by recording the applicable alphanumeric support staff codes that are listed below.

NONWELFARE SUPPORT TIME

Support staff salaries, benefits and overhead costs (determined by the indirect cost rate) will be identified to the Direct Cost pool when there are no casework hours for the nonwelfare program. Counties shall report nonwelfare support costs, when there are casework hours, to the Nonwelfare Function to allow for appropriate distribution of allocable costs.

COMPLETING THE DFA 7

- A. Check the appropriate box to indicate the worker's classification: General/Direct-to Program/Function management/supervisory or clerical, EDP support, or staff development support. A worker may have more than one classification.
- B. If a worker is recording time to the program level, enter the program code from the appropriate function Program Code Descriptions and record on the generic DFA 7.
- C. Record travel and continuing training time to the program or function level approved in the SSTRP. Travel and training time having a department-wide benefit or cannot be identified to a program or function will be recorded as generic. For staff not included in a SSTRP, record this time to time study code used for all other customary activity.
- D. Time Study Staff
- Complete the DFA 7 on a daily basis throughout the month.
 - Check Time Study box.

E. Time Certification Staff

- Record nonallocable time daily; record total allocable time at the end of the month only.
- Check the Time Certification box.

At the end of each time study month, each first-line supervisor will attest to the accuracy of the time studies and certifications completed by employees in their units by signing the designated line.

TIME REPORTING INSTRUCTIONS FOR FIRST-LINE SUPERVISORS

First-line supervisors may certify time spent supervising their unit if their staff certify. If their staff time study they must prorate their supervisory time based on the allocable time reported by unit staff.

TIME REPORTING FOR SECOND-LINE SUPERVISORS THROUGH DIRECTORS

Second-line supervisors and above will time study/time certify as specified in the SSTRP. Please refer to General Time Study Instructions.

SECTION IX
 DIRECT-TO-PROGRAM/FUNCTION SUPPORT STAFF CODES
 12/03

SOCIAL SERVICES FUNCTION

A1	IHSS	-----
	IHSS-PCSP/Non HR	103
	IHSS – Non PCSP/Non HR	104
A2	CSBG	-----
	CSBG-HR	114
	CSBG	115
A3	Adoptions	-----
	Adoptions - Case Management	117
	Independent Adoptions	118
	Adoptions Training	125
A4	SSI/SSP Out-of-Home Care	135
A5	RRP	-----
	RRP – CWS	140
	RRP – CSBG	141
	RRP – Unaccompanied Minors	142
A6	CWS	-----
	CWS – Eligibility Determination	143
	CWS – HR	144
	CWS – Training	145
	CWS – Services, Nonfederal	146
	CWS – Court Related Activities	147
	CWS – Case Management	148
	Non EA Emergency Response	110
A7	Early Periodic Screening, Detection, and Treatment	150
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Direct Service Delivery (DSD) Codes
12/02

SOCIAL SERVICES FUNCTION

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101060	DSD	IHSS-Welfare Staff Service Providers
102060	DSD	IHSS-Skilled Professional Medical Personnel
103003	Transportation	IHSS-HR/Personal Care Services Program (PCSP)
103260	DSD	IHSS-Supported Individual Providers (SIP) PCSP
103360	DSD	IHSS-SIP-HR
104160	DSD	IHSS-SIP-NON HR/NON-PCSP
108060	DSD	IHSS-PCSP-Welfare Staff Service Providers
113060	DSD	CSBG-SPMP
114003	Transportation	CSBG-HR
115003	Transportation	CSBG
117003	Transportation	Adoptions-Case Management
138060	DSD	CWS-SPMP
141003	Transportation	Refugee Resettlement Program (RRP)/CSBG Services
144103	Transportation	CWS-HR/Emergency Response (ER)
144203	Transportation	CWS-HR/Family Maintenance (FM)
144303	Transportation	CWS-HR/Family Reunification (FR)
144403	Transportation	CWS-HR/Permanent Placement (PP)
147103	Transportation	CWS-Court-Related/ER
147203	Transportation	CWS-Court-Related/FM
147303	Transportation	CWS-Court-Related/FR
147403	Transportation	CWS-Court-Related/PP
148103	Transportation	CWS-Case Management/ER
148303	Transportation	CWS-Case Management/FR
148403	Transportation	CWS-Case Management/PP
154003	Transportation	CWS-Case Management-Voluntary Foster Care Program
159060	DSD	FPP-SPMP
168003	Transportation	FPP-HR
175003	Transportation	FPP-Counseling/Nonfederal
179003	Transportation	FPP-Case Management: Foster Care
184003	Transportation	ILP-Services
184060	DSD	ILP-Services
515060	DSD	FPSP-Family Preservation Services
516060	DSD	FPSP-Family Support Services
569060	DSD	APS Response
570060	DSD	APS Case Management

573060	DSD	APS HR-Response
574060	DSD	APS HR-Case Management
578160	DSD	Extended Voluntary Administration

CalWORKs FUNCTION

<u>PIN</u>	<u>TITLE</u>	<u>PROGRAM</u>
451203	Transportation	Nonfederal WTW
468003	Transportation	Food Stamp Employment and Training

OTHER PUBLIC WELFARE PROGRAMS FUNCTION

<u>PIN</u>	<u>TITLE</u>	<u>PROGRAM</u>
211025	Food Stamp Issuance	Food Stamp Issuance
215060	DSD	Medi-Cal
217060	DSD	CMSP/Non-RRP/CHEP
349060	DSD	Medi-Cal Section 1931

SECTION X
GENERAL TIME STUDY INSTRUCTIONS
12/02

GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

Complete the time study on a continuous basis throughout the day.

Round hours to the nearest quarter hour.

Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity that caused the overtime. If the county is unable to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.

Record travel time to the program with which it is associated.

Record docks, furlough, leave without pay, holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch and normal days off are not recorded.

Time spent on breaks are allocable hours and must be reported to the last activity that staff was performing prior to going on break.

Record time spent in continuing training to the associated program; if not identifiable to a program, record as generic.

Record quality control/quality assurance and program integrity activities to the associated program.

Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as generic.

The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours as defined by the County Welfare Department (CWD).

Caseworkers, who perform administrative activities, whether full-time or part-time, will record these activities to generic.

First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activities on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.