

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 15, 2004

COUNTY FISCAL LETTER (CFL) No. 03/04-63

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
 SEPTEMBER 2004 QUARTER

This CFL provides time study and claiming instructions for the July through September 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. Federal Incentive Funds for Adoptive Services | No | Yes | No | 2 |
| | B. Community Care Licensing – Title XX | No | No | Yes | 3 |
| II | CalWORKs | | | | |
| | A. Welfare-to-Work (WtW) Grant Match | Yes | Yes | No | 3 |
| III | Other Public Welfare | | | | |
| | A. Rosales v. Thompson | Yes | Yes | No | 4 |
| | B. Electronic Benefit Transfer (EBT) Food Stamps (FS) – County Share Toward Maintenance of Effort (MOE) | No | Yes | No | 5 |
| IV | Child Care | No | No | No | 6 |
| V | Non-Welfare | No | No | No | 6 |
| VI | General | | | | |
| | A. Type of Expense (TOE) Code Definition | No | No | Yes | 6 |

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

| <u>Section</u> | <u>Revised</u> |
|--|----------------|
| Social Services | 06/04 |
| CalWORKs | 09/04 |
| Other Public Welfare | 09/04 |
| 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 | 09/04 |
| 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.

SOCIAL SERVICES

A. Federal Incentive Funds for Adoptive Services

The Adoptions and Safe Families Act of 1997 and Public Law 105-89 rewards states with incentive funds for increasing their finalized adoptions in the Federal Fiscal Year (FFY) as determined by the Adoption and Foster Care Analysis and Reporting System (AFCARS) data submitted to the federal government twice a year. The California Department of Social Services (CDSS) qualified and received separate grant awards from FFY 2000 to FFY 2003.

Program Code (PC) 690, SUO-Adoption State General Fund Incentive Funds, and PC 691, SUO-Adoption Federal Incentive Funds were added to charge initial basic costs to the federal incentive first and then to the regular adoption basic allocation.

CDSS does not anticipate receiving additional adoption incentive grant funds beyond September 2003. Future grant awards will depend on increases to finalized adoptions as reported by the AFCARS. Therefore, effective with the September 2004 quarter, PCs 690 and 691 are deleted.

Time Study Instructions:

No changes.

Claiming Instructions:

Effective with the September 2004 claiming quarter, the following PCs have been deleted:

| | | |
|--------------|-----|---|
| Program Code | 690 | SUO-Adoption State General Fund Incentive Funds |
| Program Code | 691 | SUO –Adoption Federal Incentive Funds |

B. Community Care Licensing – Title XX

State Use Only (SUO) codes 336, 337, and 338 have been established to properly reflect the Title XX usage for Community Care Licensing (CCL). This will be an internal shift of monies, and requires no input by the County. A new Ledger will also be established to track the new allocation. Please see your CCL Allocation Letter for further information regarding the new codes and Ledger.

CalWORKs

A. Welfare-to-Work Grant Match

Due to the federal rescission of the Welfare-to-Work Grant Match Program in January 2004, PC 642, Federal Welfare-to-Work-Grant Program Match Funds, has been deleted effective with the July through September 2004 quarter as stated in CFL No. 03/04-43, dated January 30, 2004.

Time Study Instructions:

Effective with the September 2004 quarter, the following Time Study Code (TSC) has been deleted:

| | | |
|-----------------|------|---|
| Time Study Code | 6421 | Federal Welfare-to-Work Grant Program Match Funds (R 12/02) |
|-----------------|------|---|

Claiming Instructions:

Effective with the September 2004 quarter, the following codes have been deleted:

| | | |
|-----------------------------------|--------------------------------------|--|
| Program Code | 642 | Federal Welfare-to-Work Grant Program Match Funds(R 12/02) |
| Program Identifier Numbers (PINs) | 642031 642068 642092 642093 | Contracted Services Direct Costs Casework OT/CTO Costs Support Staff-OT/CTO Costs |

III. OTHER PUBLIC WELFARE

A. Rosales v. Thompson

The U.S. District Court's February 9, 2004 order in the Rosales v. Thompson case, as amended on February 20, 2004, requires each county to review all foster care cases open on or after March 3, 2003 to determine eligibility for payment both ongoing and retroactive to December 23, 1997. Due to a court related delay in fully implementing this order, the CDSS is only able to issue formal claiming instructions for reviewing and determining eligibility for the "prospective" portion of the costs.

For "prospective" Rosales v. Thompson cases, i.e. those that were open on or after March 3, 2003 through current, counties are required to review and apply the eligibility criteria outlined in All County Letter (ACL) No. 03-43, dated December 31, 2003. Note that the date stated in this ACL for the effective date of the new standards is April 1, 2003. However, the court order requires a Rosales effective date of March 3, 2003. Counties should begin applying this March 3, 2003 effective date immediately. An updated "interim ACL" containing the new effective date and additional program instructions will be issued shortly. In Fiscal Year (FY) 2003-04, the May Revise proposes additional funding for this activity which will be provided to counties in a revised Foster Care Administration allocation letter. For FY 2004-05, counties will receive funding contingent upon approval of the State Budget.

At this time, CDSS is not able to issue formal claiming instructions for reviewing and determining eligibility for the "retroactive" portion of the costs. For this purpose, "retroactive" activities are the costs associated with reviewing Rosales v. Thompson cases that were open on March 3, 2003 for retroactive eligibility between December 23, 1997 and March 2, 2003. If a case was closed on or before March 2, 2003, retroactive activities are not required and are not reimbursable. The CDSS will issue instructions for reporting retroactive activities under separate cover. Therefore, counties should keep separate track of all time spent completing eligibility determination activities for these cases.

Time Study Instructions:

The following Time Study Code (TSC) has been established to capture staff time associated with prospective Rosales v. Thompson activities. These codes are effective retroactive to the June 2004 quarter for counties who had tracked their time for these activities during that quarter.

| | | |
|--------------------------------------|------|---------------------|
| Time Study Code | 0291 | Rosales v. Thompson |
| Direct-to-Program Support Staff Code | C56 | Rosales v. Thompson |

For determining eligibility for new Foster Care and Adoption Assistance program cases, allowable activities may include, but are not limited to, reviewing cases for determining eligibility under Rosales v. Thompson; gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support; calculating reimbursement amounts; and documenting adjusted payment in the case file.

Claiming Instructions:

Retroactive to the June 2004 quarter, the following PC and PINs have been established for Rosales v. Thompson:

| | | |
|--------------------|---------------|--------------------------------|
| Program Code | 029 | Rosales v. Thompson |
| Program Identifier | 029088-029091 | Operating Cost Codes Available |
| Numbers (PINs) | 029092 | Casework OT/CTO Costs |
| | 029093 | Support Staff – OT/CTO Costs |

Costs will be funded at 50/30/0/15 (Federal/State/Health/County).

B. Electronic Benefits Transfer (EBT) Food Stamps (FS) – County Share Toward Maintenance of Effort (MOE)

The county share of costs for the FS program incurred during the Maintenance and Operations (M&O) phase of the EBT project is countable towards each county’s CalWORKs MOE. In lieu of adjusting the county’s MOE for these eligible amounts during the close out process, which occurs after the June adjustment quarter is processed, PC 098, EBT FS - County Share Toward MOE, has been established for the counties to capture this cost on a quarterly basis. The amount claimed will be included in the adjustment made to your county MOE via PC 321, SUO FS County Share Reduction.

Time Study Instructions:

No changes.

Claiming instructions:

The new code allows for the reporting of the county share of the FS program from the Citicorp invoice. Counties shall find a detail of all the Citicorp M&O costs by program for the invoice period on the notification provided by the Fiscal Systems Bureau (FSB), for Citicorp Invoice for M&O Expenditures.

Effective with the September 2004 quarter, the following PIN code should be used to report the county share of costs for the FS program listed on the notification and the offset has been taken from your CalWORKs Assistance monthly advance:

| | | |
|---------------------------------|--------|----------|
| Program Identifier Number (PIN) | 098025 | Issuance |
|---------------------------------|--------|----------|

IV. CHILD CARE

No changes.

VI. NON-WELFARE

No changes.

VI. GENERAL

A. Type Of Expense (TOE) Code Definition

Effective with the September 2004 quarter, the title and definition for TOE code 28 is revised to clarify that allowable activities include limited term relocation expenses and eviction prevention services needed to obtain or retain unsubsidized employment. Please note that current State statute and policy does not allow counties to use the Single Allocation for homeless assistance payments. The revised definition of TOE code 28 is as follows:

TOE Code 28: Work-Related Activities and Expenses - Nonassistance

Costs of work uniforms, training, and tools for employed CalWORKs participants, or unemployed participants attending training/job search. Activities include but are not limited to:

- Work activities not reported as education or work subsidies;
- Related services, such as employment counseling, coaching, job development, information and referral, and outreach to business and nonprofit community groups;
- Short-term nonrecurring housing costs provided to current or former CalWORKs recipient for homelessness prevention, such as when recipients are in jeopardy of being evicted or are required to relocate due to employment.
- Costs are allowable only to the degree that they are designed to deal with a specific crisis situation or episode of need; are not intended to meet recurrent or ongoing needs; will not extend beyond four (4) months; and are needed to assist a family in meeting a CalWORKs program component. These costs cannot replace or circumvent the pre-existing Homeless Assistance Program rules and regulations.

If you have any questions regarding this CFL, please use the fiscal.systems@dss.ca.gov e-mail address.

Sincerely,

***Original Document Signed by
Douglas D. Park on 6/15/04***

Douglas D. Park, Chief
Fiscal Systems and Accounting Branch

c: CWDA