

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



October 6, 2004

COUNTY FISCAL LETTER (CFL) No. 04/05-29

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 DECEMBER  
 2004 QUARTER

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

Function	Program	Time Study Instructions	Claiming Instructions	General Information	Page Number
I Social Services	Public Agency IV-E Pass Through	No	Yes	No	2
I Social Services	Title IV-E Waiver Evaluation	Yes	Yes	No	3
I Social Services	TANF Probation	No	Yes	No	4
I Social Services	Rosales vs. Thompson	No	No	Yes	5
II CalWORKs	CalWORKs	No	No	No	5
III Other Public Welfare	Supplemental Security Income Advocacy Programs for Cash Assistance Program for Immigrants	No	Yes	No	5
IV Child Care	<b>Child Care</b>	No	No	No	6
V Non-Welfare	<b>Non-Welfare</b>	No	No	No	6
VI General	Type of Expense (TOE) Code Definition	No	No	Yes	6
VI General	Indirect Cost Rates	No	No	Yes	6
VI General	EBT Issuance	No	No	Yes	7
VI General	PCD Changes	No	No	Yes	7
VI General	In-Home Supportive Services Federal Medical Assistance Percentage	No	No	Yes	8

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

<u>Section</u>	<u>Revised</u>
Social Services	12/04
CalWORKs	09/04
Other Public Welfare	12/04
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	12/04
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.

## **I. SOCIAL SERVICES**

### **A. Public Agency IV-E Pass Through**

As outlined in ACL No. 04-32, dated September 7, 2004, in addition to normal case management activities for children already in the child welfare services system, the federal government allows Title IV-E reimbursement for administrative activities associated with pre-placement prevention for cases that absent the referral to services would go into-out-of home care. CDSS now allows counties to pass on Title IV-E funds to other county public agencies, such as Probation and Mental Health that perform eligible administrative activities for children at risk of or currently placed in foster care. This pass-on provision does not apply to similar activities performed by private non-profit organizations.

#### Time Study Instructions:

None.

#### Claiming Instructions:

Before claiming can begin, the following requirements must be met (See ACL 04-32 for further details):

- Counties that establish a multi-agency team must prepare a Memorandum of Understanding (MOU) between the CWD and the other public agency.

- Counties must submit a certification form to CDSS that certifies that the county will adhere to the applicable provisions associated with claiming Title IV-E reimbursement for pre-placement prevention and will assume responsibility for any future disallowances. Counties may not begin claiming until a letter of acknowledgement has been received from CDSS that will indicate the earliest date in which claiming can begin.
- A case plan must be developed documenting that the child is a reasonable candidate for foster care as defined in ACL 04-32.

NOTE: Title IV-E reimbursement of administrative activities must cease at the point at which the child no longer meets the criteria for reasonable candidate. Effective with the September 2004 quarter, the following codes have been established for pre-placement prevention.

The following Program Code (PC) / Program Identifier Number (PIN) shall be used to claim reimbursement for eligible Title IV-E administrative activities once the claiming requirements indicated above have been met.

Program Code	119	Public Agency IV-E Pass Through
PIN	119069	Federal Pass Through

Costs will be funded at 50/00/00/50 (Federal/State/Health/County).

The county share may be provided by the other public agency performing the eligible administrative activities provided that the funds used as the county share meet all matching requirements for federal Title IV-E and are not used as match for any other federal or state fund source.

**B. Title IV-E Waiver Evaluation**

Effective with the December 2004 quarter, Program Code 016 has been deleted. The evaluation activities for the Title IV-E Waiver Demonstration Project have been completed and are no longer necessary for county staff to perform.

Time Study Instructions:

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

Time Study Code	0161	Title IV-E Waiver Evaluation
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Claiming Instructions:

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

Program Code	016	Title IV-E Waiver Evaluation
PIN	016092	Casework OT/CTO Costs
	016093	Support Staff-OT/CTO Costs
	016094	Start Up/Nonrecurring Costs

**C. TANF Probation**

TANF funding for the CYA County Camps and Juvenile Assessment/Treatment Facilities will expire on October 31, 2004. Therefore, effective with the December 2004 quarter, this program will continue to be funded with State General Fund (SGF) through the California Board of Corrections. CDSS will continue to provide oversight and fund the program with SGF provided through an Interagency Agreement with the Board of Corrections through June 30, 2005. Effective July 1, 2005, all program oversight and funding will shift to the Board of Corrections and the program will be deleted from the CDSS budget.

Time Study Instructions:

None.

Claiming Instructions:

For the September 2004 quarter, expenditures are to continue to be reported on the County Expense Claim (CEC) to the following codes and funded 100/0/0/0 (Federal/State/Health/County). Any costs claimed in excess of the TANF allocation amount for the September 2004 quarter only will be transferred to the SGF portion of each county's total allocation using State Use Only (SUO) 547. Any costs that exceed a county's total combined allocation will be shifted to county only using SUO 258.

Program Code	133	TANF Probation Administration
Program Code	554	TANF Probation Services – Prior EA Program
Program Code	555	TANF Probation Services – New Program

The above codes will be deleted effective with the December 2004 quarter.

For the December 2004 through June 2005 quarters, probation costs will be reported on the CEC to the following codes and funded 0/100/0/0 (Federal/State/Health/County).

Expenditures in excess of SGF allocation will be transferred to county share using SUO Code 258.

Program Code	260	Probation Services – Prior EA Program
PIN	260074	Probation Services

Program Code	261	Probation Services – New EA Program
PIN	261074	Probation Services

With the change in funding from TANF to SGF, administrative costs will no longer be controlled to the 15 percent cap effective with the December 2004 quarter as the cap was a federal requirement and does not apply to SGF programs. Beginning in SFY 2005/06, the Board of Corrections will administer the program and distribute the funds directly to the counties.

**D. Rosales v. Thompson**

General

ACL No. 04-12, dated September 21, 2004, has been issued with instructions for claiming retroactive assistance and administrative costs resulting from the U.S. District Court's February 9, 2004 order in the Rosales v. Thompson case, as amended on February 20, 2004. The amended court order requires each county to review all foster care cases open on or after March 3, 2003 to determine eligibility under the broader criteria established in Manual of Policies and Procedures Section 45-202.332. Please refer to ACL No. 04-12 for specific instructions. Any necessary claiming updates will be issued in a separate CFL.

**II. CalWORKs**

No changes.

**III. OTHER PUBLIC WELFARE**

**A. Supplemental Security Income Advocacy Programs (SSIAP) for Cash Assistance Program for Immigrants (CAPI)**

Senate Bill (SB) 1104 requires that certain counties establish an advocacy program to assist CAPI recipients and applicants who appear eligible to apply for Supplemental Security Income/ State Supplementary Payment (SSI/SSP). The counties required to establish an SSIAP are those with a CAPI caseload of 70 or more recipients. Counties with a CAPI caseload of less than 70 are still encouraged to establish a SSIAP, but are not required to do so. Counties may, at their option, contract to provide any or all of the required advocacy services.

SB 1104 also requires that the CDSS reimburse counties for legal fees incurred by attorneys or other authorized representatives during the appeal phase of the SSI application process, but only in cases where the represented CAPI recipient is approved for SSI benefits. The fee paid to the attorney or representative for each case cannot exceed twice the difference between the maximum monthly individual CAPI payment and the maximum monthly SSP payment. At the current time, for 2004, this maximum amount is \$1,108 (twice \$554).

Time Study Instructions:

None.

Claiming Instructions:

Effective with the December 2004 quarter, Program Identifier Number (PIN) code 389068 has been established to capture the legal fee reimbursement costs for CAPI recipients.

Program Code	389	CAPI SSI/Naturalization (A 3/99)
Program Identifier Number (PIN)	389068	Direct Costs

**IV. CHILD CARE**

No changes.

**V. NON-WELFARE**

No changes.

**VI. GENERAL**

**A. Type Of Expense (TOE) Code Definition**

County Fiscal Letter (CFL) No. 03/04-35, dated December 4, 2003 incorrectly defined Type of Expense (TOE) Code 92, Casework OT/CTO Costs. The correct definition should read “Salaries and benefits paid to caseworkers performing activities in direct support of a program.” Please make this correction to your copy of the TOE Code definitions.

**B. Indirect Cost Rates (ICRs)**

The California Department of Social Services (CDSS) has developed ICRs for use by counties during State Fiscal Year (SFY) 2004/05 (see enclosure). ICRs are used to identify overhead costs associated with support staff who perform activities for non-welfare programs with no equivalent casework hours.

The CDSS County Allocations Unit develops ICRs based on actual indirect costs (i.e., Travel, Space, Space – County Cost Allocation Plan [CCAP], Other Operating Costs, Public

Agencies CCAP, and Public/Private Agencies Direct Billed) that were reported as generic for each county for the four quarters of SFY 2002/03. The totals were divided by the total direct salary and benefit costs (caseworker, administrative/clerical support and electronic data processing [EDP] staff salaries and benefits). The resulting percentages are each county's individual ICR.

CWDs have the option of either using the predetermined ICR developed by CDSS or developing an ICR specific to allocable support staff. An ICR developed by a CWD must be developed in accordance with "A Guide for State, Local and Indian Tribal Government-Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government" (ASMB C-10).

ICRs are applied to the salaries and benefits of support staff performing activities for non-welfare programs only. The salaries and benefits plus overhead are reported as Direct Costs on the CEC using PIN 805068 (non-welfare Programs) or 806068 (non-welfare Programs-Non EDP). Counties are reminded that non-welfare activities must be reported in the non-welfare Function, which will draw down associated overhead through the CEC based on the time study hours of caseworkers performing the non-welfare activity.

**C. EBT Issuance**

For costs associated with issuance of Electronic Benefit Transfer (EBT) cards that include Food Stamps, CalWORKs, and/or general relief, counties shall calculate a ratio based on their caseload in the EBT system, during one month of the quarter, and charge each program using the same coding as if a check were being issued. The exception is Food Stamps where the correct code to charge is 211. General relief costs should be county only costs.

Costs associated with issuance include, but are not limited to, card embossing, host to host benefits, issuance of Personal Identification Numbers, and providing replacement authorization documents.

**D. PCD Changes**

Retroactive to the September 2004 quarter, the following codes are being transferred from the Other Public Welfare Function to the Social Services Function. This change is being made to reflect these codes under the appropriate function.

Program Code	030	Federal KinGAP Program Eligibility
Program Code	031	Nonfederal KinGAP Program Eligibility
Program Code	044	SUO-Nonfederal KinGAP
Program Code	667	SUO-KinGAP
Program Code	345	AFDC-Foster Care Eligibility

**E. In-Home Supportive Services (IHSS) Federal Medical Assistance Percentage (FMAP)**

Retroactive to the September 2004 Quarter, the Title XIX federal sharing ratio for Program Code 108 – IHSS-PCSP Welfare Staff Services Providers is 0/32.50/50.00/17.50.

**F. Food Stamp Issuance**

The PCD for Time Study Code 2111 – Food Stamp Issuance has been updated to incorporate the appropriate activities involved in issuing Electronic Benefit Transfer Food Stamps.

If you have any questions regarding this CFL, please use the [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov) E-mail address.

Sincerely,

*Original Signed By Douglas D. Park  
On October 6, 2004*

Douglas D. Park, Chief  
Fiscal Systems and Accounting Branch

c: CWDA



**FY 04/05 INDIRECT COST RATE (ICR)**

Data from FY 02/03 County Expense Claims

COUNTIES	FY 04/05 ICR
ALAMEDA	0.31
ALPINE	0.51
AMADOR	0.28
BUTTE	0.23
CALAVERAS	0.34
COLUSA	0.32
CONTRA COSTA	0.36
DEL NORTE	0.38
EL DORADO	0.27
FRESNO	0.21
GLENN	0.32
HUMBOLDT	0.31
IMPERIAL	0.11
INYO	0.26
KERN	0.25
KINGS	0.19
LAKE	0.24
LASSEN	0.51
LOS ANGELES DPS	0.27
MADERA	0.35
MARIN	0.30
MARIPOSA	0.39
MENDOCINO	0.22
MERCED	0.48
MONO	0.42
MONTEREY	0.31
NAPA	0.32
NEVADA	0.36
ORANGE	0.25
PLACER	0.60
PLUMAS	0.43
RIVERSIDE	0.20
SACRAMENTO-DHA	0.32
SAN BENITO	0.31
SAN BERNARDINO	0.24
SAN DIEGO	0.26
SAN FRANCISCO	0.24
SAN JOAQUIN	0.22
SAN LUIS OBISPO	0.24
SAN MATEO	0.37
SANTA BARBARA	0.25
SANTA CLARA	0.30
SANTA CRUZ	0.30
SHASTA	0.23
SIERRA	0.19
SISKIYOU	0.31
SOLANO	0.35
SONOMA	0.17
STANISLAUS	0.25
SUTTER	0.25
TEHAMA	0.20
TRINITY	0.43
TUOLUMNE	0.33
VENTURA	0.26
YOLO	0.24
YUBA	0.24
LOS ANGELES DCS	0.26
SAC-DHHS-CHILD	0.46
SAC-DHHS-ADULT	0.49
SMATEO DP AGING	0.27
PLACER-ASOC	0.73
TOTALS	0.27