

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



April 27, 2005

COUNTY FISCAL LETTER (CFL) NO. 04/05-43

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY AUDITOR CONTROLLERS

SUBJECT: FISCAL INFORMATION AND INSTRUCTIONS FOR SUBMITTING  
THE AUTOMATED ASSISTANCE CLAIMS

REFERENCE: CFL No. 03/04-39, dated January 26, 2004, All County Information  
Notice (ACIN) No. I-06-87 dated October 21, 1987.

The purpose of this CFL is to provide counties with new policy and information regarding the submission of Automated Assistance Claims to the California Department of Social Services (CDSS).

The Automated Assistance Claiming process has now been in production since January 2004. During this time, the County Welfare Departments (CWDs) and CDSS have worked together to test and refine the claims in order to bring them to their final formats. These formats, or "templates", which are provided by CDSS on the Extranet Website, are the templates counties are required to use for claiming assistance costs.

As part of the electronic claiming system, we developed an assistance claim database, which allows us to download county claim information directly into a centralized repository. However, with this new process, it is imperative that counties use the most recent Automated Assistance Claims template, which is available to counties within the first five days of each month. Any alterations to the format, sequence of tabs in the workbook, or additional information added to the template, halts our downloading process until the claim is re-formatted into the required format or manually entered into the database.

CFL 03/04-39, dated January 26, 2004, which introduced the new Automated Assistance Claims Process, and subsequent county instructions provided through Financial Services Bureau's monthly emails, have stressed that altered or substituted Automated Assistance Claims will not be accepted by CDSS for processing. These instructions also informed the counties to use the most current template provided on the CDSS Extranet Website. However, outdated and/or modified assistance claims continue to be submitted by some counties.

Therefore, beginning with the April 2005 claiming month, any Automated Assistance Claims submitted to CDSS that have been changed or altered, or are not in the most

up-to-date format, will not be accepted by this Department. The claims will be returned to the county and:

- Counties shall be instructed to resubmit their Automated Assistance Claims by using the current format provided on the CDSS Extranet Website (<http://www.cdsscounties.ca.gov/AAC/aac.htm>).
- Claims must be resubmitted to CDSS by the 20<sup>th</sup> calendar day following the end of the claiming month. However, if the claim is rejected on the 20<sup>th</sup> of the month or after, the county will be required to resubmit the claim within one business day.
- A new assistance CA 800 CERT form with the County Director and County Auditor signatures will need to be submitted with these claims.
- The County Director and Auditor will be informed by CDSS that their Automated Assistance Claims were rejected, the reason why the claims were rejected, and the need for their signatures on the new CERT page when resubmitting the claims.

Thank you for your continued efforts and assistance during this first year of implementation of the Automated Assistance Claims process. We look forward to working with you to continue to improve all of our assistance claiming processes. If you have any questions, please e-mail them to [assistance.claims@dss.ca.gov](mailto:assistance.claims@dss.ca.gov).

Sincerely,

***Original Document Signed by Douglas D. Park  
on April 27, 2005***

DOUGLAS D. PARK, Chief  
Fiscal Systems and Accounting Branch

C: CWDA