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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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ARNOLD SCHWARZENEGGER
GOVERNOR

January 30, 2010

TO: ALL COUNTY FISCAL OFFICERS
ALL COUNTY WELFARE DIRECTORS

SUBJECT: FISCAL YEAR (FY) 2010-11 COUNTY ADMINISTRATIVE BUDGET PLAN
FOR SOCIAL SERVICES PROGRAMS

In accordance with the provisions of Chapter 75, Statutes of 2006 (AB 1808), the California Department of Social Services (CDSS), in consultation with the County Welfare Directors Association (CWDA), developed a survey instrument in FY 2007-08 to capture the costs of county administration of human services programs for preparation of the Budget. This year's survey tool is based on the FY 2009-10 survey tool submitted by the counties and incorporates minimal changes to provide additional clarification. Changes to the FY 2010-11 survey tool include:

- Updated Excluded Premise Items for FY 2010-11

This package includes all the necessary information to complete your county's proposed administrative budget for FY 2010-11. Included in this package are the instructions and worksheets that are to be used to prepare the proposed budgets for the following programs:

- California Work Opportunity and Responsibility to Kids (CalWORKs) Eligibility Basic
- CalWORKs Employment Services Basic
- Non-Assistance Food Stamp Administration
- Child Welfare Services Basic Costs
- Foster Care Administration
- In-Home Supportive Services Basic Costs

Attached to this letter is a table of contents listing the documents necessary for completion of the county administrative budget plan worksheets.

For your convenience, CDSS is also providing the worksheets and associated instructions that were created by CWDA to assist the counties in the completion of the budget worksheets. The CWDA worksheets should be used in the compilation of data from the County Expense Claim required to complete the budget worksheets.

All County Fiscal Officers
All County Welfare Directors
Page Two

Completed budget worksheets are due to CDSS by March 1, 2010. Please submit your completed package of worksheets via email to the analyst assigned to your county (as listed on Attachment I included in the instruction package).

If you have any questions regarding the completion of the budget worksheets, please contact the CDSS analyst assigned to your county. Questions related to the CWDA worksheets should be directed to the specific contacts identified on the CWDA Cost-of-Doing-Business (CODB) Worksheet Instruction package (Attachment C).

Sincerely,

Original Document Signed By:

FRAN MUELLER, Chief
Financial Management and Contracts Branch

c: CWDA

County Administrative Budget Plan for Social Services Programs FY 2010-11

Table of Contents

1. County Administrative Budget Plan Worksheet Instructions (Attachment A):

www.dss.cahwnet.gov/lettersnotices/entres/getinfo/coletters/countyletter10.11/ATTACHMENT A.pdf

- CalWORKs Eligibility Basic
- CalWORKs Employment Services Basic
- Non-Assistance Food Stamp Administration
- Child Welfare Services Basic Costs
- Foster Care Administration
- In-Home Supportive Services Basic Costs
- Excluded Premise Items
- County Welfare Department (CWD) Salary and Benefit Statement (Budget Worksheet II)
- Additional Information (Budget Worksheet III)
- CDSS Analyst Assignments by County (Attachment I)

2. County Administrative Budget Worksheets (Attachment B)

www.dss.cahwnet.gov/lettersnotices/entres/getinfo/coletters/countyletter10.11/2010-11 CODB Survey ATTACHMENT B.xls

3. CWDA CODB Worksheet Instructions (Attachment C)

www.dss.cahwnet.gov/lettersnotices/entres/getinfo/coletters/countyletter10.11/ATTACHMENT C.pdf

4. Supplemental CWDA CODB Worksheets (to support completion of the County Administrative Budget Worksheets) – (Attachment D):

www.dss.cahwnet.gov/lettersnotices/entres/getinfo/coletters/countyletter10.11/2010-11 CODB Survey Attachment D.xls

- CalWORKs Eligibility Basic
- CalWORKs Employment Services Basic
- Non-Assistance Food Stamp Administration
- Child Welfare Services Basic Costs
- Foster Care Administration
- In-Home Supportive Services Basic Costs

5. VLOOKUP – Instructions on how to use the VLOOKUP tool on Excel to pull necessary data off of your County Expense Claim to complete the survey.

www.dss.cahwnet.gov/lettersnotices/entres/getinfo/coletters/countyletter10.11/VLOOKUP.pdf

6. Converting Fox Pro Files – Instructions on how to convert Fox Pro files to Excel to enable to the use of the VLOOKUP tool.

www.dss.cahwnet.gov/lettersnotices/entres/getinfo/coletters/countyletter10.11/Converting FoxPro Files to Excel.pdf

**ATTACHMENT A
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

**County Administrative Budget Plan Worksheet Instructions
Fiscal Year (FY) 2010-11**

Included in this package are the instructions to complete the county administrative budget plan worksheets (Attachment B) associated with the following social services programs:

- CalWORKs Eligibility Basic p.2
- CalWORKs Employment Services Basic..... p.4
- Non-Assistance Food Stamp Administration..... p.6
- Child Welfare Services Basic Costs..... p.8
- Foster Care Administration..... p.10
- In-Home Supportive Services Basic Costs..... p.12
- Excluded Premise Items p.14

Instructions are also included for the following:

- CWD Salary and Benefits Statement (Budget Worksheet II)..... p.16
- Supplemental Information (Budget Worksheet III)..... p.16
- County Allocation Analyst Contact Information..... p.17

Counties should use the CWDA CODB Worksheets (Attachment D) to calculate costs already claimed for the 2008-09 and 2009-10 fiscal years.

County administrative budget information provided by the counties will be used to assist the Department of Social Services (CDSS) in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with the aforementioned programs. The instructions are arranged in the same sequence as listed on the worksheet and each worksheet has a set of instructions.

If you have questions or need clarification regarding any of the cells on the worksheets, please contact the analyst assigned to your county. A contact sheet with phone numbers and email addresses has been included in this package (see Attachment I on page 17).

The completed worksheets are to be submitted electronically to your assigned CDSS analyst at the e-mail address provided on Attachment I by March 1, 2010.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Instructions to Complete Budget Worksheets for CalWORKs Eligibility FY 2010-11

These are the instructions for completing the budget worksheets associated with CalWORKs Eligibility. Information provided by the counties will be used to assist CDSS in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with CalWORKs Eligibility. The instructions are arranged in the same sequence as listed on the corresponding worksheet.

The completed form is to be submitted electronically to CDSS by e-mailing the analyst assigned to your county per Attachment I (see Attachment I on page 17 for the county assignment sheet). All questions regarding the requested information should be addressed to your county's CDSS assigned analyst.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Average Number of CalWORKs Cases per Month: Enter your county number for FY 2008-09 found on the CalWORKs Cash Grant Caseload Movement Report (CA 237 CW). This caseload should consist of the sum of the following portions of this report: Line 8a – Cases receiving cash grants (Cells 59-63).

Eligibility Worker and Supervisors: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. This includes the compensation for CalWORKs Eligibility workers and first line supervisors. Please ensure that the figure listed on this form is presented as average monthly compensation and includes both salary and benefits.

Actual/County Authorized FTEs: Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing as currently authorized by your county. This should include those FTEs that time study to the following codes: 2041, 2261, 2631, 2691, 2781, 2931, 6101, 6141, 6151, 6161, 6181, 6631, 6641, and 6651. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Welfare Fraud Investigators (WFI): For these categories, please enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of WFI FTEs that were staffed by your county in FY 08-09, the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 3011, 3051, and 3401. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Also, on Budget Worksheet III please indicate which officers are armed, unarmed, investigator assistants, and supervisors.

District Attorney (DA) Contract/Prosecution Costs: Enter the actual number of DA fraud investigators contracted for in FY 08-09, FY 09-10, and projected for in FY 10-11. Enter the actual contracted costs for investigations and prosecution for FY 08-09, FY 09-10, and projected for in FY 10-11. Please identify the investigation costs from the prosecution costs on the supplemental information worksheet. Any increases in costs should be explained in detail.

Clerical and Administrative: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and enter the number of clerical and administrative FTEs authorized for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county.

Other Operating Support (Overhead) Costs: There are two categories of information listed in this section. Please present the information as it is listed on the form (allocated or direct) and specific to the program worksheet that is being completed. This information should include operating costs, purchase of services, space, travel, etc. Do not include costs for services to clients. Do not include staff development (training) costs. Costs for travel to training, rent for training facilities, etc., are acceptable as normal overhead costs. One-time costs such as moving expenses, car purchases, etc., should be explained separately on Budget Worksheet III, as these costs should not be considered part of the “base cost”.

Electronic Data Processing (EDP) Costs: List EDP costs as either direct or allocated. These costs should include legacy costs that are not funded through the Information Technology Automation projects (Interim Statewide Automated Welfare System [ISAWS], CalWORKs Information Network [CalWIN], Consortium C-IV [C-IV], etc.).

PA/NA Shift: Enter cost as a negative number.

Initial Eligibility Determination: Multiply the total cost associated with PC 615 by two-thirds ($\frac{2}{3}$) and enter it as a negative number here. Since PC 615 represents 100% of the Initial Eligibility Determination costs and only 1/3 is attributed to CalWORKs Eligibility, this adjustment will adjust the expenditures so that only 1/3 of these “common” costs will be reflected.

INFORMATION ITEMS: Requested items in the enclosed area (lower left portion) are to be reported for both the Current Year (FY 2009-10) and Budget Year (FY 2010-11). These items are used by the CDSS County Allocations Unit for comparison purposes and are an integral part of the budgeting process.

- **COST PER FTE:** This item is calculated automatically.
- **SUPPORT COST RATIO:** This item is calculated automatically. The formula for the support cost ratio divides the support dollars by the staff dollars.
- **COMPOSITE RATIO:** This item is calculated automatically. The formula for the composite ratio divides the program’s staff and support dollars by the total welfare dollars.
- **TOTAL WELFARE BUDGET COSTS:** The information being requested here is the total welfare department budget, including Medi-Cal and General Assistance. For Current Year (CY), enter the total Welfare Department budget for FY 2009-10 for your county. For Budget Year (BY), enter the projected total budget for FY 2010-11.

**Instructions to Complete Budget Worksheets for
CalWORKs Employment Services
FY 2010-11**

These are the instructions for completing the budget worksheets associated with CalWORKs Welfare-to-Work (WTW). Information provided by the counties will be used to assist CDSS in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with CalWORKs WTW.

The completed form is to be submitted electronically to CDSS by e-mailing the analyst assigned to your county per Attachment I (see Attachment I on page 17 for the county assignment sheet). All questions regarding the requested information should be addressed to your county's CDSS assigned analyst.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Average Number of CalWORKs WTW Cases per Month: Enter the number for your county for FY 2008-09 from the CalWORKs WTW Monthly Activity Reports (WTW 25 and WTW 25A). This caseload should consist of the sum of the following portions of each report: Line 3a – Sanctions (Cell 3), Line 30 – Unduplicated Count (Cell 35), Line 31 – Non-compliance (Cell 37), and Line 32 – Good Cause (Cell 38).

Employment Services Workers and Supervisors: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. This includes the compensation for CalWORKs WTW workers and first line supervisors. Please ensure that the figure listed on this form is presented as average monthly compensation and includes both salary and benefits.

Actual/County Authorized FTEs: Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 0551, 0561, 2571, 3351, 4512, 6201, 6211, 6221, 6231, 6241, 6311, 6481, 6781, 6791, 6801, 6811, 6821, 6831, 6851, 6861, 6871, 6891, 8761, and 8771. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Employment Services: Enter the actual FY 08-09 and FY 09-10 and proposed FY 10-11 Direct Employment Services Delivery Costs. Enter the costs for contracted services and services to the clients. On Budget Worksheet III please describe in detail the services to be provided and by whom, the number of clients to be served, and why this is an allowable CalWORKs activity.

Clerical and Administrative: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and enter the number of clerical and administrative FTEs authorized for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county.

Other Operating Support (Overhead) Costs: There are two categories of information listed in this section. Please present the information as it is listed on the form (allocated or direct) and specific to the program worksheet that is being completed. This information should include operating costs, purchase of services, space, travel, etc. Do not include costs for services to clients. Do not include

staff development (training) costs. Costs for travel to training, rent for training facilities, etc., are acceptable as normal overhead costs. One-time costs such as moving expenses, car purchases, etc., should be explained separately on Budget Worksheet III, as these costs should not be considered part of the “base cost”.

EDP Costs: List EDP costs as either direct or allocated. These costs should include legacy costs that are not funded through the Information Technology Automation projects (ISAWS, CalWIN, C-IV, etc.).

INFORMATION ITEMS: Requested items in the enclosed area (lower left portion) are to be reported for both the Current Year (FY 2009-10) and Budget Year (FY 2010-11). These items are used by the CDSS County Allocations Unit for comparison purposes and are an integral part of the budgeting process.

- **COST PER FTE:** This item is calculated automatically.
- **SUPPORT COST RATIO:** This item is calculated automatically. The formula for the support cost ratio divides the support dollars by the staff dollars.
- **COMPOSITE RATIO:** This item is calculated automatically. The formula for the composite ratio divides the program’s staff and support dollars by the total welfare dollars.
- **TOTAL WELFARE BUDGET COSTS:** The information being requested here is the total welfare department budget, including Medi-Cal and General Assistance. For CY, enter the total Welfare Department budget for FY 2009-10 for your county. For BY, enter the projected total budget for FY 2010-11.

**Instructions to Complete Budget Worksheets for
Non-Assistance Food Stamp Administration
FY 2010-11**

These are the instructions for completing the budget worksheets associated with Non Assistance Food Stamp (NAFS) Administration. Information provided by the counties will be used to assist CDSS in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with NAFS Administration.

The completed form is to be submitted electronically to CDSS by e-mailing the analyst assigned to your county per Attachment I (see Attachment I on page 17 for the county assignment sheet). All questions regarding the requested information should be addressed to your county's CDSS assigned analyst.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Average Number of NAFS Cases per Month: Enter the number for your county for FY 2008-09 from the Food Stamp Program Monthly Caseload Movement Statistical Report (DFA 256). This caseload should consist of the following portions of this report: Line 1 – NAFS Federal Households (Cell 4), Line 1 – NAFS Federal/State Households (Cell 5), Line 3 – NAFS Federal Persons (Cell 11), and Line 3 – NAFS State Persons (Cell 12). These four caseload components should then be calculated as follows in order to reach the desired monthly caseload amount: $Cell\ 4 + (Cell\ 5 * (Cell\ 11 / (Cell\ 11 + Cell\ 12)))$.

Eligibility Worker and Supervisors: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. This includes the compensation for NAFS Eligibility workers and first line supervisors. Please ensure that the figure listed on this form is presented as average monthly compensation and includes both salary and benefits.

Actual/County Authorized FTEs: Enter the average number of FTEs that were staffed by your county in FY 08-09; that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 2111, 2181, 2681, 2751, 3411, 3431, 3441, 3471, 6091, and 6111. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Welfare Fraud Investigators (WFI): For these categories, please enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of WFI FTEs that were staffed by your county in FY 08-09, the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 2341, 3101, 3121, 3341, and 3931. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Also, on the supplemental information Budget Worksheet III please indicate which officers are armed, unarmed, investigator assistants, and supervisors.

District Attorney (DA) Contract/Prosecution Costs: Enter the actual number of DA fraud investigators (not attorneys) contracted for in FY 08-09, FY 09-10, and projected for in FY 10-11. Enter the actual contracted costs for investigations and prosecution for FY 08-09, FY 09-10, and

projected for in FY 10-11. Please identify the investigation costs from the prosecution costs on the supplemental information Budget Worksheet III. Any increases in costs should be explained in detail.

Clerical and Administrative: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and enter the number of clerical and administrative FTEs authorized for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county.

Other Operating Support (Overhead) Costs: There are two categories of information listed in this section. Please present the information as it is listed on the form (allocated or direct) and specific to the program worksheet that is being completed. This information should include operating costs, purchase of services, space, travel, etc. Do not include costs for services to clients. Do not include staff development (training) costs. Costs for travel to training, rent for training facilities, etc., are acceptable as normal overhead costs. One-time costs such as moving expenses, car purchases, etc., should be explained separately on Budget Worksheet III, as these costs should not be considered part of the “base cost”.

EDP Costs: List EDP costs as either direct or allocated. These costs should include legacy costs that are not funded through the Information Technology Automation projects (ISAWS, CalWIN, C-IV, etc.).

PA/NA Shift: Enter cost as a positive number.

Initial Eligibility Determination: Multiply the total cost associated with PC 615 by two-thirds ($\frac{2}{3}$) and enter it as a negative number here. Since PC 615 represents 100% of the Initial Eligibility Determination costs and only 1/3 is attributed to NAFS Administration, this adjustment will adjust the expenditures so that only 1/3 of these “common” costs will be reflected.

INFORMATION ITEMS: Requested items in the enclosed area (lower left portion) are to be reported for both the Current Year (FY 2009-10) and Budget Year (FY 2010-11). These items are used by the CDSS County Allocations Unit for comparison purposes and are an integral part of the budgeting process.

- **COST PER FTE:** This item is calculated automatically.
- **SUPPORT COST RATIO:** This item is calculated automatically. The formula for the support cost ratio divides the support dollars by the staff dollars.
- **COMPOSITE RATIO:** This item is calculated automatically. The formula for the composite ratio divides the program’s staff and support dollars by the total welfare dollars.
- **TOTAL WELFARE BUDGET COSTS:** The information being requested here is the total welfare department budget, including Medi-Cal and General Assistance. For CY, enter the total Welfare Department budget for FY 2009-10 for your county. For BY, enter the projected total budget for FY 2010-11.

Instructions to Complete Budget Worksheets for Child Welfare Services Basic FY 2010-11

Following are the instructions for completing the FY 2010-11 budget worksheets associated with the Child Welfare Services (CWS) Program Basic Costs. Information provided by the counties will be used to assist CDSS in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with the CWS Basic program.

The completed form is to be submitted electronically to CDSS by e-mailing the analyst assigned to your county per Attachment I (see Attachment I on page 17 for the county assignment sheet). All questions regarding the requested information should be addressed to your county's CDSS assigned analyst.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Average Number of CWS Cases per Month: Caseload numbers for FY 2008-09 will be provided for your county by the state. This caseload will be extracted from the CWS/Case Management System (CWS/CMS) and will consist of the following components: Emergency Response, Emergency Response Assessment, Family Maintenance, Family Reunification, and Permanent Placement.

Social Worker and Supervisors: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. This includes the compensation for CWS workers and first line supervisors. Please ensure that the figure listed on this form is presented as average monthly compensation and includes both salary and benefits.

Actual/County Authorized FTEs: Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 0771, 1101, 1381, 1431, 1432, 1433, 1434, 1441, 1442, 1443, 1444, 1456, 1465, 1471, 1472, 1473, 1474, 1481, 1482, 1483, 1484, 1701 (07-08 only), 5131, 5132, 5134, and 5751. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Clerical and Administrative: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and enter the number of clerical and administrative FTEs authorized for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county.

Other Operating Support (Overhead) Costs: There are two categories of information listed in this section. Please present the information as it is listed on the form (allocated or direct) and specific to the program worksheet that is being completed. This information should include operating costs, purchase of services, space, travel, etc. Do not include costs for services to clients. Do not include staff development (training) costs. Costs for travel to training, rent for training facilities, etc., are acceptable as normal overhead costs. One-time costs such as moving expenses, car purchases, etc., should be explained separately on Budget Worksheet III, as these costs should not be considered part of the "base cost".

EDP COSTS - Statewide Automated Child Welfare Information System (SACWIS): List SACWIS EDP costs claimed to PC 536 only on this line to reflect SACWIS EDP costs.

EDP COSTS - NON-SACWIS: List Non-SACWIS EDP costs. This amount should include all EDP costs not claimed to PC 536.

INFORMATION ITEMS: Requested items in the enclosed area (lower left portion) are to be reported for both the Current Year (FY 2009-10) and Budget Year (FY 2010-11). These items are used by the CDSS County Allocations Unit for comparison purposes and are an integral part of the budgeting process.

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- **COMPOSITE RATIO:** This item is calculated automatically. The formula for the composite ratio divides the program's staff and support dollars by the total welfare dollars.
- **TOTAL WELFARE BUDGET COSTS:** The information being requested here is the total welfare department budget, including Medi-Cal and General Assistance. For CY, enter the total Welfare Department budget for FY 2009-10 for your county. For BY, enter the projected total budget for FY 2010-11.

**Instructions to Complete Budget Worksheets for
Foster Care Administration
FY 2010-11**

These are the instructions for completing the budget worksheets associated with Foster Care (FC) Administration. Information provided by the counties will be used to assist CDSS in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with FC Administration.

The completed form is to be submitted electronically to CDSS by e-mailing the analyst assigned to your county per Attachment I (see Attachment I on page 17 for the county assignment sheet). All questions regarding the requested information should be addressed to your county's CDSS assigned analyst.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Average Number of FC Cases per Month: Enter the number for your county for FY 2008-09 from the Aid to Dependent Children FC Caseload Movement and Expenditures Report (CA 237 FC) Line 8A – Total AFDC-FC (Cell 25).

Eligibility Worker and Supervisors: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. This includes the compensation for FC Eligibility workers and first line supervisors. Please ensure that the figure listed on this form is presented as average monthly compensation and includes both salary and benefits.

Actual/County Authorized FTEs: Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 2231, 2301, 3001, and 3451. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Clerical and Administrative: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and enter the number of clerical and administrative FTEs authorized for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county.

Other Operating Support (Overhead) Costs: There are two categories of information listed in this section. Please present the information as it is listed on the form (allocated or direct) and specific to the program worksheet that is being completed. This information should include operating costs, purchase of services, space, travel, etc. Do not include costs for services to clients. Do not include staff development (training) costs. Costs for travel to training, rent for training facilities, etc., are acceptable as normal overhead costs. One-time costs such as moving expenses, car purchases, etc., should be explained separately on Budget Worksheet III, as these costs should not be considered part of the "base cost".

EDP Costs: List EDP costs as either direct or allocated. These costs should include legacy costs that are not funded through the Information Technology Automation projects (ISAWS, CalWIN, C-IV, etc.).

INFORMATION ITEMS: Requested items in the enclosed area (lower left portion) are to be reported for both the Current Year (FY 2009-10) and Budget Year (FY 2010-11). These items are used by the CDSS County Allocations Unit for comparison purposes and are an integral part of the budgeting process.

- **COST PER FTE:** This item is calculated automatically.
- **SUPPORT COST RATIO:** This item is calculated automatically. The formula for the support cost ratio divides the support dollars by the staff dollars.
- **COMPOSITE RATIO:** This item is calculated automatically. The formula for the composite ratio divides the program's staff and support dollars by the total welfare dollars.
- **TOTAL WELFARE BUDGET COSTS:** The information being requested here is the total welfare department budget, including Medi-Cal and General Assistance. For CY, enter the total Welfare Department budget for FY 2009-10 for your county. For BY, enter the projected total budget for FY 2010-11.

Instructions to Complete Budget Worksheets for In-Home Supportive Services FY 2010-11

These are the instructions for completing the budget worksheets associated with the In-Home Support Services (IHSS) program. Information provided by the counties will be used to assist CDSS in developing an estimate of the FY 2010-11 basic administrative budget for costs associated with the IHSS program. The instructions are arranged in the same sequence as listed on the worksheet.

The completed form is to be submitted electronically to CDSS by e-mailing the analyst assigned to your county per Attachment I (see Attachment I on page 17 for the county assignment sheet). All questions regarding the requested information should be addressed to your county's CDSS assigned analyst.

NOTE: HIGHLIGHTED CELLS CONTAIN FORMULAS AND SHOULD NOT BE MODIFIED.

Average Number of IHSS Cases per Month: Enter the number of *Paid Cases* for your county for FY 2008-09 from the Case Management Information and Payrolling System (CMIPS).

Social Worker and Supervisors: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. This includes the compensation for IHSS workers and first line supervisors. Please ensure that the figure listed on this form is presented as average monthly compensation and includes both salary and benefits.

Actual/County Authorized FTEs: Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and the projected number of authorized FTEs for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county. This should include those FTEs that time study to the following codes: 0031, 1021, 1031, 1032, 1033, 1034, 1041, 1042, 2721, and 3301. Any increases in authorized staffing should be explained in detail on the supplemental information Budget Worksheet III.

Clerical and Administrative: Enter the average monthly compensation for FY 08-09, for the first two quarters of FY 09-10, for the projected average for the last two quarters of FY 09-10, and the projected average for FY 10-11. Enter the average number of FTEs that were staffed by your county in FY 08-09, that were staffed in the first two quarters in FY 09-10, the projected staff for the last two quarters of FY 09-10, and enter the number of clerical and administrative FTEs authorized for FY 10-11. Projected FTEs should only be based on actual staffing currently authorized by your county.

Other Operating Support (Overhead) Costs: There are two categories of information listed in this section. Please present the information as it is listed on the form (allocated or direct) and specific to the program worksheet that is being completed. This information should include operating costs, purchase of services, space, travel, etc. Do not include costs for services to clients. Do not include staff development (training) costs. Costs for travel to training, rent for training facilities, etc., are acceptable as normal overhead costs. One-time costs such as moving expenses, car purchases, etc., should be explained separately on Budget Worksheet III, as these costs should not be considered part of the "base cost".

EDP Costs: List EDP costs, if any, as either direct or allocated. These costs should not include costs funded through the Information Technology Automation projects (ISAWS, CalWIN, C-IV, etc.).

INFORMATION ITEMS: Requested items in the enclosed area (lower left portion) are to be reported for both the Current Year (FY 2009-10) and Budget Year (FY 2010-11). These items are used by the CDSS County Allocations Unit for comparison purposes and are an integral part of the budgeting process.

- **COST PER FTE:** This item is calculated automatically.
- **SUPPORT COST RATIO:** This item is calculated automatically. The formula for the support cost ratio divides the support dollars by the staff dollars.
- **COMPOSITE RATIO:** This item is calculated automatically. The formula for the composite ratio divides the program's staff and support dollars by the total welfare dollars.
- **TOTAL WELFARE BUDGET COSTS:** The information being requested here is the total welfare department budget, including Medi-Cal and General Assistance. For CY, enter the total Welfare Department budget for FY 2009-10 for your county. For BY, enter the projected total budget for FY 2010-11.

Instructions for Excluded Premise Items

The following is a program specific list of premise items, program codes (PCs), and automation project costs which **SHOULD NOT** be included in the county administrative budget calculations on the individual budget worksheets.

CalWORKs Eligibility Administration

Please **DO NOT** include costs or cost offsets for the following activities in the budget worksheet, as these items are being considered separately as premises in FY 2010-11:

- Fraud Recovery Incentives
- State/County Peer Reviews
- Wilson Fish Administration
- CalWORKs County Exemptions and Flexibility
- Subsidized Employment American Recovery and Reinvestment Act of 2009 (ARRA)
- 15.7 Percent Grant Reduction

CalWORKs WTW Employment Services

Please **DO NOT** include costs or cost offsets for the following activities in the budget worksheet, as these items are being considered separately as premises in FY 2010-11:

- Substance Abuse Services
- Mental Health Services
- Subsidized Employment (ARRA) (OK to include costs for program codes: 385, 386, 876, and 877)
- County Performance Incentives

Non-Assistance Food Stamps (NAFS) Administration

Please **DO NOT** include costs or cost offsets for the following activities in the budget worksheet, as these items are being considered separately as premises in FY 2010-11:

- Employment Training Program

Foster Care Administration

- *All cost should be included in the Foster Care Administration budget worksheet except for Staff Development.*

Child Welfare Services

Please **DO NOT** include costs or cost offsets for the following activities in the budget worksheet, as these items are being considered separately or as separate premises in FY 2010-11:

- Probation Access to CWS/CMS

In-Home Supportive Services

Please **DO NOT** include costs or cost offsets for the following activities in the budget worksheet, as these items are being considered separately as premises in FY 2010-11:

- IHSS Anti-Fraud Activities – County Plan (separate allocation; program codes: 740 and 741)

Automation Projects

Please **DO NOT** include costs associated with the following automation projects in the budget worksheet, unless they are claimed for reimbursement on the county expense claim. Costs claimed through automation invoicing are being considered separately in CDSS Local Assistance Budget:

- ISAWS
- LEADER REPLACEMENT (*Does not include MandO costs*)
- WCDS/CALWIN
- C-IV
- SFIS

Instructions to Complete Budget Worksheets II and III

PART II:

Compensation Package Statement – CWD Salary and Benefits Statement

Salary and benefit information, identified in this section, is used to assist in the analysis and development of recommended budgeted average salaries for each county.

Part A: Please enter the average benefits paid by the county during FY 08-09, FY 09-10, and projected for FY 10-11.

Part B: Please enter the Cost-of-Living-Adjustment (COLA) salary increase granted by the County Board of Supervisors for FY 09-10 and FY 10-11. If any given subject line contains more than one group, enter a weighted percentage.

Part C: Please enter the number of proposed pay periods in each quarter.

Explanations: In Part III provide any pertinent information to support FY 10-11 requests (i.e. future COLAs, salary adjustments due to reclassification studies or differentials in surrounding counties, labor union negotiations, etc.).

PART III:

Additional Information:

Please provide any pertinent information to support Budget Year requests (i.e. future COLAs, salary adjustments due to reclassification studies or differentials in surrounding counties, labor union negotiations, etc.),

- For Direct Employment Services Delivery items describe in detail the services to be provided and by whom, the number of clients to be served, and why this is an allowable CalWORKs activity.
- Welfare Fraud Investigators are identified as Peace Officers Armed, Peace Officers Unarmed, Investigator Assistants, and Supervisors. Please identify how the county's fraud investigators are staffed.
- Explain funding requests that may not be consistent with prior year expenditure patterns.
- Identify the program in which special consideration is being requested.
- Identify county specific funding issues, such as one-time costs associated with the move of a facility or one-time purchases.
- Identify salary issues such as salary adjustments due to reclassification studies.
- Explain any increase in staffing to caseworkers or support staff.
- Explain any significant increases in operating/overhead costs.

ATTACHMENT I

County Allocation Contact Information

Julio Rodriguez, Manager
(916) 651-6672
Julio.Rodriguez@dss.ca.gov

Martha Arana, Manager
(916) 651-9771
Martha.Arana@dss.ca.gov

Xuan Lan Le (916) 651-8049 XuanLan.Le@dss.ca.gov	AJ Ching (916) 653-2422 Andrieu.Ching@dss.ca.gov	Cyrus Sanchez (916) 651-1089 Cyrus.Sanchez@dss.ca.gov
Modoc	Contra Costa	Colusa
Tuolumne	Del Norte	Humboldt
Napa	Fresno	Kern
San Benito	Imperial	Madera
San Joaquin	Inyo	Marin
San Luis Obispo	Mariposa	Mendocino
Tehama	Merced	San Diego
Alpine	Mono	Santa Clara
Orange	San Bernardino	Sierra
Sacramento	San Mateo	Siskiyou
Sutter	Santa Barbara	Stanislaus
Yuba	Shasta	

Laura Campbell (916) 657-1665 Laura.Campbell@dss.ca.gov	Jarret Yee (916) 657-3438 Jarret.Yee@dss.ca.gov
Alameda	Amador
Glenn	Butte
Lake	Calaveras
Lassen	El Dorado
Monterey	Kings
Nevada	Los Angeles
Placer	Plumas
Riverside	San Francisco
Santa Cruz	Trinity
Solano	Tulare
Sonoma	Ventura
	Yolo

California Department of Social Services
Financial Analysis Bureau
County Financial Analysis
744 P Street, MS 8-14-200
Sacramento, CA 95814

Submit this Worksheet to:
Mailing Address
FINANCIAL ANALYSIS BUREAU
744 P Street
CDSS MS 8-14-200
SACRAMENTO, CA 95814

County

Contact Person

Phone

e-mail address

Alternate Contact

Phone

e-mail address

FY 10-11 CalWORKs EMPLOYMENT SERVICES BUDGET WORKSHEET

Highlighted cells contain formulas. DO NOT EDIT.

COUNTY: 0

PART I: WELFARE DEPARTMENT CalWORKs EMPLOYMENT SERVICES BUDGET

AVERAGE NUMBER OF CalWORKs CASES PER MONTH
in FY 08-09 (WtW 25 & 25A Reports)

Cases
Per FTE

<u>FY 08-09</u>	<u>CURRENT FY 09-10</u>	<u>BUDGET FY 10-11</u>
#DIV/0!	#DIV/0!	

<u>FY 08-09</u>	<u>Avg Monthly Compensation FY 09-10 (1st 2 qtrs)</u>	<u>Avg Monthly Compensation FY 09-10 (Proj qtr 3&4)</u>	<u>FY 10-11</u>	<u>Actual Avg 08-09 FTEs</u>	<u>Actual Avg 09-10 FTEs (1st 2 qtrs)</u>	<u>Projected Avg 09-10 FTEs (Proj qtr 3&4)</u>	<u>Projected 10-11 FTEs</u>	<u>FY 08-09</u>	<u>CURRENT YR 1ST 2 QTRS FY 09-10</u>	<u>PROJECTED FULL YEAR FY 09-10</u>	<u>BUDGET FY 10-11</u>
-----------------	---	---	-----------------	----------------------------------	---	--	---------------------------------	-----------------	---	---	----------------------------

EMPLOYMENT SERVICES WKRS & SUPS

EMPLOYMENT SERVICES

WTW Pre-Assessment

WTW Assessment

WTW Post-Assessment

Domestic Violence

CalWkS Transitional (Post Aid) & Job Retention Svcs

WTW General - Ancillary

WTW General - Transportation

WTW General - Other

SUB-TOTAL

\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0

CWD CalWkS EMPLOYMENT SERVICES SUPPORT COSTS

CLERICAL (Direct & Allocated)

ADMINISTRATIVE (Direct & Allocated)

ALLOCATED OPERATING SUPPORT COSTS

DIRECT OPERATING SUPPORT COSTS

EDP COSTS - DIRECT & ALLOCATED

TOTAL CASEWORK SALARIES	\$0	\$0	\$0	\$0
TOTAL CONTRACTED COSTS	\$0	\$0	\$0	\$0
TOTAL CWD SUPPORT COSTS	\$0	\$0	\$0	\$0
TOTAL CALWORKS WTW BUDGET	\$0	\$0	\$0	\$0

<u>INFORMATION ITEMS:</u>	<u>CURRENT FY 09-10</u>	<u>BUDGET FY 10-11</u>
COST PER FTE	#DIV/0!	#DIV/0!
SUPPORT COST RATIO	#DIV/0!	#DIV/0!
CWKS WTW COMPOSITE RATIO	#DIV/0!	#DIV/0!
COUNTY AUTHORIZED TOTAL WELFARE BUDGET COSTS		

FY 10-11 CHILD WELFARE SERVICES (CWS) BASIC COSTS BUDGET WORKSHEET

Highlighted cells contain formulas. DO NOT EDIT.

COUNTY: _____ 0 _____

PART I: WELFARE DEPARTMENT CWS BUDGET

AVERAGE NUMBER OF CWS CASES PER MONTH (To be provided by CDSS)								Cases Per FTE	<u>FY 08-09</u>	<u>CURRENT</u> <u>FY 09-10</u>			<u>BUDGET</u> <u>FY 10-11</u>
									#DIV/0!	#DIV/0!			
	<u>FY 08-09</u>	Avg Monthly Compensation		<u>FY 10-11</u>	Actual Avg	Actual Avg	Projected Avg	Projected	<u>FY 08-09</u>	<u>CURRENT YR</u> <u>1ST 2 QTRS</u> <u>FY 09-10</u>	<u>PROJECTED</u> <u>FULL YEAR</u> <u>FY 09-10</u>	<u>BUDGET</u> <u>FY 10-11</u>	
	<u>FY 09-10</u> <u>(1st 2 qtrs)</u>	<u>FY 09-10</u> <u>(Proj qtr 3&4)</u>		<u>08-09 FTEs</u>	<u>09-10 FTEs</u> <u>(1st 2 qtrs)</u>	<u>09-10 FTEs</u> <u>(Proj qtr 3&4)</u>	<u>10-11 FTEs</u>						
SOCIAL WORKERS & SUPS									\$0	\$0	\$0	\$0	
<u>CWS SUPPORT COSTS</u>													
CLERICAL (Direct & Allocated)									\$0	\$0	\$0	\$0	
ADMINISTRATIVE (Direct & Allocated)									\$0	\$0	\$0	\$0	
ALLOCATED OPERATING SUPPORT COSTS													
DIRECT OPERATING SUPPORT COSTS													
EDP COSTS - SACWIS (PC 536 Only)													
EDP COSTS - Non-SACWIS													
TOTAL CASEWORK SALARIES									\$0	\$0	\$0	\$0	
TOTAL CWS SUPPORT COSTS									\$0	\$0	\$0	\$0	
TOTAL CWS BUDGET									\$0	\$0	\$0	\$0	

INFORMATION ITEMS:	<u>CURRENT</u> <u>FY 09-10</u>	<u>BUDGET</u> <u>FY 10-11</u>
COST PER FTE	#DIV/0!	#DIV/0!
SUPPORT COST RATIO	#DIV/0!	#DIV/0!
CWS COMPOSITE RATIO	#DIV/0!	#DIV/0!
COUNTY AUTHORIZED TOTAL WELFARE BUDGET COSTS		

FY 10-11 FOSTER CARE ADMIN BUDGET WORKSHEET

Highlighted cells contain formulas. DO NOT EDIT.

COUNTY: _____ 0 _____

PART I: WELFARE DEPARTMENT FOSTER CARE ADMIN BUDGET

AVERAGE NUMBER OF FC CASES PER MONTH in FY 08-09 (CA 237 FC)	Cases Per FTE							<u>FY 08-09</u>	<u>CURRENT FY 09-10</u>	<u>BUDGET FY 10-11</u>	
	<u>FY 08-09</u>	<u>Avg Monthly Compensation FY 09-10 (1st 2 qtrs)</u>	<u>FY 09-10 (Proj qtr 3&4)</u>	<u>FY 10-11</u>	<u>Actual Avg 08-09 FTEs</u>	<u>Actual Avg 09-10 FTEs (1st 2 qtrs)</u>	<u>Projected Avg 09-10 FTEs (Proj qtr 3&4)</u>	<u>Projected 10-11 FTEs</u>	#DIV/0!	#DIV/0!	
CASE WORKERS & SUPS											
FC ADMIN SUPPORT COSTS											
CLERICAL (Direct & Allocated)									\$0	\$0	\$0 \$0
ADMINISTRATIVE (Direct & Allocated)									\$0	\$0	\$0 \$0
ALLOCATED OPERATING SUPPORT COSTS											
DIRECT OPERATING SUPPORT COSTS											
EDP COSTS - DIRECT & ALLOCATED											
TOTAL CASEWORK SALARIES									\$0	\$0	\$0 \$0
TOTAL FC SUPPORT COSTS									\$0	\$0	\$0 \$0
TOTAL FC ADMIN BUDGET									\$0	\$0	\$0 \$0

INFORMATION ITEMS:	<u>CURRENT FY 09-10</u>	<u>BUDGET FY 10-11</u>
COST PER FTE	#DIV/0!	#DIV/0!
SUPPORT COST RATIO	#DIV/0!	#DIV/0!
FC COMPOSITE RATIO	#DIV/0!	#DIV/0!
COUNTY AUTHORIZED		
TOTAL WELFARE BUDGET COSTS		

COUNTY: _____ 0 _____

PART I: WELFARE DEPARTMENT IHSS BUDGET

AVERAGE NUMBER OF IHSS CASES PER MONTH
in FY 08-09 (CMIPS - Paid Cases) _____

Cases
Per FTE

<u>FY 08-09</u>	<u>CURRENT FY 09-10</u>	<u>BUDGET FY 10-11</u>
#DIV/0!	#DIV/0!	

	<u>FY 08-09</u>	<u>Avg Monthly Compensation FY 09-10 (1st 2 qtrs)</u>	<u>FY 09-10 (Proj qtr 3&4)</u>	<u>FY 10-11</u>	<u>Actual Avg 08-09 FTEs</u>	<u>Actual Avg 09-10 FTEs (1st 2 qtrs)</u>	<u>Projected Avg 09-10 FTEs (Proj qtr 3&4)</u>	<u>Projected 10-11 FTEs</u>	<u>FY 08-09</u>	<u>CURRENT YR 1ST 2 QTRS FY 09-10</u>	<u>PROJECTED FULL YEAR FY 09-10</u>	<u>BUDGET FY 10-11</u>
CASE WORKERS & SUPS									\$0	\$0	\$0	\$0
<u>IHSS SUPPORT COSTS</u>												
CLERICAL (Direct & Allocated)									\$0	\$0	\$0	\$0
ADMINISTRATIVE (Direct & Allocated)									\$0	\$0	\$0	\$0
ALLOCATED OPERATING SUPPORT COSTS												
DIRECT OPERATING SUPPORT COSTS												
EDP COSTS - DIRECT & ALLOCATED												
TOTAL CASEWORK SALARIES									\$0	\$0	\$0	\$0
TOTAL IHSS SUPPORT COSTS									\$0	\$0	\$0	\$0
TOTAL IHSS BUDGET									\$0	\$0	\$0	\$0

<u>INFORMATION ITEMS:</u>	<u>CURRENT FY 09-10</u>	<u>BUDGET FY 10-11</u>
COST PER FTE	#DIV/0!	#DIV/0!
SUPPORT COST RATIO	#DIV/0!	#DIV/0!
IHSS COMPOSITE RATIO	#DIV/0!	#DIV/0!
COUNTY AUTHORIZED TOTAL WELFARE BUDGET COSTS		

PART II: COMPENSATION PACKAGE STATEMENT

Highlighted cells contain formulas. DO NOT EDIT.

PART A: Benefits Contribution
(Numbers Reflected as Percentiles)

	Average County Welfare Dept. Rate					Effective Date		
	FY 08-09	FY 09-10	Net Rate Diff.	FY 10-11	Net Rate Diff.	FY 08-09	FY 09-10	FY 10-11
a. OASDI			0		0			
b. Retirement			0		0			
c. Health Insurance			0		0			
d. Life Insurance			0		0			
e. State Compensation			0		0			
f. Other (Specify)--UI			0		0			
TOTAL RATE	0	0	0	0	0			

PART B: Cost-Of-Living Salary Increase Granted by the County Board of Supervisors

	% Granted FY 09-10	Effective Date	% Granted FY 10-11	Effective Date
a. Eligibility Workers				
b. Social Workers				
c. Employment Service Workers				
d. Fraud Investigators				
e. Administrative Support				
f. Clerical Support				
g. EDP Staff				

PART C: Number of Pay Periods

September Quarter	
December Quarter	
March Quarter	
June Quarter	
Total	0

ATTACHMENT C

CWDA CODB Worksheet Instructions

The CODB worksheets should be utilized to complete the County Administrative Budget Worksheets (Attachment B) for prior year (FY 08-09), current year (FY 09-10), and estimated future year (FY 10-11) expenditures. The utilization of this sheet will ensure consistency among counties in obtaining expenditure information.

Similar to the County Administrative Budget Worksheets (Attachment B), the CODB worksheets have several tabs, two for each program: CalWORKs Eligibility Basic, CalWORKs Employment Services Basic, Non-Assistance Food Stamp Administration, Child Welfare Services Basic Costs, Foster Care Administration, and In-Home Supportive Services Basic Costs. Detail sheets include formulas to pull information from the gray data entry tabs. The gray data entry tabs should be populated with the DBF files from your CEC files.

The following needs to be noted about all Detail spreadsheets:

- The worksheet is color coordinated: Peach color is for Data Entry. **Light Blue** indicates cells with formulas. **Pink** section is the crosswalk between the County CODB sheet and the State worksheet. **Yellow** section lists the codes for each program. And, **Gray** tabs are data entry tabs to be populated from your CEC files.
- At the bottom of each sheet highlighted in yellow listed are appropriate program codes for each program. Please use only costs and FTEs for listed program codes.
- All of the costs entered are pre shifts (prior to any common cost shift from CalWORKs to Food Stamps and Medi-cal, prior to PAFS shift, etc). The only exception is the Fraud Shifts. Fraud costs should be entered post shift. There are three codes which require splitting costs between the CalWORKs and NAFS allocations. Fraud codes and the shift cheat sheet are located at the bottom of the CalWORKs Eligibility tab.
- To facilitate reconciliation for the State between County CODB information and the County Expense Claim information, for the CalWORKs Eligibility and NAFS tabs, two lines have been added to capture the value of the PAFS and the Initial Eligibility shift. These shift amounts can be identified on the DFA 327.3 schedule for PAFS shift and DFA 327.5P schedule for the Initial Eligibility Shift.
- Staff development costs are included but will not be entered on the State sheet as these are figured out differently by the State.
- Use the latest available claims for each quarter.
- Operational costs are requested for all programs. For these lines, only enter truly operational costs. Exclude DA fraud agreements in CalWORKs and Food Stamps, as well as CalWORKs Employment Services directs and CWS directs.
- Direct charge operational costs include overtime.
- At the bottom of each sheet, all codes that are relevant to data collection for a particular program are listed. For most data cells, you will need to add up numbers associated with each program code.
- Enter data in the peach colored area only; all other sections have formulas
- The pink section at the bottom of each program sheet represents a crosswalk between the CODB worksheets (Attachment D) and the County Administrative

Budget worksheets (Attachment B). Formulas have been entered in this section to calculate appropriate values for the Budget worksheets, thus no additional calculations are needed to come up with the values that are to be entered on the State sheet.

Differences among the sheets:

- Foster Care and In-Home Supportive Services have the same line items and include only operational direct costs.
- IHSS DA fraud investigation and prosecution costs should be treated as operational costs. Any other contracted services for IHSS (ie. contract PHNs from Health Department) should be treated as Operational costs.
- CalWORKs Eligibility and Non-Assistance Food Stamps have FTE costs for Fraud staffing for those counties that employ Fraud investigators. There are also lines for DA Fraud contract costs (investigation and prosecution) for those counties who contract out this service. Do not forget to shift FTEs for Fraud Pins similar to how the costs would be shifted as listed on the Fraud Shift cheat sheet on the CalWORKs Eligibility page.
- DA fraud costs, if contracted out, need to be entered in only DA Fraud Direct cost lines and excluded from operational direct costs.
- Direct service costs for Child Welfare Services are excluded as they are estimated separately by the State.
- Employment services direct costs are captured in separate lines from operational direct costs. Use DFA 325.1B to enter this detail which is located at the bottom of the spreadsheet under employment services program codes section.
- The pink crosswalk section includes all of the necessary formulas to calculate appropriate values to transfer to the County Administrative Budget worksheets. No additional calculations are needed. Once the data input cells are completed this section will automatically be completed based on the entries of the peach cells.

The following CEC Claim schedules are necessary for completion of the CODB worksheets (Attachment D):

- DFA 7A – Support Staff Summary
- DFA 7B – Reconciliation of General Administration, Program Administration, and Clerical Support Staff Salaries and FTEs
- DFA 55 – Casework Time Study and Salary Distribution Summary
- DFA 325.1 – CEC Expenditure Schedule (page 2)
- DFA 325.1B – Direct Cost Input Schedule
- DFA 327.1 – Distribution of Salary Cost and Allocable Support Staff and Operating Costs
- DFA 327.2 – EDP Cost Schedule
- DFA 327.3 – Program Cost Summary
- DFA 327.5P – Welfare Program Adjustments and Fiscal Incentives
- DFA 403 – Full Time Equivalent Calculation

The first tab of Attachment D has line by line instructions on how to complete the CODB worksheets; the CalWORKs eligibility sheet was utilized as an example. All other programs are similar or have differences that are addressed within the instructions.

Changes from the Prior Year

1. Attachment D-2 has been combined with Attachment D, eliminating the need to create formulas to link the two workbooks. All possible formulas have been completed. Once data is entered on the gray data entry tabs it will populate the detail sheets.
2. As in the prior year, sections containing lines for Function Ratios (38 thru 41 on the CalWORKs sheet), DFA 7B information (lines 56-88 on CalWORKs Eligibility) are the same for EVERY Program. These cells in every other sheet (WTW, NAFS, FC, IHSS, and CWS) are linked to the CalWORKs Eligibility sheet, so once you populate the CalWORKs Eligibility sheet all other sheets will be populated as well.
3. Pink Section has been simplified to eliminate additional calculations by the counties. Cells have been merged, fiscal years noted and formulas adjusted, so that all you have to do is pick up the number from the pink section and transfer it to the State Worksheet.
4. For the CalWORKs Eligibility and the NAFS worksheets only: Lines have been added to identify PAFS shift and Initial Eligibility shift. These are also reflected in the pink section as the State worksheets will have these lines as well.
5. For the CalWORKs Eligibility worksheet only – a cheat sheet for Fraud costs is included on second page highlighted in orange. This cheat sheet provides you with a list of codes that contain combined CalWORKs and NAFS fraud costs or FTEs that should be split between CalWORKs and NAFS allocations.

If you have questions or need clarification regarding any of the cells on the CODB worksheets, please use the following county program contacts:

CalWORKs Eligibility Basic:

John Kazalunas, San Bernardino County, jkazalunas@hss.sbcounty.gov

CalWORKs Employment Services Basic

Sean Patterson, Fresno County, spatterson@co.fresno.ca.us

Non-Assistance Food Stamp Administration

Sean Patterson, Fresno County, spatterson@co.fresno.ca.us

Child Welfare Services Basic Costs

John Kazalunas, San Bernardino County, jkazalunas@hss.sbcounty.gov

Foster Care Administration

Maile Kinsella, Santa Cruz County, maile.kinsella@hra.co.santa-cruz.ca.us

In-Home Supportive Services Basic Costs

Vicki Worthley, Yuba County, vworthley@co.yuba.ca.us

Below is a diagram showing where the needed reports can be found on the CEC as well as examples of CEC schedule pages needed to complete the County Survey:

View Reports Menu

DFA 55 Casework TS

FTE's DFA 403

DFA 419 Claim Summary

Claim Letter

Claim Certification

DFA 55 Input

DFA 7A Input

325.1 Expenditure Schedule

325.1B/Direct Cost

Extraneous Costs

Direct/Program Supp Stf Salary Input 325-1E

Sal Cost/Alloc Supp/Oper Cost 327.1

LEADERS

Magic/SAWS M&O

Claim Notes

CEC Checklist

CEC Reconciliation

DISASTERS

DFA 7 Reports

EDP Reports

Performance Incentive

Stf Dev Detail 325.1C

Staff Dev Summary 327.4

Welfare Prg Cost Sum 327.3

Welfare Prg Funding 327.5

County Reports

DFA 7 Reports

Support Staff Summary DFA 7A

DFA 7 Reconciliation

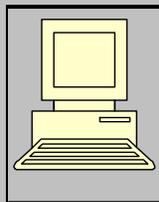
DFA 7 Generic Cost Distribution

DFA Distribution of Salaries DFA 7A

Support Staff Salary Dist - DFA 7B

Supp Staff Salary Direct - DFA 7B-2

EDP Reports



EDP M&O by Function 325.1A

M&O Alloc/Direct 327.2

EDP M & O Direct 325.1A

EDP Total Cost 327.2

EDP Dev Direct 325.1A

EDP Dev Dir Multi-Proj 325.1A

EDP Dev by Function 325.1A

EDP Dev Multi-Function 327.2

County Expense Claim

AUDITED

DFA 327.3 Program Cost Summary

Form Number:
DFA 327.3's

County Number
10

Quarter: 11/21/06
09/30/05 07:50:54

Program Code / Title	Casework & Allocable Support Cost	Total EDP Cost	EA Cost Eligible	Direct Costs	AFDC/TANF Adj	Non Fed Costs	PAFS Shifts	CFAP/ 2 Parent Families	CFAP Singles	Total Program Cost
1 Social Services										
003 IHSS-Quality Assurance (A)	6,627			6,116						12,743
007 Relative/Non-Relative Home	361,540	20,724				(85,068)				297,196
008 SUO - Relative/Non-Relative						85,068				85,068
023 IHSS ADVISORY				7,001						7,001
100 SCIAP				39,161						39,161
102 IHSS - SPMP				17,941						17,941
103 IHSS - PCSP/HR	1,704,418	89,729		16,509						1,810,656
104 IHSS - Non-HR/Non-PCSP	62,387	3,281								65,668
110 NON-EA EMERGENCY	763,826	43,675				(179,700)				627,801
111 EMANCIPATED YOUTH				(1,125)						(1,125)
115 CSBG	2,808	161		9,579						12,548
117 Adoptions - Case Mgmt	284,057	16,000		(1,525)		(33,505)				265,027
118 Adoptions - Ind/NF						35,181				35,181
125 Adoptions - Training	14,134	796				(1,676)				13,254
127 Probation IV-E -- Case Mgmt				512,248						512,248
128 Probation IV-E -- Preplace				415,344						415,344
129 Probation IV-E Eligibility				48,501						48,501
130 Probation IV-E -- Training				3,330						3,330
131 Probation IV-E -- Licensing				1,205						1,205
134 EA-Contracted ESC (1-30)				269,921						269,921
143 CWS-Elig Determination	65,616	3,752		30,925						100,293
144 CWS - HR	25,215	1,442								26,657
145 CWS - Training	284,578			49,743		(74,399)				259,922
146 CWS - Services/Nonfederal	131,949	7,545		372,054		1,545,234				2,056,782
147 CWS-Court-Related Act.	1,316,718	75,290		190,285		(352,120)				1,230,173

PI

County Expense Claim
Direct Cost Input Schedule

Fresno County

AUDITED

Department of Social Services

Form Number:
DFA 325.1B

County Number
10

Quarter:
09/30

11/21/06
07:50:53

Function #	Program ID #	Program Title	Type of Expense	Direct Cost	Program Subtotal	Contract	Fy
1 Social Services							
	003024	IHSS-QUALITY ASSURANCE (A 03/05)	/ Investigations	6,116			
	023068	IHSS ADVISORY COMMITTEE	/ Direct Costs	7,001			
	100068	SPECIAL CARE INCEN & ASSIST PROG	/ Direct Costs	39,161			
	102031	IHSS-SKILL PROF MED PERS (SPMP) (6/93)	/ Contracted Services	17,941			
	103192	IHSS-HR	/ Casework OT/CTO Costs	16,509			
	111028	EMANCIPATED YOUTH STIPENDS	/ Work/Activities/Expense-N	-1,125			
	115068	CSBG	/ Direct Costs	9,579			
	117031	ADOPTIONS-CASE MANAGEMENT (Added	/ Contracted Services	-2,000			
	117092	ADOPTIONS-CASE MANAGEMENT (Added	/ Casework OT/CTO Costs	475			
	127059	PROBATION IV-E CASE MGT (Eff 12/89)	/ Probation Expense	512,248			
	128059	PROBATION IV-E/PREPLACEMENT(Eff 3/90)	/ Probation Expense	415,344			
	129059	PROBATION IV-E/ELIGIBILITY (Eff 3/90)	/ Probation Expense	48,501			
	130059	PROBATION IV-E/TRAINING (Eff 3/90)	/ Probation Expense	3,330			
	131059	PROBATION IV-E/LICENSING (Eff 3/90)	/ Probation Expense	1,205			
	134002	EA-CONTRACTED-ESC (1-30 DAYS) (9/93)	/ Emergency Shelter Care	269,921			
	143290	Family Maintenance Program	/ Operating Cost-Other	11,306			
	143291	Family Maintenance Program	/ Operating Cost-POS	6,610			
	143490	Permanent Placement Program	/ Operating Cost-Other	13,009			
	145091	CWS-TRAINING (Added 9/91)	/ Operating Cost-POS	49,743			
	146068	CWS-SERVICES/NONFEDERAL (Add 9/91)	/ Direct Costs	372,054			
	147103	Emergency Response Program	/ Transportation-Assistance	1,658			
	147203	Family Maintenance Program	/ Transportation-Assistance	4,278			
	147291	Family Maintenance Program	/ Operating Cost-POS	79,834			
	147303	Family Reunification Program	/ Transportation-Assistance	21,558			
	147391	Family Reunification Program	/ Operating Cost-POS	81,455			
	147403	Permanent Placement Program	/ Transportation-Assistance	1,502			
	148290	Family Maintenance Program	/ Operating Cost-Other	17,232			

2

all FC
XXXX 9 X

Page 1

Column Instructions:

1. Enter the six-digit program identifier number.
2. Enter the direct cost. Report abatements and fees collected as negative expenditures for each applicable Program.

3. For contract cost enter the contract number and fiscal year.
4. Grand total cost must agree with line "Y" column 8, DFA 325.1

DFA 325.1B

**County Expense Claim
Distribution of Salary Cost and Allocable
Support Staff and Operating Costs**

Form Number: DFA 327.1	County Number 10	Quarter: 09/30/05	11/21/06 07:50:43
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Program Code / Description	X Distribution of Salary Costs	X Time Study Hours/ Observations	Ratio	X Generic Salary Cost	X Allocable Support Staf Costs	X Direct-To- Program Support Staff Costs	X Allocable Support Operating Cost	X Adjust ments	Total Casework and Allocable Support Costs By Program
	1	2	3	4	5	6	7	8	9
Social Services									
103 SUBTOTAL - IHSS - PCSP/HR	1,062,669	8,915.72	0.145771	9,645	247,805	140,857	243,442		1,704,418
104 SUBTOTAL - IHSS -	38,922	326.00	0.005330	353	9,061	5,150	8,901		62,387
143 SUBTOTAL - CWS-Elig	44,505	372.82	0.006096	403	10,363	164	10,181		65,616
144 SUBTOTAL - CWS HR	17,101	143.29	0.002343	155	3,983	63	3,913		25,215
147 SUBTOTAL - CWS Court Related Act	893,139	7,481.03	0.122314	8,093	207,929	3,289	204,268		1,316,718
148 SUBTOTAL - CWS Case	2,394,981	20,120.33	0.328966	21,767	559,229	8,846	549,381		3,534,204
513 SUBTOTAL - EA-ER	578,525	4,845.77	0.079228	5,242	134,685		132,313		850,765
569 APS-Emergency Response	184,906	1,548.75	0.025322	1,676	43,046		42,288		271,916
570 APS-Case Management	44,801	375.25	0.006135	406	10,429		10,246		65,882
573 APS-HR-Emergency Response	13,488	113.00	0.001848	122	3,142		3,086		19,838
574 APS-HR-Case Management	13,550	113.50	0.001856	123	3,155		3,100		19,928
577 Mo Visits/Group Homes/CWD	43,657	365.65	0.005978	396	10,162		9,983		64,198
675 PSSF-Adoption Promotion & Support	81,699	684.31	0.011188	740	19,019		18,684		120,142
115 CSBG (C 6/00)	1,908	16.00	0.000262	17	445		438		2,808
117 Adoptions-Case Management (C	189,812	1,589.85	0.025994	1,720	44,189	4,925	43,411		284,057
125 Adoptions-Training (C 6/00)	9,446	79.09	0.001293	86	2,198	245	2,159		14,134
155 Licensing / Foster Family Home(C	69,519	582.30	0.009521	630	16,185		15,900		102,234
158 Foster Family Lic-Training (C 6/00)	6,222	52.15	0.000853	56	1,450		1,425		9,153
182 ILP-Case Management (C 6/00)	48,033	402.33	0.006578	435	11,182	5,112	10,985		75,747
184 ILP-Services (C 6/00)	138,371	1,180.98	0.019309	1,278	32,825	15,007	32,247		219,728
223 EA-EC:Eligibility (C 6/00) FL	14,195	166.54	0.002723	180	4,629		4,547		23,557
515 PSSF-Family Pres Svcs (C 6/00)	28,051	234.98	0.003842	254	6,531		6,416		41,252
516 PSSF-Family Supp Svcs (C 6/00)	45,977	385.14	0.006297	417	10,705		10,516		67,615
145 CWS-Training (C 6/00)	284,578	2,383.63	0.038972	2,579	66,251	1,048	65,084	(134,962)	284,578
146 CWS-Services/Nonfederal (C 6/00)	89,502	749.65	0.012257	811	20,836	330	20,470		131,949

County Expense Claim
EDP - Cost Schedule

Fresno County

#4

Department of Social Services

AUDITED

Total All EDP Costs

Form Number: DFA 327.2	County Number 10	Quarter: 09/30/05	11/21/06 07:50:45
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Program Code and Title	M & O Allocable Cost	M & O Direct Cost	Developmental Direct Cost	Multi-Func Develop SACWIS/Non-SACWIS M&O Cost	EDP Adjustments Allocable Cost	Total EDP Cost
1 Social Services						
007 Relative/Non-Relative Home	20,724					20,724
103 IHSS - PCSP/HR	89,729					89,729
104 IHSS - Non-HR/Non-PCSP	3,281					3,281
110 NON-EA EMERGENCY RESPONSE	43,675					43,675
115 CSBG	161					161
117 Adoptions - Case Mgmt	16,000					16,000
125 Adoptions - Training	796					796
143 CWS-Elig Determination	3,752					3,752
144 CWS - HR	1,442					1,442
145 CWS - Training	23,989				(23,989)	0
146 CWS - Services/Nonfederal	7,545					7,545
147 CWS-Court-Related Act.	75,290					75,290
148 CWS - Case Mgmt	202,494					202,494
155 Foster Family Licensing	5,860					5,860
158 Foster Family Lic - Trng	525					525
170 CWS - EMERGENCY HOTLINE	14,593					14,593
182 ILP - Case Management	4,049					4,049
184 ILP - Services	11,885					11,885
223 EA-CWS - Eligibility	1,676					1,676
359 CWS LIVESCAN/BACKGROUND	859					859
513 EA - ER	48,768					48,768
515 PSSF - Family Preservation Service	2,365					2,365
516 PSSF - Family Support Services	3,876					3,876
569 APS-Emergency Response	15,587					15,587
570 APS-Case Management	3,777					3,777
573 APS-Health Related Emergency	1,137					1,137
574 APS-Health Related Case	1,142					1,142
575 CWS Training Admin					23,989	23,989
675 PSSF - ADOPTION PROMOTION &	6,887					6,887

**Casework Time Study and
Salary Distribution Summary
Time Study Hours/Observation
By Salary Pool/Program**

Form Number: DFA 55	County Number 10	Quarter: 09/30/05	11/21/06 07:50:37
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Time Study Hours/Observation By Salary Pool/Program

Program Code & Description	Social Workers Hrs/Obs	Program Ratio	Emp Serv Workers Hrs/Obs	Program Ratio	Eligibility Determin Workers Hrs/Obs	Program Ratio	Fraud Invest Hrs/Obs	Program Ratio
	1	2	3	4	5	6	7	8
1 Social Services								
0071 Relative/Non-Relative Home	2,059.24	0.031570						
1031 IHSS-HR	2,850.73	0.043704			52.32	0.000513		
1034 IHSS-PCSP / Waiver (C 9/05)	6,012.67	0.092179						
1042 IHSS-Non-HR/PCSP/Waiver (C 9/05)	326.00	0.004998						
1101 Non-EA Emergency Response	4,339.70	0.066531						
1151 CSBG (C 6/00)	16.00	0.000245						
1171 Adoptions-Case Management (C 6/00)	1,589.85	0.024374						
1251 Adoptions-Training (C 6/00)	79.09	0.001213						
1431 Emergency Response Program	257.62	0.003950						
1432 Family Maintenance Program	52.73	0.000808						
1433 Family Reunification Program	52.73	0.000808						
1434 Permanent Placement Program	9.74	0.000149						
1441 Emergency Response Program	4.59	0.000070						
1442 Family Maintenance Program	138.70	0.002126						
1456 CWS-Training (C 6/00)	2,383.63	0.036543						
1465 CWS-Services/Nonfederal (C 6/00)	749.65	0.011493						
1471 Emergency Response Program	1,234.26	0.018922						
1472 Family Maintenance Program	847.65	0.012995						
1473 Family Reunification Program	2,737.53	0.041968						
1474 Permanent Placement Program	2,661.59	0.040804						
1481 Emergency Response Program	4,387.27	0.067260						
1482 Family Maintenance Program	5,379.64	0.082474	485.64	0.016083				
1483 Family Reunification Program (A 12/95)	4,725.70	0.072449						
1484 Permanent Placement Program	5,142.08	0.078832						

WJ + FC
 6/1/06

Fresno County

Form Number:
DFA 325.1

County Number
10

Quarter:
09/30/05

11/21/06
07:50:37

County Expense Claim (CEC) Expenditure Schedule

AUDITED

Page: 2

	Social Services	CalWORKs	Other Public Welfare	Child Care	NonWelfare	Total
AB. Casework (or Total Paid Casework) Hrs/	61,162.41	59,355.86	71,236.39	3,669.27	0.00	195,423.93
AC. Casework Ratios (line AB, columns 1 -	0.312973	0.303729	0.364522	0.018776	0.000000	1.000000

Federal/Nonfederal and CFAP Persons Count for Quarter

	Adoption Assistance	AFDC FC	Food Stamps
AD. Federal Count 2/	4,303	5,195	355,656
AE. Nonfederal Count/CFAP - Families Count	544	1,487	847
AF. CFAP - Singles Count 4/			68
AG. Total	4,847	6,682	356,571
AH. Nonfed/CFAP - Families Ratio (line AE/	0.112234	0.222538	0.002375
AI. CFAP - Singles Ratio (line AF/AG)			0.000191
	CWS Caseload	EA Caseload	Unit Cost
AK. Family Maintenance	0	0	0
AL. Family Reunification	0	0	0
AM. Permanent Placement	0	0	0

2 Parent Families Caseload

AN. CalWORKs Caseload	24,593
AO. Two Parent Families Caseload	3,188
AP. Two Parent Families Ratio	0.129630

Public Assistance Food Stamps (PAFS)

	Caseload	PAFS Ratio
AQ/AR. Public Assistance Food Stamps	14,743	0.599480 (PAFS Caseload / CalWORKS Caseload)

Total Salaries and Benefits

A. Social Workers	7,787,488
B. Employment Services	3,160,524
C. Eligibility Determination Workers	8,703,363
D. Fraud Investigators	0
Total Salaries:	19,651,375

Full Time Equivalents Calculation
DFA 403

Form Number: DFA 403	County Number 10	Quarter: 09/30/05	11/21/06 07:50:42
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A. Allocable Social Services Casework Costs Pool

1. Number of full-time staff in the cost pool during the time study month.....	413.0
2. Full-time equivalents of part-time staff in this cost pool 1/.....	0.5
3. Total 1+ 2	<u>413.5</u>

B. Allocable Employment Services Casework Costs Pool

1. Number of full-time staff in the cost pool during the time study month.....	196.0
2. Full-time equivalents of part-time staff in this cost pool 1/.....	0.9
3. Total 1+ 2	<u>196.9</u>

C. Allocable Eligibility Determination Casework Costs Pool

1. Number of full-time staff in the cost pool during the time study month.....	639.0
2. Full-time equivalents of part-time staff in this cost pool 1/.....	0.2
3. Total 1+ 2	<u>639.2</u>

D. Allocable Welfare Fraud Casework Costs Pool

1. Number of full-time staff in the cost pool during the time study month.....	0.0
2. Full-time equivalents of part-time staff in this cost pool 1/.....	0.0
3. Total 1+ 2	<u>0.0</u>

E. Allocable Support Staff and EDP Costs Pool

	Column 1 General Support	Column 2 Program Administration Support	Column 3 Clerical Support	Column 4 EDP
1. Number of full time staff during the time study month that corresponds to the salary pool.....	110.0	0.0	423.0	20.0
2. Full-time equivalents of part-time staff in the counting month 2/.....	0.8	0.0	0.4	0.9
3. Total 1+ 2	<u>110.8</u>	<u>0.0</u>	<u>423.4</u>	<u>20.9</u>

1/ Calculation of Casework Full-Time Equivalents

- a. 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.
- b. Total the percentages of all part-time employees to obtain the total full-time equivalent for the salary pool.

2/ Calculation of Support Staff Full-Time Equivalents

- a. Determine the percentage of time worked and/or pay received for each part-time employees; exclude any over-time hours/pay from the calculation.
- b. Total the percentages of all part-time employees to obtain the total full-time equivalent for the salary pool.

**County Expense Claim
Support Staff Summary DFA 7A**

Form Number: DFA 7A Pg1	County Number 10	Quarter: 09/30/05	11/21/06 07:50:40
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Benefiting Level / Program Code	General Administration Support Personnel			Program Administration Support Personnel			Clerical Support Personnel		
	Hours Rpt by Gen Adm Supp	Ratio to Grand Total	Distribution of Salary	Hours Report by Prg Adm Supp	Ratio to Grand Total	Distribution of Salary	Hours Report by Clerical Supp	Ratio to Grand Total	Distribution of Salary
	Total Salaries:	2,336,744		Total Salaries:	0		Total Salaries:	4,123,108	
A Social Services (SOC SERV)	3,029.55	0.181143	423,284				15,819.71	0.231574	954,804
B CalWORKs (C-WORKS)	1,833.00	0.109599	256,104				5,945.60	0.087034	358,849
C Other Public Welfare (OPW)	705.00	0.042153	98,502				1,335.00	0.019542	80,574
D Child Care (C-CARE)							2,033.90	0.029773	122,757
E Non-Welfare (N-WEL)									
F Generic	7,360.80	0.440117	1,028,442						
G SOC SERV / C-WORKS									
H SOC SERV / OPW									
I SOC SERV / C-CARE									
J SOC SERV / N-WEL									
K C-WORKS / OPW	3,048.30	0.182264	425,904				9,417.20	0.137852	568,378
L C-WORKS / C-CARE									
M C-WORKS/ N-WEL									
N OPW / C-CARE									
O OPW / N-WEL									
P C-CARE / N-WEL									
Q SOC SERV / C-WORKS / OPW /									
R SOC SERV / C-WORKS / OPW /									
S SOC SERV / C-WORKS / OPW									
T SOC SERV / C-WORKS / C-CARE									
U SOC SERV / C-WORKS / C-CARE									

**County Expense Claim
Support Staff Summary DFA 7A**

Form Number: DFA 7A Pg1	County Number 10	Quarter: 09/30/05	11/21/06 07:50:40
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Benefiting Level / Program Code	General Administration Support Personnel			Program Administration Support Personnel			Clerical Support Personnel		
	Total Salaries: 2,336,744			Total Salaries: 0			Total Salaries: 4,123,108		
	Hours Rpt by Gen Adm Supp	Ratio to Grand Total	Distribution of Salary	Hours Report by Prg Adm Supp	Ratio to Grand Total	Distribution of Salary	Hours Report by Clerical Supp	Ratio to Grand Total	Distribution of Salary
V SOC SERV / C-WORKS / N-WEL									
W SOC SERV / OPW / C-CARE / N-WEL									
X SOC SERV / OPW / C-CARE									
Y SOC SERV / OPW / N-WEL									
Z SOC SERV / C-CARE / N-WEL									
AA C-WORKS/ OPW / C-CARE / N-WEL									
AB C-WORKS/ OPW / C-CARE									
AC C-WORKS/ OPW / N-WEL									
AD C-WORKS / C-CARE / N-WEL									
AE OPW / C-CARE / N-WEL									
A1 IHSS	15.00	0.000897	2,096				2,384.40	0.034904	143,911
A3 ADOPTIONS	37.00	0.002212	5,170						
A6 CHILD WELFARE SERVICES	112.00	0.006687	15,648						
A12 INDEPENDENT LIVING PROGRAM	144.00	0.008610	20,119						
A13 IHSS-QUALITY ASSURANCE (A 3/05) 003							109.80	0.001607	6,627
A52 CWS-LIVESCAN/CLETS 359							338.50	0.004955	20,430
B1 CalWORKs - ELIGIBILITY 614	140.50	0.008401	19,630				5,586.80	0.081781	337,193
B14 CAL-LEARN ADMINISTRATION 630							527.00	0.007714	31,807
B22 INITIAL ELIGIBILITY DET./CW/FS/MC 615							1,283.80	0.018793	77,484
B24 CalWORKs IEVS 204							1,145.25	0.016765	69,122
B35 WELFARE TO WORK ? <i>copy CW Supp</i>	78.00	0.004664	10,898				3,444.90	0.050428	207,918

SKIP Function and multi function lines

A

count direct to program lines

check

**County Expense Claim
Reconciliation of General Administration;
Program Administration;
& Clerical Support Staff Salaries and FTEs**

Fresno County #10

AUDITED

Form Number: DFA 7B	County Number 10	Quarter: 09/30/05	11/21/06 07:50:39
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Benefiting Level	General Administration Support Staff			Program Administration Support Staff			Clerical Support Staff			
	Salaries	Ratio	FTEs	Salaries	Ratio	FTEs	Salaries	Ratio	FTEs	
	15	15	16	15	15	16	15	15	16	
Generic	1,028,442	0.440118	48.8	✓						
Social Services	423,284	0.181143	20.1	✓			954,804	0.231574	98.0	
CalWorks	449,683	0.192440	21.3	✓			617,184	0.149689	63.4	
Other Public Welfare	330,827	0.141576	15.7	✓			390,617	0.094738	40.1	
Child Care				✓			122,757	0.029773	12.6	
NonWelfare										
Social Services - Direct to Program	43,033	0.018416	2.0				170,968	0.041466	17.6	
CalWorks - Direct to Program	30,528	0.013064	1.4				723,524	0.175480	74.3	
Other Public Welfare - Direct to	21,237	0.009088	1.0				955,226	0.231677	98.1	
Child Care - Direct to Program	9,710	0.004155	0.5				188,028	0.045603	19.3	
NonWelfare - Direct to Program										
Grand Total:	2,336,744	1.000000	110.8	✓	0	0.000000	0.0	4,123,108	1.000000	423.4

- 15 - Develop ratio of support salaries by dividing the salaries of the benefiting level by the total salaries.
- 16 - Distribute the applicable FTEs from the DFA 403, part E, to the benefiting level.

NOTE! The above data is no longer provided on the 325.1E

ignore these

✓ use these

County Expense Claim

Prior To Audit

DFA 327.3 Program Cost Summary

Form Number: DFA 327.3's	County Number 10	Quarter: 12/31/07	01/29/08 15:00:11
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Program Code / Title	Casework & Allocable Support Cost	Total EDP Cost	EA Cost Eligible	Direct Costs	AFDC/TANF Adj	Non Fed Costs	PAFS Shifts	CFAP/2 Parent Families	CFAP Singles	Total Program Cost
586 NF Group Home						8,395				8,395
588 SUBTOTAL - STOP	3,240			98,951						102,191
675 PSSF - ADOPTION	44,919	2,718								47,637
676 PSSF - TIME-LIMITED				42,324						42,324
Subtotal for Social Services:	11,808,933	663,856		3,732,990						16,205,779

2 CalWorks

055 Safety Net Emp Svs NonAsst	3,718	219								3,937
065 Two Parent Family State Only								275,564		275,564
066 Two Parent Family State Only								75,804		75,804
204 CalWORKs - IEVS	214,136	11,187								225,323
226 Child/Spousal Support	1,349	90								1,439
257 SUPPORTIVE SERVICES	4,926	283								5,209
269 CalWORKs SAVE	7,340	489								7,829
276 CalWORKs Overpayment	265,500	17,666								283,166
301 CalWORKs Fraud				279,629						279,629
432 Cal-Learn Support Services				43,551						43,551
451 Nonfederal WTW	20,199	1,074		32,355						53,628
610 CalWORKs Jail Match (SB)	2,903	193								3,096
614 CalWORKs Eligibility	3,352,863	199,319		36,139			(1,072,304)	(275,564)		2,240,453
615 Initial Elig Det -	373,802	24,872								398,674
616 Nonfederal CalWORKs	68,382	4,550								72,932
617 Cal-Learn Case Management	534,006	29,532		28						563,566
618 CalWORKs Program Integrity	59,479	3,762					(19,091)			44,150
620 WTW Pre-Assessment	1,473,562	77,448		1,178						1,552,188
621 WTW Post-Assessment:	43,647	2,292								45,939
622 WTW Post-Assessment:	1,315,112	69,059		253,683						1,637,854

County Expense Claim

Prior To Audit

DFA 327.3 Program Cost Summary

Form Number: DFA 327.3's	County Number 10	Quarter: 12/31/07	01/29/08 15:00:11
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Program Code / Title	Casework & Allocable Support Cost	Total EDP Cost	EA Cost Eligible	Direct Costs	AFDC/TANF Adj	Non Fed Costs	PAFS Shifts	CFAP/ 2 Parent Families	CFAP Singles	Total Program Cost
i23 WTW Post-Assessment:	579,393	30,423		306,189						916,005
i24 WTW Assessment	450,721	23,667		45,405						519,793
i25 CalWORKs Mental Health				366,457						366,457
i28 CalWORK Substance Abuse				521,065						521,065
i30 Cal-Learn Eligibility	17,811									17,811
i33 Welfare to Work				1,894,103						1,894,103
i48 NF CalWORKS Transitional	225	13								238
63 CalWORKS Case	918,046	59,113					(294,977)	(75,804)		606,378
64 Information and Referral	134,284	8,275								142,559
65 NF-CalWORKs CM-Recnt	16,237	1,080								17,317
78 WTW 2 PARENT FAMILY -	171,644	9,013								180,657
79 WTW 2 PARENT FAMILY -	3,305	174								3,479
80 WTW 2 PARENT FAMILY -	98,126	5,152								103,278
81 WTW 2 PARENT FAMILY -	12,878	688								13,566
82 WTW 2 PARENT FAMILY -	149,976	7,87								157,851
83 2 Parent Recipient Child Care	1,456	ε								1,540
85 CalWORKS Domestic	45,950	2,5ε								48,546
Subtotal for CalWorks:	10,340,976	590,18					(1,386,372)			13,324,574

AMOUNTS IN THE PAFS SHIFTS COLUMN FOR CODES 614, 618 AND 663. IS THE AMOUNT TO BE LISTED ON THE CW ELIGIBILITY SHEET LINE 96

County Expense Claim

Prior To Audit

DFA 327.3 Program Cost Summary

Form Number: DFA 327.3's	County Number 10	Quarter: 12/31/07	01/29/08 15:00:11
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Program Code / Title	Casework & Allocable Support Cost	Total EDP Cost	EA Cost Eligible	Direct Costs	AFDC/TANF Adj	Non Fed Costs	PAFS Shifts	CFAP/ 2 Parent Families	CFAP Singles	Total Program Cost
3 Other Public Welfare										
030 Enhanced Kin-GAP (Federally)	54,465	4,572								59,037
091 TANF INCEN ASSIST NEEDY				16,487						16,487
093 TANF INCEN OUT OF WED				35,087						35,087
096 TANF INCEN END DEPEND				126,602						126,602
098 EBT FS CO SHARE TOWARD				55,048						55,048
211 Food Stamp Issuance	322,582	17,424		4,666			(1,228)	(124)		343,319
215 Medi-Cal	7,755,332	1,466,486		203,494						9,425,312
217 County Medical Services	1,095	94								1,189
218 NAFS - IEVS	171,512	10,800					(650)	(65)		181,597
230 Adoption Assistance Program	123,406	10,413								133,819
268 SAVE Program - NAFS	12,421	1,068					(48)	(5)		13,436
271 SAVE Program - Medi-Cal	34,252	2,946								37,198
308 Cash Assistance Program for	46,984	4,040								51,024
310 NAFS - Fraud				279,633				(997)	(100)	278,536
343 NAFS Eligibility	2,484,429	203,023		1,028	PIN 343		1,367,281	(14,467)	(1,456)	4,039,838
344 NAFS Program Integrity	5,746	494			PIN 344		19,091	(90)	(9)	25,232
345 AFDC Foster Care Eligibility	409,163	32,187		723						442,073
347 NAFS - Quality Control	221,559	16,768						(86)		237,391
351 RCA/ECA	8,411	724								9,135
352 OCOPI/GR	329,480	27,414								356,894
389 CAPI, SSI/NATURALIZATION	1,035	89								1,124
478 RESS	17,653			204,467						222,120
606 CFAP - Families										18,331
609 CFAP - Singles								1,845		1,845
611 NAFS - Jall Match (SB 1556)	10,194	877								11,071

↑
 PAFS SHIFT AMT
 TO BE LISTED
 ON THE NAFS PAGE
 LINE 96.
 LIST TOTALS FOR
 PIN 343 + 344

County Expense Claim **Fresno County**
DFA 327.5.P1's Welfare Program Adjustments & Fiscal Incentives

After Ledger System Processing

Form Number: DFA 327.5's P1 County Number: 10 Quarter: 12/31/07 01/29/08 15:00:12

Program Code / Title	Prior To Audit	Program Cost from DFA 327.3's	Misc. Adj +/-	TANF Incentive (-)	State General Fund Incentive (-)	Fraud Incentive (-)	Total Program Cost
CalWORKs							
055 Safety Net Emp Svs NonAsst (A 9/05)		3,937					3,937
065 Two Parent Family State Only Elig		275,564					275,564
066 Two Parent Family State Only Case Mgt		75,804					75,804
204 CalWORKs - IEVS		225,323					225,323
226 Child/Spousal Support Disregard		1,439					1,439
257 SUPPORTIVE SERVICES OUTREACH		5,209					5,209
269 CalWORKs SAVE		7,829					7,829
278 CalWORKs Overpayment Collections		283,166					283,166
301 CalWORKs Fraud		279,629				236,149	43,480
432 Cal-Learn Support Services		43,551					43,551
451 Nonfederal WTW		53,628					53,628
610 CalWORKs Jail Match (SB 1556)		3,096					3,096
614 CalWORKs Eligibility		2,240,453					2,240,453
615 Initial Elig Det - CalWORKs/FS/MedCal		398,674	(265,780)				132,894
616 Nonfederal CalWORKs Eligibility		72,932					72,932
617 Cal-Learn Case Management		563,566					563,566
618 CalWORKs Program Integrity		44,150					44,150
620 WTW Pre-Assessment		1,552,188					1,552,188
621 WTW Post-Assessment: Community Service		45,939					45,939
622 WTW Post-Assessment: Other		1,637,854					1,637,854
623 WTW Post-Assessment: Vocational Ed		916,005					916,005
624 WTW Assessment		519,793					519,793
625 CalWORKs Mental Health Serv-100 SGF		366,457					366,457
628 CalWORK Substance Abuse Treat-100%SGF		521,065					521,065
630 Cal-Learn Eligibility		17,811					17,811
633 Welfare to Work		1,894,103					1,894,103
639 CalWORKs MOE							
648 NF CalWORKS Transitional Services		238					238
663 CalWORKS Case Management		606,378					606,378
664 Information and Referral		142,559					142,559
665 NF-CalWORKs CM-Recrt Noncltzn (C9/05)		17,317					17,317



INITIAL ELIG
 SHIFT TO BE LISTED
 ON THE CalWORKS Elg
 Page Line 97.
 TOTAL in PIN 615
 Misc. Adj. column

County Expense Claim Fresno County

After Ledger System Processing

DFA 327.5.P1's Welfare Program Adjustments & Fiscal Incentives

Form Number: DFA 327.5's P1	County Number 10	Quarter: 12/31/07	01/29/08 15:00:12
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Program Code / Title	Prior To Audit	Program Cost from DFA 327.3's	Misc. Adj +/-	TANF Incentive (-)	State General Fund Incentive (-)	Fraud Incentive (-)	Total Program Cost
666 Admin Cap Adjustment							
678 WTW 2 PARENT FAMILY - PRE-ASSMNT		180,657					180,657
679 WTW 2 PARENT FAMILY - POST-ASSMNT		3,479					3,479
680 WTW 2 PARENT FAMILY - POST-ASSMNT:VE		103,278					103,278
681 WTW 2 PARENT FAMILY - ASSMNT		13,566					13,566
682 WTW 2 PARENT FAMILY - POST-ASSMNT:OTHR		157,851					157,851
683 2 Parent Recipient Child Care Trng.		1,540					1,540
685 CalWORKS Domestic Violence Services		48,546					48,546
Subtotal for CalWorks:		13,324,574	-265,780	0	0	236,149	12,822,645
Other Public Welfare							
030 Enhanced Kin-GAP (Federally Eligible)		59,037					59,037
070 Food Stamps Grant Reduction							
098 EBT FS CO SHARE TOWARD MOE (A 09/04)		55,048					55,048
211 Food Stamp Issuance		343,319					343,319
215 Medi-Cal		9,425,312	132,890				558,202
217 County Medical Services Program Non-RR		1,189					1,189
218 NAFS - IEVS		181,597					181,597
230 Adoption Assistance Program		133,819					133,819
268 SAVE Program - NAFS		13,436					13,436
271 SAVE Program - Medi-Cal		37,198					37,198
308 Cash Assistance Program for Immigrants		51,024					51,024
310 NAFS - Fraud		278,536					210,154
321 SUO FS Cnty Share Reduction							
343 NAFS Eligibility		4,039,838	132,890				172,728
344 NAFS Program Integrity		25,232					25,232
345 AFDC Foster Care Eligibility		442,073					442,073
347 NAFS - Quality Control		237,391					237,391
351 RCA/ECA		9,135					9,135
352 OCOPI/GR		356,894					356,894
389 CAPI, SSI/NATURALIZATION CASE MGT & RE		1,124					1,124
478 RESS		222,120					222,120
606 CFAP - Families		18,331					18,331

Initial Eltg SHFT AMT TO BE listed on the NAFS page line 97. AMT in PIN 343 Misc. Adj. Column.

FY 10-11(Program) BUDGET WORKSHEET

COUNTY:

PART III:

ADDITIONAL INFORMATION

DFA 7B (dfa7_rec.dbf)

(Format the DBF file to have GENERIC on top line)

DFA 7B[Note: Format the DBF File to match this (with GENERIC on top)]	General Admin Support Staff			Program Admin Support Staff			Clerical Support Staff		
	Salaries	Ratio	FTE	Salaries	Ratio	FTE	Salaries	Ratio	FTE
Generic									
Social Services									
CalWORKS									
Other Public Welfare									
Child Care									
NonWelfare									
Social Services- Direct to Program									
CalWORKS - Direct to Program									
Other Public Welfare - Direct to Program									
Child Care - Direct to Program									
NonWelfare - Direct to Program									
Grand Total:	-	-	-	-	-	-	-	-	-

--













DFA 325.1B
(progidcd.dbf)

Total FTEs (Rows A-D only)	All WTW Codes from CODB (update list as necessary)	Program ID (enter 6-digit code)	Direct Cost	3-Digit Program Codes	Formula: Non- WTW Costs	Formula: Non- WTW Prog Codes	Formula: non-WTW Costs with Prog Codes	Formula: All OT/CTO Costs	Formula: OT/CTO with Employment Codes	Formula: OT/CTO with Eligibility Codes	Formula: All Contract Costs	Formula: Contract Costs with Employment Codes	Formula: Contract Costs with Eligibility Codes
	055016				-			-	-	-	-	-	-
	055028				-			-	-	-	-	-	-
	055032				-			-	-	-	-	-	-
	055094				-			-	-	-	-	-	-
	055097				-			-	-	-	-	-	-
	056003				-			-	-	-	-	-	-
	056029				-			-	-	-	-	-	-
	056031				-			-	-	-	-	-	-
	109003				-			-	-	-	-	-	-
	109014				-			-	-	-	-	-	-
	109016				-			-	-	-	-	-	-
	109028				-			-	-	-	-	-	-
	109029				-			-	-	-	-	-	-
	109031				-			-	-	-	-	-	-
	109032				-			-	-	-	-	-	-
	109057				-			-	-	-	-	-	-
	109094				-			-	-	-	-	-	-
	109097				-			-	-	-	-	-	-
	109098				-			-	-	-	-	-	-
	233038				-			-	-	-	-	-	-
	233039				-			-	-	-	-	-	-
	257032				-			-	-	-	-	-	-
	257068				-			-	-	-	-	-	-
	257094				-			-	-	-	-	-	-
	451003				-			-	-	-	-	-	-
	451014				-			-	-	-	-	-	-
	451016				-			-	-	-	-	-	-
	451028				-			-	-	-	-	-	-
	451029				-			-	-	-	-	-	-
	451031				-			-	-	-	-	-	-
	451032				-			-	-	-	-	-	-
	451057				-			-	-	-	-	-	-
	451094				-			-	-	-	-	-	-
	451097				-			-	-	-	-	-	-
	620031				-			-	-	-	-	-	-
	620032				-			-	-	-	-	-	-
	620060				-			-	-	-	-	-	-
	620094				-			-	-	-	-	-	-
	621031				-			-	-	-	-	-	-
	621032				-			-	-	-	-	-	-
	621060				-			-	-	-	-	-	-
	621094				-			-	-	-	-	-	-
	622031				-			-	-	-	-	-	-
	622032				-			-	-	-	-	-	-
	622060				-			-	-	-	-	-	-
	622094				-			-	-	-	-	-	-
	623031				-			-	-	-	-	-	-
	623032				-			-	-	-	-	-	-
	623060				-			-	-	-	-	-	-

623094				-				-	-	-	-	-	-
624031				-				-	-	-	-	-	-
624032				-				-	-	-	-	-	-
624060				-				-	-	-	-	-	-
624094				-				-	-	-	-	-	-
631016				-				-	-	-	-	-	-
631028				-				-	-	-	-	-	-
631031				-				-	-	-	-	-	-
631032				-				-	-	-	-	-	-
631094				-				-	-	-	-	-	-
631097				-				-	-	-	-	-	-
633003				-				-	-	-	-	-	-
633014				-				-	-	-	-	-	-
633016				-				-	-	-	-	-	-
633028				-				-	-	-	-	-	-
633029				-				-	-	-	-	-	-
633031				-				-	-	-	-	-	-
633032				-				-	-	-	-	-	-
633057				-				-	-	-	-	-	-
633094				-				-	-	-	-	-	-
633097				-				-	-	-	-	-	-
633098				-				-	-	-	-	-	-
648016				-				-	-	-	-	-	-
648028				-				-	-	-	-	-	-
648031				-				-	-	-	-	-	-
648032				-				-	-	-	-	-	-
648094				-				-	-	-	-	-	-
648097				-				-	-	-	-	-	-
678031				-				-	-	-	-	-	-
678032				-				-	-	-	-	-	-
678060				-				-	-	-	-	-	-
678094				-				-	-	-	-	-	-
679031				-				-	-	-	-	-	-
679032				-				-	-	-	-	-	-
679060				-				-	-	-	-	-	-
679094				-				-	-	-	-	-	-
680031				-				-	-	-	-	-	-
680032				-				-	-	-	-	-	-
680060				-				-	-	-	-	-	-
680094				-				-	-	-	-	-	-
681031				-				-	-	-	-	-	-
681032				-				-	-	-	-	-	-
681060				-				-	-	-	-	-	-
681094				-				-	-	-	-	-	-
682031				-				-	-	-	-	-	-
682032				-				-	-	-	-	-	-
682060				-				-	-	-	-	-	-
682094				-				-	-	-	-	-	-
683031				-				-	-	-	-	-	-
683094				-				-	-	-	-	-	-
685031				-				-	-	-	-	-	-
685032				-				-	-	-	-	-	-
685060				-				-	-	-	-	-	-
686031				-				-	-	-	-	-	-
686094				-				-	-	-	-	-	-
				-				-	-	-	-	-	-
				-				-	-	-	-	-	-
				-				-	-	-	-	-	-

VLOOKUP

What is VLOOKUP?

It is an Excel Function that is used within tables to help filter through large volumes of data and select the appropriate data based on given conditions.

For example:

Lets say you want to find the Expenses for PIN 100 and 300.

Your table of data is:

Object	Expense
100	\$1000
200	\$1050
300	\$2000
400	\$2250
500	\$3000

The VLOOKUP formula would automatically look through the list of your Objects and pick out the corresponding data.

For the above example, the formula will provide expenses \$1000 (for PIN 100) and \$2000 (for PIN 300).

HINT!

How does this help me? I can manually input it.

Imagine a table with over 3,000 rows of data—and they're not in any logical order. You can definitely input the data manually but it will take more time and may not be as accurate due to keypunch errors.

With VLOOKUP, the computer will filter out the needed information for you—regardless of the volume or organization of the data!

How does the VLookup Formula look?

There are 4 components in the VLOOKUP formula. Three are mandatory (**bold** in screen shot below) and one is optional.

VLOOKUP

Lookup_value | | = any

Table_array | | = number

Col_index_num | | = number

Range_lookup | | = logical

=

Searches for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Lookup_value is the value to be found in the first column of the table, and can be a value, a reference, or a text string.

Formula result =

OK Cancel

- 1) **Lookup_value** – The value you want to look up.
- 2) **Table_array** – The table of data you want to look up
- 3) **Col_index_num** – If you find a match, which column of data you want to pull.
- 4) **Range_lookup** – Put in FALSE to find only exact matches (*recommended*)

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

BRASS MACROS

100%

Security...

VLOOKUP

=VLOOKUP(F6,A:D,2,FALSE)

CEC - FoxPro Data Tables				CODB	
PIN (Column 1)	Salaries (Column 2)	Training (Column 3)	Shifts (Column 4)	PIN	Salaries
003	20	1	(1)	003	FALSE
010	22	2	0	010	22
050	25	3	0	452	55
100	30	4	0	615	80
125	35	5	0	217	87
148	50	6	0	156	100
452	55	7	0	362	115
063	70	8	0		
121	75	9	(10)		
615	80	10	0		
617	82	11	(2)		
087	85	12	0		
217	87	13	0		
236	93	14	(5)		
156	100	15	0		
137	105	16	(1)		
362	115	17	(3)		
685	200	18	0		
				Total:	479

VLOOKUP

Lookup_value | F6 | = "003"

Table_array | A:D | = {...}

Col_index_num | 2 | = 2

Range_lookup | FALSE | = FALSE

=

20

Searches for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Lookup_value is the value to be found in the first column of the table, and can be a value, a reference, or a text string.

Formula result = 20

OK Cancel

In the example above, we have a table with 18 PIN codes. The corresponding Salaries, Training Costs and Shifts are in subsequent columns.

Lets assume that we only want the Salary information for PIN Codes 003, 010, 452, 615, 217, 156 and 362.

The VLOOKUP Formula is **=VLOOKUP (A3,A12:C28,2,FALSE)**

Important! The columns with the PIN codes need to be formatted as TEXT!

CEC - FoxPro Data Tables				CODB	
PIN (Column 1)	Salaries (Column 2)	Training (Column 3)	Shifts (Column 4)	PIN	Salaries
003	20	1	(1)	003	20
010	22	2	0	010	22
050	25	3	0	452	55
100	30	4	0	615	80
125	35	5	0	217	87
148	50	6	0	156	100
452	55	7	0	362	115
063	70	8	0		
121	75	9	(10)		
615	80	10	0		
617	82	11	(2)		
087	85	12	0		
217	87	13	0		
236	93	14	(5)		
156	100	15	0		
137	105	16	(1)		
362	115	17	(3)		
685	200	18	0	Total:	479

The formula automatically looks in the FoxPro Data Table above and pulls the appropriate **Salaries** that correspond to the **PIN** listed in the CODB Table (Column F)

Here's how the Formula works:

VLOOKUP

Lookup_value: F6 = "003"

Table_array: A:D = {...}

Col_index_num: 2 = 2

Range_lookup: FALSE = FALSE

= 20

Searches for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Range_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.

Formula result = 20

OK Cancel

- Based on the range of data, the **Lookup_value** will reference Cell F6 or PIN “003”
- Next, the **Table_array** will look for data in the table range from columns A:D. The first column (A) will represent the reference column. Subsequent columns are the data columns associated with this reference (ex: Salaries, Training, Shifts)
- The **Col_Index_num** represents the data column to pull. In our example, after we find a match in the Objects (Column A or #1), we want to pull Expense data which is in the 2nd column of the Table Array.
 - If we want to pull YTD Data, we would pull from Column C or #3.
- **Range_lookup** should be FALSE to have an exact match. Use True if you want partial matches.

Formula used in Database

A modified VLOOKUP formula must be used in order to anticipate certain situations where the values would be #N/A.

- The primary situation is when we have a data code but the database table doesn't.
- For example, we have PIN Code 665 but there are no costs associated with it. Since there is no cost, the CEC reports may not carry the line item.
- The #N/A Value will prevent further mathematical manipulations.

Our CODB has PIN Code 665. However, this code isn't in the FoxPro Data Table.

This results in the #N/A.

#N/A prevents us from summing the Salaries.

CEC - FoxPro Data Tables				CODB	
PIN (Column 1)	Salaries (Column 2)	Training (Column 3)	Shifts (Column 4)	PIN	Salaries
003	20	1	(1)	003	20
010	22	2	0	010	22
050	25	3	0	452	55
100	30	4	0	615	80
125	35	5	0	217	87
148	50	6	0	156	100
452	55	7	0	362	115
063	70	8	0	665	#N/A
121	75	9	(10)		
615	80	10	0		
617	82	11	(2)		
087	85	12	0		
217	87	13	0		
236	93	14	(5)		
156	100	15	0		
137	105	16	(1)		
362	115	17	(3)		
665	200	18	0	Total:	#N/A

To avoid this problem (#N/A), we embed the VLOOKUP formula into an IF Statement.

IF

Logical_test: ISNA(VLOOKUP(F13,A:D,2,FALSE)) = TRUE

Value_if_true: 0 = 0

Value_if_false: VLOOKUP(F13,A:D,2,FALSE) = #N/A

Returns one value if a condition you specify evaluates to TRUE and another value if it evaluates to FALSE.

Value_if_false is the value that is returned if Logical_test is FALSE. If omitted, FALSE is returned.

Formula result = 0

CEC - FoxPro Data Tables				CODB	
PIN (Column 1)	Salaries (Column 2)	Training (Column 3)	Shifts (Column 4)	PIN	Salaries
003	20	1	(1)	003	20
010	22	2	0	010	22
050	25	3	0	452	55
100	30	4	0	615	80
125	35	5	0	217	87
148	50	6	0	156	100
452	55	7	0	362	115
063	70	8	0	665	0
121	75	9	(10)		
615	80	10	0		
617	82	11	(2)		
087	85	12	0		
217	87	13	0		
236	93	14	(5)		
156	100	15	0		
137	105	16	(1)		
362	115	17	(3)		
665	200	18	0	Total:	479

What does this formula do and how does it work?

The formula is:

=IF(ISNA(VLOOKUP(F13,A:D,2,FALSE)),0,VLOOKUP(F13,A:D,2,FALSE))

IF

Logical_test: ISNA(VLOOKUP(F13,A:D,2,FALSE)) = TRUE

Value_if_true: 0 = 0

Value_if_false: VLOOKUP(F13,A:D,2,FALSE) = #N/A

Returns one value if a condition you specify evaluates to TRUE and another value if it evaluates to FALSE.

Value_if_false is the value that is returned if Logical_test is FALSE. If omitted, FALSE is returned.

Formula result = 0

OK Cancel

- The **Logical test** checks the conditions to see if an #N/A will result. We complete that by putting our original VLOOKUP in the ISNA function. If the value is #N/A, it will return a TRUE.
- If our VLOOKUP in the Logical_test produces an #N/A (TRUE), we know that there is no costs associated with the PIN in the CEC - FoxPro Data Table. We set the **Value_if_true** to ZERO.
- If our VLOOKUP in the Logical_test produces a valid result, the Logical_test will be FALSE (Is not #N/A). Therefore, we can proceed with the original VLOOKUP formula in the **Value_if_false** field to perform the data query.

Important Reminder! *The Data Spreadsheet columns with the PIN codes need to be formatted as TEXT prior to pasting from FoxPRO!*

Converting FoxPro Files to Excel

Background:

FoxPro is a database program published by Microsoft. Information stored in its files is stored in .DBF format (Database) and can be converted to Excel with a DBF Viewer (see below).

The Quarterly CECs are inputted into FoxPro and stored in a series of DBF files. Due to FoxPro's hardcode programming, only a limited number of useful files are downloadable. Locate where your files are stored. The files will look like this:

The screenshot shows a Windows Explorer window with the following table of files:

Name	Size	Type	Modified
cw_salbn.dbf	1 KB	DBF File	3/1/2007 10:18 AM
dfa_403.dbf	2 KB	DBF File	3/1/2007 10:56 AM
dfa_55.cdx	8 KB	CDX File	9/14/2006 3:55 PM
dfa_55.dbf	50 KB	DBF File	3/1/2007 10:18 AM
dfa_55_sm_tab.CDX	8 KB	CDX File	3/1/2007 10:18 AM
dfa_55_sm_tab.dbf	25 KB	DBF File	3/1/2007 10:18 AM
dfa_7a.cdx	11 KB	CDX File	9/14/2006 4:01 PM
dfa_7a.dbf	104 KB	DBF File	3/1/2007 10:23 AM
DFA327_5_NEW.TXT	44 KB	Text Document	10/26/2006 4:19 PM
DFA327_7_NEW.TXT	1 KB	Text Document	8/31/2005 10:21 AM
dfa3271.cdx	6 KB	CDX File	3/1/2007 10:18 AM
dfa3271.dbf	31 KB	DBF File	3/1/2007 10:18 AM
dfa3273a.cdx	8 KB	CDX File	3/1/2007 10:18 AM
dfa3273a.dbf			
dfa419.cdx			
dfa419.dbf			
dfa419.fpt			
DFA419.TBK			
dfa55_new.TXT			
dfa55_sb.dbf			
dfa55_sm.cdx			
dfa55_sm.dbf			
dfa55_sm_diff.CDX			
dfa55_sm_diff.dbf			
dfa7_rec.cdx			
dfa7_rec.dbf			
dfa7_sal.dbf			
dfa7a_diff.CDX	5 KB	CDX File	3/1/2007 10:18 AM
DFA7A_DIFF.DBF	7 KB	DBF File	3/1/2007 10:18 AM
dir_cost_diff.CDX	4 KB	CDX File	3/1/2007 10:18 AM
DIR_COST_DIFF.DBF	19 KB	DBF File	3/1/2007 10:18 AM
dircost_diff.cdx	33 KB	CDX File	8/5/2004 1:04 PM
dircost_diff.dbf	266 KB	DBF File	6/2/2006 9:57 AM
disaster_add.cdx	5 KB	CDX File	11/22/2005 11:44 AM
disaster_add.dbf	20 KB	DBF File	8/14/2006 1:56 PM
dircost_diff.cdx	310 KB	CDX File	3/1/2007 10:18 AM

Here are some samples of DBF Files that were generated by FoxPro.

Note: These files can be exported to Excel and used for the CODB or Quarterlies.

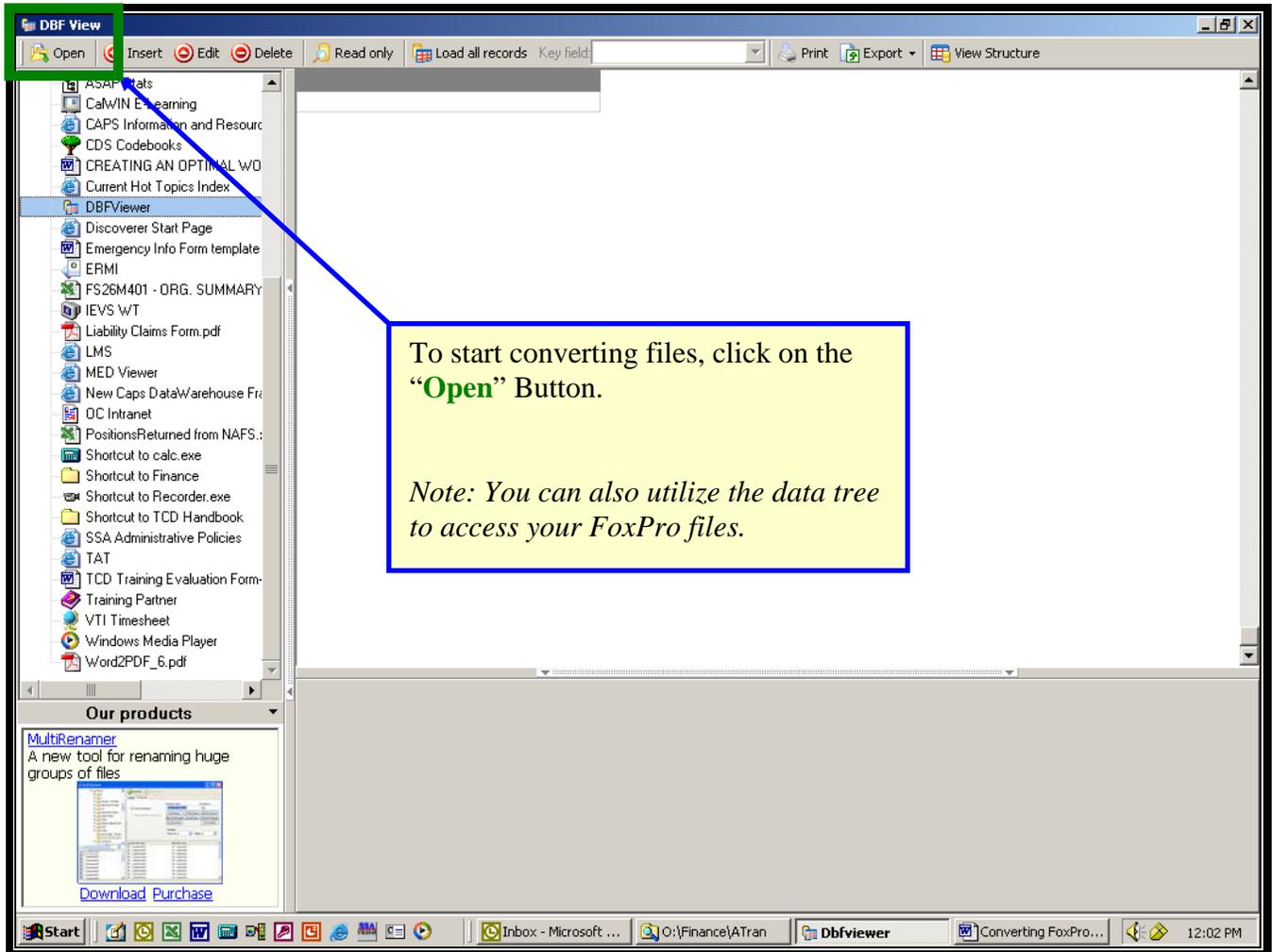
DBF Viewer

The viewer is a small (1.75 MB) program and can be copied onto your computer. It is a relatively easy program to navigate.

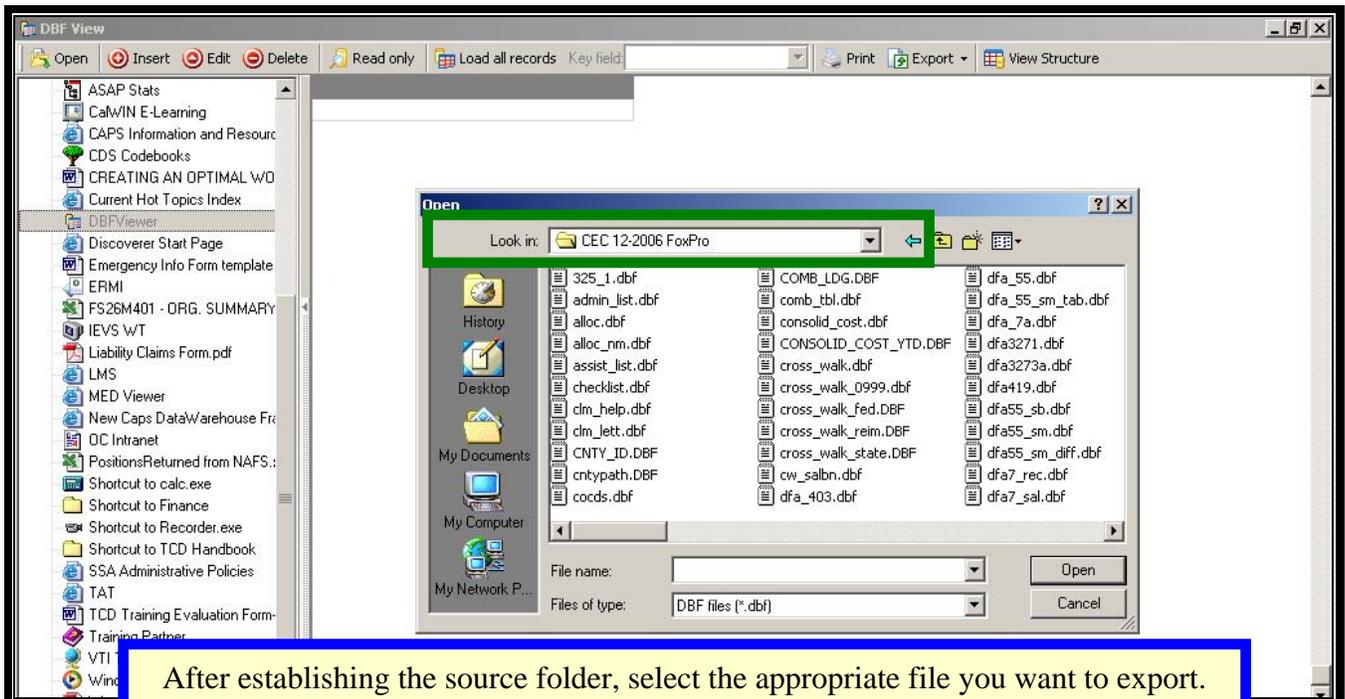
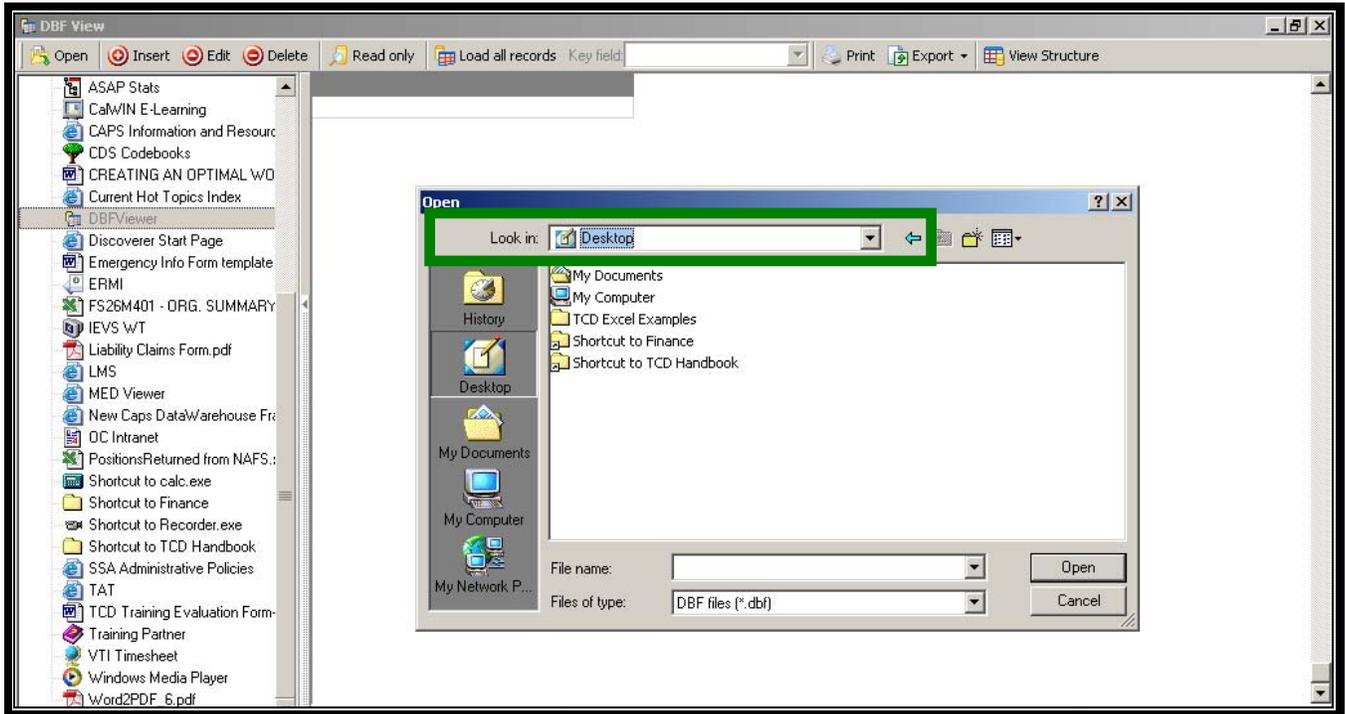


Using the DBF Viewer:

When the software is launched, the viewer will look like this:

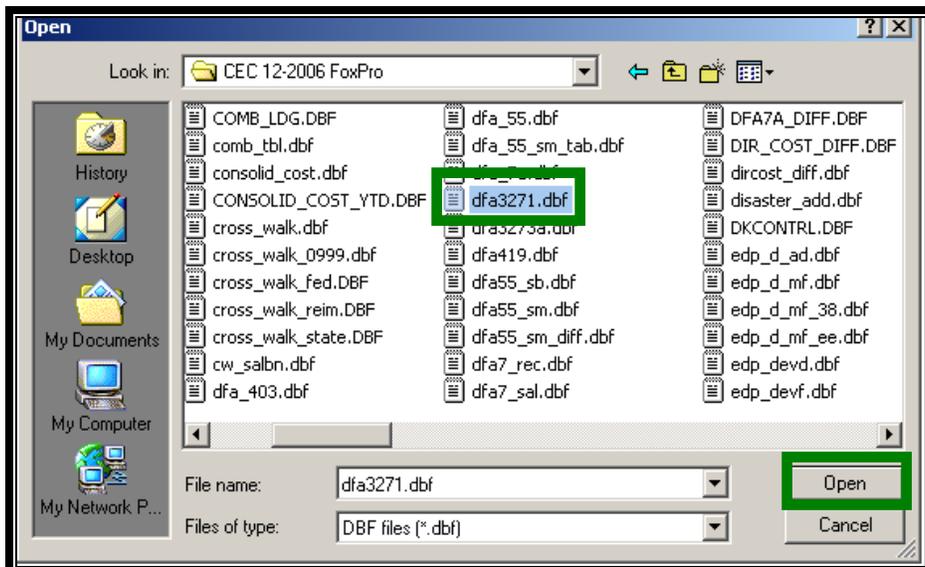


- Once you've clicked the "Open" Button, a pop-up menu will appear. Put in the appropriate pathway for the DBF file (FoxPro). This is the source folder where DBF Viewer will pull files.



After establishing the source folder, select the appropriate file you want to export. Majority of the files are appropriately named after the schedule number (Example: DFA 327.1, DFA 55, etc).

** See reference page for more information*



- Select the file name
- Click “Open”

•

In our example, we’ve selected a file titled “dfa3271.dbf”. This is for report DFA 327.1 – Distribution of Salaries, Allocation and Operating Costs.

PRG_CODE	P_CODE_EXC	PRG_TITLE	NTOT_HRS	SAL_DIS_TO	PRG_RAT	GEN_DIS_FC	AL_SUP
103		SUBTOTAL - IHSS - PCSP/	8025	1438222	0.069638		14020
104		SUBTOTAL - IHSS - Non-HI	1426	256674	0.012374		2491
143		SUBTOTAL - CWS-Elig Deb	834	150108	0.007237		1457
144		SUBTOTAL - CWS HR	2775	499493	0.024081		4848
147		SUBTOTAL - CWS Court Re	20282	3650680	0.176001		35433
148		SUBTOTAL - CWS Case Ma	43213	7778130	0.374989		75495
513		SUBTOTAL - EA-ER	13071	2352726	0.113426		22836
215		SUBTOTAL - Medi-Cal	107814	13119596	0.767217		188359
005		SUBTOTAL - STAP	0	0	0		0
588		SUBTOTAL - STOP	6	1074	5.2E-5		10
451		NONFEDERAL WTW (A 3/	1054	128249	0.015448		1841
453		STAGE ONE CHILD CARE	6880	836981	0.796665		12020
556		CWS-MPS (AB 908)	0	0	0		0
610		Calworks Jail Match (SB 15	0	0	0		0
614		Calworks Eligibility	26865	3268300	0.393748		46934
615		Initial EI Determ-Calworks/M	2607	317092	0.03821		4555
616		Nonfederal Calworks Elig	797	96991	0.011681		1392
617		CalLearn Case Managemer	0	0	0		0
618		Calworks Program Integrity	0	0	0		0
620		WTW Pre-Assessment	9114	1108371	0.13358		15923
621		WTW Post-Assessment: Coi	666	81009	0.009761		1163
622		WTW Post-Assessment: Oit	2704	328943	0.039631		4724
623		WTW Post-Assessment: Voi	1053	128031	0.015433		1840
624		WTW Assessment	3689	448756	0.054068		6445
630		CalLearn Administration	39	4750	0.000572		68
631		Calworks Transitional Servic	255	31022	0.003737		445
343		NAFS Eligibility	20361	2477692	0.144891		35571
344		NAFS Program Integrity	0	0	0		0
345		AFDC Foster Care Eligibility	4152	505247	0.029546		7254
347		NAFS Quality Control	555	67539	0.003949		969

The DBF File will now be extracted into a spreadsheet.

In this example (DFA 327.1), we can see the Program Codes, the Program Titles, program ratios and salary distributions associated with each PIN.

Note: The Columns may not appear in the exact order as on the hard copies of the CEC.

To export the file to Excel:

- Click on the “Export” Button
- Select “Export to Excel”

Hint: Changes made on this screen will automatically save in the DBF file. Do not edit any information. You can click on the “Read Only” Button to prevent changes from happening.

PRG_CODE	P_CODE_EXC	PRG_TITLE	NTOT_HRS			GEN_DIS_FC	AL_SUP
103		SUBTOTAL - IHSS - PCSP/	8025			0.069638	14020
104		SUBTOTAL - IHSS - Non-HI	1426			0.012374	2491
143		SUBTOTAL - CWS-Elig Deb	834	150108		0.007237	1457
144		SUBTOTAL - CWS HR	2775	461493		0.024081	4848
147		SUBTOTAL - CWS Court Re	20282	365380		0.176001	35433
148		SUBTOTAL - CWS Case Ma	43213	777130		0.374989	75495
513		SUBTOTAL - EA-ER	13071	235726		0.113426	22836
215		SUBTOTAL - Medi-Cal	107814	1311596		0.767217	188359
005		SUBTOTAL - STAP	0	0		0	0
588		SUBTOTAL - STOP	6	074		5.2E-5	10
451		NONFEDERAL WTW (A 3/	1054	12249		0.015448	1841
453						0.796665	12020
556						0	0
610						0	0
614						0.393748	46934
615						0.03821	4555
616						0.011681	1392
617						0	0
618						0	0
620						0.13358	15923
621						0.009761	1163
622						0.039631	4724
623						0.015433	1840
624						0.054068	6445
630						0.000572	68
631						0.003737	445
343						0.144891	35571
344						0	0
345						0.029546	7254
347						0.003949	969

Save in: CEC 12-2006 Excel

- 403 (12-2006 - from dfa_403 FoxPro).xls
- 55 and 55A (12-2006 - from dfa55_sm FoxPro).xls
- 7A (12-2006 - from dfa_7a FoxPro).xls
- 7B (12-2006 - from dfa7_rec FoxPro).xls
- 7B Grand Total line for Salaries (12-2006 - from dfa7_sal FoxPro).xls

File name: DFA 327.1

Save as type: Excel files (*.xls)

Select a folder to export the file:

- Choose a name for the file
- Press “Save”

Note: Once the file is saved, you can open it up with Excel. Formatting may be required to ensure that the report is user-friendlier.

Reference

Reports needed for Quarterlies:

327.1	Distribution of Salary, Allocation and Operating Costs
327.3	Program Cost Summary
327.5 P1	Welfare Program Adjustment and Fiscal Incentive
327.4	Staff Development Cost Summary and Funding
327.5	Welfare Program Funding

Reports needed for CODB:

7A	Support Staff Summary
7B	Reconciliation of General Admin, Prog Admin, Clerical Support and FTE
55	Casework Time Study and Salary Distribution by Cost Pool/Program
325.1	CEC Expenditure Schedule
327.1	Distribution of Salary, Allocation and Operating Costs
327.2	EDP - Cost Schedule
327.3	Program Cost Summary
403	FTE Calculation
325.1B	Direct Cost Input Schedule

FoxPro Files Equivalents (based FY 06-07 Quarters):

CEC Report

FoxPro DBF File Equivalent

7A	DFA_7a
7B	DFA7_rec
55	DFA55_sm (don't use DFA_55.dbf)
325.1	325_1
325.1B	progidcd
327.1	DFA3271
327.2	EDP_totl
327.3	DFA3273a
327.4	stf_dev
327.5 and 327.5P	WELFARE
403	DFA_403
Ledger	COMB_LDG

Additional Useful Information:

DFA 325.1 (line AC, columns AA - AE)

CEC Hard Copies	FoxPro Converted File
Social Services Casework Ratios	SS_CW_RAT
CalWORKS Casework Ratios	CW_CW_RAT
Other Public Welfare Casework Ratios	OP_CW_RAT
Child Care Casework Ratios	CC_CW_RAT
NonWelfare Casework Ratios	NW_CW_RAT

DFA 55

CEC Hard Copies	FoxPro Converted File
Program Code (4-digit). Can filter out all PIN ending with "A" since they are the totals. However, these will not affect VLOOKUP formulas.	PRG_CODE
Social Worker Time Study Hours	TS_HRS_SW
Employment Service Workers Time Study Hours	TS_HRS_ES
Eligibility Determination Workers Time Study Hours	TS_HRS_ED
Fraud Investigators Time Study Hours	TS_HRS_FR
Program Ratio (Social Worker)	PRG_RAT_SW
Program Ratio (Employment Services Workers)	PRG_RAT_ES
Program Ratio (Eligibility Determination Workers)	PRG_RAT_ED
Program Ratio (Fraud Investigators)	PRG_RAT_FR

DFA 7B

CEC Hard Copies	FoxPro Converted File
Benefiting Level (<i>Note: Generic is out of order</i>)	FUNC_TITLE
General Admin Support Staff – Salaries	GS_ADM_DS
General Admin Support Staff – Ratio	GS_ADM_RAT
General Admin Support Staff – FTE	GS_FTE
Program Admin Support Staff – Salaries	PG_ADM_DS
Program Admin Support Staff – Ratio	PG_ADM_RAT
Program Admin Support Staff – FTE	PG_FTE
Clerical Support Staff – Salaries	CLER_DS
Clerical Support Staff – Ratio	CLER_RAT
Clerical Support Staff – FTE	CLER_FTE

DFA 327.1

CEC Hard Copies	FoxPro Converted File
Function Can use this to sort: 1 = Social Services, 2 = CalWORKS, 3 = Other Public Welfare, 4 = Child Care, 5 = NonWelfare	FUNC
Program Code	PRG_CODE
Time Study Hours	NTOT_HRS
Distribution of Salary Costs	SAL_DIS_TO
Ratio	PRG_RAT
Generic Salary Cost	GEN_DIS_FC
Allocable Support Staff Costs	AL_SUP_COS
Direct-to-Program Support Staff Costs	DTP_COS
Allocable Support Operating Cost	AL_OP_COS
Adjustments	TOT_ADJ

DFA 327.2

CEC Hard Copies	FoxPro Converted File
Program Code	EDP_CODE
M & O Direct Cost	TOT_EDP
M & O Allocable Cost	ALLOC_AMT
Developmental Direct Cost	TOT_DIR
Multi-Function Develop SACWIS/Non-SACWIS	TOT_DEV_MF
EDP Adjustment Allocable Cost	TOT_ADJ

DFA 325.1B

CEC Hard Copies	FoxPro Converted File
Program ID # <i>(Note: All program costs will be listed regardless of 0 value. You can sort and delete these rows of data prior to pasting into the Data Spreadsheet)</i>	PROGID
Program Title	TITLE_325
Type of Expense	XTENM
Direct Costs	DIR_COST

DFA 327.3

CEC Hard Copies	FoxPro Converted File
Program Code	PRG_CODE
Total EDP Cost	TOT_EDP_CO
Casework & Allocable Support Cost	TOT_CW_COS
Direct Costs	DIR_SUB
EA Cost Eligible	EA_ADJ
PAFS Shifts	PAFS_ADJ
AFDC/TANF Adjustment	AFDC_ADJ
Non Fed Costs	NON_FED
CFAP/2 Parent Families	CFAP_MINOR
CFAP Singles	CFAP_AGED