

September 22, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 20-107

The purpose of this All County Letter (ACL) is to inform counties of changes made to the California Department of Social Services (CDSS) Public Authority/Nonprofit Consortium Invoice (SOC 448) for Fiscal Year (FY) 2020-21.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

September 22, 2020

ALL COUNTY LETTER NO. 20-107

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL IN-HOME SUPPORTIVE SERVICES PROGRAM MANAGERS
PUBLIC AUTHORITY EXECUTIVE DIRECTORS

SUBJECT: REDESIGN OF THE PUBLIC AUTHORITY/NONPROFIT
CONSORTIUM INVOICE (SOC 448)

REFERENCE: [SENATE BILL \(SB\) 80 \(CHAPTER 27, STATUTES OF 2019\)](#)
[ALL COUNTY LETTER \(ACL\) NO. 19-61, DATED JUNE 28, 2019](#)
[ACL NO. 19-101, DATED OCTOBER 14, 2019](#)
[COUNTY FISCAL LETTER \(CFL\) NO. 19/20-91](#)

The purpose of this All County Letter (ACL) is to inform counties of changes made to the California Department of Social Services Public Authority (PA)/Nonprofit Consortium (NPC) Invoice SOC 448 for Fiscal Year (FY) 2020-21. This ACL provides updates to the claiming and reimbursement instructions on the SOC 448 including Waiver Personal Care Services (WPCS) and Essential Protective Gear (EPG)/Personal Protective Equipment (PPE) distribution in response to the Coronavirus-19 (COVID-19) pandemic.

SOC 448 Updates

Waiver Personal Care Services (WPCS)

The PAs were previously directed to enter WPCS administrative and benefit costs in the WPCS Costs claiming box on the SOC 448. The WPCS Costs box has been removed from the SOC 448. The PAs will include WPCS administrative and health benefit costs with the Administrative Costs total in cell D19 and Benefits Costs total in cell G19 on the SOC 448. The WPCS hours will no longer be entered in the Calculator tab of the SOC 448. The WPCS costs are not included in determining if a PA has remained within their approved administrative or health benefit rates. Supporting documentation and a summary of specific WPCS administrative and benefits costs must be submitted with the SOC 448.

Essential Protective Gear (EPG)/Personal Protective Equipment (PPE)

Due to the impact of the COVID-19 pandemic, State General Fund (SGF) has been provided to support PA offices in each county to ensure the distribution of EPG/PPE to In Home Supportive Services providers and recipients. In accordance with [CFL 19/20-91](#) administrative expenditures incurred from the distribution of EPG/PPE to IHSS providers and recipients will be reimbursed through the SOC 448. An EPG/PPE allocation and claiming box has been included on the SOC 448. The PA will enter the EPG/PPE SGF allocation amount in the first quarter SOC 448 in cell E36 and will populate in the remaining quarters. The total EPG/PPE costs per quarter are claimed in cell D38. The EPG/PPE box will calculate the Federal and State share of the EPG/PPE claimed and populate the total remaining allocation. The PAs will separately track these costs from the regular administrative expenditures on page two of the Expense Detail Summary. Any administrative expenditures due to the distribution of EPG/PPE will not count towards the approved administrative rate. The FY 2020-21 EPG/PPE allocation can be found in a forthcoming CFL.

REQUIRED DOCUMENTS FOR SOC 448 SUBMISSION

The following documents must be submitted:

- Signed SOC 448 by the PA Director or authorized signers
- Expense Detail Summary or County Documents summarizing expenses by category (EPG/PPE Administrative and Advisory Committee costs are listed separately on page 2)
- WPCS Administrative and Benefit Expenditure supporting documentation (if applicable)
- Case Management Information and Payroll System Paid Case Detail reports (pages 12, 18, 24, & 30)

HOW TO OBTAIN REVISED SOC 448

Each county should contact the Adult Programs Division (APD) Financial Management Unit (FMU) by e-mail or by calling (916) 653-3850 to obtain a copy of the revised SOC 448 for FY 2020/21. The revised SOC 448 will be specific to each county. For additional information and guidance regarding how to complete the SOC 448 please refer to [ACL 19-101](#). If you have questions regarding the information in this ACL, please contact APD_FM@dss.ca.gov.

Sincerely,
Original Document Signed By
DEBBI THOMSON
Deputy Director
Adult Programs Division

Att. FMU Analyst County Assignments

Financial Management Unit - County Assignments		
Unit Inbox: APD_FMU@dss.ca.gov		
Zenaida Solis (916) 653-3911 Zenaida.Solis@dss.ca.gov	Sonja Washburn (916) 651-3327 Sonja.Washburn@dss.ca.gov	Mike Breinke (916) 651-5556 Michael.Breinke@dss.ca.gov
Alameda (1)	Calaveras (5)	Del Norte (8)
Amador (3)	El Dorado (9)	Imperial (13)
Butte (4)	Kern (15)	Kings (16)
Colusa (6)	Los Angeles (19)	Lassen (18)
Contra Costa (7)*	Marin (21)	Madera (20)
Fresno (10)	Mariposa (22)	Mendocino (23)
Glenn (11)	Merced (24)	Monterey (27)
Humboldt (12)	Riverside (33)	Napa (28)
Lake (17)	San Benito (35)	San Diego (37)
Orange (30)	San Bernardino (36)	San Joaquin (39)
Placer (31)	San Francisco (38)*	San Luis Obispo (40)
Sacramento (34)	Santa Barbara (42)	Solano (48)
San Mateo (41)	Santa Clara (43)	Stanislaus (50)
Shasta (45)	Santa Cruz (44)	Trinity (53)
Siskiyou (47)	Sonoma (49)	Tulare (54)
Sutter (51)	Yolo (57)	IP MODE ONLY
Tehama (52)	NPC ONLY	Alpine (2)
Ventura (56)	Inyo (14)	Tuolumne (55)
Yuba (58)	Modoc (25)	JPA
	Mono (26)	Nevada (29)
		Plumas (32)
		Sierra (46)

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* Contract Mode Counties