

July 19, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 21-84**

The purpose of this All County Letter (ACL) is to provide further guidance and clarification on the spending parameters of the \$9,476,701 the state was awarded through Section 2042(b) of Subtitle B of Title XX of the Social Security Act, otherwise known as the Elder Justice Act (EJA) as authorized through the Coronavirus Response and Relief Supplemental Appropriations Act, 2021. It is also intended to outline the program reporting requirements and reiterate the claiming instructions outlined in CFL 20/21-95. The funds are designed to enhance and improve Adult Protective Services in response to the COVID-19 pandemic by supplementing APS programs.



**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](http://www.cdss.ca.gov)



**GAVIN NEWSOM**  
GOVERNOR

July 19, 2021

ALL COUNTY LETTER NO. 21-84

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY ADULT PROTECTIVE SERVICE MANAGERS

SUBJECT: **GUIDANCE AND FURTHER CLARIFICATION REGARDING THE  
SPENDING PARAMETERS AND REPORTING REQUIREMENTS  
OF THE CORONAVIRUS RESPONSE AND RELIEF  
SUPPLEMENTAL APPROPRIATIONS ACT OF 2021 FUNDS TO  
COUNTY ADULT PROTECTIVE SERVICES AGENCIES**

REFERENCE: [CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL  
APPROPRIATIONS ACT OF 2021: GRANTS TO ENHANCE  
ADULT PROTECTIVE SERVICES TO RESPOND TO COVID-19  
AND CFL 20/21-95](#)

The purpose of this All County Letter (ACL) is to provide further guidance and clarification on the parameters and requirements attached to Section 2042(b) of Subtitle B of Title XX of the Social Security Act, otherwise known as the Elder Justice Act (EJA) as authorized and funded through the Coronavirus Response and Relief Supplemental Appropriations Act, 2021. California's Adult Protective Services (APS) programs have received \$9,476,701 from the federal Department of Health and Human Services Administration for Community Living. As detailed in County Fiscal Letter (CFL) 20/21-88, each county has been allocated a portion of the \$9,476,701 California was awarded. This letter also serves to emphasize the claiming instructions described in CFL 20/21-95.

### **Background**

The Administration for Community Living has established the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 as authorized in the Elder Justice Act Section 2042(b) of Title XX of the Social Security Act. In accordance with these statutes, the purpose of this appropriation is to enhance and improve protective services provided by APS in response to the COVID-19 pandemic. The total amount of funds available is \$93,880,000, with California's share, based on senior population, being \$9,476,701. The total being distributed to the counties is \$9,221,722, with \$254,979

being allocated for an evaluation study detailing how the funds were used to serve APS clients and programs throughout California. The California Department of Social Services (CDSS), in partnership with a contracted university researcher, will reach out to the counties to participate in the study at a later date.

The particulars of the application process were outlined in Federal Register 2021-02091, referenced above.

### **Eligible Clients**

The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 provides general guidance on how the money may be used but leaves the specific parameters up to individual states. Federal Register 2021-02091 stipulates that these funds must supplement existing APS funding, programs, and services in response to the COVID-19 virus, not supplant general APS operations. In other words, the monies from this appropriation cannot be used to replace existing funding but rather add to it.

For individual direct services, such as food or housing vouchers, recipients must have either an open APS case or a closed APS case that was opened during the grant period.

While these federal funds could be allocated to a program that services both APS and non-APS clients, such programs must be funded from various funding sources that serve both populations. The APS/COVID formula money allocated to such an entity serving both populations must allocate its use only to serve APS populations.

### **Technology Equipment Purchase**

Although guidance provided in ACL No. 21-43 indicated that only purchases exceeding \$5,000 would require prior approval, the State maintains a zero-dollar threshold for all Electronic Data Processing (EDP) expenditures. To comply with State and Federal regulations in the [CDSS Manual of Policies and Procedures Division 28](#), the [Code of Federal Regulations \(CFR\) Part 95](#), and [2 CFR 200.1](#), the California Department of Social Services (CDSS) has an already established process for State review and approval of county EDP expenditures through the submission of Advance Planning Documents (APDs). Pursuant to [ACIN No. I-68-07](#), all EDP expenditures, regardless of cost, require an APD. To determine if a purchase meets the definition of EDP, please refer to the definitions provided in the [Is An APD Necessary Checklist](#). All APD resource documents developed to assist counties in preparing APDs are available on the [Office of Systems Integration's](#) (OSI) website.

For purchases over \$5,000, counties must complete additional documentation in order to receive federal spending approval. OSI will provide counties with the required forms once the APD is received.

Counties should identify “APS COVID-19” as the benefiting program on all APD documents submitted to OSI for EDP expenditures related to this funding opportunity.

In a revision to the guidance contained with [ACL No. 21-43](#), rather than submitting APDs to CDSS APS program staff directly, counties should submit all APD documents to OSI at [project.approvals@osi.ca.gov](mailto:project.approvals@osi.ca.gov) for approval before making any EDP expenditures, with a copy to Sudakshina Biswas at [Sudakshina.Biswas@osi.ca.gov](mailto:Sudakshina.Biswas@osi.ca.gov). The OSI staff and APS program staff will work closely with the federal Administration for Community Living to review and approve APDs containing per unit costs of \$5,000 and above. Under these guidelines, EDP expenditures should not be made until the county has received approval from OSI. Counties should anticipate this process taking approximately 30 days unless revisions or additional information are required.

CFL No. 20/21-95 details the program codes and Program Identifier Number (PIN) codes required to claim reimbursement.

### **Reporting Requirements**

The Administration for Community Living requires states to complete a Discretionary Grantee Performance Report 12 months after the date of notice of award, and a second report 90 days after the projected grant end date. CDSS will send the 12-month Performance Report to the Administration for Community Living on May 1, 2022, and the final report on December 30, 2022. In order to allow CDSS time to compile the reports and submit them to the Administration for Community Living by their deadlines, all counties must submit an initial county program report detailing their grant progress to CDSS by March 1, 2022, and a final program report capturing activities over the entire 18-month grant period no later than November 1, 2022. These county reports must be submitted via email to [aps@dss.ca.gov](mailto:aps@dss.ca.gov).

Your program report must address the following questions:

1. What did you accomplish during this reporting period and how did these accomplishments help you reach your stated project goal(s) and objective(s)? Please note any significant project partners and their role in project activities.
2. What, if any, challenges did you face during this reporting period and what actions did you take to address these challenges? Please note in your response changes, if any, to your project goal(s), objective(s), or activities that were made as a result of challenges faced.

3. How have the activities conducted during this project period helped you to achieve the measurable outcomes identified in your project proposal? For example, what impact did the accomplishments have on the program and program clients? How has the APS program been improved? How has client risk been decreased or safety increased?
4. What was produced during the reporting period and how have these products been disseminated? Products may include articles, issue briefs, fact sheets, newsletters, survey instruments, sponsored conferences and workshops, websites, audiovisuals, and other informational resources. Please include the following:
  - Total county expenditures from the COVID-19 funds to date
  - The total number of clients served by the funds, and the number who are over the age of 60
  - Any goods that were acquired for APS program/staff (i.e., technology, equipment, vehicles, etc.)
  - Acquisition of staff, consultants, etc. (i.e., number, hours, purpose, etc.)
  - Services purchased for clients (cost and units)

The Administration for Community Living has provided the following resource on the grant reporting requirements:

[https://apstarc.acl.gov/getattachment/Information-Research/COVID-19/ACL-APS\\_Supp5\\_Reporting\\_Guidelines-Update1\\_FINAL.pdf.aspx?lang=en-US](https://apstarc.acl.gov/getattachment/Information-Research/COVID-19/ACL-APS_Supp5_Reporting_Guidelines-Update1_FINAL.pdf.aspx?lang=en-US)

### **Spending Plans**

While maximum flexibility has been afforded the counties in determining how they will spend the funds, counties are encouraged to provide the Department of Social Services an overview of how they intend to use the allocation. The spending plans do not need to include the amount committed to the various areas outlined in ACL 21-43, only descriptions of how the funds are being used to bolster APS service areas.

The Administration for Community Living has provided the following resource for the most prevalent questions related to the grant:

[https://acl.gov/sites/default/files/common/ACL\\_APS\\_Grants\\_FAQ\\_02.11.21.Final\\_.pdf](https://acl.gov/sites/default/files/common/ACL_APS_Grants_FAQ_02.11.21.Final_.pdf).

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Please note, even if the pandemic and/or state of emergency ends and pre-pandemic practices resume prior to the grant's end date, the September 30, 2022 closure remains in place. At that time, all activities and practices funded by the grant must be complete.

If you have questions regarding this ACL or the Coronavirus Response and Relief Supplemental Appropriations Act of 2021, please contact CDSS APS at [aps@dss.ca.gov](mailto:aps@dss.ca.gov) or 916-651-5111.

Sincerely,

DEBBI THOMSON  
Deputy Director  
Adult Programs Division