

October 27, 2022

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 22-90

The purpose of this ACL is to inform counties of changes made to the California Department of Social Services Public Authority/Nonprofit Consortium Invoice (SOC 448).



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

October 27, 2022

ALL COUNTY LETTER NO. 22-90

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) TO INCLUDE BACKUP
PROVIDER SYSTEM AND CAREER PATHWAYS

REFERENCE: [ACL NO. 19-101, DATED OCTOBER 14, 2019](#)
[ACL NO. 22-65, DATED AUGUST 2, 2022](#)
[CFL NO. 21/22-78, DATED FEBRUARY 15, 2022](#)
[SENATE BILL 187 \(STATS. 2022, CH. 50\)](#)
[WELFARE & INSTITUTIONS CODE SECTION 12300.6](#)
[WELFARE & INSTITUTIONS CODE SECTION 12316.1](#)

The purpose of this All County Letter (ACL) is to update the Public Authority (PA)/ Nonprofit Consortium (NPC) Invoice (SOC 448) claiming and reimbursement instructions for the In-Home Supportive Services (IHSS) program as a result of eliminating the Essential Protective Gear (EPG) and adding the Backup Provider System and Career Pathways costs reporting.

EPG COST CLAIMING

The Budget Act of 2021 provided funding to give administrative support to PA/NPCs to distribute EPG to any IHSS provider or recipient who requested it. The original funding authority terminated on December 31, 2021. However, to continue to support PA/NPC offices and ensure the distribution of EPG, it was extended until June 30, 2022. Effective July 1, 2022, the California Department of Social Services (CDSS) no longer requires PA/NPCs to distribute EPG and CDSS will no longer fulfill any EPG orders as the CDSS warehouse has exhausted all EPG supplies.

In addition, PA/NPCs are not required to report to CDSS distribution of EPG. The PA/NPCs can claim costs for the distribution of EPG through their PA Administration allocation. Thus, the EPG claiming section of the SOC 448 is removed.

CAREER PATHWAYS CLAIMING

The passage of Assembly Bill 172, (Statutes 2021, Chapter 696) amended Welfare and Institution Code (W&IC) Section [12316.1](#), establishing the Career Pathways Program for providers of IHSS to increase the quality of care, recruitment and retention of providers for recipients, and to provide training opportunities for career advancement in the home care and health care industries. Providers who have completed provider enrollment and are eligible to work for a recipient, including registry and emergency backup providers, may participate in the Career Pathways Program.

The PA/NPC's will claim quarterly Career Pathways costs in the Career Pathways table of the SOC 448. Career Pathways costs eligible for reimbursement include:

- Training Costs
 - Instructor Costs for conducting the class
 - Planning Time: Standard preparation time for instructor-led training. Planning Time costs shall not exceed 20 percent of Instructor Costs.
 - Evaluation Time: For conducting class evaluations, including any evaluations requested by CDSS. Evaluation Time costs shall not exceed 10 percent of overall Instructor Costs.
 - Overhead Costs: Any additional costs associated with conducting the class. Overhead Costs shall not exceed 10 percent of overall Instructor Costs.
- Learning Management System (LMS) Subscription/Registration Tracking: Reimbursement for tracking provider registration and course completion.

The PA/NPCs must provide supporting documentation of their Career Pathways expenses with the SOC 448. Supporting documentation must include:

- Training Costs Documentation
 - Title/Subject of class
 - Date/Time class occurred
 - Format of class (i.e., E-learning, classroom, blended learning, synchronous, asynchronous, etc.)
 - Language
 - Duration of the class
 - Instructor
 - Attendance/Class Roster with provider's program [IHSS, Waiver Personal Care Services (WPCS), or California Department of Aging (CDA) program] and provider's county if different than reporting county.
- LMS Subscription Costs/Registration Tracking Documentation
 - Invoice of LMS Subscription/Software used to track course registration and completion
 - Number of providers/users licenses (if applicable)

BACKUP PROVIDER SYSTEM CLAIMING

The passage of [Senate Bill 187 \(Statutes 2022, Chapter 50\)](#), amended W&IC Section [12300.6](#) to require counties or PA/NPCs to establish a Permanent Backup Provider System. For further information on the Permanent Backup Providers System, please see [ACL 22-65](#). The PA/NPCs will claim the quarterly Backup Provider System administrative costs in the Backup Provider System table of the SOC 448.

SUBMISSION REQUIREMENTS

An SOC 448 package submitted to the state must include the following documents:

- Completed SOC 448 template in Excel format
- Signed SOC 448 in PDF format
- Expense detail summary or county document summarizing expenses by category
- Advisory Committee backup documentation
- Career Pathways backup documentation (if necessary)
- CMIPS monthly paid case detail reports (pages 12, 18, 24, 30, and 31)

For more information on claiming instructions for the SOC 448, please see [ACL 19-101](#). To initiate the SOC 448 claim process, scanned copies of the documents can be sent via email to the CDSS Financial Management Unit at APD_FMU@dss.ca.gov. A mailed hard copy is unnecessary but may be requested if the quality of the scanned documentation is insufficient.

If you have questions regarding the information contained in this ACL, please contact the Financial Management Unit at the email listed above or the Financial Management Unit analyst assigned to your county.

Sincerely,

Original Document Signed By

LEORA FILOSENA, P.M.P.
Deputy Director
Adult Programs Division